

CANADIAN UNION OF PUBLIC EMPLOYEES

LOCAL 458

BYLAWS

PREAMBLE

We, the public employees of the City of Chilliwack, Fraser Valley Regional District, Cultus Lake Park Board, District of Kent, District of Hope, Hope Recreation Commission and the Village of Harrison (comprising the “units”) believe it to be a natural right of those who toil to unite together for mutual protection and advancement. This document is without regard to race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, gender, sexual orientation, age or any other protected area. In order to involve as many of our members as possible through the sharing of duties and responsibilities, and to enjoy to the fullest extent the wealth created by our labours, we hereby accept the following Bylaws for the governing of this Local.

SECTION 1 – NAME

The name of this Local shall be:

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 458.
(See Schedule “C” for the structure of the Union.)

SECTION 2 – OBJECTIVES

The objectives of this Local are to:

- (A) Secure adequate remuneration for work performed and generally advance the economic and social welfare of its members and of all workers.
- (B) Support C.U.P.E. in reaching the goals set out in Article II of the National Constitution.
- (C) Provide an opportunity for its members to influence and shape their future through free and democratic trade unionism.

- (D) Encourage the settlement by negotiation of all disputes between the members and the employers.

SECTION 3 – INTERPRETATION AND DEFINITIONS

- (A) Masculine pronouns shall be understood to include the feminine gender.
- (B) Numbers of Articles at the end of sections or sub-sections refer to relevant Articles of the CUPE Constitution, which should be read in conjunction with these Bylaws.

SECTION 4 – MEMBERSHIP MEETINGS: GENERAL, UNIT AND SPECIAL

- (A) General Membership meetings of the Local shall be held every odd numbered month commencing with January as month number one. The time and place to be set by the membership at the September **Annual** General Meeting. If a meeting change is required, a minimum of two weeks notice shall be given to the members of the Local.
- (B) Unit Membership meetings of each unit shall be held as directed by those members but no less than quarterly. The time and place to be set by the members of the affected unit. Each unit shall by a majority vote of its members determine the time and date of their meeting. If a meeting change is required, a minimum of two weeks notice shall be given to the members of the affected unit.
- (C) Special meetings may be scheduled by the Unit Chair of each unit, the Executive Board or by request in writing by no fewer than five (5) members for Unit Meetings or fifteen (15) members in the case of a General Meeting of all units. The Unit Chair or the President as applicable shall immediately call a special meeting when so ordered or requested and shall see that all members receive at least 48 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.
- (D) In the event of a special meeting, the time and place of such meeting shall be affixed to the meeting notice.
- (E) A quorum for the transaction of business at any ~~regular~~, general or special meeting **of the Local as a whole** shall be twelve (12) members, including at least ~~the Unit Chair Person and one officer of the unit, save and except for those units in which there are less than twelve members comprising the unit, in which case the Unit Chair Person of the unit and the majority~~

~~members of the unit must be present.~~ three (3) members of the Executive Board. In the case of an Annual General Membership Meeting a minimum of fifteen (15) members and at least three (3) members of the Executive Board must be present.

(New(New) A quorum for the transaction of business at any Unit meeting shall be twelve (12) members including at least the Unit Chair and one (1) officer for Units consisting of 37 or more members. In Units consisting of 36 or less members, quorum will be met when at least 33% of the dues paying members are in attendance including at least one (1) officer. the Unit Chair.

(F) Annual General Meeting

The Annual General Meeting to be held on the second Wednesday at 7:00 p.m. in the month of September shall be to elect and install officers to fill all existing vacancies. Regular Union business will also be conducted at this meeting.

