**BY-LAWS**



CANADIAN UNION OF PUBLIC EMPLOYEES

LOCAL 3268

Bethany Lodge Manor

(Full and Part Time Service Employees)

Approved by the Membership October 16, 2024

Approved by CUPE National xxxx

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# INTRODUCTION

Local 3268 of the Canadian Union of Public Employees has been formed to:

* Improve the social and economic well-being of all of its members;
* Promote equality for all members and to oppose all types of harassment and discrimination;
* Promote the efficiency of public services; and
* Express its belief in the unity of organized labour.

The following bylaws are adopted by Local 3268 in accordance with the CUPE National Constitution (Articles 13.3 and B.5.1) and to supplement Appendix B, to protect the rights of all members, to provide for responsible governance of the Local Union, and to involve as many members of the Local Union as possible through the sharing of duties and responsibilities.

CUPE chartered organizations shall respect and apply the CUPE National Equality Statement to all of the chartered organizations’ activities. The CUPE National Equality Statement can be found appended to these bylaws in Appendix A.

Local 3268 has adopted a Code of Conduct that applies to membership meetings and other functions organized by the Local and can be found in Appendix B.

# SECTION 1 – NAME

1. The name of this Local shall be The Canadian Union of Public Employees Local 3268 – Bethany Lodge and Manor.

# SECTION 2 – OBJECTIVES

The objectives of Local 3268 are to:

1. Secure the best possible pay, benefits, working conditions, job security, pensions and retiree benefits for its members;
2. Organization of collective activity to defend the interest of CUPE Local 3268, its members and the trade union movement in general.
3. Building a favourable public image of public employees by improving service and efficiency on the job and being active in the community.
4. Encourage the settlement by negotiation and mediation of all the disputes between the members and their employers;
5. Eliminate harassment and discrimination of any sort or on any basis; for the equality of treatment regardless of class, race, colour, nationality, age, sex/gender, language, sexual orientation, place of origin, ancestry, religious beliefs, or mental and physical disability; and the active opposition of discrimination of same wherever it occurs or appears;
6. Support CUPE in reaching all of the objectives set out in Article II of the CUPE National Constitution.

# SECTION 3 – INTERPRETATION AND DEFINITIONS

1. **P**ronouns shall be gender **neutral (they/them)**.
2. Numbers of Articles at the end of sections or subsections refer to relevant articles of the CUPE Constitution which should be read in conjunction with these bylaws.

# SECTION 4 – MEMBERSHIP

(a) Membership

 An individual employed within the jurisdiction of Local can apply for membership in Local by signing an application and paying the initiation fee set out in Section 11(a) of these bylaws.

(Article B.8.1)

(b) Approval of Membership

 At the first membership meeting after the application has been submitted, the name(s) of the applicant(s) will be read out and unless a majority of members present at the meeting object, the applicant(s) will be accepted into membership.

(Article B.8.2)

(c) Oath of Membership

New members will take this oath:

“I promise to support and ~~obey~~ ***comply with*** the Constitution of this Union, to work to improve the economic and social conditions of other members and other workers, to defend and work to improve the democratic rights and liberties of workers and that I will not purposely or knowingly harm or assist in harming another member of the Union.”

(Article B.8.4)

(d) Continuation of Membership

Once accepted, a member continues as a member in good standing while employed within the jurisdiction of the Local Union unless the member loses good standing under the provisions of the CUPE National Constitution.

(Article B.8.3)

(e) Member Obligations

Members are obligated to abide by the CUPE National Constitution and these bylaws as amended from time to time.

Members will provide the Recording Secretary with their current address, telephone contact number and where available, an e-mail address. The member will advise the Recording Secretary of any changes to their contact information. This information will be protected and used to communicate with members. Such communication will take the form of mail, e-mail **or text** blasts or **telephone calls or** telephone town halls.

In the case of a telephone town hall, the telephone number may be shared with a service provider under contract to the Local Union to provide the technical equipment to support such a virtual meeting.

Upon request, the Local Union will share the telephone contact information with CUPE National, CUPE Ontario**, and any other organization the Local Union is affiliated to, either as approved by these bylaws or by a vote of the membership**. The purpose of sharing this telephone contact information with CUPE National or CUPE Ontario is so that the National Union or Provincial Division can conduct a telephone town hall with members on important matters.

#

# SECTION 5 – AFFILIATIONS

In order to strengthen the labour movement and work toward common goals and objectives, Local 3268 shall be affiliated to and pay per capita tax to the following organization(s):

* The CUPE Ontario Provincial Division

# SECTION 6 – MEMBERSHIP MEETINGS – Regular and Special

**In person, Virtual, or Hybrid (combined virtual and in-person) meetings are allowed.**

1. Regular Membership Meetings

In-person Regular Membership Meetings shall be held bi-monthly on a Wednesday of the month commencing from 1:30 p.m. until 4:00 p.m. The Executive Board shall give a week’s notice of any change in the date of the regular meeting.

1. Hybrid, in-person and or virtual participants in meetings must use the same method of voting. All secret votes in Virtual or Hybrid meetings must take place using a secure electronic voting platform. In person meetings may use ballots and ballot boxes.

When a statutory holiday or a situation beyond the control of the Local Union arises, which causes the cancellation of a regular membership meeting, the Executive Board shall reschedule the regular membership meeting, and will give members seven (7) days’ notice of the date of the rescheduled regular membership meeting.

1. Special Membership Meetings

 Special membership meetings may be required and shall be calledby the Executive Board or may be requested in writing by no fewer than fifteen (15) members. The President or Designate shall immediately call a special meeting when so requested and shall see that all members receive at least twenty-four (24) hours’ notice of the special meeting and the subject(s) to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called, and notice given.

