

CUPE LOCAL 1230 2013 BY-LAWS

University of Toronto Library Workers

Toronto 2013



CUPE LOCAL 1230

2013 BY-LAWS

University of Toronto Library Workers

Full-Time & Part-Time
(Regular Employee Bargaining Unit)

Student & Casual
(Student Employee Bargaining Unit)

*As amended April 18, 2013,
by the membership of
CUPE Local 1230
and approved by the
National President, Paul Moist,
by letter dated April 25, 2013.*

Toronto 2013

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Contents

CUPE National Letter of Approval	4
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Chapter 1. Introduction

Preamble	5
Section 1. Name	5
Section 2. Principles & Objectives	5
Section 3. Membership (Initiation Fees, Dues & Assessments)	6

Chapter 2. Union Officers, Representatives & Committee Members

Section 1. Elections	8
Section 2A. Installation of Officers	9
Section 2B. Recall of Officers	10
Section 3. The Executive Committee	10
Section 4. Individual Executive Positions	12
Section 5. The Negotiating Committee	17
Section 6. Trustees	18
Section 7. Stewards	19
Section 8. Standing Committees	19
Section 9. Special Committees	22
Section 10. Delegates	22

Chapter 3. Union Meetings

Section 1. General Membership Meetings	24
Section 2. Special General Membership Meetings	25
Section 3. Contract Ratification and Strike Vote	25
Section 4. Order of Business	26

Chapter 4. Miscellaneous Items

Section 1. Rules of Order	27
Section 2. Property of the Local	27
Section 3. Union Leave	27
Section 4. Primacy of the Canadian Union Concerning By-Laws	27
Section 5: Amendments and Alterations	28



Canadian Union of Public Employees
Syndicat canadien de la fonction publique

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April 25, 2013

BY E-MAIL

Leanne MacMillan
National Representative
Ontario Regional Office

Dear Sister MacMillan:

Thank you for your email of April 22, with which you confirm that at the April 18, 2013 membership meeting, the proposed amendments to the Local 1230's bylaws were adopted by the members.

The bylaws are now in conformity with the National Constitution and I am pleased to confirm my approval of them, in accordance with Article XIII.

In solidarity,

PAUL MOIST
National President

:cf/cope 491

cc: L. Thurston-Neeley; D. Michor; W. Sydorenko

PAUL MOIST – National President / Président national CHARLES FLEURY – National Secretary-Treasurer / Secrétaire-trésorier national

TOM GRAHAM – FRED HAHN – DANIEL LÉGÈRE – LUCIE LEVASSEUR – BARRY O'NEILL – General Vice-Presidents / Vice-présidents généraux



Chapter 1. Introduction

Preamble

These by-laws are designed to outline in part the manner in which the Union functions, the extent of its powers, its responsibilities and the rights and duties of its members.

Duties and responsibilities of elected officers and members of committees should be as widely dispersed as possible. It should not be left to the willing few to serve in multiple capacities. While some committees have been designated as “Standing Committees”, this does not preclude the possibility of special committees being established from time to time as may be required and necessary. In order to improve and maintain the social and economic welfare of its members without regard to sex, colour, race, creed, citizenship, disability, or sexual orientation, to promote efficiency in the Public Employment sector and to give clear evidence of its recognition of the unity of organized labour, this Local has been formed and does now establish these by-laws for its government.

Section 1. Name

The name of this Local shall be: Canadian Union of Public Employees, Local 1230 (University of Toronto Library Workers – Regular Employee and Student Employee Bargaining Units).

Section 2. Principles & Objectives

- a. CUPE Local 1230 believes that everyone who works should earn enough to provide a decent living for himself/herself and his/her family. To this end the Union will bargain collectively on behalf of its members to bring about fair wage standards, to reduce the differences between the lowest and highest and to assure uniform and accurate job profiles and

specifications with equal pay for all employees regardless of sex, age, marital status, colour, race, religion, national origin, sexual orientation, place of residence, citizenship or disability.

- b. The Local will work to improve working conditions of its members, to maximize the opportunities for personal fulfillment of all members and to ensure the working hours and workload do not interfere with members' opportunities to enjoy proper leisure, recreation and educational and cultural development.
- c. The Union will strive to ensure job security for all members, to end unjust discrimination in hiring and to ensure that all promotions be made in an impartial and fair manner.
- d. Within the context of the surrounding community, the Local will seek to improve communication and interaction among members of the University and to work with these members to help create an environment which will better meet the needs of its members and those of the larger community. More specifically, the Union will work for the establishment of political, social and economic democracy, the unionization of unorganized workers and the protection of those workers too vulnerable to protect themselves.