The following shall submit reports:

1. Executive Board
2. Secretary-Treasurer
3. Education Committee
4. Health and Safety Committee
5. Women's Committee
6. Political Action and Publicity Committee
7. Other Committee as requested by the Executive
8. Unit Chairs

(G) The order of business at the Annual and General Meetings is as follows:

1. Roll Call of Officers
2. New Member Initiation
3. Reading of Minutes of Previous Meeting
4. Matters Arising from Minutes
5. Treasurer's Report
6. Communications and Bills
7. Executive Board Report
8. Reports of Committees and Delegates
9. Nominations, Elections and Installations
10. Unfinished Business
11. New Business
12. Good of the Union: ~~Four draws of \$25 each~~
13. Adjournment

(H) The fiscal year for this Local shall be from January 1st to December 31st.

- (I) The order of Business at Regular Unit Membership meetings is as follows:
1. Roll Call of Officers
 2. New Member Initiation
 3. Reading of Minutes of Previous Meeting
 4. Matters Arising from Minutes
 5. Treasurer's Report (from the General Meeting)
 6. Communications and Bills
 7. Executive Board Reports
 8. Reports of Committees and Delegates
 9. Nominations, Elections and Installations of Unit Chairs and Shop Stewards
 10. Unfinished Business
 11. New Business
 12. Good of the Union
 13. Adjournment

SECTION 5 – OFFICERS

The Officers of the Local shall be:

President*

Vice-President*

Secretary-Treasurer*

Recording Secretary*

Chief Shop Steward*

*EXECUTIVE BOARD

Unit Chair Persons (7)*

Sergeant-at-Arms

Three (3) Trustees

Shop Stewards

One trustee shall be elected annually for a three (3) year term, or in case of vacancies occurring, elect Trustees to fill only the un-expired terms in order to preserve overlapping terms of office.

SECTION 6 – EXECUTIVE BOARD

- (A) The Executive Board shall consist of the President, Vice-President, Secretary-Treasurer, Recording Secretary, Chief Shop Steward and all seven Unit Chairs.
- (B) The Executive Board shall meet at least once every month **except for the months of July and August.**
- (C) A majority of the Executive Board constitutes a quorum.

- (D) 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 comprising of all the units and having it approved.
- (E) 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.
- (F) All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.
- (G) Should any officer fail to perform their duties as outlined in these bylaws, or fail to answer the roll call for three (3) consecutive membership meetings, or in the case of the Executive, three (3) regular board meetings, without having submitted good and sufficient reason for those failures, their office may be declared vacant. In the case of a vacant Executive Board position or positions, an election for the vacancy or vacancies shall be held at the following meeting. Seven (7) days advance notice of the election must be posted throughout the Local.
- (H) All General Executive officer positions shall be elected at the September Annual General Meeting. The term of office of the Executive Board members shall be for a term of two (2) years.
- (I) All Unit specific Executive positions will be elected at the Unit meeting immediately preceding the Annual General Meeting with a one year term.
- (J) Out of pocket expenses will be paid in the amount of \$125.00 per month to the President, \$100.00 each per month to the Vice-President, Secretary-Treasurer, Chief Shop Steward, and Recording Secretary and, \$75.00 per month to each of the Unit Chair Persons. Shop Stewards shall receive \$25.00 per month. No member of the Executive Board shall hold more than one Executive Board position, save and except may hold the position of a Shop Steward.
- (K) Except for ordinary expenses and bills as approved at membership meetings, no sum over ~~fifty~~ **five hundred (\$500.00)** dollars shall be voted for the purpose of a grant or contribution to a member or any cause outside of CUPE, except by a notice of motion given in writing and dealt with at the following membership meeting.