1. Quorum

A quorum for the transaction of business at any regular or special meeting shall be ten (10) members, including at least three (3) members of the Executive Board.

1. When the quorum is not met at a regular membership meeting, the Executive Board shall be authorized to conduct business on behalf of the local that is time sensitive and cannot wait until the next regular membership meeting. Any decisions made by the Executive Board shall be recorded and reported to the members at the next membership meeting ***for ratification by the members*.**
2. Membership Meeting Agenda

The order of business at regular membership meetings is as follows:

**ADD LAND ACKNOWLEDGEMENT**

* 1. Roll call of Officers
	2. Reading of the Equality Statement
	3. Initiationof newmembers
	4. Minutesof previous meeting
	5. Mattersarising out of Minutes
	6. Treasurer’sreport
	7. Communicationsof bills and of payment
	8. ExecutiveBoard report
	9. Reportsof Committee and Delegates
	10. Nominations,Elections or Installations
	11. Unfinishedbusiness
	12. Newbusiness
	13. Good of the Union
	14. Adjournment

(Article B.6.1)

# SECTION 7 – VOTING OF FUNDS

1. Funds can only be spent for the valid purposes of the Local Union. The funds cannot be divided amongst individual members. All expenses must be for valid purposes and be authorized by one of the following: these bylaws, a majority vote at a membership meeting, or a budget that has been approved by a majority vote at a membership meeting.
2. Valid purposes of the Local Union include, and are not limited to:
	* bargaining
	* enforcing the collective agreement
	* campaigns to defend or promote working people’s issues
	* union education
	* conventions and conferences
	* executive and membership meetings
	* promoting CUPE and the local to create a sense of identity and solidarity among the members
	* promoting CUPE in the community
3. Except for ordinary expenses and bills as approved at membership meetings, no sum over two hundred dollars ($200.00) shall be voted for the purpose of a grant or contribution to a member or any cause outside CUPE, except by a notice of motion given in writing and dealt with at the following membership meeting.

 (Article B.4.4)

In meetings representing the Local, compensation for wages may only be claimed where a person was scheduled to work on the book-off day and will not be paid wages for that day by the Employer. Switching of days off in order to receive compensation for wages will not be permitted.

Where a member who works part-time has been elected or appointed to work more than part-time hours on a union campaign or initiative it is appropriate that their honorarium, if any, reflect the quantity of unpaid time they are expected to devote to the union work**. (paid their regular hourly rate for all hours worked beyond the booked off hours.)**

 (Article B.4.4)

# SECTION 8 – OFFICERS

The officers of the Local shall be the President, Vice President, Secretary-Treasurer, Recording Secretary, Membership Officer, Stewards and three (3) Trustees. There will be five (5) Stewards, two from the following departments (Life Enrichment, Environmental Services, Dietary), one RPN and one PSW. One of the five Stewards shall represent the night shift members.

(Articles B.2.1 and B.2.2)

# SECTION 9 – EXECUTIVE BOARD

1. The Executive Board shall comprise of all officers, except Trustees.

(Article B.2.2)

1. 1. The Executive Boardshall meet at least eight (8) times per year.

(Article B.3.14)

2. Executive Board Officers shall suffer no loss of pay or time off for the purpose of attending executive meetings.

1. A majority of the ExecutiveBoard constitutes a quorum.
2. The Executive Board shall hold title to any real estate of the Local Union as trustees for the Local Union. They shall have no right to sell, convey, or encumber any real estate without first giving notice and then submitting the proposal to a membership meeting and having it approved.
3. The Executive Board Officers shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of all committees.
4. Should any Executive Board Officer fail to answer the roll call for three consecutive regular membership meetings or three consecutive ExecutiveBoard meetings without having submitted good reasons for those failures, his office shall be declared vacant and shall be filled by an election at the following membership meeting.

(Article B.2.5)

# SECTION 10 – DUTIES OF OFFICERS AND SHOP STEWARD

Each Officer of Local 3268 is encouraged to participate in CUPE educational courses to enhance their leadership skills and expand their knowledge and expertise.

Subject to available funds, these by-laws authorize the expenses associated with an Officer attending any training or educational provided by CUPE National, CUPE Ontario, the Ontario Federation of Labour, or associated organizations. The President decides whether sufficient funds are available. The President’s decision may be appealed to the Executive Board. The Executive Board’s decision may be appealed to a membership meeting.

Expenses associated with an Officer attending a training or educational they have previously attended must be authorized at a membership meeting**.**

All Officers must give all properties, assets, Funds and all records of the Local Union to their successors at the end of their term of office.

(Article B.3.9)

All signing officers of Local 3268 shall be bonded through the master bond held by CUPE National. Any Officer who cannot qualify for the bond shall be disqualified from having signing authority.

(Article B.3.5)

Signing Officers

There will be three (3) signing officers. There will always be two (2) people available to sign cheques. One of these must be the Secretary-Treasurer. *~~or the President.~~*

1. The President shall:
* Enforce the CUPE Constitution and these bylaws.
* Interpret these bylaws as required.
* Preside at all membership and Executive Board meetings and preserve order.
* Decide all points of order and procedure (subject always to appeal to the membership).
* Have the same right to vote as other members. In the case of a tie vote, the President will direct the membership to revote;
* Ensure that all officers/steward and representatives perform their assigned duties.
* Fill committee vacancies where elections are not provided for.
* Introduce new members and conduct them through the initiation ceremony.
* Sign ~~all~~ cheques and ensure that the Local’s funds are used only as authorized or directed by the Constitution, bylaws, or vote of the membership.
* Have first preference as a delegate to the CUPE National Convention and other trade union conventions and conferences.
* Be allowed necessary and reasonable funds to reimburse the President or any Officers for expenses incurred on behalf of the Local Union. Expense claims must be listed on a proper form outlining the expense, the reason for the expense, and with supporting receipt(s) attached.
	+ On termination of office, surrender all keys, books, records and other properties of the Local to their successor.

