

BYLAWS AND CONSTITUTION CUPE LOCAL 801

PREAMBLE

Local 801 of the Canadian Union of Public Employees has been formed to:

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

The following bylaws are adopted by Local 801 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.

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

The Local Union Code of Conduct found in Appendix D to these bylaws shall apply to all membership meetings and other functions organized by Local

Section 1: Name

The name of this Local shall be CUPE Local 801.

Section 2: Objectives

The objectives of Local 801 are to:

- a) Organize workers generally and in particular all workers in School District No. 46 on the Sunshine Coast
- b) Secure the best possible pay, benefits, working conditions, job security, pensions, and retiree benefits for its members;
- c) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- d) Encourage the settlement by negotiation and mediation of all disputes between the members and their employers;

- e) 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 the same wherever it occurs or appears;
- f) Establish strong working relationships with the public we serve and the communities in which we work and live; and
- g) Support CUPE in reaching all of the objectives set out in the CUPE National Constitution.

Section 3: Jurisdiction

The jurisdiction of this local shall be all employees of The Board of Education of School District No. 46 (Sunshine Coast), as covered by the CUPE Local 801 Bargaining Certification.

Section 4: Membership

- a) All members of CUPE Local 801 as of July 3, 1968, on which date this Local Union became a chartered Local of the Canadian Union of Public Employees, shall be members of Local 801 for as long as they are eligible and maintain themselves in good standing.
- b) Any worker employed within the jurisdiction covered by the Charter of the Local, any full-time official representative of the Canadian Union of Public Employees, or any business agent of the Local becoming a full-time officer or official of a Central Labour Federation recognized and approved by the National Executive Board shall be eligible for membership. The employee must make application on the regular form provided for that purpose and sign their name to it. The regular initiation fee must accompany the application or the initiation fee for an organizing drive.
- c) The names of all applicants shall be read out to the first regular membership meeting after the application has been submitted and the applications will be automatically accepted unless rejected by a majority vote of the members present.
- d) Once a member has been accepted, they remain a member in good standing as long as they retain the office or employment that determines membership in accordance with Article 5(b) and provided that they do not lose their standing by virtue of the application of other relevant sections of this Constitution.

- e) New members shall be obliged to make the following oath:

“I promise to support and obey 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.”

- f) If a member is laid off they shall remain a member in good standing for as long as they shall have recall rights.

Section 5: Meetings – Regular and Special

- a) Regular membership meetings shall be held each month on the second Saturday at 10:00am. If a statutory holiday or a Convention intervenes, the Executive Board shall give notice at the prior month's meeting. Regular membership meetings will not be held during the months of July and August. The Executive Board shall be empowered to carry out the business of the Local during this time.
- b) Special membership meetings may be ordered by Executive Board or requested in writing by no fewer than ten (10) members. The President shall immediately call a special meeting when so ordered or requested and shall see that all members receive at least twenty-four (24) hours notice of the special meeting and the subject(s) to be discussed. No business shall be transacted other than that for which the special meeting is called and notice is given.
- c) Membership Meeting Agenda

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

1. Call to Order
2. Acknowledgement of First Nations Territories
3. Roll Call of Officers
4. Reading of the Equality Statement
5. Initiation of new members
6. Circulation of minutes and Correspondence
7. Treasurer's Report
8. Executive Report
9. Reports of committees and delegates
10. Nominations, elections and installations
11. Unfinished Business
12. New Business
13. Good of the Union
14. Adjournment

Section 6: Voting of Funds

- a) Expenditures of the Local in all cases will be made by cheque, signed by the Treasurer or President and counter-signed by any other signing officer. No sum over five hundred dollars (\$500.00) shall be voted for the purpose of a grant or contribution to a member or any cause outside CUPE, except by a Notice of Motion given in writing and dealt with at the following regular membership meeting.
- b) In the event of a member's worker compensation board appeal or a long-term disability appeal, the Executive Board is authorised on a case-by-case basis to request a legal medical opinion at a cost not to exceed \$1500.00.