SECTION 7 – DUTIES OF OFFICERS

- (A) The President shall:
- Preside over the Annual General Meeting and General meetings;
 - Attend all Executive Board, Special, General, and Unit meetings; and any other meetings as required;
 - Enforce the CUPE Constitution and these bylaws;
 - Attend all Executive Board, General and any other meetings as required;
 - Be held accountable to, and follow direction from, the Executive Board;
 - Decide all points of order and procedure (subject always to appeal to the membership);
 - Ensure that all officers perform their assigned duties;
 - Introduce new members and conduct them through the initiation ceremony;
 - Sign all cheques and ensure that the Local's funds are used only as authorized or directed by the Constitution, Bylaws, or vote of the membership;
 - Have first preference as a delegate to the CUPE National and (B.C. Division) Conventions;
 - Chair the Grievance Committee;
 - Chair the Bargaining Committee of all units, in the event it was agreed that all units were to bargain collectively;
 - Be empowered to employ necessary clerical assistance to be paid for out of the Local's funds.
- (B) The Vice-President shall:
- Chair Executive Board meetings and shall attend General and other meetings as required;
 - If the President is absent or incapacitated, perform all duties of the President;
 - If the office of President falls vacant, be acting President until a new President is elected after a notice of motion, duly given and posted throughout the Local at least seven (7) days in advance;
 - Render assistance to any member of the Board as directed by the Board;
 - Be a member of the Budget Committee.
- (C) The Secretary-Treasurer shall:
- Attend Executive Board, regular General and any other meetings as required;
 - Receive all revenue, initiation fees, dues and assessments, keeping a record of each member's payments, and deposit promptly all monies with a financial institution;
 - Prepare all CUPE National per capita tax forms and remit payment;

- Record all financial transactions in a manner acceptable to the Board and in accordance with good accounting practices;
- Be bonded for not less than \$500 (or any greater sum as may be decided at a membership meeting, taking into account the assets of the Local and the amount of cash and cheques handled by the Secretary, through the Master Bond held by the National Office);
- With the approval of the President, pay all bills, wages and expenses as authorized by the Executive and such other payments as may be necessary;
- Pay no money unless supported by a voucher duly signed by the President or two other members of the Board, except that no voucher shall be required for payment of per capita fees to any organization to which the Local is affiliated;
- Make all books available for inspection by the auditors and/or Trustees on reasonable notice, and have the books audited at least once each calendar year and within reasonable time, respond in writing to any recommendations and concerns raised by the Trustees.
- Provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE;
- Be empowered, with the approval of the President, to employ necessary clerical assistance to be paid for out of the Local's funds;
- Notify all members whose dues are one month in arrears and report to the Board all members two or more months in arrears;
- Serve as Chairman of the Budget Committee;
- Present the Secretary-Treasurer's report at the September meeting;
- On termination of office surrender all books, seals and other properties of the Local to his successor or the President;
- Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or vouchers for every disbursement made, receipts for all money sent to CUPE headquarters, as well as records and supporting documents for all income received by Local 458.

(D) The Recording Secretary shall:

- Attend Executive Board, regular General and any other meetings as required;
- Keep full and accurate account of the proceedings of all membership and Board meetings;
- Record all alterations in the bylaws;
- Carry out secretarial duties as directed by the Board;
- File a copy of all letters sent out and keep on file all communications;
- Prepare and distribute all circulars and notices to members;
- Have all records ready on reasonable notice for auditors and Trustees;
- On termination of office, surrender all books, seals and other properties of the Local to his successor or the President;

- Preside over Membership and Board meetings in the absence of both the President and Vice-President;
 - Be empowered, with the approval of the President, to employ necessary clerical or other assistance to be paid for out of the Local's funds.
- (E) The Chief Shop Steward
- Attend Executive Board, regular General and any other meetings as required;
 - Shall attend all meetings of the shop stewards;
 - Render assistance to any member of the Board as directed by the Board;
 - Render assistance to Shop Stewards of the Local.
- (F) The Unit Chair Persons shall:
- Chair unit meetings of their affected unit;
 - Render assistance to any member of the Board as directed by the Board;
 - Oversee and assist Shop Stewards with duties listed above;
 - Sit on the Bargaining Committee for his/her unit;
 - Attend General, Executive and Stewards meetings and any other meetings as required.
 - Report all Unit grievances to the Executive Grievance committee.
- (G) The Trustees shall:
- Attend regular General, Trustees, Budget and any other meetings as required;
 - 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 Committee annually;
 - Make a written report of their findings to the first membership meeting following the completion of each audit;
 - Submit in writing to the President or Secretary Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Unions funds, records, and accounts are being maintained by the Secretary Treasurer in an organized, correct and proper manner.
 - Be responsible to ensure that monies are not paid out without proper constitutional or membership authorization;
 - Ensure that proper financial reports are made to the membership;
 - Audit the record of attendance
 - Use audit forms supplied by the National Office and send a copy of each annual audit to the National Secretary-Treasurer in accordance with the provisions of the CUPE Constitution;