Section 3. Membership (Initiation Fees, Dues & Assessments)

- a. Membership in this Local is a condition of employment for all members of the Bargaining Units as defined in the Collective Agreements. Upon receipt of notice from the Employer of any new members, the Secretary-Treasurer shall prepare Union Membership cards, which shall then be distributed by the Chief Steward. Each member shall enjoy all the rights and

privileges and responsibilities of any members including especially the right to attend General Membership Meetings, vote on all issues and hold any Union office.

- b. Dues for all members of the Bargaining Units shall be fixed at 1.5% per month, or 1.5% per paycheque, whichever is applicable.
- c. When, in the opinion of the Executive Committee, it is necessary for the dues to be changed, they shall submit the issue to a general election of the Membership. Details and timing of the election shall be left up to the Executive but:
 1. there shall be an information meeting prior to the voting at which the Executive must justify its views and respond to the criticism of the membership;
 2. notice of the time, place, and manner of the voting and informational meeting must be widely distributed at least five (5) working days before the meeting; and
 3. the decision shall be made by a simple majority of ballots cast.
- d. Notwithstanding the above provisions, if the CUPE Convention raises minimum fees and/or dues the level herein established, these by-laws will be deemed to have been automatically amended to conform to the new CUPE minima.
- e. Special assessments may be levied in accordance with Appendix B.4.2. of the CUPE Constitution.

Chapter 2. Union Officers, Representatives & Committee Members

Section 1. Elections

Members can elect to serve the Union in the following ways: on the Union Executive; in committees; delegations; and as stewards or trustees (see Sections 3 through 10).

- a. A nomination/election process determines all involvement in the aforementioned.
 1. In December of every year, the Executive, all standing committees, stewards, trustees and delegates to labour councils are chosen.
- b. Participants in committees and delegations may be removed by majority at a General Membership Meeting.
- c. To be eligible for nomination a member shall have attended at least five regular General Membership Meetings held in the previous twelve months, or in the period he/she was a member if less than a year, unless a valid reason acceptable to the Local has been given for non-attendance.
- d. At a General Membership Meeting at least one month prior to an election, an Elections Committee consisting of an Elections Officer and three assistants will be chosen. The Elections Committee shall not consist of anyone who is a candidate for office. The Committee shall have full responsibility for voting arrangements and will declare nominations open for at least two weeks (fourteen days) and will close them at least one week (seven days) before the election. All information submitted to the Committee in connection with its responsibilities shall be treated as confidential. The Elections Committee shall have the authority to decide any questions

regarding eligibility for nominations, subject to the final approval of the General Membership. The Elections Committee shall report on any such decisions to a special General Membership meeting. This Committee shall solicit elections statements from the candidates and shall hold at least one elections meeting to discuss the issues. In addition:

1. an advance poll will be held to accommodate those who will not be present on election day;
2. the election and the advance poll shall be conducted with due regard for the secrecy, security and legitimacy of the ballot, during work hours, at convenient locations and only after proper publicity; and
3. all elections will be decided by a simple majority.

In order to make possible their direction of the election, the Elections Committee should obtain Union Leave of absence from work.

- e. At the first General Membership Meeting following the election, the Membership may, by a two-thirds vote, call into question the results of that election if it feels that the conduct of the election was so improper as to effect the legitimacy of those chosen. In order to nullify the election, this vote must then be sustained again by a two-thirds vote, this time at a Special Membership Meeting held for that purpose within two weeks of the first meeting. If an election is nullified, the election process must be repeated by a new elections officer heeding the criticisms of the Membership.

Section 2A. Installation of Officers

- a. All duly elected officers of the Local shall be installed upon completion of the election process subject to the nullification clause of Chapter 2, Section 1, e. They shall remain in office

until the completion of the next election vote to be held in December of the following year.

- b. In the event that any elective office becomes vacant during the normal period between elections, a by-election shall be held to fill the vacancy. The by-election shall be conducted as closely as possible in conformity with Chapter 2, Section 1 (Elections).