(Article B.3.1)

1. The Vice-President shall:
	* + If the President is absent or not eligible, perform all duties of the President.
		+ If the office of President falls vacant, be Acting President until a new President is elected through a by-election.
		+ Encourage members of the Local to attend appropriate and available educational seminars or conferences and submit recommendations accordingly to the Executive Board;
		+ Render assistance to any member of the Executive as directed by the Executive Board.
	* On termination of office, surrender all keys, records and other properties of the Local to their successor.

(Article B.3.2)

1. The Recording Secretary shall:
	* Keep full and accurate and impartial account of the proceedings of the proceeding of all regular or special membership and Board meetings, ensuring that these records include a copy of the full financial report presented by the Secretary-Treasurer. The record will also include trustees’ reports.
	* Record all amendments and/or additions in the bylaws and make certain that these are sent to the National President for approval prior to implementing.
	* Answer correspondence and fulfill other administrativeduties as directed by the ExecutiveBoard.
	* Prepare and have ready for each meeting, all unfinished business. Handle all incoming and outgoing communications with the exception of those duties pertaining directly to the Office of the Treasurer or President, who shall forward copies of all communications to the Recording Secretary.
	* Prepare and distribute all circulars and notices to members.
	* Preside over membership and Board meetings in the absence of both the President and the Vice President.
	* Read the minutes of preceding meetings.
	* Keep a record of all Officers elected and their term of office.
	* Be empowered, with the approval of the membership, to employ necessary stenographic or other assistance to be paid for out of the Local’s funds.
	* On termination of office, surrender all keys, books, records and other properties of the Local to their successor.

(Article B.3.3)

1. **The Secretary-Treasurer shall:**
* Receive all revenue, dues, initiation fees, and assessments, keeping a record of each member’s payments, and deposit promptly all money with a bank or credit union.
* Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or vouchers for every disbursement made, receipts for all money sent to CUPE headquarters, as well as records and supporting documents for all income received by the Local union.
	+ Make a full financial report to meetings of the Local’s Executive Board, as well as a written financial report to each regular membership meeting, detailing all income and expenditures for the period.
	+ Ensure that per capita tax is paid by direct remittance, or where per capita is not paid by direct remittance, prepare all CUPE National per capita tax forms and remit payment, including $1.00 of each initiation fee on all members admitted, no later than the last day of the following month.
	+ Record all financial transactions in a manner acceptable to the Board and in accordance with good accounting practices.
	+ Make a full financial report to meetings of the Local’s Executive Board, as well as a written financial report to each regular membership meeting, detailing all income and expenditures for the period. The format for the monthly financial report will follow the guide provided in CUPE National Financial Officers Handbook.
	+ Be bonded through the master bond held by CUPE National.
	+ AnySecretary-Treasurer who cannot qualify for bonding shall be disqualified from office.
	+ Pay no money unless supported by a voucher duly signed by the President, Vice President or Treasurer of the local, except that no voucher shall be required for payment of per capita fees to any organization to which the Local is affiliated.
	+ Make all books available for inspection by the auditors and/or Trustees on reasonable notice, and have the books audited at least once each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees.
	+ Provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE National.
* Sign all cheques and ensure that the Local Union’s funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences.
	+ Be empowered, with the approval of the President, to employ necessaryadministrativeassistance to be paid for out of the Local’s funds.
	+ Shall forward to the national Secretary-Treasurer on the official monthly report form provided, not later that the last day of each month, all financial obligations for the previous month owing to CUPE National.
	+ Notify all members who are one month in arrears and report to the Executive Board all members two or more months in arrears in the payment of union dues.
	+ On termination of office, surrender all keys, books, records and other properties of the Local to their successor.
1. The duties of the Membership Officer shall be:

Guard the inner door at in-person membership meetings and admit no one but members in good standing or Officers and officials of CUPE, except on the order of the President and with consent of the members present.

In Hybrid and or virtual meetings grant access to the meeting to members.

* + Maintain the record of membership attendance at meetings.
	+ Maintain a list of members who have taken the oath of membership.
	+ Perform such other duties as may be assigned by the Executive Board from time to time.
	+ Chair the Social Committee & Health and Wellness Committee.
	+ On termination of office, surrender all keys, books, records and other properties of the Local to their successor.

 (Articles B.3.4 to B.3.8)

(f) The Trustees shall:

* + Act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, The Recording Secretary and the Standing Committee at least once every calendar year.
	+ Make a written report of their findings to the first membership meeting following the completion of each audit.
	+ Submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local’s funds, records and accounts are being maintained by the Secretary-Treasurer in an organized, correct and proper manner.
	+ Be responsible to ensure that monies are not paid out without proper constitutional or membership authorization.
	+ Ensure that proper financial reports are made to the membership.
	+ Audit the record of attendance.
	+ Inspect at least once a year any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local and report their findings to the membership.
	+ Send to the National Secretary-Treasurer, with a copy to the assigned Servicing Representative, the following documents:
		- Completed Trustee Audit Program
		- Completed Trustees’ Report
		- Secretary-Treasurer Report to the Trustees
		- Recommendations made to the President and Secretary-Treasurer of the Local Union
		- Secretary-Treasurer’s response to recommendations
		- Concerns that have not been addressed by the Local Union Executive Board.