- 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;
- 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;
- Carry out duties as outlined in Section 10 (C) clauses 2 and 3 of these bylaws;
- All Trustees will be members of the Budget Committee;
- The second year (2nd) Trustees will be a member of the Bylaws Committee;

(H) The Shop Stewards shall:

- Define, detect, prepare and present grievances at the initial level;
- Generally know and police the collective agreement and Provincial or Federal legislation affecting labour and a particular job;
- Provide communications and information from the members in the unit to the Unit Chair and the Executive and from the Executive to the members, including distribution of Union literature and newspapers;
- Attend monthly Regular and Stewards meetings and any other meetings as required;
- Greet new employees and encourage the participation of all members of the unit in Union activity;
- Maintain daily contact with the members to provide ongoing Union awareness and education.

(I) The Sergeant-at-Arms shall:

- Attend Regular General meetings;
- Guard the inner door at membership meetings and admit no one but members in good standing or officers and officials of CUPE, except on the order of the President and by the 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 Board from time to time;
- Have the right to request a CUPE membership card from meeting attendees.

- (J) Privacy Officer: Ensure policy and processes are implemented to protect the private information kept by Cupe Local 458. This position will be held by an Executive Officer as an extra duty/responsibility.

SECTION 8 – FEES, DUES AND ASSESSMENTS

(A) INITIATION FEE

Each application for membership in the Local shall be directed to the Secretary-Treasurer and shall be accompanied by an initiation fee of \$6, which shall be in addition to monthly dues. The Secretary-Treasurer shall issue a receipt. If the application is rejected the fee shall be returned. If a new member presents a withdrawal or transfer card recognized by CUPE National to the Secretary Treasurer of the Local he/she will be reimbursed the difference between the initiation fee and the re-admittance fee. Returning members whom have previously left the local in good standing will only be charged the re-admittance fee.

(B) RE-ADMITTANCE FEE

~~No re-admittance fee shall be charged provided a proper withdrawal card has been presented.~~ The re-admittance fee shall be \$1.

(C) MONTHLY DUES

Dues are to be deducted at the rate of 2% (0.02) of the gross regular wages from all Employees included in the bargaining unit commencing immediately upon employment. A further .15% (0.0015) to be deducted when the Local's defense fund falls below \$30,000 and ceased when \$30,000 is again reached.

The minimum monthly dues of the Local shall be not less than the total per capita tax levies to the affiliates of the Local Union. Any percent increase in per capita tax levied shall result in an automatic increase by the same percentage amount for dues to be deducted from each member.

The defense fund is to be used for strike aversion measures beyond normal bargaining expenses, or in the case of a strike, to defray costs to the Local incurred as a result of administering that strike. In addition, the defense fund may be used to pay the cost of an arbitration hearing as approved by the Executive Board or the cost of obtaining a legal opinion to assist in determining whether or not to forward a grievance to arbitration. Any other use must be approved by the membership after a notice of motion is duly given and posted throughout the Local at least seven (7) days in advance of the next meeting.

- (D) Changes in the levels of the Initiation Fee or the Monthly Dues can be effected only by following the procedure for amendment of these bylaws (see Section 14) with the additional provision that the vote must be by secret ballot.
- (E) Special assessments may be levied in accordance with Article B.4.2 of the CUPE Constitution.

SECTION 9 – NON-PAYMENT OF DUES AND ASSESSMENTS

A member in arrears for a period of three months or more shall be automatically suspended and his suspension shall be reported to the Executive Board by the Secretary-Treasurer. The Executive Board shall report to the next membership meeting with a recommendation. Any member under suspension wishing to be reinstated shall, upon application, pay the re-admittance fee, plus any dues and assessments in arrears. This money will be returned if the application is rejected. If a member has been unemployed or unable to work because of sickness, he shall pay the re-admittance fee but may not be required to pay his arrears.