Section 2B. Recall of Officers

The officers of the Local shall consist of the Executive Committee, the Negotiating Committee and the Trustees, all of whom shall be elected by an election vote of the General Membership. Furthermore, all officers of the Local are subject to recall. Upon submission to a Trustee of a recall petition bearing the signatures of twenty (20) per cent of the Membership, the Executive will call a Special Meeting to discuss the recall, and then hold a referendum vote. If the recall carries, a new referendum election will be held within one month to fill the vacancy.

Section 3. The Executive Committee

- a. The Executive Committee shall be comprised of the President, Vice President, Secretary-Treasurer/Social Convenor, Chief Steward, Recording Secretary, Corresponding Secretary/Records Officer, and Communications Officer. Any five of these shall constitute a quorum for the purposes of its meetings.
- b. The Executive Committee shall meet at least once a month and administer and carry out all work delegated to it by the Local and receive, consider, and report on all grievances made by members. The Executive Committee shall be responsible for issuing a monthly news bulletin to the Membership.

- c. Petty Cash: Between General Membership Meetings, the Executive shall be empowered to spend up to two hundred (200) dollars on behalf of the Local for items not mandated by either these by-laws or a General Membership meeting. The Executive shall report on any such expenditure at the General Membership Meeting immediately following.
- d. The Executive Committee shall be empowered to act on behalf of the Membership in an emergency when:
 - 1. it is not possible for whatever reason to gather a quorum of the General Membership; and
 - 2. when a decision is required immediately.

The Executive Committee shall report on such a decision, at the earliest possible date, to the General Membership Meeting, which, remaining the ultimate decision making body of the Local, has the right to appeal any such action by the Executive Committee.

- e. Should any Executive Committee member fail to answer the roll-call for three consecutive General Membership Meetings or three regular committee meetings without having submitted good reasons for these absences, his/her office shall be declared vacant, subject to approval by the General Membership, and a by-election shall be held to fill the vacancy. The by-election shall be conducted as closely as possible in conformity with Chapter 2, Section 1 (Elections).
- f. All charges against members or officials must also be made in writing and be submitted to the Executive Committee, whose decision shall be final, unless an appeal be made within thirty (30) days after a decision has been rendered. Any trials held under the provisions of these by-laws shall be carried out in accordance with the provisions of the CUPE Constitution.

- g. All officers shall turn over to their successor all documents pertinent to their office and all Local property at the end of their term of office.

Section 4. Individual Executive Positions

- a. **President:** It shall be the duty of the President to coordinate all Union activities, to preside at all meetings of the General Membership, to preserve order and enforce the constitution and by-laws, to see that all officers perform their respective duties, to fill vacancies on committees where elections are not provided for, to make sure that all members are kept fully informed of all Union activities and to decide all questions of order, subject to an appeal by a member of the Local.

The President shall announce the results of all votes, shall enforce all fines and penalties and shall have the power to call special meetings when requested by the Executive Committee or by a petition signed by ten (10) members. He/she shall have a vote on all matters, including election of officers, except appeals against her/his rulings. In the case of a tie vote, he/she also has the right to cast the deciding ballot.

The President shall sign all orders on the treasury for such money as are ordered to be paid, either by the constitution and by-laws or by vote of the Local; sign all cheques and financial drafts and perform such duties as the constitution of the Local may require. The President shall be allowed, monthly, necessary funds to reimburse himself/herself or any officers for expenses incurred on behalf of the Local, upon submission of signed vouchers. Such accounts, approved in the regular manner, shall be included with bills presented to the Membership at monthly meetings.

The President in office at the time of the National Convention of the Canadian Union of Public Employees, the CUPE Ontario Division Convention, the Canadian Labour Congress (CLC) and the Ontario Federation of Labour (OFL) shall have the first preference as delegate to those conventions.

- b. **Vice-President:** It shall be the duties of the Vice-President, in the absence of the President, to preside and to perform all duties pertaining to the office of the President, and to render such assistance as may be required; and in the case of a vacancy in the office of the President, to act as President until the Local elects a President to fill the vacancy.

In addition, the Vice-President shall be a signing officer of the Union. The Vice-President shall be chairman of the Executive Committee, and shall be responsible for preparing and distributing notices for all General Membership Meetings with due regard to Chapter 3, Section 1 of the by-laws, as well as booking facilities for the General Membership Meeting and the Executive Meeting.

