
Bylaws

Local Union 410

The Greater Victoria Public Library (GVPL)
The Art Gallery of Greater Victoria (AGGV)

Approved by Membership: September 27, 2023

Approved by NPO: August 23, 2023

CUPE / *Canadian Union
of Public Employees*

Table of Contents

INTRODUCTION.....	4
SECTION 1 – NAME.....	4
SECTION 2 – OBJECTIVES.....	4
SECTION 3 – REFERENCES.....	5
SECTION 4 – MEMBERSHIP.....	5
SECTION 5 – AFFILIATIONS.....	6
SECTION 6 – MEMBERSHIP MEETINGS.....	7
SECTION 7 – OFFICERS.....	8
SECTION 8 – EXECUTIVE BOARD.....	8
SECTION 9 – DUTIES OF OFFICERS, TRUSTEES AND STEWARDS.....	9
SECTION 10 – NOMINATION, ELECTION AND INSTALLATION OF OFFICERS.....	15
SECTION 11 – FEES, DUES AND ASSESSMENTS.....	18
SECTION 12 – NON PAYMENT OF DUES AND ASSESSMENTS.....	19
SECTION 13 – EXPENDITURES.....	19
SECTION 14 – HONORARIA AND OUT-OF-POCKET EXPENSES.....	20
SECTION 15 – CHILD CARE, DEPENDENT CARE AND ELDER CARE.....	20
SECTION 16 – DELEGATES TO CONFERENCES, CONVENTIONS AND EDUCATIONALS.....	20
SECTION 17 – COMMITTEES.....	21
SECTION 18 – COMPLAINTS AND TRIALS.....	28
SECTION 19 – RULES OF ORDER.....	28
SECTION 20 – Amendments.....	28
SECTION 21 – PRINTING AND DISTRIBUTION OF BYLAWS.....	29
CUPE NATIONAL EQUALITY STATEMENT.....	30
Appendix B 31	
CODE OF CONDUCT.....	31
Appendix C 33	
RULES OF ORDER.....	33
Appendix D 36	
EXECUTIVE AND MEMBER EXPENSE GUIDELINES.....	36

INTRODUCTION

Local 410 of the Canadian Union of Public Employees has been formed to:

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

The following bylaws are adopted by Local 410 in accordance with the CUPE National Constitution (Articles 13.3 and B.5.1), to protect the rights of all members, to provide for responsible governance of the Local Union, and to involve as many members of the Local Union as possible through the sharing of duties and responsibilities.

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

CUPE chartered organizations may also wish to adopt a Local Union Code of Conduct that would apply to membership meetings and other functions organized by the chartered organization. The Local Union Code of Conduct can be found in Appendix B to these bylaws.

SECTION 1 – NAME

The name of this Local Union shall be:

Canadian Union of Public Employees, Local 410 (Greater Victoria Public Library Staff)

Local 410 consists of the following bargaining units:

The Greater Victoria Public Library (GVPL) 410-00
The Art Gallery of Greater Victoria (AGGV) 410-01

SECTION 2 – OBJECTIVES

The objectives of Local 410 are to:

- (a) Secure the best possible pay, benefits, working conditions, job security, pensions and retiree benefits for its members;
- (b) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism;

- (c) Encourage the settlement by negotiation and mediation of all the disputes between the members and their employers;
- (d) Eliminate harassment and discrimination of any sort or on any basis; for the equality of treatment regardless of class, race, colour, nationality, age, sex/gender, language, sexual orientation, place of origin, ancestry, religious beliefs, or mental and physical disability; and the active opposition of discrimination of same wherever it occurs or appears;
- (e) Establish strong working relationships with the public we serve and the communities in which we work and live; and
- (f) Support CUPE in reaching all of the objectives set out in Article II of the CUPE National Constitution.
- (g) Fair and equal representation across the province under the jurisdiction of this Local.

SECTION 3 – REFERENCES

Numbers of articles at the end of sections or sub-sections in this document refer to relevant articles of the CUPE National Constitution which should be read together with these bylaws.

SECTION 4 – MEMBERSHIP

(a) Membership

An individual employed within the jurisdiction of Local 410 can apply for membership in Local 410 by signing an application and paying the initiation fee set out in Section 11(a) of these bylaws.

(Article B.8.1)

(b) Approval of Membership

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

(Article B.8.2)

(c) Oath of Membership

New members will take this oath:

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

(Article B.8.4)

(d) **Continuation of Membership**

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

(Article B.8.3)

(e) **Member Obligations**

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

Members will provide the Membership Officer with their current address, home telephone contact number and where available, a personal e-mail address. The member will advise the Membership Officer of any changes to their contact information. This information will be protected and used to communicate with members. Such communication will take the form of mail, e-mail, telephone town halls, and/or social media.

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

Upon request, the Local Union will share the contact information with CUPE National or CUPE BC. The purpose of sharing this contact information with CUPE National or CUPE BC is so that the National Union or Provincial Division can conduct a telephone town hall or virtual meetings with members on important matters.

