

Article 4: Organizational Structure

4.1 The governing bodies of the Local shall consist of the following:

- (a) The Membership
 - (b) The Executive Committee
 - (c) The Stewards Council
 - (d) Committees: Committees of the executive may be formed to make specific recommendations to the executive on any given issue. Committees of the general membership may also be formed, open to all members in good standing. ~~Committees can work toward new policy or on the basis of already existing policy, but they cannot contravene the Local's by-laws, and must not act so as to undermine the policies duly enacted by the general membership.~~
Committee decisions and actions cannot contravene the Constitution of the Canadian Union of Public Employees or decisions of the Local including the Local's bylaws or policies, unless the committee is seeking to propose amendments to the Local's bylaws or policies.
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Article 5: Membership

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

5.3 No person otherwise eligible for membership in the Local shall be admitted to membership if ~~she or he has~~ **they have** been fined, suspended, or expelled by the Union or any Local of the Union until ~~she or he has~~ **they have** complied with the terms of such fine, suspension or expulsion.

5.4 Membership in the Local shall obligate the member to abide by the provisions of the Constitution of the Union and these by-laws, as well as any legal agreement entered into by the Union or the Local on ~~her or his~~ **their** behalf.

Article 6: General Meetings

(a) General membership meetings shall be held at least ~~three (3)~~ **two (2)** times between September 1st and December 31st, and at least ~~three (3)~~ **two (2)** times between January 1st and April 30th.

(b) Members shall be adequately informed of General Membership Meetings fourteen (14) days prior to a meeting, ~~by means of written notice, bulletin boards or such other method as the Executive Committee deems effective by means of an e-mail notice and/or social media notices, notice posted on the website, or any other method the Executive Committee deems effective.~~

(d) Written notice of special membership meetings shall be posted ~~on all notice boards of the Local in the university, in accordance with article 6 (b) and~~ setting out the purpose of the special meeting.

(f) The Executive shall call an Annual General Meeting (AGM) in April of each year for the purposes of reporting to the membership on the business transacted during the year and for the election of officers **Executive Officers**. At the AGM, the Treasurer shall submit to the

membership a full financial report of the year. At the AGM the Treasurer shall and submit to the membership a proposed budget for the coming year for approval.

(g) General Membership Meeting Agenda Meetings will follow this order of business:

- 1) Call to Order
 - 2) Approval of the Agenda Acknowledgement of Indigenous Territory**
 - 3) Roll Call of Officers Reading of the Equality Statement**
 - 4) Reading of the Equality Statement Roll Call of Officers**
 - 5) Acknowledgement of Indigenous Territory Approval of the Agenda**
 - 6) Voting on new members and initiation
 - 7) Acceptance of the Minutes
 - 8) Matters Arising from the Minutes
 - 9) Treasurer's Report
 - 10) Communication Communications**
 - 11) Executive Committee Reports
 - 12) Reports of Committees and Delegates
 - 13) Elections Nominations, elections, or installations**
 - 14) Old Unfinished Business**
 - 15) New Business
 - 16) Good of the Union
 - 17) Adjournment
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Article 7: Officers

7.1 Executive Committee

(a) The Executive Committee of the Local shall consist of the President, three Vice-Presidents from Unit 1 ("1st Vice-President Unit 1" and "2nd Vice-President Unit 1") "**Vice-President Graduate Students," "Vice-President Instructors," and "Vice-President Unit 1**"), one Vice-President from Unit 2 **and Unit 3** ("Vice-President Unit 2 & 3"), one Vice-President from Unit 3 ("Vice-President Unit 3"), the Recording Secretary, the Treasurer, the Chief Steward **Unit 1, the Chief Steward Units 2 & 3, The the** Equity Officer, Health and Safety 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.

(d) Meetings of the Executive Committee shall be open to all members in good standing of the Local **and have the right to speak, but not to vote;** members who so attend shall have the right to speak, but not to vote.