(Articles B.3.10 to B.3.12)

1. The Shop Stewards shall:
* Define, detect, prepare and present grievances at the initial level;
* Generally knowing and policing the collective agreement and provincial or federal legislation affecting labour and particular jobs;
* Provide communication and information for members in the bargaining unit to the Executive and from the Executive to the members, including the distribution of union literature and newspapers;
* Greeting new employees and encouraging the participation of all members of the unit in union activity;
* Maintaining daily contact with the members to provide ongoing union awareness and education.
* On termination of office, surrender all books, records and other properties of the Local to their successor.
* Stewards must enrol and complete the CUPE Stewards Learning Series

# SECTION 11 – NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

1. Nomination
	1. Nominations shall be held at the regular membership meetings held in February. To be eligible for nominations the nominee must have been accepted into membership and continue to be a member in good standing.

(Articles B.8.1, B.8.2 and B.8.3)

* 1. No nominations shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting his consent in writing, duly witnessed by another member.

Each member nominated for a position shall have up to one minute to address the membership.

* 1. A member may accept nomination for a position while holding office in any position. If successful in the election, their resignation from their current position will take effect at that time.
	2. No member will be eligible for nomination if they are in arrears of dues and/or assessments.
1. Elections
	1. The President, ~~and~~ Recording Secretary ***and Membership Officer*** are elected in odd years. The Vice-President, Secretary-Treasurer and Stewardsare elected in even years.
	2. At **the** membership meeting **in February** the President shall, subject to the approval of the members present, appoint an Elections Committee consisting of a Returning Officer and assistant(s). The Committee shall include members of the Local who are neither officers nor candidates for office, it shall have full responsibility for voting arrangements and shall treat information to it in connection with its responsibility as confidential. The National Representative assigned to the Local Union shall serve as an advisor to the Committee when requested by the Local Union.
	3. The **Elections Committee** shall ***give notice of the election, specify the voting platform and the form of the ballot to be used on the notice of election. The voting platform must provide a secured access or a personalized link and ensure the secrecy and integrity of the vote.*** ~~determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officers.~~
	4. The Returning Officer shall be responsible for ***overseeing the voting platform including the*** *issuing, collecting, and counting ballots* ***where required****.* ***The Returning Officer******and Assistants*** *must be* fair and impartial and see that all arrangements are unquestionably democratic.
	5. The voting for Executive Elections will take place in April. The in-person vote shall be secret referendum ballot, all day, to permit members on every shift an opportunity to vote. At least seven (7) days notice will be given to members of the date, times, method and location(s) for voting. The vote may also be carried out electronically.
	6. A referendum vote must be held in a way that permits all members to participate. The voting period will be 6 am to 4 pm on Election Day. Officers will be elected by majority vote. To be declared, a candidate must receive **more than** fifty percent of the votes cast. The Returning Officer will arrange for at least two members to witness the counting of the vote to ensure the count is accurate. The witnesses may be scrutineers selected by the candidates. The witnesses may not be candidates for office. The Returning Officer will announce the results of the election immediately after the count is completed and confirmed by the witnesses.
		1. The Returning Officer will arrange additional Election Days for that purpose. The Returning Officer will arrange as many elections as necessary until one candidate receives ***more than fifty percent*** of votes cast.
		2. When two or more nominees are to be elected to any office by ballot, each member voting shall be required to vote for the full number of candidates to be elected or the member’s ballot will be declared spoiled.
		3. Within seven days of the election results being announced any member may request, of the Returning Officer, a recount of the votes and a recount will be conducted if the request is supported in writing by at least the number of members equal to the quorum for a membership meeting as laid down in Section 6(c). When seven days elapse without a detailed written complaint outlining the issue or a request for a recount, the Returning Officer will destroy the ballots.
		4. Each candidate shall be entitled to appoint a scrutineer to oversee the counting of the ballots.
2. Installation
	* + 1. All duly elected officers shall be installed**,** as soon as possibleafter elections are held and shall continue in office for two (2) years or until a successor has been elected and installed, provided, however, that no term of office shall be longer than three years.
			2. The terms of office for Trustees shall be so that one serves for a period of three years, one for two years, and one for one year, as laid down in Article B.2.4 of the CUPE National Constitution. Each year thereafter, the Local Union shall elect one Trustee for a three-year period. No member who has been a signing Officer for the Local Union is eligible to run for Trustee, until at least one full term of office has elapsed.
3. ~~The Oath of Office to be read by the newly-elected Officers is:~~ ***A candidate who is elected to office must clearly communicate or affirm this oath.***

 *“I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, promise to perform the duties of my office, as set out in the Constitution and laws of the Canadian Union of Public Employees, faithfully and to the best of my ability for my term of office. As an Officer of the Union, I will always promote the harmony and dignity of its sessions by counsel and example. I also promise to turn over all property of the Union to my successor at the end of my term.”*

(Article 11.6(b))

1. By-Elections

Should an office fall vacant pursuant to Section 8(f) of these bylaws or for any other reason, the resulting by-election should be conducted as closely as possible in conformity with this Section. The term of office for any position filled through a by-election will be the term that the vacated position was initially elected to fulfill.

The term of office for Trustee positions filled through a by-election will always be the term that the vacated position was initially elected to fulfil.