SECTION 5 – AFFILIATIONS

In order to strengthen the labour movement and work toward common goals and objectives, Local 410 shall be affiliated to and pay per capita tax to the following organization(s):

- The CUPE BC Provincial Division
- The Vancouver Island District CUPE Council
- The British Columbia Federation of Labour
- The Victoria CLC Labour Council

SECTION 6 – MEMBERSHIP MEETINGS

(a) General Membership Meetings

General Membership Meetings of Local 410 shall be held every two months, commencing with January, either in person or virtually.

Where virtual meetings are held, all voting will be conducted electronically provided secrecy can be maintained where mandated.

Notice of each General Membership Meeting outlining the date, time and location shall be given to members at least seven (7) days in advance of the meeting.

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

(b) Special Membership Meetings

Special Membership Meetings of Local 410 may be required and shall be called by the Executive Board or may be requested in writing by no fewer than 5 members. The President shall immediately advise members when a special meeting is called, and ensure that all members receive at least forty-eight (48) hours notice of the special meeting, the subject(s) to be discussed, the date, time and location. No business shall be transacted at the special meeting other than that for which the meeting is called, and notice given.

(c) Quorum

The minimum number of members required to be in attendance for the transaction of business at any General or Special Membership Meeting shall be sixteen (16) members, plus four (4) members of the Executive Board.

(d) General Membership Meeting Agenda

The order of business at General Membership Meetings is as follows:

1. Indigenous Land Acknowledgement
2. Roll call of Officers
3. Reading of the Equality Statement
4. New members and initiation
5. Minutes of the previous meeting
6. Matters arising
7. Secretary 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

(Article B.6.1)

(e) **Unit Meetings**

Unit Meetings may be called to deal with matters that affect only members of a unit. Such meetings are not to be used to replace General Membership Meetings and will not make decisions that affect the Local Union as a whole or another unit. The President shall advise members of the unit seven (7) days in advance of the meeting providing the time, location and an agenda.

The minimum number of members required to be in attendance for the transaction of business at any unit meeting shall be 20% of the membership plus two (2) members of the Executive Board. Members from other units in the Local Union may attend these meetings without vote but with voice and are not counted as part of quorum.

SECTION 7 – OFFICERS

The Officers of Local 410 shall be:

- President,
- Unit Vice President, GVPL
- Unit Vice President, AGGV
- Secretary-Treasurer
- Recording Secretary
- Communications Officer (to include former Membership Officer duties as well)
- Indigenous Officer
- Three (3) Trustees

(Articles B.2.1 and B.2.2)

SECTION 8 – EXECUTIVE BOARD

(a) The Executive Board shall include all Officers, except Trustees.

(Article B.2.2)

(b) The Executive Board shall meet at least ten (10) times per year.

(Article B.3.14)

(c) A majority of the Executive Board constitutes a quorum.

- (d) The Executive Board shall hold title to any real estate of the Local Union as trustees for the Local Union. They shall have no right to sell, convey, or encumber any real estate without first giving notice and then submitting the proposal to a membership meeting and having it approved.
- (e) The Executive Board shall do the work delegated to it by the Local Union and shall be held responsible for the proper and effective functioning of all committees.
- (f) Should any Executive Board member fail to answer the roll call for three (3) consecutive General meetings or three (3) consecutive regular Executive Board meetings without having submitted good reasons, their office shall be declared vacant and shall be filled by an election at the following membership meeting.

(Article B.2.5)

SECTION 9 – DUTIES OF OFFICERS, TRUSTEES AND STEWARDS

Each Officer of Local 410 is encouraged to participate in CUPE educational courses to enhance their leadership skills and expand their knowledge and expertise.

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

(Article B.3.9)

All signing Officers of Local 410 shall be bonded through the master bond held by CUPE National. Any Officer who cannot qualify for the bond shall be disqualified from having signing authority.

(Article B.3.5)

(a) President

The President shall:

- Enforce the CUPE National Constitution, these Local Union bylaws and the Equality Statement.
- Interpret these bylaws as required.
- Preside at all membership and Executive Board meetings and preserve order.
- Decide all points of order and procedure (subject always to appeal to the membership).
- Have the same right to vote as other members. In the case of a tie vote, the President may cast another vote or the President may refrain from casting an additional vote, in which case the motion is defeated.
- 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.
- Be authorized to sign 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.
- Be allowed necessary and reasonable funds to reimburse the President or any Officers for expenses incurred on behalf of the Local Union. Expense claims must be listed on a proper form outlining the expense, the reason for the expense, and with supporting receipt(s) attached.
- Have first preference as a delegate to the CUPE National Convention.
- Be a member of the Bargaining Committee
- Be a member of the Union Management Committee
- The President shall serve as needed as a member of all Union Committees.

(Article B.3.1)

(b) Unit Vice President, GVPL

The Unit Vice President, GVPL shall:

- If the President is absent or not eligible, perform all duties of the President.
- Preside over General Membership and Executive Board meetings in the absence of the President.
- If the office of the President falls vacant, the Executive Vice President will be Acting President until a new President is elected through a by-election.
- Render assistance to any member of the Executive as directed by the Executive Board.
- Has oversight of the administration of the CUPE 410 website and social media channels, and keeps a record of passwords.
- May be a signing officer

(Article B.3.2)

(c) Unit Vice President, AGGV

The Unit Vice President, AGGV shall:

- Render assistance to any member of the Executive as directed by the Executive Board.
- Be involved in and responsible for representing their unit to fullest extent possible

- Maintain communication between their unit membership and the Executive Board, deal with issues and grievances within their unit and report back on matters affecting their members.
- Ensure at least two (2) unit meetings occur annually.
- Be a required signing authority on all matters relating to the Collective Agreement of their unit.
- Perform additional duties or serve on committees as may be assigned from time to time, by the President and/or Executive.

