

CANADIAN UNION OF PUBLIC EMPLOYEES

LOCAL 2254 BYLAWS

Preamble

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, the Canadian Union of Public employees (hereinafter referred to as CUPE) Local 2254 has been formed.

The following Bylaws were adopted by the Local, pursuant to, and subject to, 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 (CUPE), Local 2254 – Regional District of Kootenay Boundary (RDKB)/City of Greenwood/Grand Forks Public Library/Village of Slocan

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 & DEFINITIONS

- (a) Masculine pronouns shall be understood to include any gender.
- (b) The Current CUPE Constitution should be read in conjunction with these bylaws.
- (c) Amalgamated Local shall mean all members of Local 2254. **Bargaining Unit** shall mean any or all of the following as specified:

- 1): Regional District of Kootenay Boundary employees
- 2): Grand Forks Public Library employees
- 3): City of Greenwood employees
- 4): Village of Slocan employees

SECTION 4 – MEMBERSHIP MEETINGS (Regular and Special)

- (a) Regular membership meetings shall be held quarterly in the months of February, May, September and November, on the third Monday of the month.
- (b) 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 six (6) members, including at least three (3) members of the Executive Board.
- (d) The order of business at regular membership meetings is as follows:
 1. Acknowledgement of Indigenous Territory
 2. Roll Call of Officers
 3. Reading of Equality Statement
 4. Voting on new members and initiation
 5. Reading of minutes of previous meeting
 6. Matters arising out of the minutes
 7. Treasurer's Report
 8. Communications and Bills
 9. Executive Board Report
 10. Reports of committees and delegates
 11. Nominations, elections, or installations
 12. Unfinished business
 13. New business
 14. Good of the Union
 15. Adjournment

SECTION 5 – EXPENDITURES

(a) 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.

(b) Payment of Per Capita Tax and Affiliation Fees

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

(c) 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 \$200, 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.

(d) Bursary

A bursary of \$500 will be awarded to a member, or a member's dependent, who has a commitment to further their education, has a quality education plan and evidence of good citizenship including school and extracurricular activities. The award is given out annually. The recipient of the award is allowed up to 2 years from the year of the award to defer payment of their bursary. Proof of enrollment in an educational institute is required to receive payment of the award. Proof of enrollment will be sent to the Treasurer.

- (e) No member of Local 2254 will be allowed to spend any Local Union funds without first having received authorization under Section 5 (a) of these bylaws.

SECTION 6 – HONORARIUMS

(a) Honorariums

Executive and Officers of the Local will be given the amount below annually.

Position	Per Year
President	\$500
Vice President	\$500
Recording-Secretary	\$500
Treasurer	\$500
East and Boundary Lead Shop Steward	\$500 each
Unit Chair	\$300 each

Shop Steward	\$300 each
Trustee	\$150 each when annual audit has been completed

(b) Union Sanctioned Activities

Members participating in Union Sanctioned Activities shall be reimbursed according to the CUPE BC Expense Policy. See Schedule "B" for 2024 version.

(c) Voting of Funds

A petty cash fund in the amount of fifty dollars (\$50.00) will be held by the Treasurer to cover minor cash expenses.

(d) Donations

Donations will not exceed two hundred dollars (\$200.00) per contribution to a maximum of one thousand and five hundred dollars (\$1,500.00) per budgeted year.

Requests for a donation must be received, in writing, prior to the local's consideration and voting on the request.

(e) Good of the Union

Upon being called to the attention of the Local, the Local shall provide as follows:

- (a) Death of a current or retired member, the Local shall send flowers to the funeral or, on the request of the members' or employee's immediate family, make a donation to a specified charity. The costs shall not exceed fifty dollars (\$50.00) plus taxes.
- (b) Seriously ill or injured member or employee: The Local shall send flowers or a fruit basket. The costs shall not exceed fifty dollars (\$50.00) plus taxes.
- (c) Birth or adoption: The Local shall send flowers or an appropriate gift basket to Local 2254 members with new babies. The costs shall not exceed fifty dollars (\$50.00) plus taxes.