Section 7: Executive Board

- a) The Executive Board shall consist of the following officers:

President	Two (2) years (Elected in odd years)
Recording Secretary	Two (2) years (Elected in odd years)
Secretary Treasurer	Two (2) years (Elected in even)
First Vice-President	Two (2) years (Elected in even)

- b) The Executive Board may choose to elect a Second Vice-President to the Executive Board if they feel that a fifth executive member is needed. However, the Local acknowledges that this position is not necessary to conduct its affairs as per article B.2.1 of the CUPE National Constitution.
- c) To be eligible for election to the Executive Board the nominated member must:
 - a. Be a member in good standing
 - b. Have not less than 12 months continuous membership in the Local Union
 - c. Have attended not less than 6 of the last 10 regular membership meetings
 - d. Be present at the meeting to accept nomination or if absent, have submitted a written letter of acceptance witnessed by another member, upon being nominated.
- d) The Table Officers of the Local Union shall be:

President
First Vice-President
Recording Secretary
Secretary Treasurer
Trustee One (1) year
Trustee Two (2) years
Trustee Three (3) years
- e) The board shall meet at least once every month, preferably prior to the regular membership meeting of the local.

- f) A majority of the Board consists of a quorum.
- g) The Executive Officers shall hold title to any real estate of the Local as Trustees for the Local. They shall have no right to sell, convey, or encumber any real estate without first giving notice and then submitting the proposition to a membership meeting and having it approved.
- h) The Board shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of all committees.
- i) All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.
- j) Should any member of the Executive Board fail to attend three (3) consecutive membership meetings or three (3) consecutive executive meetings without good and sufficient reason, their office will be declared vacant and filled by election at the next regular membership meeting.
- k) All signing officers of Local 801 shall be bonded through the master bond held through CUPE National. Any officer who cannot qualify for the bond shall be disqualified from having signing authority.

Section 8: Duties of Officers and Second Vice President

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

President shall:

- a) Generally oversee the operation of the Local and shall serve as chief Executive Officer of the Local.
- b) Sign all official documents of the Local.
- c) Sign all cheques and ensure that the Local's funds are used only as authorized or directed by the CUPE Constitution, Local's By-laws, or vote of the membership.
- d) Enforce the CUPE Constitution and the Local's By-laws.
- e) Solely be responsible for, and authorize all leaves of absence for union business which are felt necessary.
- f) Report all leaves of absence and the reason for the leave to the Executive Board which shall report to the membership.
- g) Preside at all membership and Executive Board meetings and preserve order.
- h) Introduce new members and conduct them through the initiation ceremony.

- i) Decide all points of order and procedure subject always to appeal of the membership.
- j) Ensure that all officers perform their duties.
- k) Fill committee vacancies where elections are not provided for.
- l) Be allowed necessary funds to reimburse themselves or any officers for expenses, supported by vouchers, incurred on behalf of the Local.
- m) Have first choice as delegate to all conventions including the CUPE National, CUPE BC Division, BC Federation of Labour, and Canadian Labour Congress. In all cases, the delegate shall be named as "President" to allow for the event of an election where the designate may change.
- n) On termination of office, surrender all books and other properties of the Local to their successor.

Recording Secretary shall:

- a) Keep full, accurate and impartial account of the proceedings of all regular, annual 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. This record will also include Trustees' reports. .
- b) Record all alterations in the Local's By-laws.
- c) Answer correspondence and fulfill other secretarial duties as directed by the Executive Board.
- d) File a copy of all letters sent out and keep on file all communications.
- e) Prepare and distribute all circulars and notices to members.
- f) Have all records ready on reasonable notice for auditors and Trustees.
- g) On termination of office, surrender all books and other properties of the Local to his/her successor.

Secretary Treasurer shall:

- a) Receive all revenue, initiation fees, dues and assessments, keeping a record of each member's payments, and promptly deposit all money to the Credit Union.
- b) 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.

