



# Bylaws

Adopted – November 2017

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## INTRODUCTION

Local 338 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 338 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.

## SECTION 1 – NAME

The name of this Local Union shall be Canadian Union of Public Employees, Local 338.

Local 338 consists of the following units:

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**Black Mountain Irrigation District**

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**City of Kelowna**

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**City of Kelowna - Airport**

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**Commissionaires**

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**District of Lake Country**

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**Glenmore Ellison Improvement District**

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**Kelowna Museum**

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**Regional District of Central Okanagan**

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## **SECTION 2 – OBJECTIVES**

The objectives of Local 338 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.

## **SECTION 3 - INTERPRETATION & DEFINITIONS**

Numbers of Articles at the end of sections or sub-sections refer to relevant articles of the CUPE Constitution (2015) which should be read in conjunction with these bylaws.

## **SECTION 4 – REFERENCES**

- (a) Masculine pronouns shall be understood to include the feminine gender.
- (b) 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 5 – AFFILIATIONS**

In order to strengthen the labour movement and work toward common goals and objectives, Local 338 shall be affiliated to and pay per capita tax to the following organization(s):

- The CUPE BC Provincial Division
- The Okanagan Mainline District Council
- The BC Federation of Labour
- The North Okanagan Labour Council

## **SECTION 6 – REGULAR AND SPECIAL MEMBERSHIP MEETINGS**

(a) Regular membership meetings of Local 338 shall be held on the third Tuesday of each month, at 5 pm. Changes to the time and/or location shall be decided by the membership.

When a statutory holiday or a situation beyond the control of the Local Union arises which causes the cancellation of a regular membership meeting, the Executive Board shall reschedule the regular membership meeting, and will give members fourteen days' notice of the date of the rescheduled regular membership meeting.

(b) Special membership meetings of Local 338 may be required, and shall be called by the Executive Board or may be requested in writing by no fewer than 18 members. The President shall immediately advise members when a special meeting is called, and ensure that all members receive at least twenty-four (24) hours' notice of the special meeting and the subject(s) to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.

(c) All ratification votes on a proposed collective agreement shall be held at a special membership meeting as required, with a minimum of 10 days notice to the membership. As an exception to this, should a ratification vote be required on a proposed collective agreement during job action, the vote will be held at a special meeting on forty-eight (48) hours notice.

(d) The minimum number of members required to be in attendance for the transaction of business at any regular or special meeting shall be 18 members, including at least 3 members of the Executive Board.

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

1. Roll call of officers
2. Reading of the Equality Statement

3. Voting on new members and initiation
  4. Reading and approval of minutes of previous meeting
  5. Matters arising
  6. Treasurer's report and approving expenditures
  7. Correspondence
  8. Executive Committee report
  9. Reports of committees and delegates
  10. Nominations, Elections, or Oath of Office
  11. Unfinished business
  12. New business
  13. Good of the Union
  14. Adjournment
- (f) Local 338 is committed to ensuring that all of its meetings and activities are safe environments where members are encouraged to speak. Existing members are encouraged to welcome, mentor and support new members and equity-seeking members.

## **SECTION 7 – UNIT MEETINGS**

- (a) Individual unit meetings shall be held on an as needed basis at the request of the unit's Vice President.
- (b) Decisions made at regular or special unit meetings shall only affect members of the unit.
- (c) Meetings may also be held if requested in writing by no fewer than 5 members of the unit.

## **SECTION 8 – OFFICERS**

The Officers of Local 338 shall be the President, two (2) Vice-Presidents (inside and outside) for the City of Kelowna Unit, two (2) Vice-Presidents for the Regional District of the Central Okanagan (RDCO), one Vice-President each for the remaining units, Chief Shop Steward, Recording Secretary, Secretary-Treasurer, Young Worker Representative, Membership Officer and three (3) Trustees.