7.2 Duties of the Executive Committee

- (a) The Executive Committee shall take such actions and render such decisions as may be necessary to carry out the decisions and instructions of the membership of the Local,~~or, between general meetings~~. The Executive Committee shall enforce the Constitution of the Union and the by-laws of the Local and the provisions of all agreements between the Employer and the Employees, and shall coordinate Union-Local affairs.
- (g) Each member of the Executive Committee shall be responsible to, and shall conform to the deliberations of the Executive Committee in the carrying out of ~~her or his~~ **their** duties. Each member shall **submit a monthly report detailing their work and activities associated with their position to the Executive and to the membership** ~~ensure that the Executive Committee be fully informed with regard to her or his activities. Should members of the Executive Committee fail to carry out their responsibilities, the member must provide reasons to the Executive Committee. Should the Executive Committee not accept the reasons, or the member not provide reasons, then the Executive Committee is empowered to suspend the member with a 2/3rds vote of those present. The member would not be entitled to Executive expenses and the matter will be taken to the next scheduled General Membership Meeting where the membership will determine whether to reinstate the suspended member or to order the Executive Committee to declare the position vacant.~~
- (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~~ **their** own cheque.
- (m) To the extent possible, each member of the ~~e~~Executive ~~e~~Committee shall hold ~~regular~~ **reoccurring** office hours of at least three (3) hours per week, September – April.
- (q) Members of the Executive are required to attend Anti-Oppression training to be arranged by the Equity Officer within four months of taking office. The Executive Committee will aim to offer Anti-Oppression training at least once per year and to arrange to provide the training to members elected as a result of a by-election. This training shall be open to all members of the local.**

7.3 Duties of the President

- (b) The President shall sign all authorizations, contracts, and other official documents of the Local. In conjunction with the Treasurer, ~~she or he~~ **they** shall be responsible for accounting for all funds of the Local.

7.4 Duties of the Vice-President

- (a) ~~One Vice-President shall preside at all meetings of the Executive Committee.~~ The position of The Vice-Presidents shall assist the President in the administration of the Local.
- (b) In the absence **by either a temporary leave, or the resignation, or death** 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~~ **their** duties. The executive shall determine which Vice-President shall assume the duties.

(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.~~

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

They shall:

~~iv. 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 **Chief Steward(s)**.

7.5 Duties of the Recording Secretary

(b) The Recording Secretary shall:

iii) maintain accurate records of the membership of the Local, including applications for membership, membership lists, **be responsible for the Member Contact Information Report and the Employment Information report and to update Labourware or any other grievance software that the local use**, and all other records which the Executive Committee or membership deem to be necessary. All such records shall be kept in the Local office or safety-deposit box.

7.6 Duties of the Treasurer

(b) The Treasurer shall:

~~ix) under direction of the Executive, ensure that the finances of the Local are audited by an independent auditor once per calendar year;~~

7.7 Duties of the Chief Stewards

(a) The Chief Steward shall oversee the handling and processing of all grievances **in their unit** and other related actions undertaken by the Local and/or its members to enforce the Collective Agreement. **The Unit Chief Stewards and the President shall work together to ensure consistency in the filing of grievances.**

(e) The Chief Steward shall appoint a member of the Stewards Council to serve as Secretary thereto, ensuring that:

~~iii) all necessary meetings are duly convened.~~

7.8 Duties of the Membership Outreach Officer

- (a) The Membership Outreach Officer shall be responsible for **assisting the Media Relations Officer with** the maintenance of the local's website, and for the compilation and publication of the Local newsletter, and other materials for the purpose of membership outreach.
- (b) **Maintain an accurate contact list for all three units, including ensuring that members are in good standing and have signed a union card. Ensure that the Local is monitoring the demographics of the membership through data collection and outreach.**
- (c) **Assist in the organizing and ordering of promotional items.**
- (d) **Create and/or schedule Education for members to help build skill-sets, including in promoting educational opportunities arranged by other organizations as approved by the Executive Committee or General Membership.**
- (e) **Create and/or facilitate social events for members and to engage in community building.**
- (f) **Update and maintain the campus bulletin boards.**
- (g) **Create, organize, and/or deliver union orientation sessions with the assistance of the Executive Committee and the Stewards' Council.**
- (i) The Membership Outreach Officer shall co-chair the Communications Committee **and the Social Committee.**
- (e) ~~In concert Work with the Chief Stewards, the Stewards' Council, and the Vice Presidents, shall to~~ mobilize members of all units.
- (f) ~~Sit on the steward's council and assist the chief steward and stewards with mobilizing the membership and raising the profile of the local.~~