(Article B.3.2)

(d) Recording Secretary

The Recording Secretary shall:

- Keep full, accurate, and impartial account of the proceedings of all General 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. 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.
- Maintain the record of membership attendance at meetings. 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 Unit Vice President (GVPL).
- Be authorized to sign cheques ensuring 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.
- Performs other duties required by the Local Union, its bylaws or the National Constitution.

(Article B.3.3)

(e) Secretary-Treasurer

The Secretary-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.

- Be authorized to sign 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.
- Ensure that per capita tax is paid by direct remittance, or where per capita is not paid by direct remittance, prepare all CUPE National per capita tax forms and remit payment, including \$1.00 of each initiation fee on all members admitted, no later than the last day of the following month.
- Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, such as Union Leave Requests, 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.
- Make a full financial report at meetings of the Local Union's Executive Board.
- Make a written financial report at each General Membership Meeting, detailing all income and expenditures for the period.
- 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 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.
- Provide the Trustees with any information the Trustees require to complete the audit, including forms provided by CUPE National.
- Ensure bills and reimbursements are reviewed and paid on a monthly basis
- Chair the Financial Advisory Committee
- 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 month in arrears and report to the Executive Board all members two or more months in arrears in the payment of union dues.

(Articles B.3.4 to B.3.8)

(f) Communications Officer

- 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, communications and newsletters to members as directed by the Executive.
- Present a report of all correspondence to the membership at each General Membership Meeting.
- Works with Unit Vice President, GVPL, and shares oversight of the administration of the CUPE 410 website and social media channels, and keeps a record of passwords.
- Ensure only Local 410 members, CUPE National Executive Board and CUPE National Staff or guests are admitted to General Membership Meetings
- Maintain the membership database of all CUPE 410 Members, including contact information (adding the names of new members and deleting the names of members when they leave).
- Provide a Membership Card for each new member and ensure that it is returned completed.
- Perform other such duties as may be assigned by the Executive Board as required.
- If a member is on extended leave, arrange some token, such as a card, of the Local Union's concern and desire to help, whether the member is at home or in hospital.
- Send cards to members who are celebrating major life events such as marriages and births.
- Extend the Local Union's condolences in the event of the death of a member or one of their immediate family, and make other appropriate gestures in accordance with custom or the wishes of the family concerned.

(g) Indigenous Officer

- The Indigenous Officer shall:
- Be an Indigenous member, identifying as First Nations, Metis, or Inuit.
- Be a full voting member of the Executive Board.
- Act as a liaison between the Executive Board and Indigenous members.
- Utilize an intersectional decision-making lens in all areas of union leadership.
- Bring forward recommendations to the Executive about how to address reconciliation and support Indigenous members.
- Promote any other priorities as identified by Indigenous workers.

(h) Trustees

The Trustees shall:

- Act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary, and the committees at least once every calendar year.
- Make a written report of their findings at the first General Membership Meeting following the completion of each audit.
- Submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct, and proper manner.
- Be responsible to ensure that monies have not been paid out without proper constitutional or membership authorization.
- Ensure that proper financial reports have been given to the membership.
- When requested by the Executive Board, one Trustee shall provide assistance to the By-Law Committee.
- 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 Union, and report their findings to the membership.
- Send to the National Secretary-Treasurer, with a copy to the assigned Servicing Representative, the following documents:
 - i. Completed Trustee Audit Program
 - ii. Completed Trustees' Report
 - iii. Secretary-Treasurer Report to the Trustees
 - iv. Recommendations made to the President and Secretary-Treasurer of the Local Union
 - v. Secretary-Treasurer's response to recommendations
 - vi. Concerns that have not been addressed by the Local Union Executive Board.

(Articles B.3.10 to B.3.12)

i) Stewards

Stewards shall:

- GVPL Stewards will be elected by their unit members at its Annual General Meeting.

- AGGV Stewards will be elected by their unit members at its Annual General Meeting.
- Elect from among themselves one Steward to act as Lead Steward, who will be responsible for calling meetings of all Stewards together and chairing these meetings should such meetings be deemed necessary or useful by a majority of the Stewards.
- Represent members in meetings with the Employer, during preliminary grievance or full grievance proceedings.
- Distribute notices or information to the members as directed by the Executive Board.
- Be expected to attend a minimum of 3 Membership meeting per year.
- Shall complete Introduction to Stewarding as soon as possible, and Steward Learning Series when available.
- Obtain a copy of Stewards Handbook from CUPE National website or handbook from training

SECTION 10 – NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

(a) Nominations

1. Nominations will be received at the Annual General Membership Meeting held in the month of November each year.
2. Nominations will be accepted from members in good standing in attendance at the nomination meeting or from those members who have allowed their name to be filed 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.
(Articles B.8.1, B.8.2 and B.8.3)
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. In two year terms: the President, Recording Secretary, Communications Officer, are elected in odd years.

