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NOTICE 1: Benefits Committee Proposal

Article 19: Benefits Committee

- (a) The Benefits Committee shall be deemed ~~the Trustee~~ the responsible party for any health benefit program(s) belonging to CUPE 4207.
- (b) The Benefits Committee shall be responsible for all administrative functions of any health benefit program of CUPE 4207 from moneys received directly from the Employer to CUPE 4207.
- (c) The Committee shall consist of ex-officio members (President or Designate from the Executive, Treasurer or Designate from the Executive), the Chair (as determined in (d) and (f)), and members who are in attendance at the meetings.
- (d) At the first meeting held during the fiscal year (May 1-April 30), which shall be called by an ex-officio member, the Committee shall choose a chair whose responsibilities include:
- (i) liaising with the benefits provider on all matters;
 - (ii) calling all subsequent meetings of the Benefits Committee;
 - (iii) ensuring all proper invoicing is received to the Treasurer and remitted to the benefits provider
 - (iv) oversee the balancing of membership requests with financial resources available as defined in (b) for health benefits.
- (e) The Chair shall receive two stipends to be distributed semi-annually at the sum of \$150 (October 31, 2018 and April 30, 2018 - paid by CUPE 4207);
- (f) The Chair may be any member in good standing of CUPE 4207.
- (g) If the membership chooses to recall the Chair, a petition shall be made to the Executive with 10 signatures, and the Executive or General Membership shall be empowered to motion to declare the Chair position vacant.
- (h) Should any decision of the General Membership be made regarding a health benefit program within the scope of the Benefits Committee's mandate, the Benefits Committee must determine whether there are available funds to administer this request without putting the future of the benefit program in question at risk. If it is determined that there are financial risks that may occur from a decision of the General Membership, any moneys used to enact that decision must come from CUPE 4207 accounts that are not related to the health benefits.

Article 20: Policies a) Policies may be created for the purpose of instructing elected members on the organizational practices of the local but remain subject to the bylaws of CUPE 4207 and the CUPE Constitution. b) Respecting the plenary authority of the General Membership i. Policies created by the Executive may be amended, removed, suspended, or added at Executive Committee Meetings or

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General Membership Meetings; ii. Policies created by the General Membership may be amended, removed, suspended, or added at General Membership Meetings. c) Policies of Committees of the Local may be created within the committees and used for their operations, but are subordinate to other policies and the CUPE 4207 bylaws and the CUPE Constitution. d) The threshold for amending, removing, suspending, or adding policies shall be a 2/3 majority from a motion to reconsider, which may be brought forward by any member, no notice of motion shall be required. e) In support of our committee structure, the preferred venue for bringing forward concerns and initiating changes to policy is the Policy, Bylaw and Finance Committee

Article **21**: Enactment

These by-laws shall supersede any previous by-laws, and shall remain in effect until revisions are authorized by the National President of CUPE. 19.1 On October 27, 2011, these by-laws were presented to and adopted by the membership of the Local at a properly constituted membership meeting, and were submitted to the National President of the Union for approval. 19.2 Upon approval, these by-laws were enacted and replaced any previous by-laws

NOTICE 2: VP Duties

7.1 Executive Committee

(a) The Executive Committee of the Local shall consist of the President, two Vice-Presidents from Unit 1 ("1st Vice-President Unit 1" and "2nd Vice-President Unit 1"), one Vice-President from Unit 2 ("Vice-President Unit 2"), one Vice-President from Unit 3 ("Vice-President Unit 3"), the Recording Secretary, the Treasurer, the Chief Steward, The Equity Officer, and the Membership Outreach Officer.

(b) Any member in good standing of the Local at the time of election may be elected to any position on the Executive Committee, except for the Vice-President positions and the Equity Officer. In order to stand for election to the position of Vice President, the candidate must be a member of the unit they seek to represent. For Unit 1, candidates for the position of 1st Vice-President Unit 1 must be enrolled in Graduate Studies at Brock University at the time of the election/appointment, **and they must remain a member of the Graduate Student Association for the duration of their tenure**. Only members from the equity-seeking groups enumerated in Appendix B may be elected as the Equity Officer.

7.4 Duties of the Vice-Presidents

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

(b) 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.

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(c) 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) 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) The 2nd Vice President of Unit 1 and Vice Presidents for Unit 2 and Unit 3 shall be responsible for reporting to the Executive on all matters of concern or interest within **their respective bargaining units**.

Additionally, they shall:

i) 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) The 1st Vice President of Unit 1 shall be responsible for reporting to the Executive on all matters of concern or interest of graduate students, all governance issues at Brock University, and all broader political and labour-related issues external to Brock University.