- c. **Recording Secretary:** The Recording Secretary shall keep a full and accurate account of the proceedings of all meetings, including all motions and amendments passed and defeated the mover and seconder's names, and the tally of votes on each.

He/she shall be a member of the Newsletter Committee and shall together with the Communications Officer, issue bulletins to the Membership.

The Recording Secretary shall preside over meetings in the absence of both the President and the Vice-President.

- d. **Secretary-Treasurer/Social Convenor:** It shall be the duty of the Secretary-Treasurer/Social Convenor to receive all imita-

tion fees, dues and assessments and to keep a record of each member's payments, and monthly to deposit all money with the bank or credit Union and receive a receipt for same. He/she shall prepare the necessary per capita tax forms and remit payment to the appropriate labour organizations.

At the beginning of each calendar year the Secretary-Treasurer/Social Convenor shall prepare an annual budget for the Local, to be approved by the Executive Committee and then by the General Membership at a General Membership Meeting. Copies of the proposed budget shall be circulated to Membership before the General Membership Meeting, preferably along with the meeting notice and agenda.

The Secretary-Treasurer/Social Convenor shall be bonded in an amount of not less than five hundred (500) dollars or such greater sum as may be decided at a special meeting, through the master bond held by CUPE National.

All transactions shall be recorded in a manner acceptable to the Executive and all books must be open for inspection by the Trustees on reasonable notice, and shall be audited semi-annually.

The Secretary-Treasurer/Social Convenor shall pay no money except on voucher duly signed by the President, except that no voucher shall be required for payment of per capita tax to any organization to which the Local is affiliated.

The Secretary-Treasurer/Social Convenor shall be empowered with the approval of the Executive to employ such clerical assistance as he/she finds necessary, such assistance to be paid for out of Local funds.

The Secretary-Treasurer/Social Convenor shall issue Union Membership cards to all new Union members during the orientation session.

He/she shall be informed of any bereavements or illnesses of members and send flowers or cards. Upon retirement of a member, the Secretary-Treasurer/Social Convenor shall, at the direction of the Executive, purchase a suitable gift.

He/she shall be responsible for the organizing of any Union social functions.

- e. **Chief Steward:** The Chief Steward shall know and police the collective agreement and provincial and federal legislation affecting labour and individual jobs.

He/she shall be chairperson of the steward body and be responsible for chairing regular steward meetings. He/she shall also chair the Grievance Committee and shall pursue all grievances as prescribed by the collective agreement.

The Chief Steward shall be responsible for maintaining an effective steward structure, which includes, but is not limited to ensuring that all areas are properly represented by stewards. He/she shall be responsible for the training of stewards in their duties and may call upon CUPE Education Department for assistance in such training.

The Chief Steward has the ultimate responsibility for all departmental steward elections and will assist the Records Officer in maintaining an accurate record of all members and obtain such statistical data concerning the Membership as is helpful to the proper conduct of the Union.

The Chief Steward shall notify the Secretary-Treasurer/Social Convenor of any new members who are to be issued Union Membership cards. In addition, he/she shall ensure that orientation meetings for new members are arranged, as per the collective agreement.

- f. **Corresponding Secretary/Records Officer:** It shall be the duty of the Corresponding Secretary/Records Officer to admit to meetings no one but members in good standing or offices and officials of the Canadian Union of Public Employees, except on order of the President and by consent of the members present.

He/she shall maintain the record of Membership attendance at meetings of the Local in the official record book. Upon request of the chair, the Corresponding Secretary shall examine all present at meetings and report to the President any without Membership cards. The Corresponding Secretary/Records Officer shall then allow none without a Membership card to remain. He/she shall maintain an accurate record of members, with the assistance of the Chief Steward, and obtain such statistical information concerning the membership as is helpful to the proper conduct of the Union.

In addition, the Corresponding Secretary/Records Officer shall be responsible for the maintenance of the Local's office and the contents therein.

The Corresponding Secretary/Records Officer will be responsible for receiving, distributing and managing, all forms of incoming correspondence, including mail, email, fax, and voicemail in the Union office.

- g. **Communications Officer:** It shall be the duty of the Communications Officer to organize educational functions and keep the Membership informed of trade Union, political and social developments, in order to further the aims of the Local and National Union and the trade Union movement in general. He/she shall maintain liaison with the National CUPE Education Officer and other affiliates.