Unit Vice President (GVPL), Unit Vice-President (AGGV), Secretary-Treasurer and Indigenous Officer are elected in even years. All other positions are elected annually.

2. At a General Membership Meeting, at least one month prior to Election Day, the President will, subject to the approval of the members present, appoint an Elections Committee consisting of a Returning Officer and assistant(s).

The committee will include members of the Local Union who are neither Officers nor candidates for office or, are members in good standing from another CUPE Local, approved by the 410 membership. The Elections Committee shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential. The National Representative assigned to the Local Union shall serve as an advisor to the committee when requested by the Local Union.

3. The Elections Committee will 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 will be responsible for issuing, collecting, and counting ballots. The Returning Officer must be fair and impartial and see that all arrangements are unquestionably democratic.
5. The voting will take place at the General Membership Meeting in November. The vote will be by secret ballot.
6. Voting to fill one office will be conducted and completed, and recounts dealt with before balloting may begin to fill another office.
7. A majority of votes cast will be required before any candidate can be declared elected, and second and subsequent ballots will 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 will be dropped.
8. In the event of a tie vote, a second and subsequent ballot(s) will be taken if necessary until a candidate receives a majority (more than 50%) of votes cast and can be declared elected. In the event the tie vote persists, subsequent ballots may be deferred to the next General Membership meeting.
9. When two or more nominees are to be elected to any office by ballot, each member voting will be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.
(Article 11.4)
10. Any member may request a recount of the votes for any election and a recount will 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 set out in Section 6(c).

11. All election complaints by members will be submitted in writing to the Returning Officer as soon as possible but in no circumstances will a complaint be valid if it is filed later than seven days after the election. The Returning Officer in conjunction with the Elections Committee will investigate the complaint and issue a ruling as soon as practical and report the ruling to the very next General Membership meeting.

(c) **Bargaining Unit Elections**

Nominations and elections for bargaining unit positions will take place at the Annual General Membership Meeting following the elections outlined in Section 10(b). Bargaining unit nominations and elections will be conducted for the following positions:

AGGV Stewards (2), Union Management AGGV (2), Joint
Occupational Health and Safety AGGV (1)

(d) **Installation of Officers**

1. All duly elected Officers shall be installed at the meeting at which elections are held and shall continue in office for two years or until a successor has been elected and installed, provided, however, that no term of office shall be less than one year and no longer than three years.

(Article B.2.4)

2. The terms of office for Trustees shall be so that one serves for a period of three years, one for two years, and one for one year, as laid down in Article B.2.4 of the CUPE National Constitution. Each year thereafter, the Local Union shall elect one Trustee for a three year period. No member who has been a signing Officer for the Local Union is eligible to run for Trustee, until at least one full term of office has elapsed.

3. The Oath of Office to be read by the newly-elected Officers is:

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

(Article 11.6(b))

(e) **By-elections**

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

for any position filled through a by-election will be remainder of the term that the vacated position was initially elected to fulfill.

SECTION 11 – FEES, DUES AND ASSESSMENTS

(a) Initiation Fee

Payment of initiation fees is a tangible confirmation of the desire to become a member of your Local Union and the Canadian Union of Public Employees. Each application for membership in the Local Union will be directed to the Secretary-Treasurer in partnership with the Communications Officer and will be accompanied by an initiation fee of \$1.00 (one dollar) which shall be in addition to monthly dues. The Secretary-Treasurer shall issue a receipt. If the application is rejected, the fee shall be returned.

(Articles B.4.1 and B.8.2)

(b) Readmission Fee

The readmission fee shall be \$1.00.

(Article B.4.1)

(c) Monthly Dues

The monthly dues shall be 2 % (two percent) of regular wages.

(Article B.4.3)

(d) Amending Monthly Dues

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

(Article B.4.3)

(e) Assessments

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

(Article B.4.2)

SECTION 12 – NON PAYMENT OF DUES AND ASSESSMENTS

A member who fails to pay dues and assessments for three months without good and sufficient reason, is automatically suspended from membership. The suspension will be reported to the Executive Board by the Secretary-Treasurer. The Executive Board will report all suspensions to the next membership meeting. The member may return to membership in good standing by paying a readmission fee and any other penalty set by the Local Union. The readmission fee cannot be less than the initiation fee of the Local Union.

A member who has been unemployed or unable to work because of sickness shall pay the readmission fee but may not be required to pay arrears.

(Article B.8.6)

SECTION 13 – 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 General or Special Membership Meeting;
- When these bylaws approve the expenditure; or
- Through a vote of the majority of members present and voting at a General or Special Membership Meeting.
- Executive Emergency Fund: A fund of five hundred (\$500.00) dollars shall be available to the Executive for emergencies, to be voted upon at an executive meeting with a recorded vote being taken and details being presented at the next membership meeting. If emergency expenses occur that are over the approved amount, the additional expenses must be approved by the membership prior to additional expenditures being reimbursed.

(Article B.4.4)

(b) Payment of Per Capita Tax and Affiliation Fees

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

(c) Donations of Local Union Funds to Causes Outside of CUPE

In the case of a grant or a contribution to a cause(s) outside of CUPE greater than \$200, a motion must be made at a General Membership meeting and then approved before the grant or contribution can be paid out.