## **SECTION 8A -PRESIDENTIAL LEAVE OF ABSENCE**

The office of President may be filled on a part-time or full time basis in accordance with the following provisions.

1. Part-time: Where the office of President is filled on a part-time basis, remuneration shall be based on the classified rate of pay of the position held immediately prior to assuming office, plus an honorarium equal to that paid to the Chief Shop Steward.
2. Full- time: Where the office of President is filled on a full-time basis, remuneration shall initially be based on step 5 of the third highest pay grade contained in the City of Kelowna Collective Agreement, and progress annually up to step 5 of the highest pay grade. The President's salary and benefits during a leave of absence shall be based on a forty hour work week.
3. The office of President shall only be filled on a full time basis where this is in the best interest of the local as determined by the executive and approved by the membership. Such determination and approval shall be reviewed bi-annually relative to the term of office, and related leaves of absence.
4. Under no circumstances shall the President's remuneration (including benefits) be less than what they would otherwise be receiving. Expenses incurred by the President in carrying out the duties of the office as authorized by the executive board or membership shall be reimbursed or paid by the Local in accordance with these bylaws.

## **SECTION 8B – WORKSAFE BC COVERAGE**

The Local shall provide WorkSafe BC coverage for the President and any other person as determined by the Executive.

## **SECTION 9 – EXECUTIVE BOARD**

- (a) The Executive Board shall include all Officers, except Trustees.
- (b) The Executive Board shall meet at least eight (8) times per year.
- (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 **consecutive** regular meetings, or three **consecutive** regular Executive Board meetings without having submitted good reasons, their office shall be declared vacant. The vacancy shall be confirmed by the membership at the next meeting and be filled by an election at the following membership meeting. The validity of the good reason shall be voted on by the membership.

## SECTION 10 - UNITS

Units with 10 members or more may elect a Vice President to represent their members. Units with more than 75 members will be permitted an additional Vice President.

## SECTION 11 – SHOP STEWARDS

All Shop Stewards shall be elected by the membership of their own Department or Unit every two (2) years. Should any Shop Steward position become vacant, the Chief Shop Steward shall have the power to appoint a Shop Steward to fill the vacant position temporarily until an election can be held. Should a Shop Steward position not be filled at an election, the Chief Shop Steward shall have the power to appoint a Shop Steward subject to ratification by the Executive Board.

The Duties of the Shop Steward are as follows:

- Generally know and police the Collective Agreement and report any violations of same to the Chief Shop Steward.
- Investigate and process all grievances at Step 1 of the grievance procedure.
- Provide communications and information from the members in the Local to the Board and from the Board to the members, including distribution of Union literature and newspapers.
- Attend monthly regular membership meetings and Shop Stewards meetings and any other meetings as required. Should any Shop Steward fail to answer the roll call for three **consecutive** regular meetings, or three **consecutive** Shop Steward Meetings without having submitted good reasons, they may be removed from their position as Shop Steward.



- Greet new employees and encourage participation of all members of the Local in Union activity.
- Maintain daily contact with the members to provide ongoing awareness and education.

## **SECTION 12 – DUTIES OF OFFICERS**

Each Officer of Local 338 is encouraged to participate in CUPE educational courses to enhance their leadership skills and expand their knowledge and expertise.

(a) The President shall:

- Enforce the CUPE National Constitution, these Local Union bylaws and the Equality Statement.
- Preside at all membership and Executive Board meetings and preserve order.
- Decide all points of order and procedure (subject always to appeal to the membership).
- Have a vote on all matters (except appeals against the President's rulings) and in case of a tie vote in any matter, including elections, have the right to cast an additional vote to break the tie.
- Ensure that all Officers perform their assigned duties.
- Oversee the day to day operations of the local.
- Delegate other emergent duties to members of the Executive as needed.
- Fill committee vacancies where elections are not provided for.
- Introduce new members and conduct them through the initiation ceremony.
- Ensure that the Local Union's funds are used only as authorized or directed by the CUPE National 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 all conventions sponsored by any union recognized body.