The Communications Officer shall advise the delegates in the preparation of reports to the Membership and shall maintain a reference file of such reports in co-operation with the Corresponding Secretary/Records Officer.

He/she shall, in co-operation with the Executive, prepare press releases and other matters of publicity.

The Communication Officer will be a member of the Newsletter Committee and shall be responsible for maintaining the Local's web page, and work with the Newsletter Committee to issue bulletins to the membership.

Section 5. The Negotiating Committee

- a. There will be two elected Negotiating Committees in the Local: Regular Employee and Student Employee. The Regular Employee Negotiating Committee is composed of four members, one of whom is the President of the Local. The Student Employee Negotiating Committee is composed of three members plus the President of the Local. Each Committee will have one alternate member.

The sole purpose of these committees is to negotiate with the Employer for new Collective Agreements to supersede the old ones once they expire. Prior to the expiration of existing Collective Agreements, the Negotiating Committees shall prepare proposals for the new ones. The Negotiating Committees shall consult the Membership prior to preparing proposals for bargaining.

- b. The Negotiating Committees shall conduct negotiations in good faith and will report progress of negotiations to the Executive and at General Membership Meetings at all stages of negotiations. Their ultimate responsibility is to the General

Membership, but they should work as closely as possible with the Executive Committee.

- c. The Negotiating Committees shall be empowered to employ such clerical assistance as deemed necessary, such assistance to be paid for out of Local funds. Committee members shall be reimbursed for all food and transportation expenses incurred on those days when negotiations are being conducted.
- d. Regular Employee Negotiating Committee members shall fill any vacancies in the Student Employee Negotiating Committee in the event that not enough Student Employees are elected.

Section 6. Trustees

- a. CUPE 1230 shall have three (3) Trustees, elected annually, who are members in good standing. The terms of office for Trustees shall be as laid down in the CUPE Constitution.
- b. It shall be the duty of the Trustees to act as an auditing committee. They shall audit the books and accounts of the Secretary-Treasurer/Social Convenor semi-annually and report their findings to the Local at the first regular meeting of each half-yearly period. Any stocks, bonds, securities, office furniture and equipment, titles and deeds to property that may at any time be owned by the Local shall be submitted. Audit forms as supplied by the CUPE National Office shall be used for all audit reports, and a copy of such half-yearly audits shall be sent to the National Secretary-Treasurer in accordance with the provisions of CUPE Constitution.
- c. The Trustees shall be empowered to employ such clerical or technical assistance as they deem necessary, such assistance to be paid for out of Local funds.

Section 7. Stewards

- a. All Steward and Stewards-at-Large shall be elected annually by the Union members in his/her section or department and appropriate Bargaining Unit. Stewards shall be elected from the areas defined in Appendix A of the Collective Agreements.
- b. The Steward shall be directly responsible for the dissemination of all official Union information, attending Stewards' meetings, acquainting all new Bargaining Unit members with the Union and encouraging participation in Union activity, processing grievances at the preliminary stage, working toward the resolution of all work-related problems, and generally knowing and policing the Collective Agreement. The Steward shall maintain daily contact with the members in his/her area to provide ongoing Union awareness and education.
- c. All Stewards shall be required to attend any steward training sessions arranged by the Local.
- d. No Stewards shall be permitted to retain her/his position if, in any six month period, he/she has failed to attend fifty percent of the General Membership Meetings and fifty percent of the Stewards' meetings.
- e. There shall be two Steward(s)-at-Large (one for Robarts, one for Gerstein) elected at a General Membership Meeting, who shall function in the same manner as defined in the Collective Agreement, shall attend stewards' meetings, and shall assist the Chief Steward.

Section 8. Standing Committees

- a. **Accommodations Committee:** The Union shall participate in a Joint Accommodations Committee. The Union representa-

tives shall be composed of the President, the Chief Steward and one elected member. “The Committee will encourage and promote cooperation between CUPE 1230 and the University with the aim of streamlining the accommodation, Long-Term Disability application and Return to Work processes.”

