



**BY-LAWS OF
CANADIAN UNION OF PUBLIC
EMPLOYEES LOCAL 1310
SIMCOE COUNTY DISTRICT
SCHOOL BOARD**

As presented at special meeting October 16 ,2021

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Introduction

Local 1310 of the Canadian Union of Public Employees has been formed to:

- Improve the social and economic well-being of all of its members.
- Promote equality for all members and to oppose all types of harassment and discrimination.
- Promote the efficiency of public services; and
- Express its belief in the unity of organized labour.
- The following bylaws are adopted by Local 1310 in accordance with the CUPE National Constitution (Articles 13.3 and B.5.1), to protect the rights of all members, to provide for responsible governance of the Local Union, and to involve as many members of the Local Union as possible through the sharing of duties and responsibilities.
- CUPE chartered organizations shall respect and apply the CUPE National Equality Statement to all of the chartered organizations' activities. The CUPE National Equality Statement can be found in Appendix A to these bylaws.
- CUPE chartered organizations may also wish to adopt a Local Union Code of Conduct that would apply to membership meetings and other functions organized by the chartered organization. The Local Union Code of Conduct can be found in Appendix B to these bylaws.

SECTION 1 - NAME

The name of this Local shall be: Canadian Union of Public Employees, Local No. 1310 (Simcoe County District School Board).

SECTION 2 - OBJECTIVES

The objectives of Local 1310 are to:

- (a) Secure the best possible pay, benefits, working conditions, job security, pensions and retiree benefits for its members.
- (b) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism.
- (c) Encourage the settlement by negotiation and mediation of all the disputes between the members and their employers.
- (d) Eliminate harassment and discrimination of any sort or on any basis; for the equality of treatment regardless of class, race, colour, nationality, age, sex/gender, language, sexual orientation, place of origin, ancestry, religious beliefs, or mental and physical disability; and the active opposition of discrimination of same wherever it occurs or appears.
- (e) Establish strong working relationships with the public we serve and the communities in which we work and live; and
- (f) Support CUPE in reaching all of the objectives set out in Article II of the CUPE National Constitution.

SECTION 3 -References

Numbers of articles at the end of sections or sub-sections in this document refer to relevant articles of the CUPE National Constitution which should be read together with these bylaws.

SECTION 4 - MEMBERSHIP

(a) Membership

An individual employed within the jurisdiction of Local 1310 can apply for membership in Local 1310 by signing an application and paying the initiation fee set out in Section 11(a) of these bylaws. (Article B.8.1)

(b) Approval of Membership

At the first membership meeting after the application has been submitted, the name(s) of the applicant(s) will be read out and unless a majority of members present at the meeting object, the applicant(s) will be accepted into membership. (Article B.8.2)

(c) Oath of Membership

New members will take this oath:

“I promise to support and comply with the Constitution of this Union, to work to improve the economic and social conditions of other members and other workers, to defend and work to improve the democratic rights and liberties of workers and that I will not purposely or knowingly harm or assist in harming another member of the union” (Article B.8.4)

(d) Continuation of Membership

Once accepted, a member continues as a member in good standing while employed within the jurisdiction of the Local Union unless the member loses good standing under the provisions of the CUPE National Constitution. (Article B.8.3)

(e) Member Obligations

Members are obligated to abide by the CUPE National Constitution, and these bylaws as amended from time to time.

Members will provide the Recording Secretary with their current address, telephone contact number, and personal email address. The member will advise the Recording Secretary of any changes to their contact information. This information will be protected and used to communicate with members. Such communication will take the form of mail, email blasts or telephone town hall calls.

In this case of a telephone town hall, the telephone number may be shared with a service provider under contract to the Local Union to provide the technical equipment to support such a virtual meeting.

Upon request, the Local Union will share the telephone contact information with CUPE National or Cupe Ontario. The purpose of sharing this telephone contact information with CUPE National or Cupe Ontario is so that the National Union or Provincial Division can conduct a telephone town hall with members on important matters.