SECTION 7 – OFFICERS

- (a) The Officers of the Local shall be the President, Vice-President, Treasurer, Recording Secretary, three (3) Trustees, two (2) Lead Shop Stewards ("Lead Steward East" residing in Electoral Area A or B including municipalities based in these areas or Village of Slocan and "Lead Steward Boundary" residing in City of Greenwood, Grand Forks Library, or RDKB based in Electoral Area C, D, or E, including municipalities based in these areas) and Unit Chairs. All Officers shall be elected by the membership except Unit Chairs which shall be elected by each **bargaining unit**.

- (b) Each of the **bargaining units** listed in Section 3(c) shall have a seat on the Executive Board of the CUPE Local 2254 as a "Unit Chair".

SECTION 8 – EXECUTIVE BOARD

- (a) The Executive Board (Board) shall comprise of President, Vice-President, Secretary, Treasurer, Unit Chairs, and two (2) Lead Shop Stewards (East and Boundary).
- (b) The Board shall meet at least **eight (8)** times per year.
- (c) A majority of the Board constitutes a quorum.
- (d) 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.
- (e) 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.
- (f) All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.
- (g) Should any Board member fail to answer the roll-call for three (3) consecutive regular membership meetings or three (3) consecutive regular Executive Board meetings without having submitted good reasons for those absences, their office shall be declared vacant and shall be filled by an election at the following membership meeting.
- (h) The Board shall be supplied with a copy of every collective agreement of every **bargaining unit** that comprises CUPE Local 2254.
- (i) All properties and assets belonging to CUPE Local 2254 in the possession of its Officers, must be turned over to the successor of that particular office.

SECTION 9 – DUTIES OF OFFICERS

All signing Officers of Local 2254 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 serve 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) and in case of a tie vote on any issues, excluding elections, have the right to cast an additional vote to break the tie;
- ensure that all officers perform their assigned duties;
- introduce new members and conduct them through the initiation ceremony;
- approve 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 allowed necessary funds, not to exceed \$50.00 monthly, to reimburse themselves or any officers for expenses, supported by vouchers, incurred on behalf of the Local;
- have first preferences as a delegate to the CUPE National and CUPE BC Division Convention.

(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;
- render assistance to any member of the Board as directed by the Board;
- ensure that the President is supplied a copy of every current collective agreement of all **bargaining units** of CUPE Local 2254;
- assist the Bylaw Committee and ensure that Local Bylaws are up to date and be responsible for any amendments, thereto;
- ensure that an appropriate gift/condolence is sent to any member or their family, when notified that this member is sick/injured or has had a death in family.

(c) **The Treasurer shall:**

- 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;
- prepare all CUPE national per capita tax forms and remit payment;
- Notify the employer in writing to advise of any amendment to the Per Capita and copy CUPE National's Per Capita Department (percapita@cupe.ca);
- record all financial transactions in a manner acceptable to the Board and in accordance with good accounting practices;
- submit monthly reports to the membership;
- send all financial obligations owing to the National by the 15th day of each month;
- be bonded for not less than \$2000.00 (or any greater sum as may be decided at a membership meeting, taking into account the assets of the Local and the amount of cash and cheques handled by the Treasurer) through the master bond held by the National Office;
- pay no money unless supported by a voucher duly signed by the President or two (2) other members of the Board. 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 annually;

- provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE;
- notify all members who are one (1) month in arrears and report to the Board all members two (2) or more months in arrears.

(d) **The Recording-Secretary shall:**

- keep full and accurate account of the proceedings of all membership and Board meetings;
- answer correspondence and fulfill other secretarial duties as directed by the Board;
- file a copy of all letters sent out and keep a file of all communications;
- make sure that notice of General or Special Meetings are distributed in the appropriate length of time to all the bargaining units of Local 2254;
- prepare and distribute all circulars and notices to members;
- have all records ready on reasonable notice for auditors and Trustees;
- preside over membership and Board meetings in the absence of both the President and the Vice-President;

(e) **(East and Boundary) Lead Shop Steward(s) shall:**

- ensure shop stewards and or Unit Chairs at all the **bargaining units** are elected after the November Election of Officers' General Meeting;
- act as liaison between the current Shop Stewards/Unit Chairs and the Executive Board;
- act to encourage and support the current Shop Stewards/Unit Chairs in their dealings with their employers and with their Union members;
- co-ordinate and provide support, guidance and education to the current Shop Stewards/Unit Chairs, in all aspects of their duties and responsibilities;
- provide special advice and guidance in handling of higher levels of the grievance procedure;
- assist **bargaining unit** Shop Stewards/Unit Chairs with any difficulties or uncertainties as they pertain to that **bargaining unit's** collective agreement.