# SECTION 11 – FEES, DUES, AND ASSESSMENTS

1. Initiation Fee

Payment of initiation fees is a tangible confirmation of the desire to become a member of your Local Union and the Canadian Union of Public Employees. Each application for membership in the Local shall be directed to the Secretary-Treasurer and shall be accompanied by an initiation fee of one dollar which shall be in addition to monthly dues. The Secretary- Treasurer shall issue a receipt. If the application is rejected the fee shall be returned.

(Articles B.4.1 and B.8.2)

1. Re-admittance Fee

 The re-admittance fee shall be one dollar.

(Article B.4.1)

1. Monthly Dues

 The monthly dues shall be 2% of gross earnings per month.

(Article B.4.3)

1. Amending Monthly Dues

The regular monthly dues may be amended at a regular or special membership meeting. The vote must be by secret ballot. Notice of at least seven (7) days at a previous meeting or sixty (60) days in writing must be given.

(Article B.4.3)

1. Assessments

Assessments may be levied in accordance with the CUPE Constitution. Assessments do not mean or include regular monthly dues and are applied for a specific purpose or specific length of time. Membership approval is required, and the assessment will only be applied after the National President approves the assessment.

(Article B.4.2)

**SECTION 12 – NON-PAYMENT OF DUES AND ASSESSMENTS**

Any member in arrears for a period of three (3) months or more shall be automatically suspended and his suspension shall be reported to the Executive Board by the Secretary-Treasurer. The Executive Board shall report to the next membership meeting with a recommendation. Any member under suspension wishing to be reinstated shall, upon application, pay the readmittance fee, plus any dues and assessments in arrears. This money will be returned if the application is rejected.

If a member has been unemployed or unable to work because of sickness, he shall pay the readmittance fee but may not be required to pay his arrears.

(Article B. 8.6)

# SECTION 12 – EXPENDITURES

1. Payment of Local Union Funds

Funds can only be spent for valid purposes of the Local Union under the following circumstances:

* + When the expenditure is authorized by a budget approved by a majority of members present and voting at a regular or special membership meeting;
	+ When these bylaws approve the expenditure; or
	+ Through a vote of the majority of members present and voting at a regular or special membership meeting.
	+ The Secretary Treasurer will ensure that a voucher will be completed with every expenditure and kept in a safe place for review by the Trustees.

(Article B.4.4)

1. Payment of Per Capita Tax and Affiliation Fees

Authorization to pay per capita tax to CUPE National, to CUPE Ontario Provincial Division, or any labour organization the Local Union is affiliated with, is not required.

1. Payment of Local Union Funds to Members or Causes Outside of CUPE

In the case of a grant or a contribution to a member(s) or a cause(s) outside of CUPE greater than $150, a notice of motion must be made at a regular membership meeting and then approved at the following regular or special membership meeting before the grant or contribution can be paid out. The approval meeting must be no earlier than seven days after the meeting where notice of motion has been given.

1. No Officer or member of Local 3268 will be allowed to spend any Local Union funds without first having received authorization under Section 13(a) of these bylaws.

# SECTION 13 – HONORARIUMS

1. The following honorariums shall be paid, without need of supportive vouchers, to elected officials of the Local:

 President $650.00 quarterly

 Vice President $500.00 quarterly

 Secretary-Treasurer $500.00 quarterly

 Recording Secretary $500.00 quarterly

 Membership Officer $400.00 quarterly

 Trustees $150.00 per audit plus in-town expense

 Stewards $100.00 quarterly

 Returning Officer/Assistants $150.00 per election

1. An officer of the Local will forfeit their honorarium if not present at 50% of the meetings unless a satisfactory reason is submitted to the Executive Board of the Local Union.
2. In addition, the following expenses shall be paid to any member who is elected as a delegate or representative of the Local to a convention, conference, educational programs, Trustee meetings arbitrations or negotiations. **In town expenses will not be paid to Officers for attending meetings with members and/or management at the work site.**

In town **~~$100.00~~** per day

Out of town **~~$150.00~~** per day plus, the cost of a hotel room and transportation by the most appropriate carrier

Upon approval by the Executive Board, Union Officers and Local delegates may be reimbursed for necessary lost-time expenses which arise from leaves of absence for union activities on dates they were regularly scheduled to work.

1. Other expenses may be approved by the Executive Board subject to supporting vouchers being submitted and approved by the membership at a regular meeting.
2. On top of honorariums, the Local President and Vice-President shall each be given fifty dollars ($50.00) per month towards a cell phone bill.
3. Honorariums will be paid at the beginning of the quarter. In the event of a change in officers during any quarter, both officers will receive the honorarium.

# SECTION 14 – DELEGATES TO CONVENTIONS

1. Except for the President’s option [Section 9(a)], all delegates to conventions **and or** conferences, shall be chosen by election at membership meetings.When more members are interested in attending an event than there are spaces or funds available, the attendees will be elected at a membership meeting.
2. All delegates attending conventions, conferences, or educationals held outside the Cityof Toronto shall be paid transportation expenses (at economy, tourist or coach rates) as determined by the Secretary-Treasurer, and a per diem allowance of **~~$150~~** dollars for meals and expenses. The Local Union will reimburse the member’s employer for any loss of wages.
3. Delegates to conventions, conferences, and educationals held locally shall have no travel allowance. There shall be a per diem allowance of**~~$100~~** dollars for meals and expenses incurred by attendance at the convention, conference or educational. The Local Union will reimburse the member’s employer for any loss of wages.
4. Local 3268 will provide members with their per diem allowance prior to their attending the convention, conference, or educational.
5. Local 3268 encourages the participation of women and all equity-seeking groups in their delegation to conventions, conferences, and educationals.

