

CUPE 403

BYLAWS



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INTRODUCTION

Local 403 of the Canadian Union of Public Employees has been formed to:

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

The following bylaws are adopted by Local 403 in accordance with the CUPE National Constitution. 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.

Local 403 as a chartered organization will respect and apply the CUPE National Equality Statement to all its activities. The CUPE National Equality Statement can be found in Appendix A to these bylaws.

Local 403 as a chartered organization will respect and apply the Code of Conduct that applies to all its activities including membership meetings and other functions organized by the Local. The Code of Conduct can be found in Appendix B to these bylaws.

SECTION 1: NAME

The name of this Local will be Canadian Union of Public Employees, Local No. 403 (Township of Langley Municipal Workers).

SECTION 2: OBJECTIVES

The objectives of the Local are to:

- Secure the best possible pay, benefits, working conditions, job security, pensions, and retiree benefits for its members.
- Provide an opportunity for its members to influence and shape their future through free democratic trade unionism.
- Encourage the settlement of all disputes between the members and their employer through negotiation and mediation
- 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.
- Establish strong working relationships with the public we serve and the communities in which we work and live.
- Support CUPE in reaching all of the objectives set out in Article II of the CUPE National Constitution.
- Support and organize workers in the Municipal Sector and public services.

SECTION 3: INTERPRETATIONS AND DEFINITIONS

Local bylaws must be read in conjunction with the CUPE National Constitution.

SECTION 4: MEMBERSHIP

a) Membership

An individual employed within the jurisdiction of Local 403 will apply for membership in Local 403 by signing an application.

b) Oath of Membership

New members will take the Oath of Membership in accordance with the CUPE National Constitution and appendix D of these bylaws:

c) Continuation of Membership

A member continues as a member in good standing while employed within the jurisdiction of Local 403 unless the member loses good standing under the provisions of the CUPE National Constitution.

d) Member Obligations

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

Members will provide the Recording Secretary with their current address, primary telephone number and email address. The member will advise the Recording Secretary of any changes to their contact information. This information will be protected and used to communicate with members.

Upon request, Local 403 may share the telephone contact information with CUPE National or CUPE BC. The purpose of sharing this telephone contact information is so that the National Union or Provincial Division can communicate with members on important matters.

SECTION 5: MEMBERSHIP MEETINGS – REGULAR AND SPECIAL

a) Regular membership meetings will be held a minimum of ten (10) times in a calendar year and will normally be held each month on the second Tuesday at 5:00 p.m. If a statutory holiday intervenes, the Executive Board will give at least seven (7) days' notice of any change in the date of the regular meeting. Notice of each regular membership meeting outlining the date, time and location will be provided to members at least seven (7) days in advance of the meeting. Local 403 may hold membership meetings in person, virtually or a hybrid of both formats. Voting may be conducted electronically provided secrecy, where mandated, and security can be maintained.

b) Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than twenty (20) members. The President or designate will immediately call a special meeting when so ordered or requested and will see that all members receive at least twenty-four (24) hours' notice of the special meeting, the date, time, location and the subject(s) to be discussed. No business will 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 will be twenty (20) members, including at least six (6) members of the Executive Board.

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

- 1) Acknowledgment of Indigenous Territories
- 2) Roll call of Officers
- 3) Reading of the Equality Statement
- 4) New Members and Initiations
- 5) Review and approval of Minutes of Previous Meeting(s)
- 6) Matters Arising from the Minutes
- 7) Communications and Correspondence

- 8) President and Executive Board Report
- 9) Reports of Committees and Delegates
- 10) Nominations, Elections, or Installations
- 11) Unfinished Business
- 12) New Business
- 13) Secretary-Treasurer's Report
- 14) Good of the Union
- 15) Adjournment

SECTION 6: AFFILIATIONS

In order to strengthen the labour movement and work toward common goals and objectives, Local 403 will be affiliated to and pay per capita fee(s) to the following organizations:

- CUPE BC Provincial Division
- Fraser Valley District Council
- BC Federation of Labour
- Fraser Valley Labour Council
- New Westminster & District Labour Council

SECTION 7: OFFICERS

All Officers will be elected by the membership in accordance with these bylaws.
The Officers of the Local will be:

- President
- First Vice-President
- Second Vice-President
- Lead Steward
- Member at Large - Auxiliary Worker
- Member at Large - Civic Facility
- Member at Large - Indigenous Worker
- Member at Large - Operations
- Member at Large - Protective Services
- Member at Large - Recreation, Arts and Culture
- Membership Officer
- Recording Secretary
- Secretary-Treasurer
- Three (3) Trustees

SECTION 8: SIGNATORIES

- a) The authorized signing officers will be the President, First Vice-President and Recording-Secretary; and these officers will affix their signatures to all documents on behalf of the Union.
- b) For the purposes of the treasury, the authorized signing officers will be the President, Secretary-Treasurer and Recording- Secretary.
- c) All signing officers of Local 403 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.

SECTION 9: EXECUTIVE BOARD

- a) The Executive Board will be comprised of all Officers, except Trustees.
- b) The Executive Board will meet at least once every month.
- c) A majority of the Executive Board constitutes a quorum.
- d) The Executive Officers will hold title to any real estate of the Local as trustees for the Local. They will 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 Executive Board will do the work delegated to it by the Local and will 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 National Constitution.

Should any Executive Board member fail to answer the roll call for three (3) consecutive regular membership meetings or three (3) consecutive Executive Board meetings, the member will have their office declared vacant, unless a valid reason acceptable to the Local has been given for non- attendance. Nominations for the resulting vacancy shall be called for, in accordance with these bylaws, at the following membership meeting.

SECTION 10: DUTIES OF OFFICERS

All Officers of Local 403 are encouraged to participate in educational courses that will 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.

All Officers shall assume the role of Shop Steward when necessary.

The President shall:

- Enforce the CUPE Constitution and these Bylaws.
- Preside at all membership and Executive Board meetings and preserve order.