- b. **Grievance Committee:** The Union shall have a Grievance Committee chaired by the Chief Steward and composed of four other Stewards plus the Steward(s)-at-Large, and President of the Local as ex-officio. This committee shall meet as needed to review all grievances after step three of the grievance procedure, as defined in the Collective Agreement. Recommendations from this Committee shall be submitted to the Executive Committee, which will in turn present them to the General Membership for approval.
- c. **Health and Safety Committee:** The Union shall participate in a Joint Health and Safety Committee. The Union representatives shall be composed of four (4) elected members (one of whom may be a member of the Student Employee Bargaining Unit) and the President as ex-officio. If no member of Student Employee Bargaining Unit accepts a nomination, the position may be filled by a member of the Regular Employee Bargaining Unit. The Committee shall meet at intervals of not less than three months, or as requested by either the Union or the Employer. The purpose of this Committee is to ensure that the terms of the Occupational Health and Safety Act are observed.
- d. **Job Evaluation Committee:** The Union shall maintain a Job Evaluation Committee composed of three (3) elected members (one of whom may be an RPT) and the President as ex-officio. If no RPT accepts a nomination, the position may be

filled by a Full Time member. This Committee will ensure, on an ongoing basis, the fairness, equity, and market competitiveness in the wages of CUPE 1230's jobs. Existing changing and newly created positions will be regularly assessed.

- e. **Labour/Management Committee:** The Union shall participate in a Joint Labour/Management Committee. The Union representatives shall be composed of three (3) elected members (one of whom may be a member of the Student Employee Bargaining Unit) and the President as an ex-officio. If no member of the Student Employee Bargaining Unit accepts a nomination, the position may be filled by a member of the Regular Employee Bargaining Unit. The purpose of this Committee is to deal with workplace problems and establish and maintain positive working relations between the Union and Employer.
- f. **Newsletter Committee:** The Union shall maintain a Newsletter Committee composed of the Recording Secretary, Communications Officer, the President as ex-officio and three elected members (one of whom may be a member of the Student Employee Bargaining Unit). If no member of the Student Employee Bargaining Unit accepts a nomination, the position may be filled by a member of the Regular Employee Bargaining Unit. The purpose of this committee is to compile, edit, publish and distribute a regular newsletter to all members of the Local. Material for the newsletter shall be solicited from all members of the Local, with the final editorial approval resting with the Executive Committee.
- g. **Student Employee Bargaining Unit Committee:** The Union shall maintain a Student Employee Bargaining Unit Committee composed of three (3) members elected from any of the following classifications: ALTs, GALTs, AHDA's, ACAFAs and

the President as ex-officio. The purpose of this Committee is to deal with Student Employee employment issues and establish and maintain positive working relations between the Union and the Employer.

Section 9. Special Committees

Special committees may be set up either by election at any meeting of the General Membership or be appointed by the President.

Section 10. Delegates

- a. **Labour Councils:** Delegates to all Labour Councils shall be elected annually by the Membership. These delegates are responsible for making regular reports to the General Membership on the proceedings of recent meetings of those councils. Delegates shall be reimbursed for any travel expenses to and from meetings.
- b. **Conventions:** Except as provided earlier, all delegates to conventions shall be chosen at a General Membership Meeting. To be eligible to become a delegate to major labour conventions (i.e., CUPE National, CUPE Ontario Division, Ontario Federation of Labour, Canadian Labour Congress), a member shall have attended at least five (5) regular General Membership Meetings held in the previous twelve months preceding the delegate election, or in the period he/she was a member if less than a year. For conventions outside of the City of Toronto, delegates shall be paid transportation and accommodation expenses, a per diem allowance (to be set at the beginning of each year when the annual budget is prepared), and compensation for any loss of salary incurred by attendance at the convention. For conventions held locally, delegates shall be paid travel expenses as necessary, a per diem

allowance (see above) and compensation for any loss of salary incurred by attendance at the convention. Delegates are required to report on the convention at the following General Membership Meeting and/or prepare a written report for the Local's Newsletter.

- c. Executive officers should attend major labour conventions during their time in the leadership of the Local and will therefore have first preference as delegates to major labour conventions.
- d. **Educationals:** Representation at educational institutes and seminars shall be on the recommendation of the Communications Officer, subject to the final approval of the Membership. Delegates shall be paid travel expenses as necessary, a per diem allowance (see above) and compensation for any loss of salary incurred by attendance at the educational.

