

BYLAWS

CUPE Local 4816

July 2020

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P R E A M B L E

In order to improve the social and economic welfare of its members without regard to sex, colour, race or creed, to promote efficiency in public employment and to manifest its belief in the value of the unity of organized labour, this Local 4816 of the Canadian Union of Public Employees (hereinafter referred to as CUPE) has been formed.

The following Bylaws are adopted by the Local pursuant to, and to supplement, Appendix "B" of the CUPE Constitution, to safeguard the rights of all members, to provide for responsible administration of the Local, and to involve as many members as possible through the sharing of duties and responsibilities.

SECTION 1 - NAME

The name of this Local shall be: Canadian Union of Public Employees, Local No. 4816.

SECTION 2 - OBJECTIVES

The objectives of the Local are to:

- (a) Secure adequate remuneration for work performed and generally advance the economic and social welfare of its members and of all workers;
- (b) Support CUPE in reaching the goals set out in Article II of the CUPE Constitution;
- (c) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- (d) Encourage the settlement by negotiation and mediation of all disputes between the members and their employers;
- (e) Establish strong working relationships with the public we serve and the communities in which we work and live.

SECTION 3 - INTERPRETATION AND DEFINITIONS

- (a) Gender pronouns shall be understood to include both genders.

SECTION 4 - MEMBERSHIP MEETINGS – REGULAR AND SPECIAL

- (a) Regular membership meetings shall be held each month on the *third Wednesday at 5:15*. If a statutory holiday intervenes the Executive Board shall give a weeks' notice of any change in the date of the regular meeting;
- (b) Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than eleven (11) members. The President shall immediately call a special meeting when so ordered or 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;
- (c) A quorum for the transaction of business at any regular or special meeting shall be eleven (11) members, including at least three (3) members of the Executive Board;
- (d) The order of business at regular membership meetings is as follows:
 - 1. Roll Call of Officers
 - 2. Territorial Acknowledgement
 - 3. Reading of Equality Statement
 - 3. Voting on New Members and Initiation
 - 4. Reading of Minutes
 - 5. Matters arising from the Minutes
 - 6. Treasurer's Report
 - 7. Communications and Bills
 - 8. Executive Board Report
 - 9. Reports of Committees and Delegates
 - 10. Nominations, Elections, or Installations
 - 11. Unfinished Business
 - 12. New Business
 - 13. Good of the Union
 - 14. Adjournment

SECTION 5 - VOTING OF FUNDS

Except for ordinary expenses and bills as approved at membership meetings, no sum over one hundred dollars (\$100.00) 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.

SECTION 6 - OFFICERS

The Officers of the Local shall be the President, Vice-President, Secretary, Treasurer, three (3) Trustees, and one (1) member at large elected from each of the Health Science Professionals Bargaining Association (HSPBA) membership and Community Bargaining Association (CBA) membership.

SECTION 7 - EXECUTIVE BOARD

The Executive Board shall comprise all Officers, except Trustees.

- (a) The Board shall meet at least once every month;
- (b) A majority of the Board constitutes a quorum;
- (c) 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 giving notice and then submitting the proposition to a membership meeting and having it approved;
- (d) The Board shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of all committees;
- (e) All charges against members or Officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution;
- (f) Should any Board member(s) fail to answer the roll call for three (3) consecutive regular membership meetings or three (3) consecutive executive meetings without having submitted good reasons for those failures, their office(s) shall be declared vacant and shall be filled by an election at the following membership meeting.

SECTION 8 - DUTIES OF OFFICERS

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.

All signing Officers of Local 4816 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.

- (a) The President shall:
 - Enforce the CUPE Constitution and these Bylaws;
 - 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 a vote on all matters (except appeals against their rulings);
- Ensure that all Officers 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;
- Be a signing Officer of the Local and allowed necessary funds, not to exceed one hundred dollars (\$100.00) monthly, to reimburse any Officer(s) for expenses supported by vouchers, incurred on behalf of the Local;
- Have first preference as a delegate to CUPE conventions;
- Be responsible for maintaining the Local Bylaws.

(b) The Vice-President shall:

- If the President is absent or incapacitated, perform all duties of the President;
- If the office of President falls vacant, be Acting President until a new President is elected;
- Be a signing Officer of the Local;
- Render assistance to any member of the Board as directed by the Board.

