

Bylaw Amendments

RULES OF ORDER

Article 2: Governing Authority

The Local is a chartered local of the Canadian Union of Public Employees. These bylaws shall conform in all respects with the Constitution of the Canadian Union of Public Employees (CUPE). Should an unauthorized conflict arise between these by-laws and the CUPE Constitution, the CUPE Constitution shall take precedence. The activities of the Local shall be in conformity with the Constitution and bylaws of the Canadian Union of Public Employees and the Local. The Canadian Union of Public Employees shall hereinafter be referred to as “the Union.”

~~The Local shall use Bourinot's Rules of Order, except as modified by the membership.~~

Article 4: Organizational Structure

~~4.3 All meetings of the governing bodies of the Local shall be conducted in accordance with Bourinot's Rules of Order, except as modified by the membership.~~ **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 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 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.

ACTIVE MEMBERSHIP

Article 5: Membership

5.2 Any member whose employment terminates may retain her or his membership until ~~twenty-four (24)~~ **eighteen (18)** months after the expiry of her or his contract.

MEETING NOTICE

Article 6: General Meetings

- (a) General membership meetings shall be held at least ~~once~~ **three (3) times** between September 1st and December 31st, and at least ~~once~~ **three (3) times** between January 1st and April 30th.
- (b) Members shall be adequately informed of General Membership Meetings ~~seven (7)~~ **fourteen (14)** days prior to a meeting, by means of written notice, bulletin boards or such other method as the Executive Committee deems effective.
- (c) Special general membership meetings may be ordered by the Executive Committee or requested in writing by no fewer than twenty (20) members. The President shall immediately call a

special meeting when so ordered or requested and shall see that all members receive at least ~~two (2)~~ **five (5)** full working days notice of the special meeting and the subject(s) to be discussed (except meetings called by the Executive Committee with regards to strike actions, which shall require just twenty-four (24) hours notice). No business shall be transacted at the special meeting other than that for which the meeting has been called and notice given.

MEETING AGENDA

Article 6: General Meetings

(g) General Membership Meeting Agendas

Meetings will follow this order of business:

- 1. Call to Order**
- 2. Approval of the Agenda**
- 3. Roll Call of Officers**
- 4. Reading of the Equality Statement**
- 5. Voting on new members and initiation**
- 6. Acceptance of the Minutes**
- 7. Matters Arising form the Minutes**
- 8. Treasurer's Report**
- 9. Communications**
- 10. Executive Committee Reports**
- 11. Reports of Committees and Delegates**
- 12. Elections**
- 13. Old Business**
- 14. New Business**
- 15. Good of the Union**
- 16. Adjournment**

DUTIES OF THE EXECUTIVE COMMITTEE

7.2 Duties of the Executive Committee

(h) The President, Treasurer and two Vice-Presidents shall be the official signing officers for the Local. The two Vice-Presidents who will serve as signing officers shall be selected by the Executive Committee at the first meeting of the Executive Committee immediately following the AGM. **All signing Officers of Local 4207 shall be bonded through the master bond held by CUPE National. Any Officer who cannot qualify for the bond shall be disqualified from having signing authority.** A signing officer shall not sign his or her own cheque.

(l) The Executive Committee shall have the authority to authorize expenditures of up to ~~\$500~~ **\$650** for any item of business discussed at a meeting of the Executive Committee. Expenditures greater than ~~\$500~~ **\$650** shall be brought to the membership for approval at a properly constituted general membership meeting.

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

CHAIRING OF MEETINGS

7.3 Duties of the President

(d) The President shall ~~preside and preserve order at all meetings of the membership~~ **chair all meetings of the local union.**

7.4 Duties of the Vice-President

~~(a) One Vice-President shall preside at all meetings of the Executive Committee. The position of Chair shall alternate between each Vice-Presidents for each meeting. At her or his discretion, the chair may appoint a chairperson for any meeting.~~

(a) ~~(b)~~ The Vice-Presidents shall assist the President in the administration of the Local.

(b) ~~(c)~~ In the absence of the President one of the Vice-Presidents shall assume the duties of the President until such time as the President is able to resume her or his duties. The executive shall determine which Vice-President shall assume the duties.

(c) ~~(d)~~ In the event of vacant seats on the Executive Committee, the Vice-Presidents shall assist in the performance of those duties until a replacement is found.

(d) ~~(e)~~ In case of the resignation or death of the President, one of the Vice-Presidents shall perform the duties of the President until such vacancy is filled as provided in these by-laws. The executive shall determine which Vice-President shall perform these duties.