(f) **The Trustees shall:**

- act as an auditing committee on behalf of the members and audit the books and accounts of the Treasurer and the Recording-Secretary;
- examine all properties, bonds and all other assets of the Local annually;
- report their findings to the first membership meeting following the completion of each audit;
- be responsible to ensure that monies are not paid 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;

- use audit forms supplied by the National Office and send a copy of each half-yearly audit to the National Secretary-Treasurer in accordance with the provisions of the CUPE Constitution.

(g) The Unit Chair:

This shall be a union member of any **bargaining unit** representing CUPE Local 2254 and serve as an officer of the local, and be elected at a **bargaining unit** meeting held immediately after the November election of officers.

Responsibilities shall be:

- hold **bargaining unit** meetings as required;
- be in attendance at all Executive Meetings and General Meetings of CUPE Local 2254.
- report on monthly **bargaining unit** meetings, or any pertinent business or problems at that **bargaining unit**, to the Executive and General Membership;
- perform duties of the shop steward where required.

(h) The Shop Steward shall:

- ensure good communication between the members and the executive.
- assist **bargaining unit** members with respect to their collective agreements;
- inform the Vice-president of any member's good of the union, so that appropriate condolences can be sent to that member or their family;
- assist any member with regard to grievances at the initial level;
- provide communication and information affecting the members of the local, including union literature, education and newspapers;
- be available to the members of their workplace to provide ongoing union awareness, education and assistance.
- educate members about the collective agreement, about the union's role in the workplace – and about important social issues.
- help a member get accommodation or return to work after an injury or illness.

SECTION 10 – FEES, DUES, and ASSESSMENTS

(a) Initiation Fees

Each application for membership in the Local will be directed to the Treasurer. There is no initiation fee.

(b) Monthly Dues

The monthly dues shall be not less than minimum standard as established in the CUPE Constitution. CUPE Local 2254 dues has been set at 1.5% of gross salary. Each member must pay dues monthly.

- (c) Notwithstanding the above provisions if the CUPE Convention raises minimum fees or dues above the level herein established, these bylaws will be deemed to have been automatically amended to conform to the CUPE minima.
- (d) Special assessments may be levied in accordance with the CUPE Constitution.
- (e) Changes in levels of the Monthly Dues can be effected only by following the procedure for amendment of these bylaws, with the additional provision that the vote must be by secret ballot.

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 their suspension shall be reported to the Executive Board by the 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 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, they shall-not be required to pay their arrears.

SECTION 12 – NOMINATION, ELECTION and INSTALLATION OF OFFICERS

(a) Nominations

Nominations shall be received at the regular membership meeting held in the month of November. To be eligible for nomination, a member must be a member in good standing as set out in the CUPE Constitution. No nomination shall be accepted unless the member is in attendance at the meeting or has filed their consent in writing, duly witnessed by another member to be presented at the meeting. No member shall 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 in advance, a motion shall be made and approved by the members present, to have an election. The President will then be responsible to find a Returning Officer for this election. The Returning Officer will appoint at least one (1) assistant who is present at the election meeting. The Returning Officer and assistant shall be a member of the local who is neither an officer nor a candidate for office.
2. Elections for the President, Recording Secretary and the East Lead Steward will be held in even years and the positions of Vice-President, Treasurer, Boundary Lead Steward, and Unit Chairs will be held in odd years.
3. 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.
4. The Returning Officer shall be responsible for issuing, collecting and counting ballots. They must be fair and impartial and see that all arrangements are unquestionably democratic.