(c) The Recording Secretary shall:

- Keep full, accurate, and impartial account of the proceedings of all regular or special membership and Executive Board meetings. These records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Secretary-Treasurer, as required by Article B.3.6 of the National Constitution. 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 fulfil other administrative duties as directed by the Executive Board;

- Keep a record of all correspondence received and sent out;
- Prepare and distribute all notices to members;
- Have all records ready on reasonable notice for the Trustees or auditors;
- Preside over membership and Executive Board meetings in the absence of both the President and Vice-President;
- Be empowered, with the approval of the membership, to employ administrative assistance to be paid for out of the Local Union's funds;
- Performs other duties required by the Local Union, its Bylaws or the National Constitution.

(d) The Treasurer shall:

- Keep all financial records of the Local Union;
- Keep a correct record of all its members;
- Receive all revenue, initiation fees, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union;
- 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;
- Send all monies owed to the National Union for each month to the National Secretary-Treasurer no later than the last day of the next month. The monies owed include the initiation fee of one dollar (\$1.00) for each person admitted to membership and per capita tax on all dues received by the Local Union;
- Send an official monthly report to the National Secretary-Treasurer on the form provided. The official monthly report will set out the number of members initiated, reinstated, suspended and expelled, and the number of members for whom per capita tax is paid;
- Be responsible for maintaining, organizing, safeguarding, and keeping on file all supporting documents, authorizations, invoices, and/or expense claims for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by the Local Union;
- Record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices;

- Regularly make a full financial report to meetings of the Local Union's Executive Board;
 - Make a written financial report to each regular membership meeting, detailing all income and expenditures since the last report;
 - Be bonded through the master bond held by CUPE National. Any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office;
 - Pay no money unless supported by a cheque requisition or expense form or request for payment duly signed by the President and one (1) other member of the Executive Board as determined by the Executive Board. No request shall be required for payment of per capita fees to any organization to which the Local Union is affiliated;
 - Make all books available for inspection by the Trustees and/or auditors on reasonable notice. Ensure that the books are audited at least once each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees;
 - Give all financial records, invoices, original bank statements, and other supporting documents to the Trustees for an audit at least once in each calendar year. The Secretary-Treasurer will also provide a statement from each bank where the Local Union has an account setting out the monies on deposit;
 - Respond in writing and within a reasonable time to any concerns or recommendations in the written report made by the Trustees as set out in Article B.3.12(a) of the National Constitution;
 - Where required, not later than February 28th each year, furnish each member, on the forms supplied by CUPE National, with a statement showing the net amount of tax-deductible dues paid by him during the preceding calendar year;
 - Be empowered, with the approval of the membership, to employ necessary administrative assistance to be paid for out of the Local Union's funds;
 - Notify all members who are one (1) month in arrears and report to the Executive Board all members two (2) or more months in arrears in the payment of Union dues.
- (e) The Trustees shall:
- Audit the financial records of the Local Union and exercise general supervision over all property and assets of the Local Union;
 - Examine or inspect all property and assets of the Local Union at least once a year;

- Ensure that the Treasurer meets their requirements to regularly provide financial reports to meetings of the Executive Board and a written report to each membership meeting;
- Ensure that the Treasurer provides the Trustees with the information they require to conduct an annual audit and prepare their Trustees' Report;
- Act as an auditing committee on behalf of the members and audit the books and accounts of the Treasurer, the Recording Secretary, and the Standing Committees at least once every calendar year;
- After completing the audit, make a written report of any recommendations or concerns about how the Treasurer keeps the financial records, funds, and accounts of the Local Union;
- Send the written report to the President and Treasurer;
- After completing the audit, provide a written report on the condition of the funds and accounts and the number of members in good standing, admitted, expelled, suspended, or withdrawn to the next regular membership meeting of the Local Union. The written report will also contain:
 - Any information that the Trustees find necessary for the honest and efficient administration of the Local Union;
 - A copy of the written report made to the President and Treasurer; and
 - A copy of the written response of the Treasurer.
- Be responsible to ensure that monies paid out have proper constitutional or membership authorization in accordance with these Bylaws;
- 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 and to the assigned National Representative:
 - A Trustees' Report on the form approved by the National Secretary-Treasurer;
 - A copy of their written report to the membership;

- A copy of the written report made to the President and Treasurer under; and
 - A copy of the written response of the Treasurer.
- (f) The Members At Large shall:
- Consult with the President and the Executive Board on any problems in the workplace;
 - Be a member of the grievance committee of the particular Unit that he represents;
 - Provide communications and information from the members in the Unit to the President and the Executive Board and from the President and the Executive Board to the members, including but not limited to, the distribution of literature, publications, and postings of notices;
 - Greet and sign up new employees in the Unit and encourage the participation of all members of the Unit in Union activities;
 - Maintain daily contact with the members to provide ongoing Union awareness and education;
 - Conduct on-the-job canvass, polling of members, and/or other such activities as may be initiated by the Local, CUPE National, CUPE BC Division, or other affiliated bodies; and
 - Perform other duties as may be assigned by the President and/or the Executive Board.