SECTION 10 – TERMS OF OFFICE, NOMINATIONS, ELECTIONS AND INSTALLATION OF OFFICERS

(A) TERMS OF OFFICE

The term of office for all Executive Board Members shall be two (2) years. The Sergeant-at-Arms and Shop Stewards shall be a one (1) year term.

The elections of the Executive Board shall be staggered for the purposes of continuity. The President, Secretary Treasurer, Chief Shop Steward and the Unit Chairs for Hope District, Harrison Hot Springs and Cultus Lake Parks Board will stand for election during one election period. The Vice President, Recording Secretary, and Unit Chairs for Hope Recreation, District of Kent, Fraser Valley Regional District and City of Chilliwack in the alternate election year.

In the event of collective agreement bargaining being incomplete, the election procedure may be delayed by the Executive until immediately after the collective agreement has been ratified.

(B) NOMINATIONS

Executive nominations shall be received by the Executive Board at the Regular Executive Board Meeting held in the month of August **June** and at the Annual General Meeting held in September. No nominations shall be

accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting his/her consent in writing, duly witnessed by another member. This does not apply to Shop Steward positions or Unit Chair positions, which are elected from the affected work unit at the Unit meeting immediately prior to the Annual General meeting. No member shall be eligible for nomination if they are in arrears of dues and/or assessments.

(C) EXECUTIVE ELECTIONS (excluding Unit Chairs)

1. The voting shall take place at the Annual General Membership meeting in September. The vote shall be by secret ballot.
2. The first (1st) and second (2nd) year Trustees plus appointed scrutineers shall be responsible for issuing, collecting, and counting the ballots. They must be fair and impartial and see that all arrangements are unquestionably democratic.
3. The first (1st) and second (2nd) year Trustees shall determine the form of the ballot and ensure that sufficient quantities are made available at the time of election.
4. Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
5. A majority of votes cast shall be required before any candidate can be declared elected, and second and subsequent ballots shall 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 ballots shall be dropped. In case of a final tie vote, the presiding officer may cast the deciding vote.
6. When two or more nominees are to be elected to any office 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.
7. Any member may request a recount of the votes for any election and a recount shall 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 laid down in Section 4(d).
8. In the event of ongoing collective bargaining elections can be extended with membership approval and with review by the membership in six (6) months. The extensions can be only for a

maximum of one (1) year in total, so that total length of time that can pass without elections being called cannot exceed two (2) years.

(D) INSTALLATIONS

1. All duly elected officers shall be installed at the meeting at which elections are held and shall continue in office for their elected term 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 as laid down in Article B.3.10 of the CUPE Constitution.

(E) BY-ELECTIONS

Should an office fall vacant pursuant to Section 6 (G) of these Bylaws or for any other reason, the resulting by-election should be conducted as closely as possible in conformity with this Section.

SECTION 11 – DELEGATES TO CONVENTIONS, CONFERENCES, SEMINARS & WORKSHOPS

- (A) Where possible the membership shall be informed of all the above in order to allow their names to stand as a delegate. Except for the President's option as noted in Section 7(A), all delegates to the above shall be approved by the membership.
- (B) Delegates to the Fraser Valley District Council and affiliated Labour Councils will be appointed by the Executive Board if positions are not filled by election at the Annual General Meeting. Delegates will be paid **for mileage at forty (40) cents mileage and one meal allowance for attendance at related meetings. in accordance with the Canada Revenue Agency maximum non-taxable mileage rate for the applicable year.**
- (C) Any member absent from work on authorized union business shall be fully compensated by the union for loss of wages, benefits and for any other expenses properly incurred.
- (D) Delegates to all Conventions, Conferences, Seminars and Workshops shall be paid a daily per diem of ~~fifty dollars (\$50)~~ **seventy five dollars (\$75.00)** plus mileage where such convention or conference is held outside the Fraser Valley Regional District's boundaries. Any member

attending the above are required to make an oral report to their unit and submit a written report to the Executive Board. Copies of such reports may be requested from the Executive Board by the general membership.