# SECTION 15 – COMMITTEES

These by-laws authorize the expenses associated with any committee member receiving the education and training necessary to do their work effectively. The President is responsible for ensuring committee members receive adequate training. Where a committee member wishes to receive training that the President does not approve, the committee member may appeal the President’s decision to the Executive Board and may appeal the Executive Board’s decision to a membership meeting.

1. Negotiating Committee~~s~~

This shall be a special committee established at least nine (9) months prior to the expiry of the Local’s collective agreement and automatically disbanded when a new collective agreement has been signed. The function of the committee is to prepare collective bargaining proposals and to negotiate a collective agreement. The committee shall consist of the President, Vice-President and two (2) members, elected at a membership meeting. The CUPE National representative assigned to the Local shall be a non-voting member of the committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.

1. Special Committees

A special ad hoc committee may be established for a specified purpose and period by the membership at a meeting. The members shall be elected at the same or another membership meeting or may, by specific authorization of the membership, be appointed by the President or the Executive Board. Two (2)members of the Board may sit on any special committee as ex-officio members.

1. Permanent Committees

The Chairperson of each permanentcommittee shall be elected by the members at a membership meeting. The Chairperson and the Executive Board may, with the concurrence of the membership, jointly appoint other members to serve on a committee. The Vice-President shall be a member, ex-officio, of each committee. There shall be three permanentcommittees as follows.

1. Grievance Committee

 This committee shall process all grievances not settled at the initial stage and its reports shall be submitted first to the Executive Board, with a copy to the CUPE National representative, and then to a membership meeting. Grievances must be in writing on the forms provided by the National Office and be signed by the complainant or complainants, as provided for in the collective agreement. The committee shall comprise the President, Recording Secretary and steward from the area.

1. Health and Safety Committee

This committee will:

* Work to educate members on the importance of workplace health and safety.
* Prepare and present reports to the regular membership meetings.
* Organize an April 28th Day of Mourning ceremony each year.
* Participate on the Joint Worksite Health and Safety Committees (JWH&SC) at their workplace.
* Ensure that the worker representatives on the JWH&SC meet separately from the employer to prepare for meetings with the employer.
* Promote safe work procedures and environments so as to prevent illness and injury as a result of workplace factors.
* Immediately bring to the attention of the employer any workplace hazard that has the potential to cause members’ illness or injury.
* Work to eliminate all workplace hazards, be they physical, environmental, or social.

Members of this committee should be designated as a “Certified Worker Representative” in accordance with the legislation in their respective jurisdictions (provincial, federal).

The committee members will be the elected chairperson and 3268 members. The committee shall appoint its secretary from among its members.

1. Social Committee & Health and Wellness Committee

It is the function of this committee to arrange and conduct all social and recreational activities of the Local either on the committee’s own initiative or as a result of decisions taken at membership meetings. The committee shall submit reports and proposals to the Executive Board or to the membership as required.

The Executive Officer assigned to this committee is the Membership Officer of this local and shall be held responsible for the proper and effective functioning of this committee. The committee shall comprise of three (3) members.

Any member of Local 3268 who is absent in excess of one month due to illness, death or injury or is retiring will be sent a fruit basket or flowers or non-cash gift equivalent not to exceed a cost of one hundred and thirty dollars ($130) by the social committee on behalf of the Local.

***A budget for the committee will be fixed annually by the membership. Social and recreational events and activities should be self-supporting.***

This committee will:

* Arrange and conduct all social, cultural, and recreational activities of the Local Union, either on the committee’s own initiative or as a result of decisions taken at membership meetings. The committee shall submit reports and proposals to the Executive Board or to the membership as required.
* Extend the Local Union’s condolences in the event of the death of a member or one of their immediate family, and make other appropriate gestures in accordance with custom or the wishes of the family concerned.
* Advise and give guidance to Officers, committee members, and the general membership on all issues that affect all equity-seeking groups, including people of colour, Aboriginals, lesbian, gay, bi-sexual and transgendered workers in the workplace and the union movement.
* Promote leadership of equity-seeking workers at the Local Union level and in the broader labour movement.
* Increase and support the active participation of equity-seeking workers in the Local Union and the broader labour movement.
* Strive to eliminate racism and discrimination in the workplace, Local Union, broader labour movement, and society through education and participation in human rights and anti-racism activities both in and outside of the labour movement.

1. BUDGET COMMITTEE

Working with the Treasurer and the President, the Budget Committee will establish a budget for the Local’s normal monthly expenses, including committee meetings, honorariums, in-town and out of town expenses, for at least a year. That budget must be approved by the membership in a membership meeting at least three months before the beginning of the financial year.

# SECTION 16 – COMPLAINTS AND TRIALS

All charges against members or Officers must be made in writing and dealt with in accordance with the Trial Procedure provisions of the CUPE National Constitution.

(Articles B.11.1 to B.11.5)

# SECTION 17 – RULES OF ORDER

All meetings of the Local shall be conducted in accordance with the basic principles of Canadian parliamentary procedure. Some of the more important rules to ensure free and fair debate are appended to these bylaws as Appendix **“C”**. These rules shall be considered as an integral part of the by laws and may be amended only by the same procedure used to amend the bylaws.

In situations not covered by Appendix **“C”**, the CUPE Constitution may provide guidance, but if the situation is not dealt with there, Bourinot’s Rules of Order shall be consulted and applied.

# SECTION 18 – AMENDMENT

1. CUPE Constitution

These bylaws are always subordinate to the CUPE Constitution (including Appendix “B”) as it now exists or may be amended from time to time, and in the event of any conflict between these bylaws and the CUPE Constitution the latter shall govern. The National President has the sole authority to interpret the CUPE Constitution.