SECTION 5 Affiliations

In order to strengthen the labour movement and work toward common goals and objectives, Local 1310 shall be affiliated to and pay per capita tax to the following organization(s):

- **CUPE Ontario**

Section 6- MEMBERSHIP MEETINGS

(a) Regular Membership Meetings

Regular membership meetings of Local 1310 shall be held on the last Saturday in the months of September, November, January, and May, at 10 am, at specified location (or online over Zoom or similar platform when necessary). Notice of each regular membership meeting outlining the date, time and location shall be given to members at least seven days in advance of the meeting.

When a statutory holiday or a situation beyond the control of the Local Union arises which causes the cancellation of a regular meeting, the Executive Board shall reschedule the regular membership meeting, and will give members seven days' notice of the date of the rescheduled regular membership meeting.

(b) Special Membership Meetings

Special membership meetings of Local 1310 may be required and shall be called by the Executive Board or may be requested in writing by no fewer than 20 members. The President shall immediately advise members when a special meeting is called and ensure that all members receive at least twenty-four (24) hours' notices of the special meeting, the subject(s) to be discussed, the date, time, and location. No business shall be transacted at the special meeting other than that for which the meeting is called, and notice given.

(c) Quorum

The minimum number of members required to be in attendance for the transaction of business at any regular or special meeting shall be fifteen (15) members, including at least six (6) members of the Executive board.

(d) Membership Meeting Agenda

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

1. Acknowledgement of Indigenous Territory
2. Roll Call of Officers
3. Reading of the Equality Statement
4. Voting on new members and initiation
5. Reading of the minutes
6. Matters Arising from the minutes.
7. Secretary-Treasurers Report
8. Communication and Bills
9. Executive Board Report
10. Reports of Committees and Delegates
11. Nominations, elections, or installations
12. Unfinished Business
13. New Business
14. Good of the Union
15. Adjournment

SECTION 7-Officers

The Officers of Local 1310 shall be President, Vice-President, Secretary-Treasurer, Recording Secretary, Membership Officer, six (6) Area Stewards of which one will represent Maintenance Workers, three (3) Trustees, Health and Safety Representative and Alternate Health and Safety Representative.

All officers shall be elected by the membership. (Article B.2.1 and B.2.2)

SECTION 8-EXECUTIVE BOARD

- (a) The Executive Board shall include all Officers, Area Stewards, and Health and Safety Representative, except Membership Officer, Trustees, and Alternate Health and Safety Representative.
- (b) The Executive Board shall meet at least ten (10) times per year.
- (c) A majority of the Executive Board constitutes a quorum.
- (d) The Executive Board shall hold title to any real estate of the Local Union as trustees for the Local Union. They shall have no right to sell, convey, or encumber any real estate without first giving notice and then submitting the proposal to a membership meeting and having it approved.
- (e) The Executive Board shall do the work delegated to it by the Local Union and shall be held responsible for the proper and effective functioning of all committees.
- (f) Should any Executive Board member fail to answer the roll call for three consecutive regular meetings or three consecutive regular Executive Board meetings without having submitted good reasons, their office shall be declared vacant and shall be filled by an election at the following membership meeting.

SECTION 9 DUTIES OF OFFICERS

Each Officer of Local 1310 is to participate in CUPE educational courses to enhance their leadership skills and expand their knowledge and expertise.

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.

All signing Officers of Local 1310 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) President

The President shall:

- Enforce the CUPE National Constitution, these Local Union bylaws, and the Equality Statement.
- Preside at all membership meetings and preserve order.
- Be chairperson at Executive Board Meetings.
- Decide all points of order and procedure (subject always to the appeal of the membership)
- Have the same right to vote as other members. In the case of a tie vote in any matter, including elections, the President may cast another vote, or the President may refrain from casting an additional vote, in which case the motion is defeated.
- Ensure that all Officers perform their assigned duties.
- Fill committee vacancies where elections are not provided for.
- 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, By-Laws, the budget, or vote of the membership.
- Be allowed necessary and reasonable funds to reimburse the President or any Officers for expenses incurred on behalf of the Local Union. Expense claims must be listed on a proper form outlining the expense, the reason for the expense, and with supporting receipt(s) attached.
- Be chairperson of the Negotiations Committee.
- Have first preference as a delegate to the CUPE National Convention, CUPE Ontario, and OSBCU conferences; (Article B.3.11)
- Keep the Unions Website up to date.
- In the case of vacancy in the office of President, the Vice President shall assume the duties of the President for the completion of the term, and there shall be an election for the office of Vice President as Provided in Section 11.
- Render assistance to any member of the Executive Board as directed by the Executive Board.

Vice-President

The Vice-President shall:

- If the President is absent or not eligible, perform all duties of the President.
- Preside over membership and meetings in the absence of the President.
- If the office of the President falls vacant, be Acting President until a new President is elected through a by-election.
- Render assistance to any member of the Executive as directed by the Executive Board.
- Provide assistance to the Area Stewards and provide the grievance numbers.
- Be responsible for all grievance procedures.
- Inform members of the Grievance Committee of grievances as they arise.
- Be present at all grievance meetings (beyond the informal stage), along with the steward for the area.
- will keep records of all grievances filed in the office.
- Assist with the preparation of membership and executive meetings.
- be aware of labour activities and share with the Executive.
- In the event the President is unable to attend all Conventions, Conferences or Councils, be allowed first choice to attend.
- Perform such other duties as may be assigned by the President.

(c) Recording-Secretary

The Recording-Secretary shall:

- Keep full, accurate, and impartial account of the proceedings of all regular or special membership and Executive Board meetings. These records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Secretary-Treasurer. The record will also include Trustees' reports.
- 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.
- Answer correspondence and fulfil other administrative duties as directed by the Executive Board.
- Keep a record of all correspondence received and sent out.
- Prepare and distribute all notices to members. (Electronic preferred)
- Have all records ready on reasonable notice for the Trustees or auditors.
- Preside over membership and Executive Board meetings in the absence of both the President and Vice-President.
- Be empowered, with the approval of the membership, to employ administrative assistance to be paid for out of the Local Unions funds.
- To have 1 day off each month in coordination with the scheduled membership meetings, to fulfil the duties of the recording secretary, and for the local to reimburse the board for the day the Recording-Secretary is completing union business.
- Performs other duties required by the Local Union, its bylaws or the National Constitution.

(d) Secretary-Treasurer

The Secretary-Treasurer shall:

- Receive all revenue, initiation fees, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union.
- Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences.
- Ensure that per capita tax is paid by direct remittance, or where per capita is not paid by direct remittance, prepare all CUPE National per capita tax forms and remit payment, including \$1.00 from each \$10.00 initiation fee on all members admitted, no later than the last day of the following month.
- Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by the Local Union.
- Record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices.
- Make a full financial report to meetings of the Local Union's Executive Board.
- Make a written financial report to each regular membership meeting, detailing all income and expenditures for the period.
- Be bonded through the master bond held by CUPE National. Any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office.
- Pay no money unless supported by a cheque requisition or expense form or request for payment duly signed by the President and one other member of the Executive Board as determined by the Executive Board. No request shall be required for payment of per capita fees to any organization to which the Local Union is affiliated.
- 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.
- Provide the Auditor or Trustees with any information the Trustees require to complete the audit, including forms provided by CUPE National.
- Where required, not later than February 28th each year, furnish each member, on the forms supplied by CUPE National, with a statement showing the net number of tax-deductible dues paid by him during the preceding calendar year.
- Be empowered, with the approval of the membership, to employ necessary administrative assistance to be paid for out of the Local Union's funds.