- c) 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.
- d) Record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices.
- e) Be bonded for not less than one thousand dollars (\$1000.00) through the master bond held by the National Office, or any greater sum as may be decided at a membership meeting taking in to account the assets of the Local and the amount of cash and cheques handled by the Secretary Treasurer.
- f) Pay no money unless supported by an expense voucher, duly signed by the President or a member of the Executive Board, with the exception of a voucher required for payment of per capita fees to any organisation to which the Local is affiliated.
- g) Make a full financial report to the Local's Executive board when it meets.
- h) Make a written financial report to each regular membership meeting, detailing all income and expenditures for the period.
- i) 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.
- j) Provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE.
- k) Forward to the National Secretary Treasurer of CUPE on the official monthly report forms provided, not later than the 15th day of each month, all financial obligations owing to CUPE. There shall be forwarded one dollar (\$1.00) of each initiation fee on all members admitted in to membership along with per capita tax on all dues received by the Local. The report should also set out the number of those initiated, reinstated, suspended and expelled and the number of members on whom per capita is being paid.
- l) At the end of his/her term of office, shall turn over to his/her successor, all properties and assets including funds, books, seals and records belonging to the Local.
- m) Notify the Executive Board when members are not in good standing in the Local.
- n) Notify all members, in writing, when they are not in good standing in the Local. This written notice shall state that the member present themselves at the next membership meeting. There they shall be initiated by the taking of the Local's oath

in order to qualify as a member in good standing in accordance with the Collective Agreement in effect between the Union and the Employer. When a vacancy occurs in the office of Secretary Treasurer, other than at the annual membership meeting, the Local shall proceed immediately with the election of another Secretary Treasurer.

Any Secretary Treasurer who cannot qualify for a bond shall immediately be disqualified from office and the Local shall proceed immediately with the election of another Secretary Treasurer.

First Vice-President Shall:

- a) Temporarily assume the President's duties and responsibilities in their absence.
- b) Undertake such other duties as assigned by the President or Secretary Treasurer and shall have signing authority in the absence of the President or Secretary Treasurer.
- c) If the office of President falls vacant, be Acting President until a new President is elected.
- d) Render assistance to any member of the Executive Board as directed by the Executive Board.
- e) Assume the responsibilities of the Second Vice-President if the Executive Board only consists of four (4) executive members.

Second Vice-President shall:

- a) Guard the inner door at membership meetings and admit no one but members in good standing or officials of CUPE, except on the order of the President and by consent of the members present.
- b) Maintain the record of membership attendance at meetings.
- c) Assist in conducting new members through the initiation ceremony.
- d) Perform such other duties as may be assigned by the Executive Board from time to time.

Trustees shall:

- a) 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 Standing Committees at least once every calendar year and make a written report of their findings to the first membership meeting following the completion of each audit.
- b) Make a written report of their findings to the first membership meeting following the completion of each audit.

- c) 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.
- d) Be responsible to ensure that monies are not paid out without proper constitutional or membership authorizations.
- e) Ensure that proper financial reports are made to the membership.
- f) Audit the record of attendance.
- g) Inspect at least once a year any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local and report their findings to the membership.
- h) Send a copy of the completed audit report (on the prescribed form provided by the National Secretary Treasurer), as well as a copy of their report to the Local Union membership along with a copy of their recommendations and/or concerns to the President and Secretary Treasurer and the Secretary Treasurer's response, to the National Secretary Treasurer of the Canadian Union of Public Employees with a copy to the assigned servicing representative.

Section 9: Committees

- a) Special committees may be established for a specified purpose and period of time by the membership at a general or special meeting. The members shall be elected at the same or another membership meeting or may, by specific authorization of the membership, be appointed by the Executive Board.
- b) Standing committees shall be elected by the membership at the annual election meeting in May of each year. The newly elected committee members shall take office July 1st of that year.
- c) Members shall have attended not less than three (3) out of the last ten (10) regular membership meetings in order to be nominated for a committee.
- d) The Negotiating and Joint Labour/Management Committee shall be comprised of one Maintenance representative, one Custodial representative, one Clerical representative, and one Classroom representative as elected at the election meeting in May.
- e) The Joint Labour/Management Committee shall not supersede the activities of any other committee of the Union and does not have the power to bind either the Union or its members to any decisions or conclusions reached in discussions with the employer.