Chapter 3. Union Meetings

Section 1. General Membership Meetings

- a. The ultimate decision making body in the Union is the General Membership. Unless otherwise directed in these by-laws, all questions to be decided by the Union shall be made by the General Membership by majority vote at a General Membership Meeting.
- b. Meetings of the General Membership shall be held in the third week of each month at a time and place to be decided upon by the Executive Committee. For each meeting, a minimum of two full working days notice in writing shall be given.
- c. The notice of the meeting will include the time and place of the meeting and also a proposed agenda suggested by the Executive. Any member may place a major item on the agenda by giving notice of motion at a previous meeting (the notice for the meeting should mention such motions) or by circulating copies of any such proposal to each Steward as early as possible but at least one full working day before the meeting is to be held. Furthermore, the Executive should include on its proposed agenda any item requested by a member in good standing.
- d. Any minor item may be added to the agenda from the floor, but no major item not on the agenda may be discussed except by the unanimous consent of those present. The definition of a major item will be decided by the Chair. However, in cases of emergency (that is when a major issue has arisen after the agenda has been distributed and action on such an issue cannot be postponed long enough for a Special Meeting to be called), this rule may be suspended by a majority vote.
- e. A quorum for the transaction of business at any General Membership Meeting shall consist of at least fifteen (15)

members in good standing, including at least five (5) members of the Executive Committee.

- f. Except for ordinary expenses and bills as approved by the General Membership, no sum over \$200.00 shall be voted for the purpose of any grant or contribution to a member, or to any cause outside of CUPE 1230, except after a notice of motion has been given in writing and distributed at least two full working days prior to a General Membership Meeting.

Section 2. Special General Membership Meetings

Special meetings may be called by order of the Executive Committee or by a written request of ten members to the Local President. No business shall be transacted at such special meetings other than that for which the meeting was called. A quorum for the transaction of business shall consist of at least fifteen (15) members in good standing. For each special meeting a minimum of two full working days notice in writing should be given whenever possible.

Section 3. Contract Ratification and Strike Vote

In no case:

1. will a contract be ratified or strike be mandated with less than an absolute majority of the entire dues paying Membership approving such action;
2. will a contract be ratified or a strike mandated before three working days have elapsed after a copy of the contract offer has been distributed to the Membership and before there has been an opportunity for full discussion and debate.

While negotiations with the Employer and both Bargaining Units may take jointly or concurrently, it is understood that there will

be separate voting procedures for each Bargaining Unit with respect to strike votes and ratification votes.

Section 4. Order of Business

The order of Business at regular Membership meetings is as follows and may be subject to change:

1. Roll Call of Officers
2. Minutes of the previous meeting and business arising (upon request of a member)
3. Officers' Reports: Secretary Treasurer/Social Convenor, Chief Steward and President
4. Questions/Discussion
5. New Business
6. Date of next meeting
7. Adjournment

Chapter Four. Miscellaneous Items

Section 1. Rules of Order

The rules of order of this Local shall be those laid down in the Constitution of the Canadian Union of Public Employees.

Section 2. Property of the Local

The Executive Officers shall hold title to any real estate of the Local as Trustees for the Local. They shall have no right to sell, convey or encumber any real estate without first submitting the proposition to a general meeting and having such proposition approved.

Section 3. Union Leave

The President or Chief Steward may authorize a Union member to take time off from work when necessary for that member to complete important work on behalf of the Union. The Union shall pay the member's wages for the time lost from work. Such leave shall be kept to a minimum and must be specifically reported along with all other expenses at each General Membership Meeting. Copies of the President's and Chief Steward's written requests for the Employer for Union leave must be forwarded to the Secretary-Treasurer/Social Convenor.

Section 4. Primacy of the Canadian Union Concerning By-Laws

The by-laws of this Local shall at all times be subordinate and subject to the provisions of the constitution of the Canadian Union of Public Employees, as such constitution and by-laws exist or may from time to time hereafter be altered or amended; and in the event of any conflict the constitution of the Canadian Union of Public Employees shall govern.

Section 5. Amendments and Alterations

These by-laws shall not be altered, suspended or amended unless upon written notice of motion given at least one meeting previous to the meeting when the voting will take place, and then only by a two-thirds vote of the members present. Any changes in these by-laws shall not be valid until approved by the National President of the Canadian Union of Public Employees in accordance with Article XIII, Section 3, of the Constitution of the Canadian Union of Public Employees.

REVISED: April 2013