- Notify all members who are one month in arrears and report to the Executive Board all members two or more months in arrears in the payment of union dues. (Articles B.3.4 to B.3.8)
- Send cheques for union schooling, accommodations for conferences or conventions and may use the union credit card for payment only by Treasurer or President.
- Prepare a budget for the following year, to be presented to the membership at the last general membership meeting in November each year.
- To have 1 day off each month in coordination with the scheduled membership meetings, to work on the books i.e.: financial statements, budgets, monthly expense reports, monthly banking, per capita payments, financial reports for executive meetings and general meetings, filing, mailing payments, etc.

(e) Area Steward

The Area Steward shall:

- be the liaison between the membership and your CUPE 1310 Executive. Stewards work with the Executive of Local 1310 to help keep members informed and to encourage involvement in the Union activities. They shall represent all union members fairly, equally and without prejudice to the best of their ability. Confidentiality is the utmost responsibility of any Steward. Any breach of confidentiality, of a Steward will be made in writing and dealt with in accordance with the Trial Procedure of the CUPE National Constitution.
- keep the President informed on ALL issues that are brought to their attention via email.
- Participate in mandatory Steward Learning Series.
- Attend all Executive Board meetings monthly.
- Handle all written grievances in their area, and by direction from the President, other areas, if necessary, under the grievance procedure, as outlined in the Collective Agreement, and will report all details to the Vice-President and President. The Vice-President will provide a grievance number.
- Report all submitted grievances via email to the President, Vice-President, and the grievance committee. The Grievance committee members must respond with confirmation of receipt.
- Attend General Meetings and Special Meetings, assist with set up of microphone/projector/ electronic equipment at all meetings prior to the meeting.
- Make sure all equipment is put away, help out the Membership Officer.
- Report to the Executive Board the transactions of area concerns from members in your monthly report.
- Serve as a member of the Health and Wellness Committee, and other committees as required.
- Ensure good communication between the members and the executive.
- Help to solve problems outside the grievance procedure.
- Mobilize members to support the union's role in bargaining, to attend public rallies, etc.
- As a steward, your role is to watch and listen to what's happening in the workplace, on behalf of the local. You will want to inform the President of issues that the local needs to deal with in bargaining, watch for early warning signs of privatization or contracting in/out of work.
- Provide a written report to the Recording Secretary one (1) week prior to the executive meeting.

(g) Trustees

The Trustees shall:

- 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 committees twice every calendar year in February and July.
- Make a written report of their findings to the first membership meeting following the completion of each audit.
- Submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct, and proper manner.

- Be responsible to ensure that monies have not been paid out without proper constitutional or membership authorization.
- Ensure that proper financial reports have been presented to the membership at the first membership meeting following the completion of each audit (May and September membership meetings).
- Audit the record of attendance.
- Inspect at least twice 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 to the National Secretary-Treasurer, and Cupe 1310 Secretary-Treasurer and Cupe 1310 President, a copy to the assigned Servicing Representative, the following documents:
 - I. Completed Trustee Audit Program
 - II. Completed Trustees' Report
 - III. Secretary-Treasurer Report to the Trustees
 - IV. Recommendations made to the President and Secretary-Treasurer of the Local Union
 - V. Secretary-Treasurer's response to recommendations
 - VI. Concerns that have not been addressed by the Local Union Executive Board.

(h) Health and Safety Representative

The Health and Safety Representative shall:

- Attend and be an integral part of the monthly meetings with the Joint Health and Safety Committee of the Simcoe County District School Board.
- Bring Health and Safety issues and concerns of the membership forward as necessary at these meetings.
- Attend meetings with members in which you are contacted by the Board to attend.
- Provide a report to the executive meeting monthly on matters arising from these meetings with the Joint Health and Safety Committee as well as any other Health and Safety issues or concerns.

(l) Membership Officer

The Membership Officer shall:

- 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 consent of the members present.
- Maintain the record of membership attendance at meetings.
- Perform such duties as may be assigned by the Executive Board from time to time.
- Arrive within the required time to prepare/set up for the meeting.
- Not permit any member to retire from the meeting without the permission of the chairperson.
- Review membership cards and report to the Chairperson any members without membership cards and allow none that have not signed in to remain.
- Obtain the names of all those waiting for initiation and report these to the Chairperson.
- Ensure that members have proof of membership for contract ratification, such as a membership card or pay stub.
- Perform such other duties as may be assigned by the Executive Board from time to time.