5. The voting shall take place at the regular membership meeting held in November of each year. The vote shall be by secret ballot.
6. Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
7. 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. In the event a tie vote persists, subsequent ballots shall 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 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) By-Elections

1. Should an Executive office become vacant prior to the next general election, notice shall be given to the membership at least one (1) month in advance that a By-Election will be held to fill this vacancy.
2. All rules and regulations as listed in the Election procedure shall apply at this By-Election.

(d) 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, except for Trustees, shall be longer than three (3) years, without another election being held.
2. At the first election of officers, three Trustees will be elected to serve terms of one, two and three years. In following years one Trustee will be elected for a three-year term to preserve overlapping terms

SECTION 13 – DELEGATES TO CONVENTIONS

- (a) Except for the President's option (Section 9.a), all delegates' attendance at the conventions shall be approved by the members at a General Meeting.
- (b) All delegates chosen to attend conventions held out of town shall be paid transportation expenses and per diem allowance as specified in Section 6.b of these Bylaws and be reimbursed for any loss of salary incurred by attendance at the convention.
- (c) Delegates chosen to attend conventions held locally shall receive a per diem allowance as specified in Section 6.b of these Bylaws and be reimbursed for any loss of salary incurred by attendance at the convention.

- (d) Representation at educational institutes and seminars shall be subject to final approval by the membership.

SECTION 14 – COMMITTEES

The Vice-President is to keep track of Committees, to make sure they are filled.

(a) Bargaining Committees

1. Regional District of Kootenay Boundary (RDKB)

The RDKB bargaining unit, this committee will be established for the negotiation of a collective agreement and be referred to as a bargaining committee. It will be formed at least one (1) year prior to the expiry of a collective agreement and automatically disbanded when a new collective agreement has been signed. The function of the Committee is to:

- review the existing collective agreement;
- formally canvass all members for issues for inclusion in new contract;
- research issues raised;
- compare and review recently signed contracts from similar local governments;
- prepare collective bargaining proposals;
- negotiate a collective agreement; and
- present the negotiated document to membership for ratification.

The Committee will consist of five (5) members from the RDKB **bargaining unit**, who were elected at a **bargaining unit** meeting by their department group, and the National Representative assigned to the Local Union. The five members will be drawn from the following departmental groupings:

- Beaver Valley Arena
- Grand Forks Recreation Facilities
- Environmental Services/Utilities
- Solid Waste
- Regional District of Kootenay Boundary Administration, which includes the Building Inspection, Planning Department, Finance, and Clerical/Administrative Support employees of the RDKB Offices (Trail and Grand Forks).

The negotiating committee must be willing to dedicate their time during negotiations without pay other than when the employer pays for loss of wages.

The National Representative assigned to the Local Union will be a non-voting member of the committee but will be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.

2. Other **Bargaining Units**

For the other **bargaining units** listed in Section 3, a bargaining committee will be established at least two (2) months prior to the expiry of a 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 will consist of the President or designate and up to three (3) members, all elected at a **bargaining unit** meeting.

The negotiating committee must be willing to dedicate their time during negotiations without pay other than when the employer pays for loss of wages.

The CUPE representative assigned to the Local will be a non-voting member of the Committee, but will be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.

(b) Grievance Committee

It will be the duty of this Committee to:

- 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, this committee will decide whether or not the grievance should proceed to arbitration as per Section 15.
- If the decision is to not proceed, the grievor(s) may appeal the decision to the Executive Board.
- The committee members will be the 2 Lead Shop Stewards and one (1) other member to be elected from the shop stewards. The committee shall appoint its Chair from among its members. The National Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted at all stages.

(c) RDKB Joint Labour Management Committee

The RDKB members of Local 2254 have bargained for the establishment of a Committee to review matters that affect the relationship between the RDKB and Local 2254 Members employed with the RDKB.

Three (3) CUPE members from the RDKB union employees will represent the interests of the Union.

These members will be elected for a 2 year term and membership on the committee will be voted at the regular membership meeting held in November on even numbered years and serve a two (2) year term.