- Chair the Labour Management and Negotiating Committees for the local and all its units.
- Attend as many City Council Meetings and Regional District Meetings as scheduling permits.
- Be responsible for cultivating a relationship and lobbying elected officials.
- On termination of office, surrender all books, seals and other properties of the Local Union to their successor.

(b) The Vice-Presidents shall:

- If the President is absent or not eligible, perform all duties of the President.
- If the office of the President falls vacant, the Executive will select one Vice President to be Acting President until a new President is elected in a by-election as per Section 14(d).
- Render assistance to any member of the Executive as directed by the Executive Board.
- Be the chief spokesperson for the unit they represent.
- Preside at all meetings of the unit and report the outcome of same to the Executive board of the Local.
- Preside over membership and Executive Board meetings in the absence of the President.
- Be responsible for submitting a written report if they are unable to attend the monthly Executive Meeting.
- Be a member of the unit's Negotiation and Labour Management Committees.
- On termination of office, surrender all books, seals and other properties of the Local Union to their successor.
- Ensure there is representation for their unit on all CUPE 338 committees.

(c) The Recording Secretary shall:

- Keep full, accurate, and impartial account of the proceedings of all regular or special membership and Executive Board meetings. These records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (Membership meetings) presented by the Secretary-Treasurer. The record will also include Trustee reports.

- Record all amendments and/or additions in the bylaws, and make certain that these are sent to the National President through the National representative for approval.
- Answer correspondence and fulfil other administrative duties as directed by the Executive Board.
- Keep a record of all correspondence received and sent out.
- Prepare and distribute all notices to members.
- Have all records ready on reasonable notice for the Trustees or auditors.
- Preside over membership and Executive Board meetings in the absence of both the President and Chief Shop Steward.
- Be empowered, with the approval of the membership, to employ administrative assistance to be paid for out of the Local Union's funds.
- On termination of office, surrender all books, seals and other properties of the Local Union to their successor.

(d) 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.
- Ensure that the Local Union's funds are used only as authorized or directed by the National Constitution, Local Union bylaws, or vote of the membership.
- 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, 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 to meetings of the Local Union's Executive Board.
- Make a written financial report to each regular 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 two authorized members of 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.
- Where required, not later than February 28<sup>th</sup> each year, furnish each member, on the forms supplied by CUPE National, with a statement showing the net amount of tax-deductible dues paid by him during the preceding calendar year.
- Be empowered, with the approval of the membership, to employ necessary administrative assistance to be paid for out of the Local Union's funds.
- On termination of office, surrender all books, records and other properties of the Local Union to their successor.

(e) The Chief Shop Steward shall:

- Be the Chairperson and official spokesperson of the Grievance Committee.
- Conduct all investigations of grievances after Step 1 of the grievance procedure.
- Arrange any and all meetings held at Step 2 of the grievance procedure.
- Maintain the grievance files and report the status of all grievances to the Executive Board at the regular monthly meeting and to the membership at the regular monthly membership meeting.
- Render assistance to the Shop Stewards as required.
- Assist the National Representative and/or Legal Counsel in the preparation of all arbitration cases.
- On termination of office, surrender all books and other properties of the Local to his/her successor.

(f) The Young Worker Representative shall:

- Engage young worker members of the local in union related activities and education.
- Organize and chair the Young Workers Committee
- Be responsible for electronic forms of communications to members (Website, Facebook, Twitter, etc).
- Perform other such duties as may be assigned by the Executive board from time to time.

(g) 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 with consent of the members present.
- Assist in maintaining the record of membership attendance at meetings.
- Perform such other duties as may be assigned by the Executive Board from time to time.