- Decide all points of order and procedure (subject always to the appeal of the membership).
- Have a vote on all matters (except appeals against their own rulings).
- Ensure that all Officers perform their assigned duties.
- Fill Committee vacancies where elections are not provided for.
- Serve as an ex-officio member of all Committees of the Local Union.
- Introduce new members and conduct them through the initiation ceremony.
- Ensure that the Local's funds are used only as authorized or directed by the Constitution, Bylaws or vote of the membership.
- Authorize the reimbursement of Officers for expenses supported by vouchers, on behalf of the Local.
- Have first preference as a delegate to the CUPE National Convention, CUPE BC Convention, BC Federation of Labour Convention and CLC Convention.
- Transact such other business as may be necessary for the proper functioning of the Union.
- The President and/or Recording Secretary will be privacy officer.
- The President or designate will retain a delegate spot for all Labour and District Council's with which CUPE 403 is affiliated.

The First Vice-President shall:

- Perform the duties of the President in the absence of the President, at the request of the President, and when the President is unable to perform their duties.
- If the office of the President becomes vacant, assume the role of Acting President until the vacancy is filled. The Membership Officer and/or First Vice President will be Ombudsperson.
- Perform such other duties as may be assigned by the Executive Board from time to time.

The Second Vice-President shall:

- Perform the duties of the President in the absence of the President and the First Vice-President, at the request of the President, and when the President is unable to perform their duties.
- If the office of the President and the First Vice-President becomes vacant, assume the role of Acting President until the vacancy is filled.
- Perform the duties of the Recording Secretary in the absence of the Recording Secretary.
- Perform such other duties as may be assigned by the Executive Board from time to time.

The Secretary-Treasurer shall:

- Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences.
- Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by the Local Union.
- Make a written financial report to each regular membership meeting, detailing all income and expenditures for the period.
- Receive all revenue, initiation fees, dues, and assessments.
- Keep 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 as set out by the National Constitution.

- Record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices.
- Be bonded for the amount set by the National Union through the master bond held by the National Office.
- Pay no money unless supported by a voucher duly signed by a second authorized signatory, except that no voucher will 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 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.
- Be empowered, with the approval of the membership, to employ necessary clerical assistance to be paid for out of the Local's funds.
- Prepare an annual inventory report for the Trustees, ensuring that newly acquired items are included promptly and that written-off items are reported accordingly.
- Perform such other duties as may be assigned by the Executive Board from time to time.

The Recording Secretary shall:

- Keep full, accurate, and impartial account of the proceedings of all regular or special membership and Executive Board meetings. These records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Secretary-Treasurer. The record will also include Trustees' reports.
- Record all amendments to the Bylaws.
- Answer correspondence and fulfill other secretarial duties as directed by the Executive Board.
- File a copy of all letters sent out and keep on file all communications.
- Prepare and distribute all circulars and notices to members. Have all records ready on reasonable notice for auditors and Trustees.
- Preside over membership and Executive Board meetings in the absence of both the President and the First Vice President and the Second Vice President.
- Ensure the President, Secretary-Treasurer and Recording Secretary sign the minutes of the regular membership meeting.
- The Recording Secretary and/or President will be privacy officer.
- Perform such other duties as may be assigned by the Executive Board from time to time.

The Lead Steward shall:

- Protect the rights and interests of all Local members.
- Report all transactions and communications with Management to the Executive Board.
- Hold meetings from time to time or as necessary with all shop stewards.
- Provide an update on the status of grievances during Regular Monthly meetings.
- Perform such other duties as may be assigned by the Executive Board from time to time.

The Membership Officer shall:

- Guard the inner door at membership meetings and admit no one but members in good standing or Officers and Officials of CUPE, except on the order of the President and by consent of the members present.
- Assist in maintaining the record of membership attendance at meetings.
- The Membership Officer and/or First Vice President will be Ombudsperson.
- Perform such other duties as may be assigned by the Executive Board from time to time.

The Member(s) at Large shall:

- Each Member at Large will be responsible for representing specific areas within the Union for their respective work site and/or work group.
- Understand and enforce the Collective Agreement to benefit the members of the Local.
- Encourage the participation of all members of the Local in Union activities.
- Maintain regular contact with the members from their respective work site and/or work group.
- Provide ongoing Local awareness and education
- Advocate for Indigenous rights, ensuring their representation and active participation in decision-making processes.
- Collaborate with Indigenous communities to support Calls to Action.
- Advocate for Auxiliary employee rights, ensuring their representation and active Participation in decision-making processes.
- Identify, document, prepare, and address grievances at the initial level.
- Perform such other duties as may be assigned by the Executive Board from time to time.

The six (6) Member at Large positions are as follows:

- Member at Large - Auxiliary Worker
- Member at Large - Civic Facility
- Member at Large - Indigenous Worker
- Member at Large - Operations
- Member at Large - Protective Services
- Member at Large - Recreation, Arts and Culture

The Trustees shall:

- Audit the books and accounts of the Secretary-Treasurer, the Recording Secretary, and the Standing Committees annually; as an auditing Committee on behalf of the members.
- Make a written report of their findings to the first membership meeting following the completion of each audit.
- Submit in writing to the Executive Board any recommendations and/or concerns they feel should be reviewed 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.
- Ensure that monies are not paid out without proper constitutional or membership authorization.
- Ensure that proper financial reports are made to the membership.
- Perform an audit of the attendance records.
- Inspect at least once a year; any stocks, bonds, securities, office furniture and equipment, 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 audit to the CUPE National Secretary-Treasurer in accordance with the provisions of the CUPE Constitution.
- Perform such other duties as may be assigned by the Executive Board from time.

SECTION 11: STEWARDS

Stewards will be appointed by the Executive Board from those members interested, and such appointments will be reported at the next membership meeting. The duties of the Steward shall include:

- Understand and police the Collective Agreement for the benefit of members.
- Provide communications and information from members to the Executive Board, and

from the Executive Board to members.

- Distribute Union literature.
- Encourage the participation of all members in Union activities.
- Maintain daily contact with members to provide ongoing Union awareness and education.
- Perform such other duties as may be assigned by the Executive Board from time to time.

SECTION 12: FULL-TIME REPRESENTATIVE

The Local will maintain a position of Full-Time Representative with the pay grade to be that of the individual undertaking said role plus ten (10%) percent. This person shall be on a leave of absence as per the Collective Agreement.

The Full-Time Representative shall be reimbursed the cost of business car insurance for his personal vehicle while serving in the position.

The Full-Time Representative will perform duties and carry out projects as assigned by the Executive Board.

It shall be within the competence of the Executive Board to recommend for appointment the position of the Full-Time Representative.