7.9 Duties of the Equity Officer

- (f) Arrange training on equity issues **including providing anti-oppression training to the Executive Committee and the Stewards' Council;**
- (h) Sit on the ~~Brock University Respectful Work & Learning Environment Policy Committee, and any other University committees dealing with equity issues~~
- (i) **Work with the Bargaining Research Committee to collect data about membership demographics in order to better understand the membership's equity seeking groups.**
- (j) **Arrange, set up, and co-facilitate Equity Sub-Committees as needed and/or necessary including the Disability Committee, Pink Triangle Committee, Racialized Workers Committee, Women's Committee, Young Workers Committee, and Indigenous Committee so that all equity seeking workers are represented.**
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7.10 Duties of the Health and Safety Officers

(a) The membership shall elect one Health and Safety Officer (~~for the purposes of 7.10 "The Health and Safety Officer"~~) to sit on the Executive Committee as a voting member, and one Deputy Health and Safety Officer (~~for the purposes of 7.10 "The Deputy Health and Safety Officer"~~). ~~She or he~~ **They** shall attend all meetings of the executive and vote on Executive Committee decisions. The Deputy Health and Safety Officer may attend all meetings of the executive, and shall have the right to speak, but not to vote.

(h) The Health and Safety Officers shall co-chair the Local Health, Safety, and Wellness Committee and arrange for Health, Safety, and Wellness incentives, training, and education for the membership.

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~~ **they are** replacing. The terms of office for Trustees shall be as laid down in Article 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.

(d) The Trustees shall perform at least one audit of the Local's books per year, and shall supervise the audit of the books of the Treasurer by the Local's auditors and shall exercise general supervision over the property of the Local. **Audits should be performed before September 1st for the preceding year being audited.**

7.12 Election of the Officers

(b) Nominations for positions on the Executive Committee and for the Trustees shall be open as of 15 February in each year at the March General Membership meeting. Any member in good standing shall have the right to nominate any member in good standing for any position. Nominations may be submitted to the Recording Secretary in writing, provided that the nomination is clearly signed by a nominator, and by the nominee in acceptance of the nomination. Members not in attendance at a meeting where nominations are open may be nominated for a position, provided that their acceptance of the nomination is submitted in writing to the Recording Secretary prior to the Annual March General Meeting. **By-elections for vacant positions shall be held in General Membership Meetings.**

(c) 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 be nominated 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 Vice-President Graduate Students must be enrolled in Graduate Studies at Brock University at the time of the election/appointment, and they must remain enrolled ~~or on an approved leave for the duration of their tenure~~. Only members from the equity-seeking groups enumerated in Appendix B may be elected as the Equity Officer. For the position of Chief Steward Unit 1, only members of Unit 1 may be nominated for election. For the position of Chief Steward Units 2 & 3, only members of Units 2 & 3 may be

nominated for election. The election for Chief Steward Units 2 & 3 will be open to members of the opposite unit of the member elected for the Vice-President Units 2 & 3. Should no member of the opposite Unit be nominated, then all members of Units 2 & 3 may be nominated for election. Should a member be employed in both Units 2 and 3, that member may be able to stand as a member of both units.

(d) At the Annual **March** General Meeting, the Chair of the meeting shall advise the members present of the positions to be filled, the members already nominated (if any) for those positions, and shall call for further nominations. The Chair shall call three times for nominations for each position. After third call, and hearing no further nominations, the Chair shall declare nominations closed for that position. Upon the closing of nominations, the Chair shall ask each of the nominees if they will stand for election.

(e) Where only one nomination is received for a position, and the member accepts nomination, he or she **they** shall be declared elected by acclamation. Where more than one nomination is received, an election for that position shall be conducted.

(f) Where an election is to be conducted, the membership shall **appoint elect** two returning officers to conduct it. No candidate for a contested position may serve as returning officer.

Members serving as returning officers will receive \$250 to cover out-of-pocket expenses.

(g) Should an election be held, candidates will be given two minutes to speak to the membership at an Elections Forum to be held no later than seven days following the March General Membership meeting. The Elections Forum will be facilitated by the returning officers. Members may also be able to provide written material to be posted on the Union's website, provided that the material does not violate existing bylaws and policies, including the Equality Statement and the Code of Conduct. The returning officers with the assistance of the National Servicing Representative will determine whether material is suitable to be posted.