- (d) No Officer or member of Local 410 will be allowed to spend any Local Union funds without first having received authorization under Section 13(a) of these bylaw

SECTION 14 – HONORARIA AND OUT-OF-POCKET EXPENSES

Local Union Officers and committee members shall be provided an out-of-pocket expense allowance as follows:

- (a) Honoraria are paid to the Executive Members in amounts as determined periodically and approved by the membership and stated in the Executive and Member Expense Guidelines. (Appendix D)
- (b) Expense allowances shall be provided to officers or delegates on authorized business of the Local as stated in the Executive and Member Expense Guidelines. (Appendix D)
- (c) Any other approved out-of-pocket expenses on submission of CUPE voucher with valid receipts to the Treasurer.

SECTION 15 – CHILD CARE, DEPENDENT CARE AND ELDER CARE

Caring for children, dependents or the elderly are barriers to actively participating in the union or to attending membership meetings. Local 410 is committed to removing barriers within its control so that all members have equal access to participation.

- (a) When it is practical and demand warrants, Local 410 will provide on-site child care at all Local Union membership meetings. Where on-site child care is not provided, and in the case of dependent care or elder care, members will be reimbursed to a maximum of the living wage for the area for each hour of required care. Reimbursement will be provided upon proof of payment.
- (b) Any member who is on authorized Local 410 business shall be eligible for child care, dependent care, and/or elder care expenses where required. Upon proof of payment, claims shall be reimbursed to a maximum of the living wage for the area for each hour of care required.
- (c) Claims will not be paid for a spouse, partner, or a family member who normally provides care without charges. Claims will not be paid for periods of time where a member would normally have paid for care such as during normal hours of work at their job.

SECTION 16 – DELEGATES TO CONFERENCES, CONVENTIONS AND EDUCATIONALS

- (a) Except for the President's option [Section 9(a)], all delegates to conventions, conferences, and educationals shall be chosen by election at membership meetings.

- (b) Three (3) delegates to the Vancouver Island District CUPE Council shall be elected annually by the Membership. A member responsible for reporting back to the Local Union membership shall be appointed by the President from among these delegates, and the member appointed shall make a written report at each Local Union membership meeting on proceedings at recent meetings of the Council. The Local Union will reimburse the member's employer for any loss of wages.
- (c) Two (2) delegates to the Victoria CLC District Labour Council shall be elected annually by the Membership. A member responsible for reporting back to the Local Union membership shall be appointed by the President from among these delegates, and the member appointed shall report at each Local Union membership on proceedings at recent meetings of the Council. The Local Union will reimburse the member's employer for any loss of wages.
- (d) All delegates attending conventions, conferences, or educationals held outside the city of Victoria shall be paid transportation expenses (**at economy, tourist or coach rates**) as determined by the Secretary-Treasurer, and a per diem allowance paid at the current CUPE B.C. Expense Policy rate. The full day per diem will be reduced by the value for any meal provided, in accordance with the CUPE BC Expense policy. The Local Union will reimburse the member's employer for any loss of wages.
- (e) Delegates to conventions, conferences, and educationals held locally shall have no travel allowance. There shall be a per diem allowance paid at the current CUPE BC Policy rate. The full day per diem will be reduced by the value for any meal provided, in accordance with the CUPE BC Expense policy. The Local Union will reimburse the member's employer for any loss of wages. (place into Appendix D)
- (f) Local 410 will provide members with their per diem allowance prior to their attending the convention, conference, or educational.
- (g) Local 410 encourages the participation of women and all equity-seeking groups in their delegation to conventions, conferences, and educationals.

SECTION 17 – COMMITTEES

(a) Special Committees

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

1. Bargaining Committee

This will be a special committee established following the signing of the collective agreement and at least six (6) months prior to the expiry of the Local

Union's collective agreement and automatically disbanded when a new collective agreement has been signed. The function of the committee is to review the current collective agreement, prepare collective bargaining proposals and to negotiate a collective agreement. The committee shall consist of the President, Unit Vice President (GVPL), a designated member to take notes during negotiating and one member-at-large elected at the Annual General Membership meeting in November. A CUPE National Representative shall be a non-voting member of the committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.

All members of Local 410's bargaining committee shall attend the required education workshops from CUPE's collective bargaining educationals.

(b) Permanent Committees

The Chairperson of each permanent committee will be elected by the members at a membership meeting. Permanent committees will have a term of two (2) years. The Chairperson and the Executive Board may, with the approval of the membership, jointly appoint other members to serve on a committee. Committees will provide written reports to each General Membership Meeting. The Vice-President shall be a member, ex-officio, of each committee.

There shall be permanent committees as follows:

1. Grievance Committee

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, this committee will decide whether or not the grievance should proceed to arbitration.
- If the decision is to not proceed, the grievor(s) may appeal the decision to the Executive Board, in writing, within five (5) working days following the decision.
- The chair of the Committee is the Unit Vice President (GVPL)
- The committee members will be the President of the Bargaining Unit, Unit Vice President (GVPL), and up to two additional union officers per grievance. The committee shall appoint its secretary 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.

2. Job Evaluation Committee (GVPL)

The Committee shall consist of bargaining unit members appointed by the Unit Vice President and President.