SECTION 13: TERM OF OFFICE

The term of office for the Officers will be for two (2) years, except for the Trustees.

Trustees will be elected for a three (3) year term.

The following positions will be elected on the even year:

- President
- Second Vice President
- Recording Secretary
- Lead Steward
- Member at Large - Civic Facility
- Member at Large - Protective Services
- Member at Large - Recreation, Arts and Culture

The following positions will be elected on the odd year:

- First Vice-President
- Secretary-Treasurer
- Membership Officer
- Member at Large - Operations
- Member at Large - Indigenous Worker
- Member at Large - Auxiliary Worker

The following positions are open to members working in the identified facility/work group:

- Member at Large - Protective Services

- Member at Large - Recreation, Arts and Culture
- Member at Large - Civic Facility
- Member at Large – Operations

The following position is open to members who self-identify as Indigenous:

- Member at Large - Indigenous Worker

The following position is open to members who exclusively work as an Auxiliary:

- Member at Large - Auxiliary Worker

SECTION 14: NOMINATIONS, ELECTIONS AND INSTALLATION OF OFFICERS

a) Nominations:

Nominations for the following positions will be received at the regular April membership meeting. Elections will be held at the May membership meeting.

- President
- First Vice-President
- Second Vice-President
- Secretary-Treasurer
- Recording Secretary
- Lead Steward
- Membership Officer
- Trustee

Nominations for the following positions will be received at the regular May membership meeting. Elections will be held at the June membership meeting.

- Member at Large - Protective Services
- Member at Large - Recreation, Arts and Culture
- Member at Large - Civic Facility
- Member at Large - Operations
- Member at Large - Indigenous Worker
- Member at Large - Auxiliary Worker

Nominations for one (1) trustee position will be received at the regular April membership meeting.

Elections will be held at the May membership meeting each year, electing one (1) trustee to a three (3) year term to replace the trustee whose term has expired.

b) Eligibility for Office:

- 1) To be eligible for nomination for any office in this Local Union, nominees must be members in good standing of the Local.
- 2) Nominations will only be accepted if the member attends the nomination meeting or submits their written consent, duly witnessed by another member, filed at the meeting.
- 3) A member may hold only one (1) office in the Local Union at any one (1) time.

- 4) To be eligible for any office, officers must have been accepted into the membership and continue to be a member in good standing.
- 5) A member may accept nomination for a position while holding office. If elected, their resignation from their current position will take effect immediately.

c) Elections:

- 1) When an election is held, the Executive Board will appoint a Returning Officer, subject to the approval of the membership, who will then appoint assistant(s) to form an Election Committee. The Committee will consist of members of the Local who are neither Officers nor candidates for office. The Election Committee will supervise the election, review the report of the electronic ballots cast, and declare the elected candidate(s). Additionally, the Election Committee will ensure the confidentiality of all related information. The Returning Officer's appointments of assistants must be approved by the Executive Board.
- 2) The election process will be conducted electronically. It must be conducted by secret ballot through a third-party software approved by the Executive Board before nominations open. The software must demonstrate the capability to ensure only one (1) vote per eligible member and maintain the confidentiality of all cast ballots.
- 3) The Election Committee will ensure that during office hours, one (1) or more electronic voting stations are available at the Union's office.
- 4) The Election Committee will provide adequate notice to the membership at least seven (7) days prior to the voting day, including all relevant information about the election process, voting methods, candidate names, and the positions they are contesting.
- 5) Electronic voting polls will remain open for a period of twenty-four (24) hours.
- 6) A majority of votes cast is required for any candidate to be declared elected. If no candidate achieves a majority, additional ballots will be conducted as needed to obtain a majority. On each subsequent ballot, the candidate with the fewest votes from the previous ballot will be eliminated. In the event of a final tie, additional ballots will be conducted until a majority is achieved.
- 7) When two (2) or more nominees are to be elected to any office by ballot, members must vote for the exact number of candidates required to fill the positions. Failure to do so will result in the member's ballot being declared spoiled.
- 8) Should any office become vacant for any reason, the resulting by-election should be conducted as soon as possible in conformity with this section. The term of office for any position filled through a by-election will match the remaining term of the vacated position.
- 9) A member may hold nomination for only one (1) office at a time.

SECTION 15: HONORARIUMS

Honorariums will be paid monthly to Executives in good standing and will be subject to applicable taxation. The amounts are as follows:

Position	Monthly Amount
President	\$300
1st Vice President	\$175
2nd Vice President	\$175
Secretary-Treasurer	\$175
Recording Secretary	\$175
Lead Steward	\$175
Membership Officer	\$175
Members-at-Large (each)	\$175

SECTION 16: FEES, DUES AND ASSESSMENTS

a) Monthly Dues:

- The monthly dues will be 2.18% of regular wages.
- Changes to the monthly dues can only be implemented by a two-thirds (2/3) majority vote, following the established procedure for amending these Bylaws. The vote must be conducted by secret ballot.
- Notwithstanding the above provisions, if the CUPE National Convention raises minimum fees and/or dues above the level herein established, these Bylaws will be deemed to be automatically amended to conform to the new CUPE National minimum.
- Special assessments may be levied in accordance with the CUPE National Constitution.

b) Non-payment of Dues and Assessments

- A member who fails to pay dues and assessments for three (3) months 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 all arrears.

The name of this Local will be Canadian Union of Public Employees, Local No. 403 (Township of Langley Municipal Workers).

SECTION (17): DELEGATES TO DISTRICT AND LABOUR COUNCILS

a) The President or designate will retain one (1) delegate spot at:

- Fraser Valley District Council (FVDC)
- New Westminster & District Labour Council (NWDLC)
- Fraser Valley Labour Council (FVLC)

b) It will be within the competence of the Executive Board to appoint the remaining delegates to District and Labour Councils.

c) Delegates attending District and Labour Council meetings will be entitled to a per diem and compensation for mileage in accordance with the CUPE BC Expense Policy and Local Financial Policy.

SECTION 18: COMMITTEES

a) Negotiation (Bargaining) Committee

This Committee will be established at least seven (7) months prior to the expiry of the Local's Collective Agreement and is 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 be comprised of the President, First Vice-President, and three (3) members, one (1) of whom will be designated as minute-taker, plus one (1) alternate member. All members of the Committee will be elected at a membership meeting.