(e) ~~(f)~~ The Vice Presidents shall be responsible for reporting to the executive on all matters of concern or interest within and outside the university. They shall:

- i) Liaise with other unions, university, student and other organizations within the university.
- ii) Inform of strikes and lockouts in Ontario and in the Canadian university sector.
- iii) In the absence of an elected representative to attend senate meetings or meetings of the board of governors, the executive will select one of the vice presidents to attend these meetings.

(f) ~~(g)~~ In addition to the duties and responsibilities above, the Vice Presidents shall be responsible for organizing and mobilizing members of their units in conjunction with their Unit Steward(s).

DUTIES OF THE PRESIDENT

7.3 Duties of the President

~~(e) The President may assign a designate from the Executive Committee to complete functions described in (i), (iii), and (iv).~~

~~The President shall:~~

(e) ~~(i)~~ Act as a member of the Bargaining Committee.

- (f) ii. Work with all members of the executive to ensure that executive members have enough support to fulfill their duties as described within these by-laws.
- (g) iii. Attend all Stage 2 grievance meetings, grievance mediations and arbitrations.
- (h) iv. Act as the spokesperson for the Local.
- (i) v. The President, **Executive Committee, or the General Membership** may assign a designate from the Executive Committee to complete functions ~~described in i., iii., and iv~~ **due to absence or unavailability.**

DUTIES OF THE RECORDING SECRETARY

7.5 Duties of the Recording Secretary

- (b) The Recording Secretary shall:
 - (i) ~~cause to be kept a correct, full and impartial account of the proceedings of meetings of the Executive and the membership, in a file which shall be kept in the Local office. Each record of proceedings shall include a copy of the full financial report presented by the Secretary-Treasurer.~~ **Keep full, accurate, and impartial account of the proceedings of all regular or special membership and Executive meetings. These records must also include a copy of the full financial report (Executive Meetings) and the written financial report (membership meetings) presented by the Treasurer. The record will also include Trustees' report. These records will be kept in the office, and digitized for proper record keeping.**
 - (vii) **record all amendments and/or additions in the bylaws, and make certain that these are sent to the National President for approval prior to implementing.**

DUTIES OF THE TREASURER

7.6 Duties of the Treasurer

- x) ~~under direction of the Executive, ensure that the finances of the Local are audited by the Trustees once per calendar year~~ **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;**
- xi) ~~be the primary signing officer for all cheques or drafts drawn on the Treasury of the Local. co-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.~~
- xii) ~~In the event that the Treasurer is unable to fulfill her or his duties, a majority of the Executive Committee may designate that cheques may be co-signed by the President and Vice-President. In such cases, the Executive Committee may appoint another signing officer.~~ **in consultation with the Executive, designate a signing officer during prolonged absences.**

DUTIES OF THE CHIEF STEWARD

7.4 Duties of the Chief Steward

- (d) The Chief Steward shall supervise the elections of all Stewards, and shall coordinate the training and activities of the Stewards.

DUTIES OF THE TRUSTEES

7.11 Duties of Trustees

- (c) The term of office for all Trustees is May 1 of the year in which their election takes place to April 30 of the third year following. There shall be one trustee elected each year. Where such election does not take place before April 30, a Trustee shall continue in office until such time as an election is held. Where a Trustee's position is vacant, an election shall be held at the general meeting subsequent to the position's being vacated. A trustee elected in a by-election shall serve the remainder of the term of the trustee whom she or he is replacing. The terms of office for Trustees shall be as laid down in Article ~~B.3.10~~ **B.2.4** of the CUPE National Constitution. **No member who has been a signing officer for the Local Union is eligible to run for Trustee, until at least one full term of office has elapsed.**

ELECTION OF OFFICERS

7.12 Election of the Officers

- (g) 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 ballot shall be dropped. **In the event of a tie vote, a subsequent ballot 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 may be deferred to the next membership meeting.**

(m) When two or more nominees are to be elected to any office by ballot, each member voting will be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.

VACANCIES

7.13 Vacancies

- (b) Should any member of the Executive Committee fail to attend three consecutive **Executive** meetings **or three consecutive Membership Meetings** of the Committee ~~without a reason acceptable to the Executive Committee for~~ **without a good and sufficient reason for** her or his absence, ~~or fail to attend four of the last six general membership meetings and/or meetings of the executive committee without a reason acceptable to the Executive Committee for her or his absence,~~ the Executive Committee may declare her or his position to be vacant, and it shall be filled at the next membership meeting, in the manner outlined in this Article.
- (c) Should any steward miss three consecutive Stewards Council meetings **or three consecutive membership meetings without a good and sufficient reason for** her or his absence, ~~or four of the last six general membership meetings and/or Stewards Council meetings,~~ the Executive Committee, on the

advice of the Chief Steward, may declare her or his position to be vacant, and it shall be filled at the next membership meeting, in the manner outlined in this Article.