The duties of the committee members shall be to review job descriptions and rate them according to the joint job evaluation plan and to advise the local of any important issues arising out of these matters.

3. Job Evaluation Committee (AGGV)

The Committee shall consist of bargaining unit members appointed by the Unit Vice President and President.

The duties of the committee members shall be to review job descriptions and rate them according to the joint job evaluation plan and to advise the local of any important issues arising out of these matters.

4. Union Management Committee (GVPL)

- This committee shall have three (3) members, consisting of the President of Local 410, the Chair of the Occupation Health and Safety Committee and the Union/Management GVPL Member at Large.
- The joint Union and Management Committee shall meet every second month or at the request of either party to discuss issues arising that are not covered by the Collective Agreement.
- This committee shall work in consultation with the President of Local 410.

5. Union Management Committee (AGGV)

- This committee shall consist of two (2) representatives appointed by the Union and two representatives appointed by the AGGV. Union Officials, and CUPE National Representatives, and other AGGV representatives may also attend. It is the intention of the parties that both AGGV and Union will be generally equally represented.
- The joint Union and Management committee shall meet every second month or at the request of either party to discuss issues arising that are not covered by the Collective Agreement.
- This committee shall work in consultation with the President of Local 410.

6. Scholarship Committee (2)

In consultation with the Executive Board:

- One (1) committee member shall participate in the CUPE BC Scholarship Committee
- One (1) committee member shall oversee the recruitment of applications for CUPE 410's Scholarship fund and with the assistance of other volunteers will award the scholarship.

7. Finance Committee

The Secretary-Treasurer shall chair the Finance Committee

Duties of the Finance Committee Chair include:

- chairing Finance Committee meetings,
- creating, the Finance Committee agenda,
- scheduling Financial Committee meetings
- ensuring the Finance Committee carry out all relevant duties and procedures as outlined in the CUPE Financial Officer's Handbook
- normally the chair reports the work of the Finance Committee to the Executive Board
- designate a member of the Finance Committee to take minutes and ensure those minutes are supplied to the CUPE 410 Executive Committee

The Finance Committee shall meet a minimum of once per quarter should no additional meetings be warranted. Meetings may be scheduled more often than once per quarter as needed.

Responsibilities and Duties of the Finance Committee

Additionally the Finance Committee members are responsible for the following:

- attending Finance Committee meetings,
- following pertinent CUPE financial procedures as outlined by the CUPE Financial Officer's Handbook,
- annually reviewing financial by-laws, policies and procedures of the Union, and making recommendations for revision and updates to the Executive Board,
- creating a draft annual budget, based on the strategic priorities of the Union, for approval by the Executive Board,

- making budget amendment proposals, when necessary, to the Executive Board,
- providing direction for managing monies in the Union Defense Fund,
- hearing all requests for financial expenditures except for donations, and
- other duties as assigned by the Executive Board.

Pre-requisite Training for Finance Committee Members

All Finance Committee members are required to read and be familiar with the contents of the CUPE Financial Officer's Handbook. Other training may be available and assigned as available and/or required.

All recommendations by the Finance Committee shall be brought forward to the Executive Board for consideration.

(c) Ad hoc committees

There shall be Ad hoc committees as follows:

1. Education Committee (Ad hoc)

This committee will:

- Gather information about appropriate courses, the availability of courses, and make recommendations to the Local Union on whether or not members should be attending.
- 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.

The committee members will be the elected chairperson and 3 members. The committee shall appoint its secretary from among its members.

2. Women's Committee (Ad hoc)

This committee will:

- Advise and give guidance to Officers, committee members and the general membership on all issues that affect women in the workplace and the union movement.
- Promote leadership of women at the Local Union level and in the broader labour movement.

- Increase and support the active participation of women in the Local Union and the broader labour movement.
- Strive to eliminate gender discrimination in the workplace, Local Union, broader labour movement, and society through education and participation in human rights activities both in and outside of the labour movement.

The committee members will be the elected chairperson and 3 members. The committee shall appoint its secretary from among its members.

3. Committee for Diversity (Ad hoc)

This committee will:

- Advise and give guidance to Officers, committee members, and the general membership on all issues that affect all equity-seeking groups, including people of colour, Indigenous, 2SLGBTQI+ workers in the workplace and the union movement.
- Promote leadership of equity-seeking workers at the Local Union level and in the broader labour movement.
- Increase and support the active participation of equity-seeking workers in the Local Union and the broader labour movement.
- Strive to eliminate racism and discrimination in the workplace, Local Union, broader labour movement, and society through education and participation in human rights and anti-racism activities both in and outside of the labour movement.

The committee members will be the elected chairperson and 3 members. The committee shall appoint its secretary from among its members.

4. Health and Safety Committee (Ad hoc)

This committee will:

- Shall work in conjunction with the joint Union – Employer OHS committee.
- Will recommend actions to be taken as appropriate.
- Work to educate members on the importance of workplace health and safety.
- Prepare and present reports from the membership, the employer and from the general public at General Membership Meetings.
- Organize an April 28th Day of Mourning ceremony each year.