The Committee will include at least one (1) representative from each of the following divisions:

- Inside Division
- Outside Division
- Recreation, Arts and Culture Division

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

b) Special Committee(s)

A Special Committee may be created or modified as necessary with the approval of the Executive Board or by the membership at a meeting.

- The Chairperson of each Special Committee will be recommended by the Committee and elected by the Executive Board. The elected Chairperson will then be reported at the next membership meeting.
- Both the President or Executive Board may appoint Committee members, considering factors like diversity, equity, and inclusion to ensure a diverse representation of working groups.
- The Chairperson will maintain Committee records, including keeping minutes of all meetings.
- Upon the formation of a Committee, it shall draft or review a set of terms of reference. These terms of reference must be forwarded to the Executive for approval and reviewed annually.
- All actions of the Committee which involve the expenditure of funds, or which could be construed to be actions of the Union, must first be approved by the Executive and then, if required, the membership.

- Up to two (2) members of the Executive Board may serve on any Special Committee as ex-officio members.

c) Standing Committees

Standing Committees support the ongoing work and function of the Local.

- The Chairperson of each Standing Committee will be elected by the Executive Board and reported at the next membership meeting.
- Both the President or the Executive Board may appoint Committee members, considering factors like diversity, equity, and inclusion to ensure a diverse representation of working groups.

The five (5) Standing Committees are as follows:

1. Bylaws and Policy Committee

It will be the function of the Committee to:

- Develop bylaw language or policies as directed by the Executive Board or membership, ensuring all proposed changes comply with the National Constitution.
- Review and report to the membership any proposed amendments requested by a member or the Executive Board on whether they conform to the CUPE National Constitution and the Local's bylaws.
- All proposals must first be submitted to the Executive Board for approval before being presented at a membership meeting for consideration.
- Meet at least once annually to review the Local's bylaws and make recommendations via Notice of Motion to the membership of any proposed amendments.
- Ensure that the Local's bylaws are written in clear language, and that the use of clear language does not change the intent or meaning of the bylaws.
- Provide an annual report at a membership meeting. Monthly reports are not required unless changes or proposals are being introduced.

Ensure the President promptly forwards to the National President's office all approved amendments.

- The Chairperson will maintain Committee records, including keeping minutes of all meetings.
- The Committee will consist of a minimum of two (2) members and a maximum of seven (7) members.
- The Second Vice-President will be an ex-officio member.

2. Grievance Committee

It will be the function of the Committee to:

- Manage all grievances that remain unresolved at the initial stage, ensuring they are documented in writing and signed by an officer of the Local.
- Submit reports first to the Executive Board, with a copy provided to the CUPE Representative.
- Present reports at membership meetings.
- The Chairperson will maintain Committee records, including keeping minutes of all meetings.
- The Committee will consist of the Lead Steward and two (2) additional members of the Executive Board.
- The Committee will appoint a minute taker from within its members.
- The First Vice-President will be an ex-officio member.

3. Education Committee

It will be the function of the Committee to:

- Arrange for representation of the Local at any appropriate and available educational seminars, conventions or conferences and submit recommendations to the Executive Board.
- Ensure that the Appendix “E” Selection Process for Conventions, Conferences, and Education is consistently implemented.
- If needed, instruct delegates on preparing reports to the membership on seminars, conventions and conferences.
- Make all necessary arrangements for courses and workshops hosted by CUPE Local 403.
- The Chairperson will maintain Committee records, including minutes of all meetings.
- Present reports at membership meetings.
- The Committee will consist of a minimum of two (2) members and a maximum of five (5) members.
- The Committee will appoint a minute taker from within its members.
- The Second Vice-President will be an ex-officio member.

4. Safety Committee

It will be the function of the Committee to:

- Advise and assist management in creating a safe workplace and recommend actions to improve the effectiveness of the accident-prevention program.
- Document recommendations from Local members regarding accident prevention.
- Ensure that matters that have not been satisfactorily resolved through regular channels are addressed to achieve a resolution.
- Attend monthly Health and Safety meetings with management.
- The Chairperson will maintain Committee records, including minutes of all meetings.
- The Committee will appoint a minute taker from within its members.
- The Committee will consist of two (2) members and two (2) alternates to be elected to attend meetings when a member is unavailable.
- The First Vice-President will be an ex-officio member.

5. Social Committee

It will be the function of the Committee to:

- Arrange and conduct all social activities of the Local directed by the Executive Board, the membership or on its own initiative.
- Submit reports and proposals to the Executive Board or to the membership as required.
- The Chairperson will maintain Committee records, including minutes of all meetings.
- All social and recreational events and activities shall be self-supporting.
- The Committee will appoint a minute taker from within its members.
- The Committee will consist of a minimum of two (2) members and a maximum of seven (7) members.
- The Second Vice-President will be an ex-officio member.

SECTION 19: PARLIAMENTARY PROCEDURE

All meetings of the Local 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 the Bylaws as Appendix “C”. These rules will 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”, the CUPE National Constitution may provide guidance, but, if the situation is not dealt with there, Bourinot’s Rules of Order will be consulted and applied.

SECTION 20: LETTERS OF UNDERSTANDING

Any member, officer or representative of the Local will not sign a Letter of Understanding (LOU) with the Employer unless approved by a two-thirds (2/3) majority vote of those present and voting at a regular or special membership meeting.

SECTION 21: HONOURARY LIFE MEMBERSHIP

The membership may confer an "Honourary Life Membership" upon a member who has rendered valued service to this Union. Such Honourary Life Membership will, after the member has ceased to become an active member, entitle the holder to attend all meetings, functions, etc., but will not entitle the holder to vote or hold office.

SECTION 22: OFFICE STAFF (MOVEUP)

In the context of section 22, CUPE Local 403 will be referred to as the "**Employer**," and **MOVEUP** (Canadian Office and Professional Employees Union, Local 378) as the "Union." It is understood that this Agreement shall not apply to any elected officer or representative.