## SECTION 13 – OTHER ELECTED POSITIONS

a) 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 to the first 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.
- 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.

b) The Social Convener shall:

- Make arrangements for members who are ill to receive a gift from the local up to a maximum value of \$25.
- Make arrangements for members who have suffered the loss of an immediate family member (as per the current CA) to receive a gift or a donation to a recipient of their choosing up to a maximum value of \$40.

c) The Returning Officer shall:

- Make the necessary arrangements for an election including but not limited to:
  - Preparation of ballots;
  - Issuing, collection and counting of ballots;
  - Worksite Voting;
  - Voting at General Meeting;
  - Ensure proper election protocols are followed.

## SECTION 14 – NOMINATION, ELECTION, AND INSTALLATION OF OFFICERS

### (a) Nominations

1. Nominations will be received at the regular membership meetings held in the months of September and October. Nominations will be closed at the October meeting.
2. Nominations will be accepted from members 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, a member shall have attended at least fifty percent of the membership meetings held in the previous twelve months, or in the period he was a member if less than a year, unless a valid reason acceptable to the Local Union is given for non-attendance by the next membership meeting.
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. To be eligible for nomination, a member must be a member in good standing as set out in Article B.2.1 of the National Constitution.
6. In the event that no eligible member stands for any office or committee, members who do not meet these provisions shall then be eligible to run for office. This shall be done by giving notice to the membership as well as passing a motion suspending the minimum meeting attendance provision in these bylaws.

### (b) Elections

1. The President, Vice President City of Kelowna Outside Workers, Vice President District of Lake Country, Vice President City of Kelowna Airport, 2<sup>nd</sup> Vice President Regional District of Central Okanagan, Vice President Black Mountain Irrigation District, Secretary-Treasurer and Membership Officer will be elected in even numbered years. The Vice President City of Kelowna Inside Workers, 1<sup>st</sup> Vice President Regional District of Central Okanagan, Recording Secretary, Vice President Glenmore Ellison Improvement District, Vice President Commissionaires, Chief Shop Steward and Young Worker Representative shall be elected in odd numbered years.
2. At the membership meeting in September, 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. The Committee shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.

3. The 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 regular 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. 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.
9. 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(d).

(c) Installation

1. All duly elected Officers shall be installed at the meeting at which elections are held and shall continue in office for 2 year(s) or until a successor has been elected and installed, provided, however, that no term of office shall be longer than three years.
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, \_\_\_\_\_, do most sincerely promise that I will truly and faithfully, to the best of my ability, perform the duties of my office for the ensuing term, as prescribed in the Constitution and laws of the Canadian Union of Public Employees, and as an Officer of this Local Union will at all times endeavour, both by counsel and example, to promote the harmony and preserve the dignity of its sessions.*

*I further promise that at the close of my official term, I will promptly deliver all monies, books, papers, or other property of this Local Union in my possession to my elected successor.”*

(d) By-Election

Should an office fall vacant pursuant to Section 9(f) of these bylaws or for any other reason, the resulting by-election will be held as soon as practical and should be conducted as closely as possible in conformity with this Section.

## SECTION 15 – 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 and will be accompanied by an initiation fee of \$5.00 dollars which shall be in addition to monthly dues.

### (b) Readmittance Fee

The readmittance fee shall be \$2.00.

### (c) Monthly Dues

The monthly dues shall be 2% of gross monthly wages. Notwithstanding the above provisions, if the CUPE Constitution raises minimum fees and/or dues above the level herein established, these bylaws will be deemed to have been automatically amended to conform to the new CUPE minima. Such dues shall not apply to overtime or standby.

## SECTION 16 – VOTING OF FUNDS

### (a) Local 338 will pay out funds under the following circumstances:

- When the expenditure has received prior authorization through a membership approved budget.
- When these bylaws approve the expenditure; or
- Through a vote of the majority of members at a membership meeting.

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

### (b) In the case of a grant or a contribution to a member(s) or a cause(s) outside of CUPE greater than \$200, a notice of motion (Section 25) must be made at a regular membership meeting and then approved at the following regular membership meeting before the grant or contribution can be paid out.