- f) In a bargaining year, the Joint Labour/Management Committee will take on the responsibility of collective bargaining with the employer. If at the time of the May election meeting, a new contract has not been ratified and bargaining is still underway, then the current committee stands until such time as bargaining has concluded.
- g) Each committee will elect its own chairperson and recording secretary from amongst its members.
- h) With a vote of the membership, or at the discretion of the committee, the CUPE Representative assigned to the Local may be asked to be a non-voting member of the committee and will be consulted in formulating proposals. They may conduct negotiations to contract ratification by the membership.
- i) The Sunshine Committee will send some token of the Local's concern and desire to help when a member falls ill for more than a week whether they are at home or in the hospital. In addition, this committee will extend the Local's condolences in the event of the death of a member of one of his/her immediate family and make any other appropriate gesture in accordance with the customs or wishes of the family concerned. The Secretary Treasurer shall reimburse for expenses incurred provided appropriate receipts are presented.

j) The Grievance Committee shall:

- i. Be chaired by the President or their designate
 - ii. Include 3 stewards elected by the stewards at a stewards' meeting following the Annual Membership Meeting
 - iii. Include the CUPE National Servicing Representative assigned to the Local, who shall advise the committee, but who will not vote on decisions regarding grievances
 - iv. Oversee the handling of all Local grievances
 - v. Receive copies of all grievances
 - vi. Prepare a report on the status of all grievances to be submitted to the Executive Board, the National Servicing Representative, and to the membership meeting
 - vii. Make recommendations to the Executive whether a grievance should proceed to arbitration when it is not settled in the initial steps provided for in the Collective Agreement
 - viii. Inform, in writing, the grievor of their recommendation, and inform the grievor that they may appeal the Committee's recommendation to the Executive
- k) The President shall be ex-officio officer of all committees.

Section 10: Election of Officers and Trustees

Executive Board positions and Trustees shall be elected at the May meeting. The President and Recording Secretary shall be elected in odd years, and the First-Vice President and Secretary-Treasurer shall be elected in even years.

- a) To be eligible for nomination to an executive position, a member shall have attended at least six (6) of the ten (10) membership meetings held in the previous twelve (12) months.
- b) No nomination shall be accepted unless the member is a member in good standing and in attendance at the meeting or has sent a letter stating acceptance of a nomination witnessed by another member.
- c) The Executive Board will be elected by a majority of unspoiled ballots cast at a meeting of the Local for which adequate notice has been given to the membership.
- d) Elections shall be by secret ballot.
- e) The President or designate shall appoint a Returning Officer and two (2) Scrutineers, subject to approval by the membership, for the counting of the votes. The Returning Officer and Scrutineers shall be members of the Local who are neither Officers nor candidates for office.
- f) Voting to fill one office shall be conducted and completed, and recounts dealt with before balloting may begin to fill another office.
- g) A majority of votes cast (more than 50%) 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.
- h) In the event of a tie vote, a second and subsequent ballot(s) will be taken if necessary until a candidate receives a majority of votes cast and can be declared elected. In the event the tie vote persists, subsequent ballots by be deferred to the next membership meeting.
- i) When two (2) or more nominees are to be elected to any position by ballot, each member voting shall be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.

Section 11: Installation of Officers and Trustees

- a) All duly elected officers shall be installed at the meeting at which elections are held and shall continue in office for the term of their office or until a successor has been elected and installed provided, however, that no term of office, except for Trustees, shall be longer than two (2) years.
- b) Terms of office for Trustees shall be laid down as per the CUPE Constitution. The Trustees shall be installed and take the same obligation as the officers-elect.

Section 12: By-Elections

- a) Should any office fall vacant for any reason, the resulting by-election shall be conducted as closely as possible in conformity with Section 10.

Section 13: Rules of Order

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

Section 14: Quorums

- a) Quorum at any regular membership or special membership meeting shall be ten (10) members, of which two (2) must be members of the Executive.
- b) In the even a quorum is not obtained, the Executive Board shall pay bills and carry out the regular business of the Local until the next meeting.
- c) All decisions of the Executive Board that have been acted upon shall be reported to the members at the next regular membership meeting. Motion to endorse the actions of the Executive Board shall be put forward at that meeting.