- 1) To ensure the efficient operation of CUPE 403's office and to support the Executive Board and membership with administrative tasks, the Local will employ an Office Administrator/Bookkeeper.
- 2) This position will be governed by the terms outlined in the Collective Agreement between CUPE BC & Locals and Canadian Office and Professional Employees Union, Local 378.
- 3) CUPE 403 members may request a copy of the Collective Agreement between the Employer and the Union.
- 4) The Local President and Executive board will act as the employer in applying and enforcing the terms of the Collective Agreement.
- 5) The position will be a full-time role as set by the Executive board, with all duties and responsibilities aligned to the terms of the Collective Agreement.
- 6) The position will be funded through CUPE 403's budget.
- 7) The employee will be reimbursed for the additional cost of upgrading from regular personal car insurance to business car insurance for their personal vehicle while serving in the position.
- 8) The employee may not hold any elected or appointed position within CUPE 403 during their employment.

- 9) This employee will report directly to the President, or another member of the Executive Board designated by the president.
- 10) Any decisions related to the hiring, compensation, or operational changes of the position must be approved by the Executive Committee.
- 11) The President and one other appointed by the Executive will conduct interviews and present the recommended candidate for approval by the Executive Committee.
- 12) Any member, Officer or Representative of CUPE 403 shall not sign a Letter of Understanding (LOU) with the Union unless approved by a majority vote of those present and voting at a regular or special membership meeting.

SECTION 23: AMENDMENT

- a) These bylaws are subordinate to the CUPE National Constitution (including Appendix "B"), as it now exists or may be amended from time to time. In the event of any conflict between these bylaws and the CUPE National Constitution, the latter will govern. The National President has the sole authority to interpret the CUPE Constitution.
- b) These bylaws will not be amended or added to except upon a majority vote of those present and voting at a regular membership meeting or a special membership meeting. Notice of the intention to propose amendments or add to the bylaws will be given at least seven
- c) (7) days before at a membership meeting or thirty (30) days before in writing.
- d) No change in these bylaws will be valid and take effect until approved by the National President of CUPE. The validity will date from the letter of approval of the National President.

Notwithstanding the above, the chair of the Bylaws committee may change the ordering and numbering of the sections, including as they are listed in the Table of Contents, as necessary to maintain the fidelity of these bylaws.

SECTION 24: PRINTING AND DISTRIBUTION OF BYLAWS

Upon request, members of Local 403 will receive a copy of the Local bylaws, in either paper format or as a digital download from the Local 403 website. Furthermore, a larger font version is available for those who request it.

SECTION 25: LONG-TERM DISABILITY PLAN

Effective since May 1, 2007, CUPE Local 403 will continue to maintain a Long-Term Disability Plan. The Plan is open to all Regular Full-Time, and Regular Part-Time CUPE 403 members.

- 1) The plan is mandatory for all eligible members of CUPE 403 provided they meet the eligibility requirements.

- 2) Any changes to the LTD plan, including contribution rates, eligibility criteria, or benefit levels, must be approved by a majority vote of members present at a regular or special membership meeting.
- 3) The employer or a licensed union appointed plan administrator will oversee all aspects with respect to enrolments, terminations, collection and remittance of premiums to the insurance carrier.
- 4) Any changes to the plan administrator, must be approved by a majority vote of members present at a regular or special membership meeting.
- 5) Any negative changes to, or termination of, the long-term disability plan by the local will require a majority vote of all members. Notice of such intention must be provided at least seven (7) days before at a membership meeting or sixty (60) days before in writing.
- 6) Prior to any vote on terminating or negatively changing the Long-Term Disability Plan, the Union must call a Special Membership Meeting:
 - a) A Licensed Union appointed Plan Administrator must be present at the Special Membership Meeting to discuss the implications of the proposed changes or cancellation, including the impact on insurance and ongoing claims.
 - b) The meeting must be specifically convened to provide detailed information regarding the proposed termination of the Long-Term Disability Plan.

APPENDIX “A” EQUALITY STATEMENT

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, language and ethnic origin.

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

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

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

APPENDIX “B” CODE OF CONDUCT

CUPE CODE OF CONDUCT

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

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

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

This Code of Conduct is intended to deal with complaints of inappropriate behaviour at events organized by CUPE National and at events, meetings, and activities by other parts of CUPE referenced above. It does not apply to complaints arising in the workplace, as those are dealt with through the grievance procedure and/or the applicable workplace harassment policy. As CUPE members, staff, and elected officers, we commit to one another and to the union to be governed by the principles of the Code of Conduct and agree to:

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

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

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

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

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

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

APPENDIX “C” RULES OF ORDER

The President will be the Chairperson at all membership meetings. In the absence of the President, the First Vice-President will be the Chairperson. In the absence of the President and the First Vice-President, the Second Vice-President will be the Chairperson. In the absence of the President, the First Vice-President, and the Second Vice-President, the Recording Secretary will be the Chairperson. In the absence of the President, the First Vice-President, the Second Vice-President, and the Recording Secretary, the Secretary - Treasurer will be the Chairperson. Quorum rules must be met.

2. Members may speak to an issue for up to three (3) minutes. Members can only speak again to an issue once all those wishing to speak for the first time 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 five (5) minutes. With the agreement of the members present, the time may be expanded.

4. The Chairperson will state every motion presented at a membership meeting before allowing debate on the motion. Before voting 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 be recognized by the Chairperson.

6. A motion to amend a motion, or a motion to amend an amendment is 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 not allowed.

8. On motion, the regular order of business at a membership meeting may be suspended by a two-thirds (2/3) vote of those present. 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 before 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 with the consent of the seconder prior to the end of debate. Once debate has ended on a motion, the motion can only be withdrawn by a unanimous vote of the members present.

12. A member who wishes to speak on a motion, or to move a motion, will rise and respectfully address the Chairperson. The member will not proceed until recognized by the Chairperson

except where the member rises on a point of order or on a point of privilege.

13. The Chairperson will maintain a speakers list and will determine the order of speakers including circumstances where two (2) or more members rise to speak at the same time.

14. A member, while speaking, will speak only to the issue under debate. Members will not personally attack other members. Members will refrain from using language that is offensive or in poor taste. Members will not speak in a manner that reflects poorly on the 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 will not be allowed.

17. The Chairperson will not take part in debate. Where the Chairperson wishes to speak on a motion, or where the Chairperson wishes to move a motion, the Chairperson must hand the chair over as outlined in Rule #1.

18. The Chairperson will have the same rights to vote as other members. Should voting result in a tie, a second vote, will be held at the same meeting, to allow for the tie to be broken. Should a tie persist, the motion will be tabled until the next membership meeting.