(Articles 9.2(c), 13.3 and B.5.1)

1. Additional Bylaws

A Local Union can amend or add to its bylaws only if:

1. the amended or additional bylaws do not conflict with the CUPE Constitution;
2. the amended or additional bylaws are approved by majority vote at a regular membership meeting or at a special membership meeting called for that purpose; and
3. notice of the intention to propose the amended or additional bylaws was given at least seven days before at a previous membership meeting or 60 days before in writing.

 (Articles 13.3 and B.5.1)

1. Effective Date of Amended or Additional Bylaws

The amended or additional bylaws do not come into effect until they have been approved in writing by the National President. The National President will decide whether to approve the amended or additional bylaws within 90 days of receiving them and will withhold approval only where they conflict with the CUPE Constitution.

 (Articles 13.3 and B.5.1)

# SECTION 19 – PRINTING AND DISTRIBUTION OF BYLAWS

Members will receive a copy of Local 3268 bylaws, either in paper format. Members with special needs may request a copy of the bylaws in larger font.

# APPENDIX “A”

## CUPE NATIONAL EQUALITY STATEMENT

Union solidarity is based on the principle that union members are equal and deserve mutual respect at all levels. Any behaviour that creates conflict prevents us from working together to strengthen our union.

As unionists, mutual respect, cooperation, and understanding are our goals. We should neither condone nor tolerate behaviour that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile, or offensive environment.

Discriminatory speech or conduct which is racist, sexist, transphobic, or homophobic hurts and thereby divides us. So too does discrimination on the basis of ability, age, class, religion and ethnic origin.

Sometimes discrimination takes the form of harassment. Harassment means using real or perceived power to abuse, devalue, or humiliate. Harassment should not be treated as a joke. The uneasiness and resentment that it creates are not feelings that help us grow as a union.

Discrimination and harassment focus on characteristics that make us different; and they reduce our capacity to work together on shared concerns such as decent wages, safe working conditions, and justice in the workplace, society, and in our union.

CUPE’s policies and practices must reflect our commitment to equality. Members, staff, and elected officers must be mindful that all persons deserve dignity, equality, and respect.

**APPENDIX “B” – CODE OF CONDUCT**

The mandate of our union, the Canadian Union of Public Employees (CUPE), is to organize and defend workers and to promote economic and social justice for our members and for all workers. In carrying out our work, we in CUPE strive to promote our core values which include the principles of solidarity, equality, democracy, integrity, and respect. We are committed to mobilizing our energy and skills to work together to promote these values and to attain these goals in our union, our communities, and globally.

CUPE is committed at all levels to creating a union which is inclusive, welcoming, and free from harassment, discrimination and all types of bullying and intimidation. CUPE needs to ensure that we provide a safe environment for members, staff and elected officers to carry out our work. CUPE’s expectation is that mutual respect, understanding and co-operation will be the basis of all our interaction.

The Code of Conduct sets out standards of behaviour for participants at national convention, national conferences, schools, meetings, and all other events organized by CUPE National. It is also applicable to structures of CUPE – locals, Provincial and Service Divisions, District Councils, Provincial Unions, Councils of Unions, Provincial Councils of Unions, and Provincial Sectoral Groups. It is consistent with the expectations outlined in the Equality Statement and the CUPE National Constitution.

This Code of Conduct is intended to deal with complaints of inappropriate behaviour at events organized by CUPE National and at events, meetings and activities by other parts of CUPE referenced above. It does not apply to complaints arising in the workplace, as those are dealt with through the grievance procedure and/or the applicable workplace harassment policy.

As CUPE members, staff, and elected officers, we commit to one another and to the union to be governed by the principles of the Code of Conduct and agree to:

* Abide by the provisions of the Equality Statement.
* Respect the views of others, even when we disagree.
* Recognize and value individual differences.
* Communicate openly.
* Support and encourage each other.
* Make sure that we do not harass or discriminate against each other.
* Commit to not engaging in offensive comment or conduct.
* Make sure that we do not act in ways that are aggressive, bullying, or intimidating.
* Take responsibility for not engaging in inappropriate behaviour due to use of alcohol or other drugs while participating in union activities, including social events.

Harassment is objectionable behaviour which may include actions, language, gestures, and/or written material, and which the harasser knows or ought reasonably to know is abusive and unwelcome. Bullying is a form of harassment which is serious ongoing behaviour which targets an individual or group and which threatens that person or persons’ mental and/or physical well-being.

A complaint regarding the Code of Conduct will be handled as follows:

1. If possible, a member may attempt to deal directly with the person alleged to have engaged in behaviour contrary to the Code, by asking them to stop such behaviour. If that is not possible, or if it does not resolve the problem, a member may bring forward a complaint.
2. At national convention, national conferences, schools, meetings, and all other events organized by CUPE National, a complaint shall be brought to the attention of an ombudsperson.
3. At a meeting, event, or activity held by a structure of CUPE, should an ombudsperson be available, the same process would be used. Should an ombudsperson not be available, a person properly appointed and designated to be in charge shall receive the complaint.
4. If the complaint involves a staff member, it shall be referred to the appropriate director for investigation and the complaint shall be dealt with in accordance with the applicable staff collective agreement. If the complaint involves a staff member employed by another part of CUPE, the person responsible for their employment will be the one to whom a complaint is referred and the relevant collective agreement, should it exist, would be applicable.
5. Once a complaint is received where an ombudsperson is being used, the ombudsperson will work to seek a resolution.
6. If this fails to resolve the matter, the ombudsperson shall report the matter to the person in charge, who shall determine whether there is need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses.
7. At CUPE National events where an ombudsperson is not available, a person properly appointed and designated to be in charge shall receive the complaint. Depending on the nature of the problem, the person in charge may attempt to resolve it through conflict resolution. If this fails to resolve the matter, the person in charge shall determine whether there is a need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses. The same process is to be used for other parts of CUPE where an ombudsperson is not available.
8. For National events, if the person in charge is a party to the complaint, the director or designate shall assume that role. For all other parts of CUPE, an alternate will be designated to assume the role.
9. In a case where a member has been expelled from an event, the National President shall receive a report on the matter. For all other structures of CUPE, the presiding officer shall receive a report on the matter.
10. For events organized by CUPE National, the National President shall determine if further remedial action is appropriate, including restricting a member’s participation in future events organized by CUPE National. A similar process may be applicable to the other parts of CUPE, done in consultation with the National President.