(h) Voting shall take place **through a mail-in ranked ballot with the results to be announced and ratified** at the Annual General Meeting. The returning officers(s) shall conduct the election in such a way as to conform to good electoral practice; in particular, no member's ballot should be identifiable, all ballots should be properly accounted for, and adequate care must be taken for the security of all election materials. **All members in good standing will be eligible to receive a ballot. Should a ballot be mailed to a member, no further ballot will be issued should the ballot be lost in the mail. The timelines of when requests for ballots are to be made and for when ballots must be received will be made by the returning officers.**

(i) 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. **A ranked ballot will be used. If there is an election that does not result in a majority, On the second and subsequent ballots the candidate receiving the lowest number of first place votes in the previous ballot shall be dropped and the second place votes on those ballots will be counted towards the votes received by the other candidates. This will follow until a member has a majority of legal ballots cast. 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.

(j) The date and time of the counting of the ballots will be communicated to each candidate, and they ~~Each~~ candidate shall be entitled to one (1) scrutineer to observe the counting of the ballots.

(l) Voting to fill one office shall be conducted and completed, and recounts dealt with before balloting may begin ~~be counted~~ to fill another office. **The ballots will be counted as follows:**

- a. President
- b. Vice-President, Unit 1
- c. Vice-President, Graduate Students
- d. Vice-President, Instructors
- e. Vice-President, Units 2 & 3
- f. Treasurer
- g. Chief Steward, Unit 1
- h. Chief Steward, Units 2 & 3
- i. Recording Secretary
- j. Outreach Officer
- k. Equity Officer
- l. Health & Safety Officer
- m. Deputy Health & Safety Officer
- n. Trustee (s)
- o. Delegates to Councils, Conferences, and Conventions

(m) Only members of the unit may participate in the election of the Vice Presidents and Chief Steward(s) for said unit. ~~For the purpose of clarity, only members of Unit 3 are eligible to vote for the Unit 3 VP. Similarly, only members of Unit 1 are eligible to vote for the Humanities Steward.~~

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~~ **their** position to be vacant, and it shall be filled at the next membership meeting, in the manner outlined in this Article. **Should a member resign their position, it cannot be retracted once submitted.**

(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 their absence, the Executive Committee may declare their 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 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 their position to be vacant, and it shall be filled at the next membership meeting, in the manner outlined in the Vacancy provisions.**

(e) **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 ~~their~~ absence, the Executive Committee, on the advice of the Chief Steward, may declare her or his ~~their~~ position to be vacant, and it shall be filled at the next membership meeting, in the manner outlined in this article.**

(f) A Departmental Steward position shall be declared vacant if a petition signed by two-thirds (2/3) of the membership of the department is presented to the Chief Steward. ~~The election for the replacement shall take place at the next meeting of the department under the supervision of the Chief Steward.~~

(g) Should any Additional Steward miss three consecutive Stewards Council meetings without a good and sufficient reason for ~~her or his~~ **their** absence, the Executive Committee, on the advice of the Chief Steward, may declare ~~her or his~~ **their** position to be vacant, and it shall be filled at the next membership meeting, in the manner outlined in this article.

(h) Should any Trustee resign or otherwise leave office, the Executive Committee shall declare ~~her or his~~ **their** position to be vacant, and it shall be filled at the next membership meeting, in the manner outlined in this Article.

(i) 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.~~

7.14 Executive and Steward Expenses

- (a) The positions of President, Vice Presidents, Chief Stewards, Treasurer, Recording Secretary, Equity Officer, Health and Safety Officer and Membership Outreach Officer shall be provided ~~an honorarium of~~ \$500 per month **to cover out-of-pocket expenses associated with their positions.**
 - (b) each Steward shall be provided ~~an honorarium as follows:~~ **\$100 per month to cover out-of-pocket expenses associated with their positions. Each Departmental Steward shall be provided \$50 per month to cover out-of-pocket expenses associated with their positions.**
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7.15 Recall

~~7.15.1 Petition~~

- (b) 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.
- (c) 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.
- (d) a 2/3 majority of the Executive Committee is required to recall the member and declare their position vacant.
- (e) Should the President be the subject of a petition, a Vice President as determined by the Executive shall preside over the agenda item.
- (f) No Executive member shall vote on a review that concerns them.
- (g) **A Trustee can be recalled if they have not performed their duties of a Trustee Audit within three (3) months of the start of the new fiscal year without good cause provided to the Executive Committee.**

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, 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:
 - a. 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.
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8.1 Election of Stewards

- (a) The members shall be entitled to elect stewards as follows:
 - iv. Unit Stewards (Unit 2 and Unit 3): one steward to represent members of Unit 2 and one steward to represent members of Unit 3.