SECTION 10 - NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

(a) Nominations:

1. Elections shall take place biennially in the month of January. Members interested in running for office, may declare such at the two general meetings in the year before elections, in order to establish their intentions and objections if elected. A list of candidates and their data will be completed by the Recording-Secretary and sent to all members before the January general meeting. Nominations shall be received at the regular membership meeting held in the month of November, with elections held in the following January on the last Saturday of the month. Nominations will also be received during elections, prior to the election of that office. Any candidate may choose their own scrutineer, who watches over the counting of ballots. A returning officer who will be in charge of the election will be chosen before the election. Ballot counters and gatherers may be chosen the day of the election from the membership.
2. No nomination shall be accepted unless the member is in attendance at the meeting, or has allowed to be filed at the meeting, his consent in writing, duly witnessed by another member. Any member nominated may have two (2) minutes to speak to the membership if they desire.

3. Nominations will be accepted from members in attendance at the nomination meeting in November, or from those members who have allowed their name to be filed in writing at the meeting, witnessed by another member.
4. To be eligible for nomination, the nominee must have been accepted into membership and continue to be a member in good standing. (Article B.8.1, B.8.2 and B.8.3)
5. A member may accept nomination for a position while holding office in any position. If successful in the election, their resignation from their current position will take effect at that time.
6. No member will be eligible for nomination if they are in arrears of dues and/or assessments.

(b) Elections:

1. The President, Recording Secretary and Area 1, 3 and 5 Stewards positions and Health and Safety Representative elections are to be held on odd years the Vice-President, Secretary Treasurer, Area 2, 4 and Maintenance Stewards positions', Alternate Health and Safety Representative, and Membership Officer positions' the elections will be held in Even years.
2. The Executive Board shall determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer.
3. The Returning Officer will be responsible for issuing, collecting, and counting ballots. The Chief Returning Officer must be fair and impartial and see that all arrangements are unquestionable democratic.
4. The voting shall take place at the regular membership meeting in January. The vote shall be by secret ballot.
5. Voting to fill one office will be conducted and completed, and recounts dealt with before balloting may begin to fill another office.
6. A majority of votes cast will be required before any candidate can be declared elected, and second and subsequent ballots will be taken if necessary to obtain a majority. On the second and subsequent ballots, the candidate receiving the lowest number of votes in the previous ballot will be dropped.
7. In the event of a tie vote, a second and subsequent ballot(s) will be taken, if necessary, until a candidate receives a majority of votes cast and can be declared elected. In the event the tie vote persists, subsequent ballots may be deferred to the next membership meeting.
8. 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.
9. Any member may request a recount of the votes for any election and a recount will 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 set out in Section 6(c).
10. All Election complaints by members will be submitted in writing to the Chief Returning Officer as soon as possible but in no circumstances will a complaint be valid if it is filed later than 7 days after the election. The Chief Returning Officer in conjunction with the Elections Committee will investigate the complaint and issue a ruling as soon as practical and report the ruling to the very next regular membership meeting.
11. The voting shall take place at the regular general membership meeting in January held on the last Saturday of the month. The vote shall be by secret ballot.
12. Voting to fill one office shall be conducted and completed and recounts dealt with before balloting may begin to fill another office.
13. A majority of votes cast shall be required before any candidate can be declared elected, and second or subsequent ballots the candidate receiving the lowest number of votes in the previous ballot shall be dropped. In case of a final tie vote, the membership will re-vote.
14. 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(c)

15. No member may vote by proxy.

(d) Installation of Officers

(1) All duly elected officers shall be installed at the meeting at which elections are held and shall continue in office for a period of two (2) years, or until a successor has been elected and installed, provided, however, that no term of office shall be less than one year and no longer than three years. (Article B.2.4)

(2) The terms of office for Trustees shall be so that one serves for a period of three (3) years, one for two (2) years, and one for one (1) year, as laid down in Article B.2.4 of the CUPE Constitution. Each year thereafter, the local Union shall elect one Trustee for a three-year period. 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.