SECTION 9 – HONORARIUMS AND OUT-OF-POCKET EXPENSES

The following honorarium(s) shall be provided as follows:

President four hundred dollars (\$400.00) monthly, Vice-President three hundred fifty dollars (\$350.00) monthly and Secretary two hundred dollars (\$200.00) monthly, Treasurer two hundred dollars (\$200.00) monthly.

Members at Large and Trustees – thirty-five dollars (\$35.00) monthly.

In addition to the foregoing:

Per Diem and expenses incurred on behalf of CUPE Local 4816 shall be paid consistent with the rates and process outlined in the current CUPE BC Expense Policy, as appended to these Bylaws at Appendix “D”.

Cell phone usage for Union business reimbursed as approved by the Executive.

Recording Secretary to be included for out-of-pocket expenses.

SECTION 10 - FEES, DUES, AND ASSESSMENTS

(a) Initiation Fee

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 (\$1.00), 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.

(b) Readmittance Fee

The readmittance fee shall be one dollar (\$1.00).

(c) Monthly Dues

The monthly dues shall be two percent (2%) of gross salary.

Changes in the levels of the Initiation Fee, the Readmittance Fee, or the Monthly Dues can be affected only by following the procedure for amendment of these Bylaws (see Section 16), with the additional provision that the vote must be by secret ballot. Notwithstanding the forgoing, if the CUPE convention raises the percentage of the National per-capita, the above-noted dues, it will be deemed to have been automatically increased by an equivalent amount, or if it raises the amount(s) required for minimum fees and/or dues above the level herein established, these Bylaws will be deemed to have been automatically amended to conform to the new CUPE minima.

Special assessments may be levied in accordance with Article B.4.2 of the CUPE Constitution.

SECTION 11 - 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 - NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

(a) Nomination

- (1) Nominations will be received at the regular membership meeting held in the month of November.

- (2) Nominations will be accepted from members in attendance at the nomination meeting or from those members who have allowed their name to be filled in writing at the meeting, witnessed by another member.
- (3) To be eligible for nomination the nominee must have been accepted into membership and continue to be a member in good standing.
- (4) 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.
- (5) No member will be eligible for nomination if they are in arrears of dues and/or assessments.

(b) Elections

- (1) At a membership meeting at least one (1) month prior to Election Day 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 Trustees who are not candidates for office; it shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.
- (2) The Executive Board shall determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer.
- (3) The Returning Officer shall be responsible for issuing, collecting, and counting ballots. He must be fair and impartial and see that all arrangements are unquestionably democratic.
- (4) The voting shall take place at the regular membership meeting in November. The vote shall be by secret ballot.
- (5) Voting to fill one (1) office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
- (6) A majority of votes cast shall be required before any candidate can be declared elected, and second and subsequent ballots shall be taken, if necessary, to obtain a majority. On the second and subsequent ballots the candidate receiving the lowest number of votes in the previous ballot shall be dropped.
- (7) In the event of a tie vote, a second and subsequent ballot(s) will be taken, if necessary, until a candidate receives a majority of votes cast and can be declared elected. In the event the tie vote persists, subsequent ballots may be deferred to the next membership meeting.

- (8) When two (2) 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.
- (9) Any member may request a recount of the votes for any election and a recount shall be conducted if the request is supported, in a vote, by at least the number of members equal to the quorum for a membership meeting as laid down in Section 4 (c).

(c) Installation

- (1) All duly elected Officers shall be installed at the meeting at which 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 (3) years.
- (2) The terms of office for Trustees shall be so that one (1) serves for a period of three (3) years, one (1) for two (2) years, and one (1) for one (1) year, as laid down in Article B.2.4 of the CUPE National Constitution. Each year thereafter, the Local Union shall elect one (1) Trustee for a three(3)-year period. No member who has been a signing Officer for the Local Union is eligible to run for Trustee, until at least one (1) full term of office has elapsed.
- (3) The Oath of Office to be read by the newly-elected Officers is: "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."

(d) By-Election

Should an office fall vacant for any reason, the resulting by-election should be conducted as closely as possible in conformity with this Section.

SECTION 13 - DELEGATES TO CONVENTIONS

- (a) Except for the President's option [Section 8 (a)], all delegates to conventions shall be chosen by election at membership meetings.
- (b) Delegates to the Vancouver CUPE Metro District Council shall be elected annually. An official reporter for these delegates shall be appointed annually by the President from among these delegates, and he shall be required to report at each membership meeting of the Local on proceedings at recent meetings of the Council.

