

Kept the significant changes & highlights in this summary. There is a more detailed version if needed. New Draft Bylaws are a fresh template with some updates and timely changes.

1. Take care of items that Trustees brought up in 2016 & 2017 reports:
 - a. Section 13 – that trustees shall be permitted to attend and observe Executive meetings.....
National says that this should not be put in our bylaws. Trustees can be put on the agenda of an Executive meeting to speak on an issue, but they have no right to be at Executive meetings, as per CUPE National.
 - b. Housekeeping for Section 15, add the word “onetime” and remove the redundant word “dollars” Updated in template.
 - c. That a bylaw or policy be prepared to say CUPE 338 won’t pay for any personal purchases on-behalf of a member and then to be reimbursed. Section 17 of the template addresses this by stating that “Funds can only be spent for valid purposes of the union....”
 - d. Section 12 Duties of Officers (d) for Secretary Treasurer be updated as per 2017 report. No money is to be paid out without being supported by a cheque requisition and backup documentation, also signed properly.
Updated one of the bullets to says that proper documentation is necessary, it already dealt with being signed properly. “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 as determined by the Executive Board and include adequate & sufficient documentation. No request shall be required for payment of per capita fees to any organization to which the Local Union is affiliated.”
2. Housekeeping:
 - a. Add to Section 1 for naming of units. BMID, Commissionaires, and/or SEKID? Done. SEKID not added as they became part of the City of Kelowna.
 - b. Section 3, update (2013) to (2015) We didn’t add 2015 to the bylaws, as the template states CUPE National Constitution. There is no need to keep updating the date.
 - c. Section 14 (b) needs to have the units VPs added to the election instructions. Commissionaires to even number years. BMID & Museum to the odd number years. Done
 - d. Section 19 Delegates to Conferences, Conventions & Education needs to change (d) to CUPE BC expense policy is in Appendix C not D. Done
 - e. Replaced “Chief” with “Lead”. All through the document Chief Shop Steward and Chief Return Officer are now Lead Shop Steward and Lead Returning Officer.
3. Section 6 - Zoom meetings or hybrid of in-person & electronic attendance at meetings. Added item (g) under the Membership Meeting section to reflect virtual meetings and electronic voting.

4. Section 6 - Updated the Membership Meeting section to allow for virtual meetings.

(g) Allow for Virtual Meetings:

Local 338 may hold membership meetings in person, virtually or a hybrid of both formats. Where virtual or hybrid meetings are held, voting may be conducted electronically provided secrecy, where mandated, and security can be maintained.

5. Section 12 - Add shop steward to VP duties. All Executive members should have Shop Steward added to their duties in description.
Updated Section 12 Duties of Officers to say that “. All Officers of Local 338 shall act as a Shop Steward when required.”
6. Section 12 - CUPE National added a Diversity Vice President position for “Black and Racialized Workers” as well as Indigenous Workers. We didn't add this recommendation since we have a CARD committee that can give advice or guidance to diversity members. There has been discussion in the past about changing our Executive Officer format. This could be looked at again when this is done.
7. Section 14 - Letting name stand for Nominations. Some housekeeping to Section 14(b) number 1 to make the words meeting and month plural. We updated Section 14(b) Nominations by adding a number 6 to specify that a member can let their name stand at the meeting if they are in attendance. If they are not in attendance, they must allow their name to stand in writing by notifying the president the day before the election. In writing includes a handwritten letter/note, text and email.
8. Section 17 - Raised the amount of expenditures that can be made without a notice of motion. Changed the amount from up to \$200 to up to \$500 that the executive can spend without a notice of motion or membership approved budget. Updated Section 17 Expenditures (c) and Section 27 Notice of motion
9. Section 17 - Allow for electronic payments. Added the information below to the Expenditures section about Payment of Local Union Funds.
 - a. Funds cannot be divided among individual members.
 - b. A petty cash fund may be set up, if approved by a majority vote at a regular membership meeting. The petty cash fund may be used to pay small expenses. All other expenses must be paid by cheque **or recognized electronic payments approved** by the Secretary-Treasurer and the President or another signing officer.
10. Section 18 - Discuss raising honorariums (2% or \$50 each). Remuneration look at all of the honorariums -why are they all over the place? Why are some paid less than others? Review all of them.
Since these honorariums haven't been updated since before 2011, we updated all Executive and the Social Convener by \$25. The Shop Stewards were updated by \$10 per month or \$30 a cheque and Trustees stayed the same at \$100 annually.