3. The Oath of Office to be read by the newly elected Officers is:

"I _____, promise to perform the duties of my office, as set out in the Constitution and laws of the Canadian Union of Public Employees, faithfully and to the best of my ability for my term of office. As an Officer of the Union, I will always promote the harmony and dignity of its sessions by counsel and example. I also promise to turn over all property of the Union to my successor at the end of my term"
(Article 11.6(b))

By-Elections:

Should an office fall vacant for any reason, pursuant to Section 7 (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

Fees, Dues and Assessments

Initiation Fee:

Payment of initiation fees is tangible confirmation of the desire to become a member of your Local Union and the Canadian Union of Public Employees. Each application for membership in the Local Union will be directed to the Secretary-Treasurer and will be accompanied by an initiation fee of \$10.00 (ten dollars) (Article B.4.1 and B.8.2)

Readmission fee: The Local Union will charge a readmission fee \$10.00.

Monthly Dues:

The monthly dues shall not be less than 1.50% of their regular monthly wages.

Amending Monthly Dues

The regular monthly dues may be amended at a regular or special membership meeting or by referendum vote. The vote must be by secret ballot. Notice of at least seven days at a previous meeting or 60 days in writing must be given. (Article B.4.3)

Assessments

Assessments may be levied in accordance with the CUPE Constitution. Assessments do not mean or include regular monthly dues and are applied for a specific purpose or specific length of time. Membership is required and the assessment will only be applied after the National President approves the assessment. (Article B.4.2)

Section 12

Non-Payment of Dues and Assessments

A member who fails to pay dues and assessments for three months is automatically suspended from membership. The suspension will be reported to the Executive Board by the Secretary-Treasurer. The Executive Board will report all suspensions to the next membership meeting. The member may return to membership in good standing by paying a readmission fee and any other penalty set by the Local Union. The readmission fee cannot be less than the initiation fee of the Local Union.

A member who has been unemployed or unable to work because of sickness shall pay the readmission fee but may not be required to pay arrears. (Article B.8.6)

Section 13 Expenditures

(a) Payment of Local Funds

Funds can only be spent for valid purposes of the Local Union under the following circumstances:

- When the expenditure is authorized by a budget approved by a majority of members present and voting at a regular or special membership meeting.
- When these bylaws approve the expenditure; or
- Through a vote of the majority of members present and voting at a regular or special membership meeting.
- Except for ordinary expenses and bills as approved at membership meetings, no sum over one hundred (\$100.00) shall be voted for the purpose of a grant or contribution to a member or any cause outside CUPE, except by a notice of motion given in writing and dealt with at the following membership meeting.
- Funds from the solidarity fund may be pledged at conventions, conferences and general meetings, for strikes and personal appeals up to \$100.00 per personal appeal to a maximum of \$1000.00 and up to \$250.00 per local strike appeal to a maximum of \$1000.00.
- An annual operating budget will be prepared by the Secretary-Treasurer and presented, for approval, at the November meeting to take effect January 1st, of the preceding year. Any funds not covered by this budget will be taken to the membership for approval.

(b) Payment of Per Capita Tax and Affiliation Fees

Authorization to pay per capita tax to CUPE National, to CUPE Ontario, OSBCU, or any Labour Organization the Local Union is affiliated with, is not required.

(c) Payment of Local Union Funds to Members or Causes Outside of CUPE

In the case of a grant or a contribution to a member(s) or a cause(s) outside of CUPE greater than \$100, a notice of motion must be made at a regular membership meeting and then approved at the following regular or special membership meeting before the grant or contribution can be paid out. The approval meeting must be no earlier than seven days after the meeting where notice of motion has been given.