(d) Joint Occupational Health and Safety (JOHSC) Committee for RDKB

Each work site will elect a union member, or worker representatives and an alternate of CUPE Local 2254 to serve on the Joint Occupational Health and Safety Committee (JOHSC) for a two (2) year term as a worker representative. Worker representatives will be elected at a

bargaining unit meeting held immediately before the November election of Executive Officers. This election will be held on even numbered years. The elected worker representatives will represent each workplace as per the Terms of Reference of the JOHSC that was agreed to between the employer and worker representatives. Each of the following Workplaces will elect a worker representative to participate on the JOHSC committee as per their respective terms of reference:

- Beaver Valley Arena
- Columbia Pollution Control Centre
- McKelvey Creek Landfill
- RDKB Administrative Office
- Grand Forks Administrative Office
- Boundary Landfills
- Grand Forks Recreation

(e) Education Committee

This committee will:

- Gather information about appropriate courses, the availability of courses, and make recommendations to the Local Union on all education and training matters.
- Assist delegates in the preparation of reports to the membership on seminars and conferences and maintain a reference file of these reports.
- Cooperate with the National Union Development Department and Communications Branch of CUPE, and with the regional Education Representative, in implementing both the Local Union's and CUPE's policies in these fields.
- Be responsible for organizing, advertising, and awarding the annual bursary as defined in Section 5(d).

The committee members will be the elected chairperson and 2 members. The committee will appoint its secretary from among its members. These members will be elected for a 2 year term and membership on the committee will be voted at the regular membership meeting held in November on odd numbered years and serve a two (2) year term.

(f) Bylaw Committee

This committee will:

- Review the bylaws annually and make recommendations to the Executive Board on proposed amendments.
- Review any proposed amendments received from the Executive Board or membership of the Local Union to ensure that the amendments will conform to the remainder of the bylaws and the CUPE National Constitution.
- Ensure that the Local Union's bylaws are written in clear language, ensuring that clear language does not change the intent or meaning of the bylaws.

The committee members will be the elected chairperson and at least one local member. The committee will appoint its secretary from among its members. The National Representative assigned to the Local Union will be a non-voting member of the committee and will be consulted during the review process. These members will be elected for a 2 year term and

membership on the committee will be voted at the regular membership meeting held in November on odd numbered years and serve a two (2) year term.

(g) 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 by motion at the meeting.

SECTION 15 - GRIEVANCE / ARBITRATION / APPEALS

The decision to file a grievance and to proceed to any step of the grievance procedure, including arbitration, rests exclusively with the Local Union and not the individual member. To ensure that decisions are fair and not arbitrary, the following appeal process is available to members.

If a member feels they have an issue that warrants a grievance and/or arbitration, they must first discuss the issue with their assigned Steward. The Steward will then consult with the Grievance Chair and advise the member on the merits of taking the matter forward. If the decision is to not take the matter forward, the following appeal process may occur.

First Appeal

1. A member who wishes to appeal a decision not to proceed with a grievance or to arbitration will notify the Grievance Chair within 7 (seven) days of receiving this decision from their Steward.
2. The Grievance Chair will add the matter to the agenda of the next Grievance Committee Meeting.
3. The Grievance Chair 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.
4. The Grievance Committee may request the assistance and opinion of the National Representative.
5. At the Grievance Committee Meeting, the assigned Steward will present their reasons for not advancing the matter to grievance or arbitration.
6. The Member 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.
7. The member will then be excused from the meeting.
8. The Grievance Committee will then discuss the available information and conduct a secret ballot vote to decide on whether to advance the matter or not.

9. The member will be notified by the Grievance Chair of the decision reached by the Committee and will be informed of their right to advance the matter for a final appeal if the decision is not to proceed with the grievance or to arbitration.

Final Appeal

1. Should the member wish, they may advance the matter to a final appeal before the Local Executive Board.
2. To do so, they must notify the Grievance Chair within 7 (seven) days of receiving the decision on the first appeal.
3. The Grievance Chair will then have the matter placed on the agenda of the next Executive Board Meeting.
4. The Grievance Chair 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 may request the assistance/opinion of the National Representative.
6. At that meeting, the Grievance Chair will present the Grievance Committee's reasons for not advancing the matter to grievance or to arbitration.
7. The Member 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 member will then be excused from the meeting.
9. The Executive Board consider the information presented and will then conduct a secret ballot vote to decide on whether to advance the matter or not.
10. The member 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 16 – 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 Schedule "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 Schedule "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 17 – AMENDMENT

- (a) These bylaws are always subordinate to the CUPE Constitution (including Schedule "A") 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 majority 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 except the monetary amounts listed in Schedule "B", until approved by the National President of CUPE. The validity shall date from the letter of approval of the National President.