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, (6) divide or amend. These six (6) motions will have precedence in the order indicated. Motions one (1) through three (3) will be decided without debate.

20. When a motion to put the previous question, is moved and seconded, the Chairperson will ask "Will the main question now be put?" If it is approved, the Chairperson will 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 union, until Fifteen (15) minutes have elapsed.

23. After the Chairperson declares the voting results on a motion, and before the union proceeds to another order of business, any member may ask for a standing vote. A standing vote 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 basis for the decision. Following immediately and without debate, the Chairperson will ask, "Will the decision of the chair be upheld?" A majority vote will decide. In the event of a tie vote, the decision of the chair is upheld.

25. At a membership meeting where a motion has been decided any two (2) members who voted with the majority may give notice of a motion to reconsider at the next membership meeting. The motion to reconsider requires a two-thirds (2/3) majority of members who vote.

26. No member will enter or leave a meeting while the doors are tiled.

27. The Union's business and the proceedings of meetings are not to be divulged to any persons outside the Local or the Canadian Union of Public Employees.

APPENDIX “D” OATHS

NEW MEMBERS INITIATION 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.”

NEWLY-ELECTED OFFICERS OATH

“I, (name), 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.”

APPENDIX “E”

SELECTION PROCESS FOR CONVENTIONS, CONFERENCES, AND EDUCATION

This policy ensures fair and equitable access to training, conventions, and educational opportunities that benefit the Local and its members. It aims to select representatives who will contribute to the broader membership and uphold the union’s values.

1 CONTEXT AND APPLICATION

1.1 Local 403 recognizes that training and development is fundamental to achieving the Locals’ goals and objectives as a free democratic trade union. The objective of training and development is to provide members with opportunities to influence and shape the future of the Local through education, in order to secure the best possible pay, benefits, working conditions, job security, pensions, and retiree benefits for the broader membership.

1.2 Local 403 is committed to diversity and inclusivity in delegate selection, ensuring representation that reflects the Local’s diverse membership, including different working groups, gender identities, young workers, and equity-deserving groups.

1.3 Local 403 shall send its full delegate entitlement to affiliated conventions unless special circumstances prevent it.

1.4 Local 403 delegates attending conventions, conferences, or education shall be reimbursed in accordance with the CUPE BC Expense Policy and the Local Bylaws.

2 ELIGIBILITY CRITERIA FOR SELECTION

2.1 Candidates shall:

- a) Be in good standing with Local 403.
- b) Be active within the Local (i.e. executive; shop steward; regular attendance at meetings).
- c) Ensure the educational courses attended are beneficial to the membership at large.
- d) Actively utilize the knowledge gained within the Local.

It is recommended that members complete shop steward training prior to considering other opportunities.

3 RESPONSIBILITIES FOR MEMBERS

3.1 It is expected that members selected for conferences or educational opportunities must:

- a) Be available for and attend all scheduled sessions.
- b) Conduct themselves professionally and represent Local 403 in a respectful manner, adhering to the CUPE Code of Conduct.
- c) Provide an oral and/or written report to the Executive Board, relevant Committee, or the membership.

Failure to attend without a valid reason may result in ineligibility for a future selection.

4 PRIORITY ORDER FOR CONVENTIONS, CONFERENCES, AND EDUCATION

- a) The President has preference to attend all opportunities.
- b) Executive Board members follow.
- c) Trustees, Stewards and Committee Members have the next preference.
- d) All Local 403 members may attend if space allows.

5 SELECTION CRITERIA AND PROCESS

5.1 Opportunities are open to all Local 403 members, with the following considerations:

- a) Priority is given to members with immediate training needs relevant to their role in the Union.
- b) Executive Board members will rotate attendance, prioritizing those who have not attended the last session to prevent monopolization.
- c) Preference for remaining spots is given to:
 - Active members who regularly attend union meetings.
 - Members who have not attended training or a convention previously.
 - Members who attended in past years but not in the current calendar year.
- d) Type of member participation in Union business will also be considered, including:
 - The nature of the event (e.g. OH&S education should be attended by active members of Joint Occupational Health and Safety Committees).
 - For events with multiple attendees, the delegation should reflect the diversity of the Local, considering working groups, gender, young workers, and equity-deserving groups to ensure balanced representation.
- e) Members who have recently attended events may be placed on a standby list to prioritize access for others.

5.2 Announcements about upcoming conventions, conferences, and education opportunities will be made at membership meetings, as time permits.

5.3 Members will submit a written request to attend conventions, conferences, and education workshops to the Education Committee and then to the Executive Board for approval, outlining:

- a cost break-down
- the immediate or future benefit to the membership and the Local
- the relationship to the member's role

Applications should be submitted promptly to allow time for review before the event deadline. The Education Committee, in consultation with the Secretary-Treasurer, will assess available funding within the approved budget. The Education Committee will review all applications fairly and transparently and communicate recommendations to the Executive Board. The Executive Board will have the authority to approve requests.

6 ALTERNATES AND CANCELLATION

6.1 If a selected member is unable to attend, an alternate delegate will be chosen based on the

original selection criteria. If no alternates are available, the Executive Board may either appoint a replacement or leave the spot vacant.

6.2 If a member cancels after expenses have been paid, they must notify the Executive Board immediately. Reimbursement may be required unless extenuating circumstances apply.

7 REPORTING REQUIREMENTS

7.1 All members must present a brief written summary or oral report at the next membership meeting.

This summary should include:

- Key takeaways from the event
- How the information benefits the Local
- Any recommendations for action

APPENDIX “F”

SPONSORSHIP & DONATIONS POLICY

Purpose of Policy

- The purpose of the Sponsorship and Donations Policy is to guide the membership of CUPE Local 403 in their decisions regarding sponsorship of activities involving CUPE 403 and its members.
- Provide a framework to allow the timely distribution of donations that demonstrate the solidarity of the membership through the annual budget process rather than individual meetings.
- CUPE 403 will be referred to as the Local throughout this policy.