- (b) No officer or member of Local 1310 will be allowed to spend any Local Union funds without first having received authorization under Section 13(a) of these bylaws.

Section 14 Honorariums and Allowances

Local Union Officers and committee members shall be provided an annual honorarium as follows which is to be paid semi-annually in June and December every year

- (1) President \$1500.00
- (2) Vice-President \$1200.00
- (3) Treasurer \$1200.00
- (4) Recording-Secretary \$1200.00
- (6) Area Stewards \$1000.00

Health and Safety Representative \$500.00(unless holding another position on the Executive this will not apply.)

Health and Safety Alternate Representative \$250.00(unless holding another position on the Executive this will not apply)

- (6) Membership Officer \$ 300.00
- (7) Trustees \$50 upon completion of the audit process as outlined in the Trustees duties in Section 9 of these bylaws. To be booked off work for the audit and not to exceed four hours.
- (8) Negotiations Committee members to receive 300.00 over a 3-year term. \$100.00 to be given per year.

President is automatically part of the Negotiations Committee as per Section 9 of the bylaws. This allowance will not be available to any current executive board member. This allowance is strictly for any general member that has been elected to the Negotiations Committee. If you are elected to the Executive Board and elected for the Negotiation Committee, you will not get the allowance for the Negotiation Committee.

Negotiations Committee is voted every three (3) years, at the September General Meeting the year before the expiry of the Collective Agreement, to attend to local and Central Bargaining and must agree to travel out of town to attend Central Meetings, Conferences/Conventions.

Mileage Allowance

Members required to use their vehicles in execution of the duties as the Executive Board, Officers or as a member of committees, shall be reimbursed for such use of their vehicles at least the same rate as the Employer compensates its employees per kilometer, but no higher than the highest employee rate.

Cellular Phone Allowance

Area Stewards and Health and Safety Representative will be provided a monthly amount-of twenty-five dollars (\$25.00) toward the expense of maintaining a cellular phone for doing Union business.

SECTION 15 – DELEGATES TO CONVENTIONS, COUNCILS, SEMINARS, Educational.

- a) Except for the President's option [Section 8 (a)], all delegates to conventions and conferences shall be chosen by election at Executive meetings, after having approval of the membership to use funds necessary to send such delegates, either through a motion at a general membership or special meeting, or through approved funds in the budget.
- b) All delegates elected to the conventions, conferences, councils, seminars, and committees, held outside the County of Simcoe shall be paid transportation expenses (at economy, tourist or coach rates), accommodation expense and an out-of-pocket allowance of ninety (\$90.00) per day for meals and expenses. The Local Union will reimburse the member's employer for any loss of wages.
- c) Attendance at seminars, councils, conferences, conventions, or committee meetings, held locally shall have travel allowance and an out-of-pocket expense of \$20.00 per day If lunch is provided the only reimbursement will be travel expenses supported by a Google map and expense voucher. The Local Union will reimburse the employer for any loss of wages.
- d) Representation at educational institutes and seminars shall be on the recommendation of the Executive Board, subject to final approval by the Executive Board).
- e) Local 1310 will provide members with their per diem allowance prior to their attending the convention, conference, or educational.
- f) Local 1310 encourages the participation of women and all equity-seeking groups in their delegation to conventions, conferences, and educational.
- g) Travel allowance shall be equal to Employer rates in kilometers.

SECTION 16 - COMMITTEES

(a)Special Committees

A special committee may be established for a specified purpose and a specified period of time by the membership at a meeting. The members shall be elected at a membership meeting, or may, by specific authorization of the membership, be appointed by the President or the Executive Board. Two members of the Board may sit on any special committee as ex-officio members.