- Participate on the Joint Worksite Health and Safety Committees (JWH&SC) at their workplace.
- Ensure that the worker representatives on the JWH&SC meet separately from the employer to prepare for meetings with the employer.
- Promote safe work procedures and environments so as to prevent illness and injury as a result of workplace factors.
- Immediately bring to the attention of the employer any workplace hazard that has the potential to cause members' illness or injury.
- Work to eliminate all workplace hazards, be they physical, environmental, or social.

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

The committee members will be the elected chairperson and three (3) members. The committee shall appoint its secretary from among its members.

5. Bylaw Committee (Ad hoc)

This committee will:

- Review the bylaws 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 will be chaired by an Executive Board member, a Trustee and one (1) other member. The committee shall appoint its secretary 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 during the review process.

6. Social/Catering Committee

This committee will:

- Arrange and conduct all social, cultural, and recreational activities of the Local Union, either on the committee's own initiative or as a result of decisions taken at membership meetings. The committee shall submit reports and proposals to the Executive Board or to the membership as required.
- Arrange for food from a reputable, commercial kitchen to be provided for Membership meetings

A budget for the committee will be fixed annually by the membership but, other than that, all social, cultural, and recreational events and activities shall be self-supporting.

The committee members will be the chairperson as elected at the Annual General Meeting and two (2) additional members and may appoint a secretary-treasurer from among its members.

SECTION 18 – COMPLAINTS AND TRIALS

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

(Articles B.11.1 to B.11.5)

SECTION 19 – RULES OF ORDER

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

In situations not covered by Appendix C to these bylaws, the CUPE National Constitution may provide guidance, but, if the situation is not dealt with there, Bourinot's Rules of Order shall be consulted and applied.

SECTION 20 – Amendments

(a) CUPE Constitution

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

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

(b) Additional Bylaws

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

- (i) the amended or additional bylaws do not conflict with the CUPE Constitution;
- (ii) the amended or additional bylaws are approved by majority vote at a General Membership Meeting or at a Special Membership Meeting called for that purpose; and
- (iii) notice of the intention to propose the amended or additional bylaws was given at least seven (7) days before at a previous membership meeting or sixty (60) days before in writing.

(Articles 13.3 and B.5.1)

(c) Effective Date of Amended or Additional Bylaws

The amended or additional bylaws do not come into effect until they have been approved in writing by the CUPE National President.

(Articles 13.3 and B.5.1)

SECTION 21 – PRINTING AND DISTRIBUTION OF BYLAWS

Members will receive a copy of Local 410's bylaws, either in paper format or via the Local Union website. Members who require perceptual accommodation may request a copy of the bylaws in a different format.

Appendix A

CUPE NATIONAL EQUALITY STATEMENT

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

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

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

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

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

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

Appendix B

CODE OF CONDUCT

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

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

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 410, 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.
7. 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.
8. 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.

Appendix C

RULES OF ORDER

1. The President will be the Chairperson at all membership meetings. In the absence of the President, the Vice-President will be the Chairperson at the membership meeting. In the absence of the President and Vice-President, the Recording Secretary will be the Chairperson at the membership meeting. In the absence of the President, Vice-President and Recording Secretary, members at the membership meeting will select a Chairperson by majority vote. Quorum rules must be met.
2. Members are not allowed to speak about an issue for more than five minutes. Members can only speak to an issue once unless there is agreement by the members at a meeting, or where all those wishing to speak have had the opportunity to speak.
3. The Chairperson of a committee who is making a report or the mover of a motion may speak for up to fifteen minutes. With the agreement of the members present, the fifteen minutes may be expanded.
4. The Chairperson will state every motion presented at a membership meeting before allowing debate on the motion. Before putting a motion to a vote, the Chairperson will ask: "Is the Local ready for the motion?" If no member rises to speak, the motion will be voted upon.
5. A motion must be moved and seconded. The mover and seconder must rise and be recognized by the Chairperson.
6. A motion to amend a motion, or a motion to amend an amendment are allowed, however a motion to amend an amendment to an amendment is not allowed.
7. An amendment to a motion or an amendment to an amendment to a motion that is a direct negative to the main motion is never permitted.
8. On motion, the regular order of business at a membership meeting may be suspended where two-thirds of those present vote to do so. The regular order of business should only be suspended to deal with urgent business.
9. Motions other than those named in Rule 19, or motions to accept or adopt the report of a committee, will, if requested by the Chairperson, be put in writing prior to beginning debate and vote.
10. At the request of a member, and upon a majority vote, a motion which contains more than one action or issue can be divided.