SCHEDULE "A"
TO THE BYLAWS OF LOCAL 2254

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 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 (2/3rds) vote of those present to deal with any urgent business.
- 7) All resolutions and motions other than those named in Schedule A, 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 rises to a point of order or on 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 that 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, they may in addition give a casting vote or if they choose, 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
 - (a) to adjourn
 - (b) to put the previous question
 - (c) to lay on the table
 - (d) to postpone for a definite time
 - (e) to refer or,
 - (f) to divide or amend

which motions shall have precedence in the order named. (a), (b) and (c), 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 when a member has the floor and 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 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, they 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 their challenge. The chair may then state briefly the basis for their decision following which the chair 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 member, the installation of officers or the taking of a vote. 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 person outside the Local or CUPE.

SCHEDULE "B" TO THE BYLAWS OF LOCAL 2254

CUPE BC Expense Policy (2024)



CUPE BC EXPENSE POLICY SUMMARY

PREAMBLE

The purpose of this expense policy is to reimburse members for expenses incurred on behalf of CUPE BC. 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 Secretary-Treasurer is authorized to approve expense claims past the 6 months for extraordinary circumstances.

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 to individuals. Copy of employer invoice and proof of payment to employer is required.

ACCOMMODATION

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

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.

TRANSPORTATION

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.

- a. Automobile allowance 70¢ km (**effective Jan 1, 2024**), and to automatically follow the CRA mileage rate.
- b. Parking cost when on CUPE BC business (receipt must be provided).
- c. Taxi or airport shuttle from airport to hotel to meeting place upon submission of receipts. Taxis to be shared when possible.
- d. Where ferry travel is required, only land kilometres will be reimbursed and ferry fares with submitted receipts.
(Note: some distance calculators include the kilometres the ferry travels over the water; those kilometers should be deducted from claim).
- e. If you are using the public transit system to attend the meeting you can claim a transit honorarium equivalent to the cost of an All Day Transit Pass.

PER DIEM & INCIDENTALS

- a. \$43.00 per half day meeting (when no meals provided).
- b. \$86.00 per day for an all day meeting (when no meals are 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. Where members are booked off for special projects, the full time officers per diem policy will apply.
- g. \$17.00 for in person meetings where all expenses (meals) are included.
- h. \$17.00 for Video Conferencing Meetings scheduled for 4 hours or more.

DAYS IN LIEU

In cases where CUPE BC business causes Executive Board members and/or Trustees to lose both of their consecutive regularly scheduled days off, they will be allowed to book off days in lieu at CUPE BC's expense. Prior authorization of the Secretary - Treasurer is required for book off of days in lieu.

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.

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 Secretary-Treasurer. These declarations may be reviewed by the Trustees.



SCHEDULE "C" **TO THE BYLAWS OF LOCAL 2254**

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.

This Code of Conduct sets out standards of behaviour for participants at national convention, conferences, schools, meetings, and any other union events organized by CUPE National, Local 2093, or any other CUPE chartered body. 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 CUPE bodies. 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. A complaint shall be brought to the attention of an ombudsperson when there is one available. Should an ombudsperson not be available, a person properly appointed and designated to be in charge shall receive the complaint.
3. The ombudsperson or the person in charge will work to seek a resolution. If this fails to resolve the matter, the ombudsperson shall report the matter to the person in charge. The person in charge has the authority to expel members from the event for serious or persistent offenses.
4. If the complaint involves a national 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 CUPE chartered organization, the complaint shall be referred to the person responsible for their employment.
5. If the person in charge is a party to the complaint, an alternate will be designated to assume the role.
6. In a case where a member has been expelled from a National event, the National President shall receive a report on the matter. For other events, the presiding officer shall receive a report on the matter.
7. 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. For other events, the presiding officer shall consult the National President.

This Code of Conduct is designed to create a safe, respectful, and supportive environment within 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.

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