This Code of Conduct is designed to create a safe, respectful and supportive environment within all parts of CUPE. It is meant to enhance the rights and obligations outlined in the CUPE National Constitution, the Equality Statement, and applicable human rights legislation, not replace them.

All chartered organizations are subject to this Code of Conduct, to apply to conventions, conferences, schools, and meetings which they organize.

This Code of Conduct does not replace a member’s right to access the trial provisions of the CUPE National Constitution.

# APPENDIX “C”

TO THE BYLAWS OF CUPE LOCAL 3268

## RULES OF ORDER

1. The President or, in their absence, the Vice-President, shall take the chair at all membership meetings. In the absence of both the President and Vice President, the Recording Secretary shall act as President, and in their absence a President protem shall be chosen by the Local.
2. No member, except the Chairperson of a committee making a report or the mover of a resolution, shall speak more than five minutes, or more than once on the same question without the consent of the meeting or until all who wish to speak have had an opportunity. Chairpersons and movers of a resolution shall be limited to fifteen minutes, except with the consent of the meeting.
3. The President shall state every question coming before the Local, and before allowing debate thereon, and again immediately before putting it to a vote, shall ask: “is the Local ready for the question?” Should no member rise to speak, the question shall then be put.
4. A motion to be entertained by the presiding officer must be moved and seconded; both mover and seconder must rise and be recognized by the chair.
5. A motion to amend, or to amend an amendment, shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment, or amendment to an amendment, which is a direct negative of the resolution shall be in order.
6. On motion, the regular order of business may be suspended by a two thirds vote of those present, to deal with any urgent business.
7. All resolutions and motions other than those named in Rule 17, or those to accept or adopt the report of a committee, shall, if requested by the presiding officer, be presented in writing before being put to the Local.
8. At the request of any member, and upon a majority vote of those present, a question may be divided when the sense will admit of it.
9. Any member having made a motion can withdraw it with the consent of the seconder, except that any motion, once debated, cannot be withdrawn except by a majority vote of those present.
10. When a member wishes to speak on a question or to make a motion, they shall rise in their place and respectfully address the presiding officer, but except to state that they rise to a point of order or a question of privilege, they shall not proceed further until recognized by the chair.
11. When two (2) or more members rise to speak at the same time, the presiding officer shall decide which one is entitled to the floor.
12. Every member, while speaking, shall adhere to the question under debate and avoid all personal, indecorous, or offensive language, as well as any poor reflection on the Local or member thereof.
13. If a member, while speaking, is called to order, they shall cease speaking until the point is determined; if it is decided they are in order, they may again proceed.
14. No religious discussion shall be permitted.
15. The President shall take no part in debate while presiding but may yield the chair to the Vice-President in order to speak on any question before the Local, or to introduce a new question.
16. The presiding officer shall have the same rights as other members to vote on any question. In case of a tie, he may in addition give a casting vote, or, if he chooses, refrain from breaking the tie, in which case the motion is lost.
17. When a motion is before the Local, no other motion shall be in order except (1) to adjourn (2) to put the previous question (3) to lay on the table (4) to postpone for a definite time (5) to refer (6) to divide or amend, which motions shall have precedence on the order named. The first three of these shall be decided without debate.
18. A motion for the previous question, when regularly moved and seconded, shall be put in this form: “Shall the main question be now put?” If it is adopted, the President shall proceed to take the vote on the resolution and amendments thereto (if any) according to their priority. If an amendment or an amendment to and amendment is adopted, the original resolution, as amended, shall be put to the Local.
19. A motion to adjourn is in order except (1) when a member has the floor, and (2) when members are voting.
20. A motion to adjourn, having been put and lost, shall not be in order again, if there is further business before the Local, until fifteen (15) minutes have elapsed.
21. After the presiding officer declares the vote on a question, and before the Local proceeds to another order of business, any member may ask for a division. A standing vote shall then be taken, and the Secretary shall count same.
22. If any member wishes to challenge (appeal) a decision of the chair, he must do so at the time the decision is made. If the challenge is seconded, the member shall be asked to state briefly the basis for his challenge. The chairperson shall immediately and without debate put the question: “Shall the decision of the Chair be sustained?” A majority vote shall decide except that in the event of a tie the chair is sustained.
23. After a question has been decided, any two members who have voted in the majority may, at the same or next meeting, move reconsideration thereof.
24. No member shall enter or leave a meeting during the reading of the minutes, the initiation of new members, the installation of officers, or the taking of a vote; and no member shall be allowed to leave without the permission of the Vice-President.
25. The Local’s business, and proceedings of meetings, are not to be divulged to any persons outside the Local of the Canadian Union of Public Employees.