8.1.1 Election of Stewards at the AGM

- (a) Stewards shall be elected at the Annual General **Membership** Meeting in ~~April September~~, and shall serve a term beginning on ~~May 1 October 1~~ in the year of the election, and ending on ~~April September~~ 30 the following year.
- (b) Elections of Stewards shall be done in the same manner as for the Executive Council and Trustees as laid out in Article 7.
- (c) A separate election shall be held for each steward position.
 - i) For faculty stewards, in the first set of calls for nominations, only members employed in the faculty **or have held a contract in the previous twelve months in the faculty** for which the vote is being conducted may stand for election. Where only one nomination is received and the nominee has agreed to stand for a position, the member nominated shall be declared elected by acclamation. Where more than one nomination is received and accepted, an election for that position shall be conducted. In the event that no member from that faculty is nominated,

~~a second set of calls for nominations will be made. In the second set of calls, any member in good standing of Unit 1 may be nominated.~~

ii) For the Unit 2 **and 3** steward, only members from Unit 2 **Unit 3** shall be eligible to be elected. Where only nomination is received and the nominee has agreed to stand for the position, the member nominated shall be declared elected by acclamation. Where more than one nomination is received and accepted, an election for that position shall be conducted. ~~In the event that no member from Unit 2 is nominated, the Vice-President Unit 2 shall act as the steward.~~

iii) For the Unit 3 steward, only members from Unit 3 shall be eligible to be elected. Where only nomination is received and the nominee has agreed to stand for the position, the member nominated shall be declared elected by acclamation. Where more than one nomination is received and accepted, an election for that position shall be conducted. ~~In the event that no member from Unit 3 is nominated, the Vice-President Unit 3 shall act as the steward.~~

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

8.1.2 Election of Departmental Stewards

(a) Departmental Stewards **must work in a department or have held a contract in that department in the previous 12 months. They are volunteers that may be appointed by the Chief Steward Executive Committee as they express interest. Any member in good standing may become a Departmental Steward, and Faculty Stewards in Unit 1 must identify as a Departmental Steward. Departmental Stewards are also open to members of the Executive Committee.**

(b) The Union encourages self-organization of workers in departments through rank-and-file union activists. It is understood that all members shall be included in any communications in a department.

(c) It shall be the responsibility of each elected Departmental Steward to provide their names and contact information to the Chief Steward of their Unit within three (3) calendar days.

8.2 Duties of Stewards

(vi) **Submit monthly written reports to the Stewards' Council to report on their activities since the previous meeting. Stewards must submit reports to at least 50% of the Stewards' Council meetings called to receive out of pocket expenses.**

8.3 The Stewards Council

There shall be a Stewards Council, the voting membership of which shall consist of all Stewards, including the Chief Steward, who shall prepare the agenda for and preside over all meetings of the Stewards Council, and the Membership Outreach Officer.

(a) The Stewards Council shall meet at least once each month, ~~September – April and at least once May – August~~ The Executive may direct the Chief Steward to call a meeting of the Council at any time. Each Steward is entitled to at least five (5) working days notice of the date, time and location of any meeting of the Council.

8.4 Grievance Committee

(c) Each Steward shall hold in strict confidence all information pertaining to any complaint or grievance. ~~She or he~~ **They** shall reveal such information only to the Chief Steward, the Staff Representative and/or Business Agent, Local legal counsel, or to the Stewards' Council when the Council is in session.

9.4 All committees of the Local excluding the Health and Safety committee shall be responsible for electing a co-chair and maintaining adequate records of their deliberations. Such records shall be kept on file at the Local office **and stored electronically**.

9.5 The following shall be considered Standing Committees of the Local. **A general description of the committees can be found in the Appendix C to these bylaws:**

- a) Stewards' Council
- b) Equity
- c) Bylaw, Policy, and Finance
- d) Communications, ~~Socials, and Education~~
- e) **Social**
- f) **Education**
- g) Political Action and International Solidarity
- h) Organizing
- i) Health, Safety, and Wellness
- j) Environmental Justice Committee

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 purpose 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. **Meetings of the committees need to be provided with 14 days notice.**

9.7 It shall be understood that all bargaining unit-specific meetings that are not otherwise identified in these bylaws shall be deemed a meeting of an ad-hoc committee of the membership struck for the sole purpose of addressing a bargaining unit-specific issue or issues.