They shall:

i) Liaise with other unions, university, student and other organizations within the university.

ii) Inform on developments at the Senate and Board of Trustees at Brock 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.

(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).

7.13 Vacancies

(a) Should any member of the Executive Committee resign the Executive Committee shall 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.

(b) Should any member of the Executive Committee fail to attend three consecutive Executive meetings or three consecutive Membership Meetings without a good and sufficient reason 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.

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(c) Should the 1st Vice President Unit 1 cease to be a member of the Graduate Students Association at Brock University during their tenure, their position will be declared vacant. The onus of responsibility to inform the Executive of the membership status to the Graduate Students Association rests with the 1st Vice President Unit 1.

(d) 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, 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.

(e) Should any elected member of the bargaining committee miss three consecutive bargaining committee meetings without a good and sufficient reason, 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.

(f) The Executive Committee may appoint one of its members or another member in good standing to fill a vacant position pro tem until such time as a membership meeting can be called.

(g) Should any Trustee resign or otherwise leave office, the Executive Committee shall 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.

(h) Members who have had positions vacated due to the provisions of this article may appeal to the next Membership Meeting.

Action: TO BE BROUGHT TO GMM AS NOTICE OF MOTION

NOTICE 3: Two-year President and Treasurer Terms

7.1 Executive Committee

(c) The term of office for all members of the executive **committee (except for the president and the treasurer)** is May 1 of the year in which their election takes place to April 30 of the following year.

The president is elected in odd years and will serve a 2-year term. The treasurer is elected in even years and will serve a 2-year term. Where such election does not take place before April 30, all members of the Executive Committee shall continue in office until such time as an election is held. In such an event, an election shall be held at a special general membership meeting between May 1 and

August 31 of that year. Where a position on the Executive Committee is vacant, an election shall be held at the general meeting subsequent to the position's being vacated.

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NOTICE 4: Vacancy/Recall Language

7.13 Vacancies

(a) Should any member of the Executive Committee, **or any Steward or Trustee** resign the Executive Committee shall 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.

(b) The Executive Committee may appoint one of its members or another member in good standing to fill vacant position pro tem until such time as a membership meeting can be called.

(i) For the purposes of 7.13(b), pro tem appointments do not include Departmental Stewards and Trustees.

(c) Should any Trustee resign or otherwise leave office, the Executive Committee shall 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) Members who have had positions vacated **due to the provisions of the Recall Article (7.15), except those identified in 7.13(a)(i)**, 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.

7.15 Recall

(a) An Executive Member, Bargaining Committee member, or Faculty, Unit or Additional Steward may be recalled by the following procedures.

7.15.1 Petition

(a) The Executive shall review the performance of an elected member if they receive a valid petition requesting such a review:

(i) signed by at least ten (10) members in good standing which includes each petitioner's name, signature, email address and home telephone number; or

(ii) there being a 2/3 majority of Executive Committee members requesting such a review.

(b) At the next Executive Committee Meeting, the President shall preside over the agenda item regarding the petition. During this time, the member shall be entitled to hear the concerns and make submissions on their own behalf.

(c) a 2/3 majority of the Executive Committee is required to recall the member and declare their position vacant.

(d) Should the President be the subject of a petition, a Vice President as determined by the Executive shall preside over the agenda item.

(e) No Executive member shall vote on a review that concerns them.

7.15.2 Missed Meetings

(a) Should any member of the Executive Committee fail to attend three consecutive Executive meetings or three consecutive Membership Meetings without a good and sufficient reason for her or his absence,

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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 the Vacancy provisions**.

(b) **Should any Faculty or Unit Steward** miss three consecutive Stewards Council meetings, or three consecutive membership meetings without a good and sufficient reason for her or his absence, 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 the Vacancy provisions**.

(c) Should any Additional Steward miss three consecutive membership meetings without a good and sufficient reason for her or his absence, 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 the Vacancy provisions.

(d) Should any elected member of the bargaining committee miss three consecutive bargaining committee meetings without a good and sufficient reason, 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 the Vacancy provisions**.

(e) A Departmental Steward can be recalled with a petition signed by two-thirds (2/3) of the membership of the department. The election for the replacement shall take place at the next meeting of the department under the supervision of the Chief Steward.

(f) A Trustee can be recalled:

(i) If they have not performed their duties of a Trustee Audit within 6 months of the start of the new fiscal year and a petition is made per 7.15.1, which shall initiate the petition and recall process.