- (E) Delegates to all Conventions, Conferences, Seminars and Workshops shall be paid a daily per diem of ~~twenty five dollars (\$25)~~ **thirty dollars (\$30.00)** plus mileage where such seminar and workshop is held inside the Fraser Valley Regional District's boundaries. Any member attending the above may be required to make an oral report to their unit and submit a written report to the Executive Board. Copies of such reports may be requested from the Executive Board by the general membership.
- (F) Where a parent is partaking in Union schools, Seminars, Conventions or affiliated meetings, provision for reimbursement for day care expenses by the Union Local is to be set at an appropriate amount with the approval of the Executive.

SECTION 12 – COMMITTEES

(A) STANDING COMMITTEES

The Chairman of each standing committee shall be elected by the Members at a membership meeting. If a Chairman is not elected, the committee shall be the Executive until such time as a volunteer comes forward. The Chairman and/or the Executive Board may, with the concurrence of the membership, appoint other members to serve on a committee. Each committee will provide a verbal or written report at each regular membership meeting. Each committee shall be responsible for formulating the budget of their committee. Up to two (2) Executive members may sit on any committee as ex-officio members of that committee. One shall be the Vice-President. Committees will have their own budgets, but, as the President is responsible for the proper expenditures of the Local's funds, all expenditures will be only with the approval of the President, and, where appropriate, the Executive Board and/or the membership. Committees will operate autonomously as well as carry out duties as directed by the Executive Board.

The Standing Committees are as follows:

1. BARGAINING COMMITTEES

- a) The function of these committees are to prepare collective bargaining proposals and to negotiate a Collective Agreement with their respective employer. Each Committee shall consist of the Unit Chair Person and a minimum of one

additional member duly elected. The CUPE representative assigned to the Local shall be a non-voting member of each committee and shall be consulted at all stages, from formulating proposals, through negotiations, to contract ratification by each bargaining unit. Each Bargaining Committee shall also be responsible for forming the Strike Committee and the Strike Action Committee on the date that a strike vote has been taken. This committee will also deal with matters concerning the Collective Agreement throughout their terms.

- b) A questionnaire must be distributed to the members of each bargaining unit at least five (5) months prior to the expiration of their respective current Collective Agreement. The Bargaining Committee will formulate the proposal from the questionnaire for ratification by the affected membership.

2. GRIEVANCE COMMITTEE

The Grievance Committee shall consist of the Executive Board. All grievances not settled at the first stage shall be submitted to the Executive with a copy to the CUPE representative. The Chief Shop Steward shall ensure the proper processing of all grievances and report to the Executive Board meeting. Grievances must be in writing on the forms provided by the National Office and be signed by the complainant or complainants and signed by an Officer of the Union.

3. BUDGET COMMITTEE

The Executive Board, all three (3) Trustees and the Chairman of each committee with an operational budget will be members of the Budget Committee. The Secretary-Treasurer shall serve as Chairman of the Budget Committee. It shall be the duty of this committee to draw up an operational budget for CUPE Local 458 to be presented to the membership at the General Meeting held in the month of January, for ratification and adoption.

4. EDUCATION COMMITTEE

It shall be the function of this committee to:

- Arrange for representation of the Local at any appropriate and available educational seminar or conference and submit recommendations accordingly to the Executive Board;
- Shall compile and keep up to date, a list of courses and seminars attended by each member;
- Instruct delegates in the preparation of reports to the membership on seminars and conferences and maintain a reference file of these reports;

- Co-operate with the education and with regional education representatives in implementing both the Local's and CUPE's policies in the field;
- Shall implement the Education Program as laid down in the National Defense Regulations.