No member of Local 338 will be allowed to spend any Local Union funds without first having received authorization under Section 16(a) or Section 16(b) of these bylaws.

## SECTION 17 – HONORARIUMS

Local Union Officers and Committee members shall be provided a monthly honorarium as follows:

<b>President (Part-time)</b>	<b>\$215</b>
<b>Vice Presidents</b>	<b>\$175</b>
<b>Recording Secretary</b>	<b>\$200</b>
<b>Secretary Treasurer</b>	<b>\$200</b>
<b>Chief Shop Steward</b>	<b>\$215</b>
<b>Young Worker Representative</b>	<b>\$150</b>
<b>Membership Officer</b>	<b>\$100</b>
<b>Social Convener</b>	<b>\$100</b>
<b>Shop Stewards</b>	<b>\$50</b>
<b>Trustees (annual honorarium upon completion of audit and report to the local)</b>	<b>\$100 (annual)</b>

## SECTION 18 – CHILD CARE, DEPENDANT CARE AND ELDER CARE

Caring for children, dependants or the elderly are barriers to actively participating in the union or to attending membership meetings. Local 338 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 338 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 dependant 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 338 business shall be eligible for child care, dependant 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.

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 19 – DELEGATES TO CONFERENCES, CONVENTIONS AND EDUCATIONALS**

- (a) Except for the President's option [Section 12(a)], all delegates to conventions, conferences, and educationals shall be recommended by the Executive and reported to the Membership.
- (b) Delegates to the Okanagan Mainline District Council shall be elected annually. 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.
- (c) Delegates to the North Okanagan Labour Council shall be elected annually. 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.
- (d) All delegates attending conventions, conferences, or educationals held outside the town of Kelowna shall be paid according to CUPE BC expense policy attached as Appendix D. The Local Union will reimburse the member's employer for any loss of wages.
- (e) Local 338 will provide members with their per diem allowance prior to their attending the convention, conference, or educational.

Local 338 encourages the participation of women and all equity-seeking groups in their delegation to conventions, conferences, and educationals.

## **SECTION 19A – EXECUTIVE THINK TANK**

Once each calendar year, the Executive shall hold a think tank to serve as a strategic planning session for the coming year. The primary purpose of the Think Tank will be to identify the Committees which will be required for the coming year. For established committees, a review of the committee purpose and objectives will be completed and an Executive Sponsor selected from the Executive to manage the committee. Any new committees identified must have their purpose and objectives defined and will be presented to the membership for approval. The budget for this shall be passed by the membership during the adoption of the annual budget.

## SECTION 20 – 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. Negotiating Committee

This will be a special committee established at least 18 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 prepare collective bargaining proposals and to negotiate a collective agreement. The committee shall consist of 5 members. The President and one other member of the Executive shall be on the committee. The other 3 members as well as 2 alternates shall be elected by the members at a General Meeting. The elected positions on the committee may be filled by either members or Executive. The CUPE Representative assigned to the Local Union 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 338's negotiating committee shall attend Level 1 and Level 2 of CUPE's collective bargaining educationals.

### (b) Permanent Committees

The Chairperson of each permanent committee will be appointed by the Executive Board. Permanent committees will have a term of two years. The Chairperson and the Executive Board may, with the concurrence of the membership, jointly appoint other members to serve on a committee. Committees will provide written reports to each regular membership meeting. The Vice-President shall be a member, ex-officio, of each committee. There shall be 15 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 CUPE Representative, and to the membership meeting.

- When a grievance is not settled in the initial steps provided for in the collective agreement, the Executive 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 General Membership.

The Chief Shop Steward will be the chairperson. The Recording Secretary will take the minutes of the meeting. The committee shall consist of up to eight (8) members and its members shall be appointed by the Executive.

## 2. Education Committee

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 Executive will appoint a chairperson. The committee shall appoint its secretary from among its members.