Section 15: Special Meetings

- a) Special meetings will be called by the President upon receipt of a written request for a special meeting. The written request will itemize the matters to be discussed and shall be signed by no less than ten (10) members. The special meeting shall be held within fifteen (15) days of the request being received by the President.
- b) The President may call a special meeting of the membership when the President deems necessary.

Section 16 – Fees, Dues and assessments:

- a) Initiation fee for membership shall be ten (10) dollars, which shall be in addition to monthly dues. The amount of the initiation fee shall be reviewed from time to time at a regular or special membership meeting. If an application for membership is rejected the fee shall be returned.
- b) Re-admittance fee shall be ten (10) dollars and the amount shall be reviewed from time to time at a regular or special meeting.
- c) Dues shall be calculated at 2.13% of wages for each member.
- d) Special assessments may be levied in accordance with the CUPE National Constitution.
- e) 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 a readmission fee and any other penalty set by the local union. The readmission fee cannot be less than the initiation fee of the local union. A member who has been unemployed or unable to work because of sickness shall pay the readmission fee but may not be required to pay arrears.

Section 17: Membership Cards

- a) Membership cards shall be sent to each new member upon the new member attending a regular meeting and being sworn in.

Section 18: Withdrawal Cards

- a) Upon request, the Local shall issue a withdrawal card to members when being laid off and where recall rights have elapsed.
- b) Upon request the Local shall issue a withdrawal card to a member leaving the employ of the employer covered by the certification of the Union to take up employment elsewhere within the certification on another Union affiliated to or chartered by a central Labour body recognised and approved by the CUPE National Board.
- c) The withdrawal card shall state that the holder was in good standing when they left the employment under jurisdiction of the Local and shall entitle them to re-establish their membership in the Local without payment of another initiation fee they again work within the certification of the Local.

Section 19: Transfer Cards

- a) The Local shall issue a transfer card to a member in good standing who transfers his/her membership to another CUPE Local.

Section 20: Public Statements

- a) No member shall make public statements or give information to the press, or other news media in respect to what transpires at meetings of the Local union.
- b) The Executive Board may from time to time authorize a member or other person to act in a public relations capacity to issue press releases and or make appropriate public statements.

Section 21: Strike Procedures

- a) Before a strike vote can be taken, widespread publicity must be given of the time and place of meeting and voting. A strike vote shall require 50% majority (more than 50%) for adoption.
- b) Members on strike shall perform picket duties or other such duties as may be assigned to them.
- c) No emergency work in this jurisdiction shall be performed during a strike except by authorization of this Local and on the terms and conditions laid down by the union.
- d) Strike pay shall be issued according to the decision of the membership. Members on strike who are unable to perform strike duties shall receive no pay except by special decision of a membership meeting in which they are specifically named.

- e) Members on strike who perform essential services during the strike shall pay into the Union treasury such reasonable assessment as may be decided by a membership meeting. No notice of motion shall be required. When the union arranges to collect such money through payroll deduction the said deduction shall be obligatory for all members concerned.

Section 22: Amending By-Laws

- a) The local union may amend these by-laws and/or enact additional by-laws provided they do not conflict with the National Constitution. New by-laws shall not be valid or become effective until approved by the National President of CUPE; validity shall date from receipt of the letter of approval from the National President.
- b) When the Executive Board wishes to propose changes to the by-laws, it shall call a special meeting of the membership to consider and vote on the proposed changes. Adequate advance notice of the meeting shall be given in the official bulletin or in a letter to all members. Such notice shall be either seven (7) days notice given at a previous meeting or sixty (60) days written notice. Said notice shall state the time and place of meeting and it shall state the proposed changes and/or additions to the existing by-laws.
- c) When a member wishes to propose changes to the by-laws, they shall serve, in writing, a notice of motion at a regular membership meeting stating clearly the proposed change. The Executive Board shall decide the time and place of a special membership meeting to vote on the notice of motion and shall give adequate notice to the membership of the meeting of the precise wording of the notice of motion.
- d) All changes to the by-laws shall require a simple majority vote (more than 50%) to adopt.