5. POLITICAL ACTION AND PUBLICITY COMMITTEE

It shall be the function of the committee to:

- Co-operate with the Executive Board in preparing press releases and other publicity material;
- Co-operate with the public relations departments of CUPE in implementing both the Local's and CUPE's policies in the field.

6. GOOD OF THE UNION COMMITTEE

It shall be the function of this committee to:

- If a member is ill, may send some token of the Local's concern and desire to help, whether the member is at home or in hospital (flowers etc. up to \$50);
- Extend the Local's condolences in the event of the death of a member or one of his/her immediate family and make any other appropriate gesture in accordance with custom or the wishes of the family concerned (flowers or donations to charity of family's choice up to \$50);
- Arrange and conduct all social, recreational and retirement activities of the Local either on the committee's own initiative or as a result of decisions taken at membership meetings. The committee shall be responsible for securing a gift (up to \$100.00) for a retiring member and must submit reports and proposals to the Executive Board or to the membership as required. The Executive Board shall be held responsible for the proper and effective function of this committee.

7. BYLAWS AND POLICY COMMITTEE

It shall be the function of this committee to:

- Formulate new bylaw wording as directed by the membership;
- The committee's proposals must be submitted to the Executive Board prior to being put to the floor;
- The committee will comprise of a minimum of two (2) to a maximum of four (4) members;
- The second year Trustee will be a member of this committee;
- Prepare a written report to be submitted at the Annual General Meeting in September. Monthly reports shall not be required.

8. **WOMEN'S COMMITTEE**

It shall be the function of this committee to:

- Hold meetings on a regular basis at a time and place convenient to the majority of the active members of the committee;
- Appoint one member to be the Local's contact person for the Fraser Valley District Council Women's Committee and other affiliated organizations;
- Act as a support and informational committee to all members of the Local with regards to maternity/paternity leave, equality, sexual harassment and child care;
- Be comprised of at least two members;
- Prepare a written report to be submitted at the Annual General Meeting in September of each year.

9. **HEALTH AND SAFETY COMMITTEE**

It shall be the function of this committee to:

- Act as a resource group encouraging and promoting safety and good health practices at the workplace, at home, and at leisure time activities;
- Be active in the development and submission of reports, briefs, appeals on attitudes and/or rules relating to workplace safety and occupational health alone or in conjunction with the other groups striving for like improvements;
- Each bargaining unit's joint Safety Committee and Employee Assistance Program Committee shall have membership on this committee.

10. **AD HOC COMMITTEES**

Special Ad Hoc committees may be established for a specified purpose and period by the membership at a meeting. The members shall be elected at the same or another membership meeting or may be appointed by the President or Executive Board.

SECTION 13 – RULES OF ORDER

All meetings of the Local shall 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 "A". 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 "A", the CUPE Constitution may provide

guidance, but if the situation is not dealt with there, Bourinot's Rules of Order shall be consulted and applied.

SECTION 12 – AMENDMENT

- (A) These bylaws are always subordinate to the CUPE Constitution (including Appendix "A") as it now exists or may be amended from time to time, and in the event of any conflict between these bylaws and the CUPE Constitution, the latter shall govern. Constitutional interpretation, including determination of conflicts, is the prerogative of the National President.
- (B) These bylaws shall not be amended, added to, or suspended except upon a majority vote of those present and voting at a general or special membership meeting following written notice of motion duly given at a previous regular membership meeting and having been posted at least seven (7) days in advance of the next membership meeting.
- (C) No change in these bylaws shall be valid and take effect until approved by the National President of CUPE. The validity shall date from the letter of approval of the National President.

APPENDIX “A” TO THE BYLAWS OF LOCAL 458, C.U.P.E.