## 3. Women's Committee

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 Executive will appoint a chairperson. The committee shall appoint its secretary from among its members.

#### 4. Committee Against Racism and Discrimination (CARD)

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, Aboriginals, lesbian, gay, bi-sexual and transgendered 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 Executive will appoint a chairperson. The committee shall appoint its secretary from among its members.

#### 5. Health and Safety Committee

This committee will:

- Work to educate members on the importance of workplace health and safety.
- Prepare and present reports to the regular membership meetings.
- Organize an April 28<sup>th</sup> Day of Mourning ceremony each year.
- Participate on the Joint Worksite Health and Safety Committees (JOHSC) at their workplace.
- Ensure that the worker representatives on the JOHSC 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 Executive will appoint a chairperson. The committee shall appoint its secretary from among its members.

#### 6. Bylaw Committee

This committee will:

- Review the bylaws annually and make recommendations to the Executive Board on proposed amendments.
- Review any proposed amendments received from the Executive Board or membership of the Local Union to ensure that the amendment 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 Executive will appoint a chairperson. The committee shall appoint its secretary from among its members.

#### 7. Membership Support Committee

This committee will:

- Visit members who are ill.
- If a member is ill for more than a week, arrange some token of the Local Union’s concern and desire to help, whether the member is at home or in hospital.
- 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.

The Executive will appoint a chairperson. The committee shall appoint its secretary from among its members.



## 8. Social 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.

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 Executive will appoint a chairperson. The committee shall appoint its secretary from among its members.

## 9. Return to Work Committee

This committee will:

- Assist members during the period of time while they are off work due to short-term disability, long term disability or WorkSafe BC related claims.
- Meet with employer representatives to determine placement of employees if they cannot return to their previous position due to length of time off or limitations or restrictions on their abilities.
- Report regularly to the Executive of any meetings with the employer that take place

The Executive will appoint a chairperson. The committee shall appoint its secretary from among its members.

## 10. Municipal/Anti-Contracting Out Committee

This committee will:

- Promote awareness of municipal issues within the local.
- Strive to protect the Public Sector, Municipal Employees and their jobs.
- Work with CUPE BC to ensure that the local is aware of Federal and Provincial legislation affecting municipalities.
- Educate our members and the general public.

The Executive will appoint a chairperson. The committee shall appoint its secretary from among its members.

11. Communicating CUPE Committee

This committee will:

- Be responsible for all of the CUPE bulletin boards in the workplace.

The Executive will appoint a chairperson. The committee shall appoint its secretary from among its members.

12. Community Action Tent Committee

This committee will:

- Attend community events to raise awareness of the local in the community.
- Plan events to promote the local's involvement in the community.
- Organize Labour Day activities and events in the community in collaboration with other locals and labour councils.

The Executive will appoint a chairperson. The committee shall appoint its secretary from among its members.

13. Political Action Committee

This committee will:

- Organize and coordinate initiatives that ensure representation of CUPE's political views in elected bodies affecting the local.
- Keep members informed about basic political choices in our society and to participate in the political process.

The Executive will appoint a chairperson. The committee shall appoint its secretary from among its members.

14. Job Evaluation and Reclassification Committee

This committee will:

- Ensure job descriptions for each job classification in the collective agreement for each unit are available at the CUPE office.
- Ensure a process is in place to incorporate new and revised Job Descriptions for each unit in the master list at the CUPE office.
- Research the duties, responsibilities and pay range for the like-positions in similar Municipalities.
- Respond to Reclassification requests submitted to the local by the member(s) by researching the request and, where appropriate, preparing a Reclassification request letter for the Executive to forward to management.