APPENDIX A – ADMINISTRATIVE POLICY MANUAL

SECTION 1 - EXPENSES:

- All expenses shall be submitted to the Executive Board for authorization and reimbursement.
- It is the responsibility of the member to submit all proper documentation, completed expense form and necessary receipts.
- The Treasurer will process the claim, as expediently as possible upon receipt of all documentation, with time allowed to properly process the application.
- Reimbursement amounts shall be in accordance with the current CUPE BC Expense Policy.
- Subject to approval of the President, executive board members shall be reimbursed for reasonable expenses incurred while working for or on behalf of the union and its members. Receipts shall be required.
- Per diems paid to all delegates attending overnight conventions, seminars and education workshops out of town shall be based on the applicable rates under the CUPE BC Expense Policy.

a) **Mileage:**

To be paid when a member uses their vehicle to attend off-coast Union business at the prevailing CUPE BC rates.

b) **Travel – Other than by Car:**

All travel shall be discussed with and approved by the President and the Treasurer.

Arrangements shall be by the quickest method possible at the most reasonable fares available taking into consideration such things as length of stay, hotel accommodations (if necessary), other transportation, lost time, etc.

c) **Travel – By Car:**

When two or more members are attending the same meeting, all efforts shall be made to rideshare. The Executive Board can discuss extenuating circumstances.

d) **Accommodation:**

The Executive Board shall determine if accommodation is necessary for delegates to an event.

SECTION 2 – EXECUTIVE OUT-OF-POCKET EXPENSES:

The following honorariums shall be paid to the officers of the Local as listed below:

a) President	\$300.00	monthly
b) 1 st Vice-President	\$200.00	monthly
c) Treasurer	\$200,00	monthly
d) Secretary	\$200.00	monthly
e) 2 nd Vice-President (if applicable)	\$200.00	monthly

SECTION 3 – OUT OF POCKET EXPENSES:

Reasonable out-of-pocket expenses incurred by a member who is authorized by the Executive Board to work on its behalf shall be reimbursed. Receipts covering such expenditures shall be required.

POLICIES:

POLICY: TRADE UNION EDUCATION

IT IS THE GOAL OF LOCAL 801 WITH RESPECT TO TRADE UNION EDUCATION TO INVOLVE AND EDUCATE AS MANY MEMBERS AS POSSIBLE.

1. General:

Trade Union education shall be considered where a member or members take part in an organized class/seminar sponsored by the Canadian Labour Congress, the BC Federation of Labour, Canadian Union of Public Employees, (National, Provincial, Metro Council), District Labour Council, a recognized labour Studies Center, or Local 801.

In all cases of education whether sent by the Local or if a member asks for funding, the funding shall include the following:

- Cost of registration
- Cost of course and course materials
- Cost of transportation including mileage
- Per Diem in accordance with the CUPE BC Expense Policy
- Cost of hotel or lodging when necessary
- Cost of wage loss

Transportation shall be by the most economical manner taking into consideration the following:

- Cost of leave
- Cost of meals en route
- Total cost to Local
- Members desire

In most cases, registration, course, and material fees will be paid directly by the Union office.

In no case will reimbursement be made for fees unless the Executive Board or membership by way of vote have approved participation prior to the member's attendance.

2. Attendance:

Members sent to an education course/seminar are undertaking to attend all sessions of the program and to appropriately represent the Local.

3. Report:

A brief written report will be submitted at the next membership meeting. The attendees could submit this report as a whole.

4. How Members can attend:

a) Executive:

- Has the authority to choose and send delegates where there is not sufficient time to have members meet and determine the delegates.
- Has the authority to choose and send delegates where monies for the specified course/seminar have been budgeted for and approved.

b) Members:

- Can, upon learning of a particular course, apply for funding to attend. The Executive shall have the authority to approve payment within the education budget.
- Members who wish to attend any program will be chosen on the basis of their interest and/or participation in the subject or in Union affairs as detailed on the appropriate request form.

c) Membership Meetings:

- At a meeting, when approval of an Executive recommendation has been given, elections for delegates may be held.