(d) Should any elected member of the bargaining committee miss three consecutive **bargaining committee meetings without a good and sufficient reason for** ~~or four of the last six meetings of the bargaining committee~~, the Executive Committee, on the advice of the Bargaining Committee Chair, may declare her or his position to be vacant, and it shall be filled at the next membership meeting, in the manner outlined in this Article.

(g) Members who have had positions vacated due to the provisions of this article may appeal to the next Membership Meeting. The member will continue to receive their stipend as set out in these bylaws until the appeal is heard.

CLEAN-UP

7.14 Executive Stipends

~~(d) — The release of the above stipends is contingent on the member providing all relevant and necessary financial information to the local, in a timely manner, required for the effective processing of payroll. This may include, but is not limited to, the full legal name, the mailing address, and the social insurance number, of the member.~~

12.7 Bargaining Committee Stipends:

~~(b) — The release of the above stipends is contingent on the member providing all relevant and necessary financial information to the local, in a timely manner, required for the effective processing of payroll. This may include, but is not limited to, the full legal name, the mailing address, and the social insurance number, of the member.~~

8.1 Election of Stewards

~~(d) — All members in attendance at the Annual General Meeting will have the right to cast ballots in the elections for all stewards.~~

(d) (e) Where, for any reason, the members fail to elect a Steward, the Executive Committee shall have the power to appoint the Steward.

(e) (f) Members who are elected to the office of the Executive Committee shall not be elected or appointed to a Steward position as well.

7.1 Executive Committee

(f) All charges against officers or members shall be made in writing and dealt with in accordance with Article ~~B.4~~ **B.11.1 to B.11.5** of the National Constitution.

7.2 Duties of the Executive Committee

(b) The Executive Committee shall have the authority to set the dues charged to the members, upon approval by a majority of the votes cast at a meeting of the membership conducted in accordance with Article ~~11~~ **B.4.3**.

7.11 Duties of Trustees

(c) The term of office for all Trustees is May 1 of the year in which their election takes place to April 30 of the third year following. There shall be one trustee elected each year. Where such election does not take place before April 30, a Trustee shall continue in office until such time as an election is held. Where a Trustee's position is vacant, an election shall be held at the general meeting subsequent to the position's being vacated. A trustee elected in a by-election shall serve the remainder of the term of the trustee whom she or he is replacing. The terms of office for Trustees shall be as laid down in Article ~~B.3.10~~ **B.2.4** of the CUPE Constitution.

COMMITTEES

Article 8: Grievance Committee

(d) Grievance reports shall be presented to the Executive as well as to the membership.

Article 9: Committees

9.6 Each committee aside from the Stewards' Council and the Health, Safety, and Wellness Committee, shall consist of three permanent members. These members shall consist of two co-chairs and a third member at large. Unless stipulated in Article 7, the co-chairs and the member at large shall be elected at the first regularly scheduled meeting of the committee after May 1st, and the members shall serve until April 30th of the following year. If there is a vacancy, a by-election shall be done at the first scheduled meeting, provided that notice of the election is given with at least seven (7) days notice. For the purposes of quorum, a majority of the permanent members will constitute quorum. All committees may be attended by any member in good standing with voice and vote.

READMISSION FEE

10.3 Initiation Fees

Each member shall pay a two dollar (\$2) initiation fee upon taking employment in the Bargaining Unit.

This fee shall be deducted from the member's first pay. If his or her membership in the Local lapses (as per Article 5.2), ~~another initiation~~ **readmission** fee in the amount of two dollars (\$2) shall be paid upon re-entry into the bargaining unit.

EQUITY

Appendix "B" – Enumerated Equity-seeking Groups

- 1) The following groups are recognized as "equity-seeking" (in no particular order):
 - (a) Racialized Workers;
 - (b) Women;
 - (c) **Indigenous**, Aboriginals, First Nations, Métis, Inuit;

- (d) Lesbians, Gays, Bisexuals, Transgendered, Transsexual, Intersexed, Two-Spirited, Queer (LGBTTIQ);
- (e) Workers with Disabilities.

AGENDA POLICY

4.8 Meeting Agenda for General Membership Meetings

1. **Alongside the items listed in the bylaws, there will also be the reading of the Recognition of Territory immediately after the Equality Statement.**
2. **After the Reading of the Equality Statement and the Recognition of Territory, there will also be a Moment of Silence for fallen workers.**