- Monitor status of Reclassification requests and recommend a Step 2 Arbitration be initiated to the Executive when a reclassification request is unresolved within the time period outlined within the collective agreement.
- Monitor status of vacant positions and recommend a Step 1 Failure to Post grievance be initiated to the Executive when a CUPE position is vacant beyond the time period outlined within the collective agreement or the duties of the position are being performed by exempt personnel.
- Monitor the Financial Plan for the unit with the goal of identifying and investigating any of the following:
  - Intentions of the employer to contract-out existing CUPE work.
  - Intentions of the employer to contract-out work which may be performed by new or existing CUPE positions.
  - Intentions of the employer to reduce CUPE positions.
  - Intentions of the employer to introduce new CUPE positions.
  - Intentions of the employer to introduce new exempt positions.

The Executive will appoint a chairperson. The committee shall appoint its secretary from among its members.

15. Young Workers Committee

This committee will:

- Engage young worker members of the local in union related activities and education.
- Be responsible for electronic forms of communications to members (Facebook, Twitter, etc).

The Young Worker Representative will be the chairperson. The committee shall appoint its secretary from among its members.

## SECTION 21 – COMPLAINTS AND TRIALS

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

## **SECTION 22 – 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 “B”. 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 “B”, 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 23 – AMENDMENTS**

- (a) These bylaws are always subordinate to the CUPE National Constitution (including Appendix “B”) as it now exists or may be amended from time to time, and in the event of any conflict between these bylaws and the CUPE National Constitution, the latter shall govern. The National President has the sole authority to interpret the CUPE National Constitution.
- (b) These bylaws will not be amended, added to, or suspended except upon a majority vote of those present and voting at a regular or special membership meeting following seven days’ notice at a previous meeting or at least sixty days’ written notice.
- (c) Once a bylaw amendment has been considered and defeated, it cannot be brought forward for reconsideration for a six month time period following the meeting at which the vote took place.
- (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.

## **SECTION 24 – PRINTING AND DISTRIBUTION OF BYLAWS**

Members will receive a copy of Local 338 bylaws, either in paper format or via the Local Union web site at [www.cupe338.ca](http://www.cupe338.ca). Members requesting a copy of these bylaws will be provided a copy in either French or English as requested. Members with special needs may request a copy of the bylaws in larger font.

## SECTION 25 – NOTICE OF MOTION

A Notice of Motion must be provided for motions involving the additions to, or amendments of the local bylaws, and for financial disbursements in excess of two hundred dollars (\$200.00) *that is not authorized through a membership approved budget.*

The procedure for a Notice of Motion shall be as follows:

1. A member who intends to move a motion that requires a Notice of Motion will notify the Secretary of such motion with the exact wording of the motion. Those motions involving a request for funds must include the exact amount of funds being requested or a maximum amount that is not to be exceeded.
2. The Secretary will then ensure the motion with its exact wording is placed on the Notice of Meeting for the next general membership meeting as a Notice of Motion.
3. The Secretary will also ensure that the motion, with its exact wording is then placed on the agenda for that meeting as a Notice of Motion.
4. The President will ensure that the Notice of Motion with its exact wording is read at the meeting by the mover or other member. No member may speak to the motion or debate the motion at this time; it is simply intended to ensure members are officially notified.
5. The Secretary will then ensure that the motion along with its exact wording is placed on the Notice of Meeting for the next general membership meeting, including a notation of when the Notice of Motion was provided.
6. The Secretary will also ensure that the motion, with its exact wording is placed on the agenda for that meeting including a notation of when the Notice of Motion was provided
7. The President will at that next general membership meeting accept the moving of this motion from the mover or other member. If it is then so moved and seconded the motion will be debated and decided on by the membership at the meeting, by means of all appropriate rules of order.