- (c) Delegates elected to conventions shall be reimbursed for expenses and receive per diem allowance as outlined in the current CUPE BC Expense Policy in Appendix “D” of these Bylaws.
- (e) Representation at educational institutes and seminars shall be on the recommendation of the Executive, subject to final approval by the membership.

SECTION 14 - COMMITTEES

- (a) Negotiating Committee

This shall be a special ad hoc committee established in accordance with the Articles of Association for health sector bargaining. It shall report to the membership and receive direction from the membership as required. 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 formatting proposals, through negotiations, to contract ratification by the membership.

- (b) 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.

- (c) Standing Committees

The Chairperson of each standing committee 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. The standing committee(s) shall be as follows:

- (1) Grievance Committee

The committee members will be the elected chairperson and two (2) stewards.

The Recording Secretary will also attend committee meetings to maintain a record of grievance discussions. The National Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted at all stages.

This committee will:

- Oversee the handling of all local grievances.
- Receive copies of all grievances.
- Prepare a report on the status of all grievances to be submitted to the Executive Board, the National Representative, and to the membership meeting.
- When a grievance is not settled in the initial steps provided for in the collective agreement, (i.e.: at Step 3/Stage 3) this committee will decide whether or not the grievance should proceed to arbitration.

If the decision is to not proceed, the committee will notify the grievor of the decision and their right to appeal, in writing, within seven (7) days of reaching the decision.

The grievor(s) may appeal the decision to the Executive Board, following this process:

1. Should a member wish, they may advance the matter to a final appeal before the Local Executive.
2. To do so they must notify the Recording Secretary within seven (7) days of receiving the decision of the Grievance Committee.
3. The matter will then be placed on the agenda of the next Executive meeting.
4. The Shop Steward will take any and all necessary steps with the employer to ensure the matter is not lost due to any timelines outlined in the grievance procedure of the collective agreement.
5. Prior to the meeting, the Executive shall request the opinion of the National Representative.
6. At that meeting the Grievance Committee Chairperson will present the Grievance Committee's reasons for not advancing the matter to arbitration.
7. The grievor(s) will then be asked to present their case along with their reasons for why they feel the matter should be advanced, and any other information they feel is relevant.
8. The grievor(s) will then be excused from the meeting.
9. The Executive will then conduct a secret ballot vote to decide on whether to advance the matter or not, with a simple majority deciding the outcome.
10. The grievor(s) will be notified of the decision by the President.
11. The decision of the Executive is final and unless new and cogent evidence arises, there will be no further appeal.

SECTION 15 - 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 "A". These rules shall be considered as an integral part of the Bylaws and may be amended only by the same procedure used to amend the Bylaws.

In situations not covered by Appendix "A", 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 16 - AMENDMENT

- (a) 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. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.
- (b) These Bylaws shall not be amended, added to, or suspended except upon a two-thirds (2/3s) vote of those present and voting at a regular or special membership meeting following seven (7) days' notice at a previous meeting or at least sixty (60) days' written notice.
- (c) No change in these Bylaws shall be valid and take effect until approved by the National President of CUPE. The validity shall date from the letter of approval of the National President.

APPENDIX "A"

Rules of Order

1. The President or, in her absence, the Vice-President, shall take the chair at all membership meetings. In the absence of both the President and Vice-President, the Secretary/Treasurer shall act as President, and in her absence a President pro-tem 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 (5) 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 (15) 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 (2/3s) 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, she shall rise in his place and respectfully address the presiding Officer, but, except to state that she rises to a point of order or on a question of privilege, she 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, he shall cease speaking until the point is determined; if it is decided he is in order, he 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, she may, in addition, give a casting vote, or, if she 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 in the order named. The first three (3) 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 an 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, she 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 may then state briefly the basis for his decision, following which 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 (2) 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.

APPENDIX "B"

Policy and Procedures

Signatures of at least two (2) of the signing officers of the Local, or at least one (1) signing officer and a CUPE National Representative, is required on any agreement or understanding that arises from the collective agreement or that could affect the interpretation application and/or administration of the collective agreement. This requirement shall be communicated to the appropriate employer representative(s).

The Local shall arrange for direct remittance of its per-capita to CUPE National.

The Local shall be affiliated to the following:

CUPE BC

CUPE Metro District Council

CUPE Health Presidents' Council

The Officers of the Local shall have first priority to attend the CUPE Healthcare Bargaining Conventions and/or CUPE Bargaining Conferences, and any other delegates the Local may be entitled to shall be elected by the membership.