- a) This ad-hoc committee of the membership must be open to all members; however, only bargaining unit members of the unit-specific issue(s) covered shall have the right to vote on the decisions of the committee.
- b) The decision to hold a bargaining unit-specific meeting shall be made by the Executive or General Membership, and scheduling of the meeting shall be advised by the Unit Vice-President and/or members of the bargaining unit in attendance at the meeting.
- c) **seven (7) days notice of the meeting must be provided in writing.**

9.8 The Executive Committee, the General Membership, or Standing Committees may also strike ad-hoc committees that are only open to particular members, provided that the reason is not meant to exclude individuals that are not from that particular group. For example, a Unit 1 Instructors meeting will only be open to Unit 1 Instructors or a meeting of members in a particular unit or department are only open to members that are employed in that unit or department.

Article 10: Dues and Assessments

10.3 Each member shall pay a two dollars (\$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~~ **their** membership in the Local lapses (as per Article 5.2), a readmission fee in the amount of two dollars (\$2) shall be paid upon re-entry into the bargaining unit.

10.4 Any member in arrears for a period of three months or more shall be automatically suspended and ~~his~~ **their** suspension shall be reported to the Executive by the Treasurer. The Executive shall report to the next membership meeting with a recommendation. Any member under suspension wishing to be reinstated shall, upon application, pay the readmittance 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, ~~she or he~~ **they** shall pay the readmittance fee but may not be required to pay ~~her or his~~ **their** arrears.

Article 12: Negotiation of Collective Agreements

12.1 Bargaining Committee

(a) The Bargaining Committee for Unit 1 shall consist of ~~five~~ **six** members elected at a General Membership Meeting, as well as the President of the Local. The CUPE Representative assigned to the Local shall be a non-voting member of the Committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership. Only members in good standing of Unit 1 shall be eligible to run for these positions

(b) The Bargaining Committee for Unit 2 shall consist of ~~three~~ **two** members elected at a General Membership Meeting, as well as the President of the Local. The CUPE Representative assigned to the Local shall be a non-voting member of the Committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership. ~~In the event of a vacancy, the Vice-President Unit 2 shall be appointed to the committee.~~ Only members in good standing of Unit 2 shall be eligible to run for these positions.

(c) The Bargaining Committee for Unit 3 shall consist of ~~four~~ **three** members elected at a General Membership Meeting, as well as the President of the Local. The CUPE Representative assigned to the Local shall be a non-voting member of the Committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership. ~~In the event of a vacancy, the Vice-President Unit 3 shall be appointed to the committee.~~ Only members in good standing of Unit 3 shall be eligible to run for these positions.

(f) There shall be a member of the **Unit 1** bargaining committee who is both a graduate student of Brock University and member of CUPE 4207 (~~known as the graduate student bargaining committee member~~). If there is no graduate student bargaining committee member and there is no alternate to replace them who can become a graduate student bargaining committee member, then an election shall be called pursuant to the bylaws.

(g) There shall be a member of the Unit 1 bargaining committee who is an Instructor at Brock University. If there is no Instructor bargaining committee member and there is no alternate to replace them who can become an Instructor bargaining committee member, then an election shall be called pursuant to the bylaws.

12.7 Bargaining Committee Stipends Expenses:

(a) Each member of the Bargaining Committee shall be paid a stipend of \$200 each month ~~to cover out-of-pocket expenses~~, beginning in the month in which the committee is elected and ending in the month in which bargaining ends.

Article 15: Expenses

15.2 Gas allowance on Union business is to be reimbursed at ~~five dollars (\$5)~~ **ten dollars (\$10)** per trip in the city and kilometres travelled paid at the Canada Revenue Agency rate, out of town.

15.3 Any member presenting a bill for out-of-pocket expenses, while conducting Union business, shall present in writing an itemized account and receipts of such expenses to the Treasurer of the Local. ~~His or her~~ **Their** submission of expenses for reimbursement must be reviewed ~~and a recommendation by a member meeting~~ of the Executive Committee made before any reimbursement can be paid.