RULES OF ORDER

1. The President, or, in his absence, the Vice-President, shall take the chair at all membership meetings. In the absence of both the President and the Vice-President, the Recording Secretary shall act as President and in his absence a President pro-tem shall be chosen by the Local.
2. No members, except the Chairman of a committee making a report or the mover of a resolution, shall speak more than five minutes, or more than once on the same question without the consent of the meeting or until all who wish to speak have had an opportunity. Chairman and movers of a resolution shall be limited to fifteen minutes, except with the consent of the meeting.
3. The President shall state every question coming before the Local, and before allowing debate thereon, and again immediately before putting it to vote, shall ask: “Is the Local ready for the question?” Should no member rise to speak, the question shall then be put.
4. A motion to be entertained by the presiding officer must be moved and seconded; both mover and seconder must rise and be recognized by the Chair.
5. A motion to amend, or to amend an amendment, shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment, or amendment to an amendment, which is a direct negative of the resolution shall be in order.
6. On motion, the regular order of business may be suspended, by a two-thirds vote of those present, to deal with any urgent business.
7. All resolutions and motions other than those named in Rule 17, or those to accept or adopt the report of a committee, shall, if requested by the presiding officer, be presented in writing before being put to the Local.
8. At the request of any member, and upon a majority vote of those present, a question may be divided when the sense will admit of it.

9. Any member having made a motion can withdraw it with the consent of the seconder, except that any motion, once debated, cannot be withdrawn except by a majority vote of those present.
10. When a member wishes to speak on a question or to make a motion, he shall rise in his place and respectfully address the presiding officer, but, except to state that he rises to the point of order or on a question of privilege, he shall not proceed further until recognized by the chair.
11. When two or more members rise to speak at the same time, the presiding officer shall decide which one is entitled to the floor.
12. Every member, while speaking, shall adhere to the question under debate and avoid all personal, indecorous, or offensive language as well as any poor reflection on the Local or member thereof.
13. If a member, while speaking, is called to order, he shall cease speaking until the point is determined; if it is decided he is in order, he may again proceed.
14. No religious discussions shall be permitted.
15. The President shall take no part in debate while presiding, but may yield the chair to the Vice-President in order to speak on any question before the Local, or to introduce a new question, until such question has been resolved.
16. In cases of a tie, the President may give a casting vote or, if he chooses, refrain from breaking the tie, in which case the motion is lost. At no other time does the President have a vote.
17. When a motion is before the Local, no other motion shall be in order except:
 - a) to adjourn,
 - b) to put the previous question, ‘
 - c) to lay on the table,
 - d) to postpone for a definite time,
 - e) to refer,
 - f) to divide or amend.These motions shall have precedence in the order named. The first three of these shall be decided without debate.
18. A motion for the previous question, when regularly moved and seconded, shall be put in this form: “Shall the main question be now put?” If it is adopted, the President shall proceed to take the vote on the resolution and amendments thereto (if any) according to their priority. If an

amendment or an amendment to an amendment is adopted, the original resolution, as amended, shall be put to the Local.

19. A motion to adjourn is in order except:
 - a) when a member has the floor,
 - b) when members are voting.
20. A motion to adjourn, having been put and lost, shall not be in order again, if there is further business before the Local, until fifteen minutes have elapsed.
21. After the presiding officer declares the vote on a question, and before the Local proceeds to another order of business, any member may ask for a division. A standing vote shall then be taken and the Secretary shall count same.
22. If any member wishes to challenge (appeal) a decision of the chair he must do so at the time the decision is made. If the challenge is seconded, the member shall be asked to briefly state the basis for his challenge. The chairman shall immediately and without debate put the question: "Shall the decision of the chair be sustained?" A majority vote shall decide except that in the event of a tie the chair is sustained.
23. After a question has been decided, any two members who have voted in the majority may, at the same or next meeting, move reconsideration thereof.
24. No member shall enter or leave a meeting during the reading of minutes, the initiation of new members, the installation of officers, or the taking of a vote; and no members shall be allowed to leave without the permission of the Sergeant-at-Arms.
25. The Local's business, and proceedings or meetings, are not to be divulged to any persons outside the Local or the Canadian Union of Public Employees.

Approved By The Membership of CUPE Local 458, this 14th day of September, 2005.

PRESIDENT

RECORDING SECRETARY

Approved by CUPE NATIONAL OFFICE, this ____ day of _____ 2005.

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