11. The mover of a motion can withdraw the motion upon the consent of the seconder prior to the end of debate. Once debate has ended on a motion, the motion can only be withdrawn upon unanimous vote of the members present.
12. A member who wishes to speak on a motion, or a member who wishes to move a motion, shall rise and respectfully address the Chairperson. The member shall not proceed until the member is recognized by the Chairperson except where the member rises to a point of order or on a question of privilege.
13. The Chairperson will keep a speakers list and in all cases will determine the order of speakers including those circumstances where two or more members rise to speak at the same time.
14. A member, while speaking, will speak only to the issue under debate. Members shall not personally attack other members. Members will refrain from using language that is offensive or in poor taste. Members will generally not speak in a manner that reflects poorly on the Local Union or other members.
15. A member that is called to order will stop speaking until the point of order is determined. If it is decided that the member is in order, then the member may continue speaking.
16. Religious discussion of any kind is not permitted.
17. The Chairperson will not take part in any debate. Where the Chairperson wishes to speak on a resolution or motion, or where the Chairperson wishes to move a motion, the Chairperson must rise from the chair and hand the chair over as outlined in Rule #1.
18. The Chairperson will have the same right to vote as other members. In the case of a tie vote, the Chairperson may cast another vote or the Chairperson may refrain from casting an additional vote, in which case the motion is defeated.
19. When a motion is before the members, no other motion is in order except a motion to 1) adjourn; 2) put the previous question; 3) lay on the table; 4) postpone for a definite time; 5) refer; or 6) divide or amend. These six motions shall have precedence in the order indicated. Motions 1 through 3 shall be decided without debate.
20. The Chairperson will ask "Will the main question be now put?" where a motion for the previous question is moved and seconded. If approved, the Chairperson will then take votes on the motion and amendments to the motion (if any) in order of priority. If an amendment or an amendment to an amendment is approved, then members will be asked to vote on the motion as amended.
21. A motion to adjourn is in order except when a member is speaking or when members are voting.

22. A motion to adjourn, if lost, is not in order if there is further business before the Local Union, until fifteen minutes have elapsed.
23. After the Chairperson declares the vote results on a question, and before the Local Union proceeds to another order of business, any member can ask for a division. A standing vote on the division will be taken and the Recording Secretary will count the standing vote.
24. If a member wishes to appeal a decision of the Chairperson, the member must appeal at the time the decision is made. If the appeal is seconded, the member will be asked to state briefly the basis for the appeal. The Chairperson will then state briefly the reasons for the decision. Following immediately and without debate, the Chairperson will ask, "Will the decision of the chair be upheld?" A majority vote shall decide. In the event of a tie vote, the decision of the chair is upheld.
25. At a membership meeting where a question has been decided any two members who voted with the majority can give notice of a motion to reconsider a decision of the membership at the next membership meeting. The motion to reconsider requires the support of a two-thirds majority of members who vote. If two-thirds majority of members support reconsideration, the question will be placed in front of the membership for debate and a subsequent vote.
26. Members are allowed to leave a meeting with the permission of the Vice-President; however, in no case will a member leave during the reading of minutes, the initiation of new members, the installation of Officers, or the taking of a vote.
27. The Local Union's business and the proceedings of meetings are not to be divulged to any persons outside the Local Union, or the Canadian Union of Public Employees.

Appendix D

EXECUTIVE AND MEMBER EXPENSE GUIDELINES

CUPE Local 410 follows the current CUPE BC Expense Policy as general guidelines. When CUPE BC rates change, Local 410 rates will automatically change accordingly. Current rates are as follows: CUPE BC Expense Policy

CUPE BC Expense Policy

CUPE BC Expense Policy (2021)

CUPE BC Expense Policy Effective June 1, 2021

1. 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.

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 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.

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

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 59¢ km.
- 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 (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.)
- e. 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

- 1. \$43.00 per half day meeting (when no meals provided).
- 2. \$86.00 per day for an all-day meeting (when no meals provided).
- 3. \$43.00 for half-day of incoming travel to next day meeting or return travel day, next day after meeting.
- 4. \$86.00 for full day travel to and from meetings.
- 5. \$43.00 for evening meetings requiring meals (unless already receiving \$86.00 full day per diem).
- 6. 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. INCIDENTALS

- a. \$17.00 for in person meetings where all expenses (meals) are included.
- b. \$17.00 for video conferencing meetings scheduled for four (4) hours or more.

8. 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 BC 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.)

9. 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.

10. 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.

11. 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.

Expense Claims

Completed and signed vouchers must be submitted to the Treasurer. Valid receipts are required for all expense claims.

Executive Honoraria

Honoraria is paid to Executive officers in the following amounts:

President	Two Hundred Fifty (\$250.00) per month
Unit Vice President (GVPL)	Two Hundred (\$200.00) per month
Unit Vice President (AGGV)	Two Hundred (\$200.00) per month
Secretary-Treasurer	Two Hundred (\$200.00) per month
Recording Secretary	One Hundred Seventy-five (\$175.00) per month
Communications Officer	One Hundred Twenty-five (\$125.00) per month
Indigenous Officer	One Hundred Twenty-five (\$125.00) per month

Service Recognition

Executive officers, committee members, trustees and stewards may receive recognition for their service as follows:

1-2 years	Twenty-five (\$25.00) gift
3-6 years	Fifty dollar (\$50.00) gift
7-10 years	Seventy-five dollar (\$75.00) gift
11-14 years	One-hundred dollar (\$100.00) gift
15-19 years	One-hundred, fifty dollar (\$150.00) gift
20 years or more	Two-hundred dollar (\$200.00) gift

Service recognition is a one-time award. If members return after receiving recognition, then time will begin again accruing from zero (0).

Member Gifts

1. In memoriam gift to a registered charity in the death of a member or close family member of a member, thirty-five dollars (\$35.00).
2. Retirement of a member:

6-10 years	Fifty dollar (\$50.00) gift
11-15 years	Seventy-five dollar (\$75.00) gift
16 years or more	One-hundred dollar (\$100.00) gift