Article 16: Affiliations

16.1 In addition to the Canadian Labour Congress, the Local shall be affiliated to the Ontario Division of CUPE, the Niagara District CUPE Council, **the Hamilton and District Labour Council**, and the Niagara District Labour Council.

~~16.2 The Local shall elect and send all delegates to which it is entitled to all conventions, conferences or meetings held by these organizations.~~

16.3 Election of Delegates to conventions/ conferences shall be held at a regular General Membership Meeting. A plurality of votes shall determine the election results. If a member in good standing of the Local holds an elected position on the executive of CUPE National, The Ontario Division of CUPE, The Ontario Federation of Labour, or The Canadian Labour Congress, ~~he or she~~ **they** shall act as delegate to the convention or conference without having to run for election.

16.5 Elections for delegates to the Niagara District CUPE Council, and the Niagara District Labour Council will be held at the Annual General Meeting. If a member in good standing of the Local holds an elected position on the executive of either of these councils, ~~he or she~~ **they** shall continue as the Local's delegate until such time as he or she no longer holds such position.

16.7 Should a delegate to the Niagara Regional CUPE Council or the Niagara Regional Labour Council fail to attend three of the last five meetings of the Council without a reason acceptable to the Executive Committee for ~~her or his~~ **their** 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.

~~16.8 Should a delegate to the Niagara Regional CUPE Council or the Niagara Regional Labour Council be unable to attend a meeting of the council, and have knowledge of her or his absence in advance, or should any delegate position be vacant, the executive may appoint an alternate to attend the meeting in place of the regular delegate.~~

Article 17: Donations

~~The Local shall make a donation of:~~

~~\$100 to any CUPE Local that is on strike~~

~~\$50 to any local of another union on strike, if a request for assistance is made to the Local~~

~~The local shall donate \$100 per month to the Ontario Coalition Against Poverty (OCAP). This money shall be donated to the Niagara chapter of OCAP, if such a chapter exists. If no such chapter exists, the money shall be donated to the main branch of OCAP in Toronto.~~

Article 18: Strike

- a) A strike vote shall be carried out in the manner prescribed in Article 13 of these bylaws.
 - b) In the event of a successful strike vote, a Strike Committee shall be struck consisting of members of the Bargaining Support Committee, members of the Executive, members of the Bargaining Committee(s), Stewards, and any interested General Members. Subcommittees of the Strike Committee shall include but not limited to Strike Policy, Finance, Food and Acquisitions, Strike Headquarters/Off-Campus Space, Transportation, and Ways and Means/Childcare.
 - c) Book-off shall be available to all members of the Strike Committee to execute the functions of the committee.
 - d) Where a decision to strike has been decided by the membership, and so ordered, every member shall make efforts to support the strike in a sincere and conscientious manner.
 - e) The Local's strike policy as approved by the general membership shall be available at all times in the union office and shall be distributed to all members before the commencement of a strike.
 - f) Such policy can only be amended in accordance with Article 21: Policies of these bylaws.
 - g) Every member shall comply with the strike policy of the local.
 - h) Every member shall comply with the directions and/or instructions issued by the Executive during the period of the strike.
 - i) Strike Headquarters shall be wheelchair accessible. All subcommittees of the Strike Committee shall be allowed to use the Strike Headquarters.
- ~~These by-laws are always subordinate to the CUPE Constitution. In the event of any conflict between these by-laws and the CUPE Constitution the latter shall govern. Constitutional Refer to Article 11 for general amendment procedures~~
- ~~These by-laws are always subordinate to the CUPE Constitution. In the event of any conflict between these by-laws and the CUPE Constitution the latter shall govern. Constitutional~~
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Article 20: Benefits Committee

- a) The Benefits Committee shall **be** deemed the Trustee the responsible party for any health benefit program(s) belonging 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 **3** members who are ~~in attendance at the meetings~~ **elected at the Annual Meeting**.
 - 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);
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Article 21: 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 ~~these~~ 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 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~~
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Article 22: 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.