Financial Recommendations for Sponsorship and Donations

- Up to 2% of the annual operating budget of the Local may be spent on sponsorship of activities or donations outlined in this policy.
- Financial tracking of sponsorships and donations will be a line item in the budget so that the membership can refer to it for guidance in its decisions.
- When reviewing Sponsorship requests, the following guidelines should be considered:
 - The organization requesting the sponsorship holds like minded social justice goals with the Local.
 - The sponsorship has the ability to affect political change to improve the working and living conditions of those in the community, especially those in need or at risk.
 - The organisation is a not for profit legal entity such as a registered charity, society or another CUPE local.
- Requests for donations must be received by the Treasurer or their designate who shall present the request to the Executive for consideration. Upon approval the Executive will present the request to the membership at the next membership meeting for endorsement.

Standing Donations

- The table below lists pre-approved donations that can be made by the Executive on behalf of the membership so long as it remains within the annual operating budget for sponsorships.
- The list of pre-approved donations should be revised with each annual operating budget such that the membership can add or remove items as benefits the Local.

Nature of Donation	Description	Budgetary Limits
Hardship, grief, celebration or illness (such as a state of being unhealthy, either physical or mental)	Limited to once per year per member. The Local may send flowers or a gift.	\$100
Remembrance Day Wreath(s)	Limited to once per year.	Up to \$300

APPENDIX “G” FINANCIAL POLICY

PURPOSE OF POLICY

This policy outlines the principles and procedures for managing the finances of CUPE Local 403 to ensure accountability, transparency, and proper financial management.

CUPE 403 will be referred to as the Local throughout this policy. This policy will be reviewed Annually

1 FINANCIAL STATEMENTS

1.1 Financial Statements

Annual statements are to be submitted with each fiscal year ending December 31st.

1.2 Financial Reports

Financial reports (Treasurer's Reports) are to be presented to the Executive Board and to the membership at the regular membership meetings.

1.3 Annual Budget

a) An annual budget will be prepared by the Secretary-Treasurer prior to the start of the fiscal year. However, if circumstances prevent timely approval, the budget will be presented as soon as practical thereafter.

b) The Secretary-Treasurer and President will prepare a yearly budget for each fiscal year and bring it to the Executive Board for recommendation. This budget will include all anticipated revenue and expenses for the stated fiscal year and will then be approved by a majority of members present and voting at a regular or special membership meeting.

c) The President and Secretary-Treasurer will meet as needed to review the budget and recommend budget amendments to the Executive Board, to be tabled at subsequent regular or special membership meetings.

2 BANKING & INVESTMENTS

2.1 The authorized signing officers for all financial transactions will be the President, Secretary-Treasurer and Recording Secretary; and these officers will affix their signatures to all documents on behalf of the Union as per the Local Union bylaws.

All financial transactions require signatures from two (2) out of three (3) of the designated signatories noted above.

All funds will be kept in accounts in the organization's name. No personal accounts will be used for the organization. All funds will be held in bank accounts under the name of CUPE Local 403.

The Executive Board has the authority to select and retain a banking institution (Credit Union), to manage the Local's bank accounts and banking needs.

Any change in banking institution (Credit Union) or investment management company will be reported at the next regular or special membership meeting.

2.2 Reserves and Investments

Transferring funds into or out of reserves requires a majority vote of those present and voting at a membership meeting, unless previously approved as part of the annual budget. Notice of motion to transfer funds into or out of reserves will be given at least seven (7) days before at a membership meeting or sixty (60) days before in writing. The motion will include the amount, reason for transfer, and budget line the funds will be transferred from or to.

Reserves include the reserve bank account and investments (term deposits). The Executive Board has the authority to select and retain an investment management company to manage the day-to-day investment portfolio of the Local. The portfolio objectives will include income generation and growth in income to keep pace with rising costs.

Investments should be undertaken in a conservative manner to preserve capital and limit volatility in capital values.

3 SIGNING OFFICERS & PROCEDURES

3.1 Cheque Signing Procedures

All invoices for cheques must have accompanying paperwork showing authorization and approval for payment.

- a) No signing officer will sign a blank cheque.
- b) No signing officer will sign a cheque that is made out to them directly, unless given explicit approval by the Executive Board.
- c) No signing officer will sign a cheque without verifying the relevant backup paperwork and authorization.
- d) The President and Secretary-Treasurer will sign all cheques unless on leave or otherwise unable to act on behalf of the Local.
- e) All cheques must be signed by two (2) signing officers.

3.2 Electronic Funds Transfer (Direct Deposit) Procedures

- a) Per capita, invoices, wages and honorariums may be paid by Electronic Funds Transfer (Direct Deposit) with accompanying paperwork.
- b) The President and Secretary-Treasurer will approve all transfers unless on leave or otherwise unable to act on behalf of the Local.
- c) All transfers must be approved by two (2) signing officers.

4 EXPENDITURES

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

a) When the expenditure is authorized by a budget approved by a majority of members present and voting at a regular or special membership meeting.

b) When these bylaws approve the expenditure.

c) Through a vote of a majority of members present and voting at a regular or special membership meeting.

5 EXPENSES & REIMBURSEMENT

The following can only be claimed while on approved Local Union business.

5.1 Wages

All lost wages for regularly scheduled hours of work will be repaid in accordance with the Collective Agreement directly to the employer. Wage loss will not be paid directly to individuals.

5.2 Accommodation

If required, accommodations will be paid at prevailing rates. Members are entitled to their own room. Where possible all accommodations, taxes and parking will be billed directly to CUPE Local 403. Priority will be given to unionized accommodations.

5.3 Dependent Care

If required when attending Union business, dependent care will be reimbursed in accordance with the CUPE BC Expense Policy, upon completion of the Expense Voucher with receipts attached. Dependent care can also be claimed by members to attend in-person membership meetings. 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.

5.4 Transportation

Is to be the most convenient and economical means with the maximum kilometers not to exceed airfare. Airfare where required must be booked in economy class. Priority will be given to unionized air carriers and transportation.

a) The automobile mileage reimbursement rate will be in accordance with the CUPE BC Expense Policy, upon completion of the Expense Voucher.

b) Parking costs will be reimbursed in accordance with the CUPE BC Expense Policy, upon completion of the Expense Voucher with receipts attached.

c) Land transportation costs, when required, will be reimbursed in accordance with the CUPE BC Expense Policy, upon completion of the Expense Voucher with receipts attached. Transportation to be shared when possible.

d) Where ferry travel is required, only land kilometers will be reimbursed, as well as ferry fare, upon completion of the Expense Voucher with receipts attached.

e) If you are not claiming for parking (excluding hotel parking where you are staying), land transportation or mileage on the day of your Union business, you can claim an All-Day Transit Pass if you are using a public transit system to attend the Union business, upon completion of the Expense Voucher with receipts attached.