POLICY: ARBITRATIONS – GENERAL

Assistance to other Unions

A member of Local 801 may find it necessary to assist on behalf of, or just attend an arbitration on behalf of, another Union at their request.

In such circumstances, the President shall authorize the leave of absence necessary and the reimbursement for meals and transportation costs.

It is agreed that this is done in recognition of the fact that the Union making the request for the 801 members to attend will return the favour on the same conditions that Local 801 agrees to their request.

POLICY: LEAVES OF ABSENCE AND BOOKOUTS FOR UNION BUSINESS

All leaves of absence must be authorized by the President or their designate whenever the time is to be charged to Local 801.

Leaves of absence paid for by management must be communicated to the Treasurer for tracking purposes.

For accounting purposes, all book outs need to be communicated to the Treasurer prior to the date.

It is the responsibility of the member, even if attending standard monthly committee/representative meetings, to contact the President regarding the need for booked out time. Leaves for committee work must be arranged at least 72 hours prior to the leave.

POLICY: DELEGATES TO CONVENTIONS

1. Except in special circumstances, Local 801 will send full delegate entitlement to the following conventions:
 - CUPE BC Division
 - CUPE National

All other conventions to be determined by motion.

Delegates to these conventions shall be established in the following order:

- President
 - Executive
 - Committee members
 - Membership
2. Delegates to convention shall be given a per diem to cover expenses while at the convention. In addition, the delegate will be paid an amount equal to any loss of salary incurred by attendance at the convention. The employer shall pay the delegate and the Union shall reimburse the employer.

Delegates will be given their per diem prior to leaving for the convention, allowing sufficient time for cashing of the cheque.

Transportation to and from the point of departure (if traveling by air) and to and from the point of arrival shall be reimbursed upon receipt of appropriate receipts (taxi, bus, etc) and completed detailed expense voucher.

The method of transportation, the need for a hotel room (and reservations), and the length of stay shall be determined by the Executive in each case as circumstances dictate.

The cost of spouses travelling is the responsibility of the delegate.

The extra cost of the spouse being in the hotel room shall be the responsibility of the delegate.

In unusual circumstances, where the delegate, in order to take part fully in functions directly attributable to the convention would be required to put out an unusually large amount of their per diem, consideration shall be given by the Executive to reimburse the delegate for that amount.

3. Delegate's responsibilities:

It is expected that all delegates will act in a responsible, honorable manner as representatives of Local 801.

All delegates shall submit a written report not more than thirty (30) calendar days after the convention has closed. The delegates could submit this report as a whole.

Delegates are expected to attend all regular sessions of the convention.

POLICY: COMPENSATION FOR UNION WORK ON STATUTORY HOLIDAYS, DAYS OFF OR ON WEEKENDS

Members attending conventions, conferences, seminars, etc on behalf of Local 801 which fall on their regularly scheduled day(s) off shall not generally be entitled to compensating time off in lieu except in special circumstances such as where there is a significant number of "days off" worked.

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. At a membership meeting where a question has been decided any two members who voted with the majority can give notice of a motion to reconsider a decision of the membership at the next membership meeting. The motion to reconsider requires the support of a two-thirds majority of members who vote. If two-thirds majority of members support reconsideration, the question will be placed in front of the membership for debate and a subsequent vote.
26. Members are allowed to leave a meeting with the permission of the Vice-President; however, in no case will a member leave during the reading of minutes, the initiation of new members, the installation of Officers, or the taking of a vote.
27. The Local Union's business and the proceedings of meetings are not to be divulged to any persons outside the Local Union, or the Canadian Union of Public Employees.

APPENDIX C – EQUALITY STATEMENT

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

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

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

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

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

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

APPENDIX D – 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 Local 801 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 for Local 801 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 for Local 801 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 members of Local 801, 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 abuse 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 wellbeing.

A complaint regarding this 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 the person 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 CUPE. It is meant to enhance the rights and obligations outlined in the Bylaws of Local 801, 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.

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