22.1 On October 27, 2011 [change date], 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.

Appendix "A" Rules of Order

- 1) The President or, in ~~his~~ **their** absence, the Vice-President, shall take the chair at all membership meetings. In the absence of both the President and Vice-President, the Recording Secretary shall act as President, and in ~~her~~ ~~or~~ **his** **their** absence a President pro-tem shall be chosen by the local.
- 2) No member, except the Chairperson of a committee making a report or the mover of a resolution, shall speak more than ~~five~~ **two** 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. Chairpersons and movers of a resolution shall be limited to ~~fifteen~~ **five** 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 a vote, shall ask: "Is the Local ready for the question?" Should no member ~~rise~~ **request** 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~~ **indicate** and be recognized by the chair.
- 10) When a member wishes to speak on a question or to make a motion, ~~she~~ ~~or~~ **he** **they** shall **request to speak** ~~rise in her or his place~~ and respectfully address the presiding officer, but, except to state that ~~she~~ ~~or~~ **he** **they** **are making** a point of order or on a question of privilege, ~~she~~ ~~or~~ **he** **they** shall not proceed further until recognized by the chair.
- 11) When two or more members ~~rise~~ **request** to speak at the same time, the presiding officer shall decide which one is entitled to the floor.
- 13) If a member, while speaking, is called to order, ~~she~~ ~~or~~ **he** **they** shall cease speaking until the point is determined; if it is decided ~~she~~ ~~or~~ **he** **they** **are** in order, ~~she~~ ~~or~~ **he** **they** may again proceed.
- 16) The presiding officer shall have the same rights as other members to vote on any question. ~~In case of a tie, she or he may in addition give a casting vote, or, if she or he chooses, refrain from breaking the tie, in which case the motion is lost.~~

22) If any member wishes to challenge (appeal) a decision of the chair, she or he must do so at the time the decision is made. If the challenge is seconded, the member shall be asked to state briefly the basis for her or his **their** challenge. The Chairperson may then state briefly the basis for her or his **their** decision, following which the Chairperson 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.

24) No member shall enter or leave a meeting during ~~the reading of the minutes, the initiation of new members, the installation of officers, or the taking of a vote; and no member shall be allowed to leave without the permission of the Vice-President.~~

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 (LGBTIQ)~~ **Two-Spirited, Lesbians, Gays, Bisexuals, Trans folks, Queer, Questioning, Intersex, and Asexual Folks (2SLGBTQQIA);**
 - (e) Workers with Disabilities.
- 2) Only members who self-identify as belonging to one (1) or more of these enumerated groups shall be eligible to stand for election to the position of Equity Officer. In the event that the position is vacated or otherwise unfilled, the Executive Committee may appoint any member in good standing to fill the position pro tem until such time as a membership meeting can be called and a by-election held.

Appendix “C” – Committee Descriptions

Stewards’ Council

The Stewards’ Council shall be comprised of the Stewards and Departmental Stewards. The committee is responsible for mobilizing and organizing members, bringing member issues forward, engaging in union campaigns and initiatives, formally supporting the bargaining committees, and, with the assistance of the Chief Stewards and the Grievance Committee, ensure that grievances are researched and filed.

Equity Committee

The Equity Committee is responsible for ensuring that the work of the local is done through an equity lens. The committee is tasked with organizing education, planning equity-related events, working with allies on and off campus, and to assist in creating content for the local’s social media platforms, website, and emails to members.

Bylaw, Policy, and Finance Committee

The Bylaw, Policy, and Finance Committee is responsible for holding discussions on new bylaw and policy initiatives, as well as assisting the Treasurer in carrying out their duties. The committee will also be called on from either the General Membership or the Executive Committee to draft bylaw amendments or policies.

Communications Committee

The Communications Committee is responsible for ensuring the work of communications with members is done, and to provide support for outreach initiatives.

Social Committee

The Social Committee is responsible for organizing socials of the local, including planning and advertising the events.

Education Committee

The Education Committee is responsible for organizing and/or connecting members with educational opportunities.

Political Action and International Solidarity Committee

The Political Action committee meets to discuss political issues that impact our members and proposing campaigns to the local. The committee is also responsible for holding education opportunities for members.

Organizing Committee

The Organizing Committee is called to assist in organizing non-unionized workers at Brock, in conjunction with the Union's Organizing Department.

Health, Safety, and Wellness Committee

The Health, Safety, and Wellness Committee seeks to advance issues of Health and Safety amongst members through raising awareness, launching campaigns, engaging with members, and holding educational talks.

Environmental Justice Committee

The Environmental Justice Committee is responsible for raising issues related to climate change and environmental justice to the membership, including working with other committees to assist in advancing the work of the local through the lens of environmental justice.