The Local Executive may adopt such other policies and/or practices as they feel are necessary, so long as they are not inconsistent with the provisions of the Bylaws and the National Constitution. Such policies and/or practices shall be presented to the membership for approval by a simple majority. A copy of such policies and/or practices shall be attached to these Bylaws as "Executive Policies and Practices"; however, they shall not form part of these Bylaws, and may be amended or rescinded by a simple majority vote of the membership.

APPENDIX “C”

CUPE National Constitution 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 that is racist, sexist, transphobic or homophobic hurts and thereby divides us. So too, does discrimination on the basis of ability, age, class, religion, language 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 “D”

CUPE BC Expense Policy

Effective June 1, 2019

1. PREAMBLE

The purpose of this expense policy is to reimburse members for expenses incurred on behalf of CUPE Local 4816. This policy shall be reviewed annually by the Trustees. Expense claim forms must be submitted within 6 months of when the expense(s) were incurred. The Treasurer is authorized to approve expense claims past the 6 months for extraordinary circumstances.

2. WAGES

Lost wages for regularly scheduled hours of work shall be repaid at cost directly to the Local Union only. Wage loss will not be paid directly to individuals.

3. ACCOMMODATION

If accommodations are required, they must be booked through the Treasurer. Members are entitled to a single room, however if members choose to share a room, this should be clarified with the Treasurer when booking the room. Where possible all room, taxes and parking will be billed directly to CUPE Local 4816.

4. DEPENDANT CARE

If required, dependant care will be paid outside of regular working hours at the rate of up to \$20.00/hour to a maximum of \$300.00/day (which includes travel time) upon completion of the CUPE BC Dependant Care Expense Claim form.

5. TRANSPORTATION

- a. To be the most convenient and economical means with the maximum kilometres not to exceed airfare. Airfare where required (economy class) must be booked through WE Travel.
- b. Automobile allowance 58¢ km.
- c. Parking cost when on CUPE Local 4816 business (receipt must be provided).
- d. Taxi or airport shuttle from airport to hotel to meeting place upon submission of receipts. Taxis to be shared when possible.
- e. Where ferry travel is required, only land kilometres will be reimbursed (as well as ferry fares with submitted receipts). (Note: some distance calculators include the kilometres the ferry travels over the water, those kilometres should be deducted from claim.)

- f. If you are not claiming for parking (excluding hotel parking where you are staying), taxi or mileage the day of your meeting you can claim a one-day transit honorarium equivalent to the cost of an All Day Transit pass if you are using the public transit system to attend the meeting.

6. PER DIEM

- a. \$43.00 per half day meeting (when no meals provided).
- b. \$86.00 per day for an all day meeting (when no meals provided).
- c. \$43.00 for half day of incoming travel to next day meeting or return travel day, next day after meeting.
- d. \$86.00 for full day travel to and from meetings.
- e. \$43.00 for evening meetings requiring meals (unless already receiving \$86.00 full day per diem).
- f. \$17.00 for meetings where all expenses (meals) are included.
- g. Where members are booked off for special projects (e.g. Zone coordinators, Campaign Workers, etc.), the full-time officers per diem policy will apply.

7. FULL-TIME OFFICERS

The CUPE BC Expense Policy will apply for full-time officers as follows: when conducting the duties of their office for meetings of the Admin Committee, Executive Board, BC Fed., etc. and committee meetings on behalf of CUPE Local 4816 away from the office.

When daily per diem is not in effect regular in town per diem will apply as per the Constitution. (\$17.00 per day.)

8. CONVENTION COMMITTEES

Convention committee members will have wages and rooms paid for those days the committee is required to meet prior to Convention convening. Per diem for days committee meets when Convention is not in session will be - \$86.00.

The following per diems will apply to the Credentials, Resolutions and Sergeant-at-Arms Committees when Convention is in session:

- a. Chairperson - \$35.00 per day.
- b. Committee Members - \$30.00 per day.
- c. Hotel room at prevailing rates and loss of wages as required.

Convention Committee members who wish to forfeit per diem may have this amount donated to the Colleen Jordan Humanity Fund.

Resolutions Committee - When required to meet prior to the start of convention, lunch will be provided. When required to meet prior to daily convening of convention and through the lunch break food will be provided.

10. RECEIPTED EXPENSES

Where receipted expenses are being submitted, a credit card/debit slip will not be accepted on its own. An itemized receipt from the agency must also be included (e.g. hotels, BC Ferries, etc.) If no receipt is available due to special circumstances a declaration providing an explanation may be accepted, signed by the member and authorized by the Treasurer. These declarations may be reviewed by the Trustees.