## SECTION 26 – GRIEVANCE / ARBITRATION APPEALS

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

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

## First Appeal

1. A member who wishes to appeal a decision not to proceed with a grievance or arbitration will notify the Chief Shop Steward within 7 (seven) days of receiving this decision from their Steward.
2. The Chief Shop Steward will add the matter to the agenda of the next Steward Committee Meeting.
3. The Chief Shop Steward will take any and all necessary steps with employer to ensure the matter is not lost due to any timelines outlined in the grievance procedure of the collective agreement.
4. The Steward Committee shall request the opinion of the National Representative.
5. At that meeting the assigned Steward will present their reasons for not advancing the matter to grievance or arbitration.
6. The Member will then be asked to present their case along with their reasons for why they feel the matter should be advanced, and any other information they feel is relevant.
7. The member will then be excused from the meeting.
8. The Steward committee will then conduct a secret ballot vote to decide on whether to advance the matter or not.
9. The member will be notified of the decision by the Chief Shop Steward and their right to advance the matter for a final appeal.

## Final Appeal

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

## 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 sisters and brothers deserve dignity, equality, and respect.

## Appendix B - 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. After a question has been decided, any two members who have voted with the majority can move reconsideration, provided that a motion for reconsideration is made at either the meeting where the decision proposed for reconsideration was made, or at the very next meeting.
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.

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 C – CUPE BC EXPENSE POLICY

### 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.

### 2. WAGES

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

### 3. ACCOMMODATION

If required, will be paid at prevailing rates. Members are entitled to a single room, where members choose to share their room; they should clarify that with CUPE BC. Where possible all room, taxes and parking will be billed directly to CUPE BC.

### 4. DEPENDANT CARE

If required, dependent care will be paid outside of regular working hours at the rate up to \$20.00/hour to a maximum of \$300.00/day (which includes travel time) upon completion of the CUPE BC Dependant Care form. Other dependent care expenses will be paid at a realistic rate with prior approval of the Secretary-Treasurer and upon completion of the CUPE BC Dependant Care form.

### 5. TRANSPORTATION

To be the most convenient and economical means with the maximum mileage not to exceed airfare:

- Airfare where required (economy class)
- Car mileage **54¢** km.
- Parking cost when receipt provided and when on CUPE BC business.
- Taxi or airport shuttle from airport to hotel to meeting place upon submission of receipts. *Taxis to be shared when possible, and cheaper than combined shuttles.*

### 6. PER DIEM

- a. **\$43.00** per half day meeting (when no meal provided).
- b. **\$86.00** per day for an all-day meeting (when no meals are provided).
- c. **\$43.00** for half-day of incoming travel to next day meeting or return travel day, next day after meeting

- d. **\$86.00** for full day travel to and from meetings.
- e. Evening meetings requiring meals **\$43.00** (unless already receiving **\$86.00** full day per diem).
- f. Meetings where all expenses (meals) are included **\$17.00**
- g. Where members are booked off for special projects (e.g. Zone coordinators, Campaign Workers, etc), the full time officers per diem policy will apply.

## **7. FULLTIME OFFICERS**

The General Expense Policy will apply for fulltime 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)

## **8. 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.

\*\* An approval form is available upon request \*\*

## **9. CONVENTION COMMITTEES**

- a) Convention committee members will have wages and rooms paid for those days the committee is required to meet prior to Convention convening.
- b) Per diem for days committee meets when Convention is not in session will be: **\$86.00**
- c) The following per diems will apply to the Credentials, Resolutions and Sergeant-at-Arms Committees when Convention is in session:
  - i. Chairperson - **\$35.00** per day
  - ii. Committee Members - **\$30.00** per day
  - iii. Hotel room at prevailing rates and loss of wages as required.
- d) Convention Committee members who wish to forfeit per diem may have this amount donated to the Colleen Jordan Humanity Fund.
- e) Resolutions committee – When required to meet prior to the start of convention, lunch will be provided. When required to meet prior to daily convening of convention and through the lunch break food will be provided.

## **10. RECEIPTED EXPENSES**

Where receipted expenses are being submitted, a credit card slip will not be accepted on its own. An itemized receipt from the agency must also be included (e.g. hotels 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 receipts may be reviewed by the Trustees.