5.5 Days in Lieu

Removed – Not approved by National

5.6 Expense Reimbursement Time Limit

All expense reimbursement claims including per diems and travel expenses must be submitted within thirty (30) days of their occurrence. Any exceptions must be approved by the President and Secretary-Treasurer.

6 CREDIT CARDS

6.1 Upon election to office the President, Secretary-Treasurer and Membership Officer, and the hired Office Administrator / Bookkeeper, will be provided with a credit card in their name.

The credit limits on CUPE Local 403 credit cards, which must be strictly observed, are as follows:

- President \$10,000
- Secretary-Treasurer \$5,000
- Membership Officer \$1,000
- Office Administrator / Bookkeeper \$20,000.

a) All cardholders are required to sign an acknowledgment form stating they have read, understood, and agreed to comply with the credit card policy, their responsibilities and the proper procedures for using and documenting expenditures.

b) Only legitimate Union expenses may be charged on the credit card. The use of a CUPE Local 403 credit card for purchases which are personal in nature will not be permitted.

c) At no time will the credit card be used to purchase alcoholic beverages unless approved by the Membership at a meeting.

d) The use of a credit card to obtain cash advances is not permitted.

e) The credit card may only be used and signed by the officer with whom the card is entrusted.

f) Where receipted expenses are being submitted, a credit card slip will not be accepted on its own. All credit card purchases must be accompanied with an itemized receipt. Either attached to the receipt or written clearly on the back of the receipt must be the name of those for whom the expenditure was made and the event that warranted the expenditure, or the reason for the expenditure.

g) 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. This must detail the person for whom the expenditure was made and provide a clear justification for the expense. The Executive Board must then review and approve this transaction. These receipts may be reviewed by the Trustees. An itemized receipt from the vendor must also be included (e.g. hotels, etc.)

h) Each month the Secretary-Treasurer will review credit card expenses and report any irregularities to the Executive.

- i) Lost or stolen credit cards will be reported immediately to the issuing credit union/bank and to the President or designate.
- j) The Executive Board can revoke credit card privileges for CUPE Local 403 credit cards if there is documented misuse. The cardholder must immediately surrender the card to the Executive Board and reimburse the Local for any unauthorized charges.
- k) If an officer is found in breach of this Policy, the Union will use all means necessary to recover the costs.
- l) Credit cards must be returned to the Secretary-Treasurer upon termination of the cardholder's position or role within the Union.

The credit card is never to be used in situations:

- a) To pay for any food or expenses when members are being paid a per diem.
- b) To pay for any food or expenses of any members not specifically involved in conducting work for the Local.
- c) To pay for any sundry items such as coffee, lunches or snacks of members being represented by the Local.
- d) To pay for the lunches and or dinners of anyone not involved in the work of the committee(s) receiving lunch and or dinner.
- e) Any Executive member entitled to an out-of-pocket stipend, except when serving on a committee.
- f) Any expense not mentioned in this section without the prior approval of the Executive, or where the bylaws so stipulate, the membership.

7 CELLPHONE USE POLICY

- a) It is understood honorariums include cellphones. Executive Board members may not claim the cell phone reimbursement.
- b) A cellphone will be provided to the President for the exclusive use in conducting union-related business.
- c) The union will cover the cost of the cellphone along with a suitable calling and data plan that meets the needs of the position.
- d) The cellphone is intended for use related to union communications, coordination of union activities, and other duties as required by the President's role.
- e) Any overages or unusual expenses must be justified by the President and approved by the Secretary-Treasurer.
- f) The President is responsible for maintaining the security of the cellphone, including the use of passwords and taking reasonable measures to prevent loss or theft.

g) Any repairs or replacements due to damage or technical issues should be reported immediately and will be managed by the Secretary-Treasurer.

h) The cellphone must be returned to the union upon completion of the President's term in office, or upon earlier termination of the role.

8 REIMBURSEMENTS FOR OUT-OF-POCKET EXPENSES & DISBURSEMENTS

8.1 Any member absent from work on authorized Local business will be fully compensated by the Local for loss of wages and for any other expenses properly incurred, in accordance with the CUPE BC Expense Policy, upon completion of the Expense Voucher with receipts attached.

8.2 All requests for absence(s) from work for Union business must be approved by the President or designate.

Members who work shifts other than the regular day shift may be booked off from scheduled work to ensure they have sufficient rest between shifts. Requests should be sent by email where possible and will include the following information:

- a) Member's name and email
- b) Employer department/division
- c) Work-week schedule
- d) Hours required for the Union leave (start and end time for leave)
- e) Manager's and supervisor's names and emails
- f) Reason for the Union leave

8.3 Members in good standing, upon proof of retirement only, will be eligible for the amount of two hundred and fifty (\$250) dollars. To qualify, they must have been a member of the Local for a minimum of five (5) years.

Union members who become exempt employees are not entitled to receive a Retirement Benefit.

This benefit shall be a single, one-time payment in recognition of the service of a member in good standing.

Members who have previously retired and received a Retirement Benefit from the Local are not eligible for additional Retirement Benefits if they choose to renew their employment with the employer, in any capacity, and begin, again, to pay dues to the Union.

9 ARBITRATION COSTS

9.1 Arbitration Costs

Once a grievance is being assessed on its merits or an arbitration has been approved by the Grievance Committee and/or Executive Board, the following costs will be paid by the Local:

- a) All costs associated with the arbitration.
- b) Absence(s) from work for the grievor to attend meetings before the arbitration hearing, during the hearing, as well as any other time deemed necessary by the

President.

c) Absence(s) from work for witnesses needed by the Local to process the arbitration.

d) Absence(s) from work for the Union representative(s) to attend meetings and/or hearings; and

e) A per diem and transportation costs while at the hearing (for those involved in the hearing on the Union's side).

10 AFTERNOON/EVENING SHIFT EXECUTIVES ATTENDING MEMBERSHIP MEETINGS

10.1 In order to provide information to members working on various shifts, the Executive Board and Shop Stewards may be granted by the President an absence from work to attend a membership meeting if their regular working hours would otherwise prevent them from attending.