1. Negotiating Committee

This will be a special committee established at least 9 months prior to the expiry of the local Union's collective agreement for a 3-yr. term, at the September General meeting the year before the expiry of the collective agreement. The function of the committee is to prepare collective bargaining proposals and to negotiate a collective agreement. Attend OSBCU meetings/conferences/conventions. The committee

shall consist of six (6) members, the presiding President, four (4) members and one (1) alternate (with no vote until required), elected at a membership meeting. Of the four members elected, at least one member will come from the Maintenance Staff. This Rep will be assigned to investigate and develop Maintenance Staff concerns and proposals, to be submitted. If all elected members decline the nomination to the Maintenance position, at his/her discretion, the President may either stand in this position, or appoint another member to stand. The Alternate will attend meetings for preparing proposals both locally and centrally but will not attend meetings with the Board until required. The National 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.

All members of Local 1310's negotiating committee shall attend Bargaining education provided by CUPE.

Grievance Committee

This committee shall consist of President, Vice-President, and Recording Secretary and have the following duties:

- Oversee the handling of all local grievances.
- Receive copies of all grievances.
- Prepare a report on the status of all grievances to be submitted to the Executive Board, the National Representative, and to the membership meeting.
- When a grievance is not settled in the initial steps provided for in the collective agreement, this committee will decide whether or not the grievance should proceed to arbitration.
- If the decision is to not proceed, the grievor(s) may appeal the decision to the Executive Board.
- Process all grievances not settled at the initial stage and its report can be copied to the CUPE Representative and presented to a membership meeting. Grievances must be in writing on the forms provided by the National Office and be signed by the complainant or complaints as provided for in the collective agreement. The committee shall comprise of the President, Vice-President and Recording Secretary. The committee shall appoint its secretary from among its members. The National Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted at all stages.

Membership Support Committee

This committee shall consist of all six Area Stewards. It shall be the duty of this committee:

- Extend the Local's condolences in the event of death of a member, or one of their immediate family, and make other appropriate gestures in accordance with custom or the wishes of the family concerned, as defined outlined in Article 17.03 14:03 (a) of the Collective Agreement, being a donation of \$50.00 to a charitable organization or a fruit basket.
- If a member is ill for more than two weeks, a card shall be sent to acknowledge and have sent some token of the Local's concern and desire to help, whether the member is at home or in hospital.

Upon retirement a CUPE MEMBER WILL RECEIVE a framed picture with a plaque on behalf of CUPE Local 1310 recognizing the member's years of service, to the value of one hundred and fifty dollars (\$150).

Uniform Committee

- Attend meetings with the board as required in regard to issues, concerns, changes to uniforms, etc.
- The uniform committee members will be appointed from the Executive.

Supply and Equipment Committee:

- Bring forward any concerns with the boards Supplies and Equipment used to perform the duties of CUPE members.
- Meet with management on a as required basis.
- The Supply and Equipment Committee members will be appointed from the Executive board.

Committee Against Racism and Discrimination (CARD)

The committee shall:

- Advise and give guidance to Officers, committee members, and the general membership on all issues that affect all equity-seeking groups, including people of colour, Aboriginals, lesbian, gay, bi-sexual and transgendered workers in the workplace and the union movement.
- Promote leadership of equity-seeking workers at the Local Union level and in the broader labour movement.
- Increase and support the active participation of equity-seeking workers in the Local Union and the broader labour movement.
- Strive to eliminate racism and discrimination in the workplace, Local Union, broader labour movement, and society through education and participation in human rights and anti-racism activities both in and outside of the labour movement.

The committee members will be the elected chairperson and 1310 members. The committee shall appoint its secretary from among its members.

Women's Committee:

This committee shall:

- Advise and give guidance to Officers, committee members and the general membership on all issues that affect women in the workplace and the union movement.
- Promote leadership of women at the Local Union level and in the broader labour movement.
- Increase and support the active participation of women in the Local Union and the broader labour movement.

- Strive to eliminate gender discrimination in the workplace, Local Union, broader labour movement, and society through education and participation in human rights activities both in and outside of the labour movement.

The committee members will be the elected chairperson and 1310 members. The committee shall appoint its secretary from among its members.

Health and Safety Committee

This committee shall:

- Work to educate members on the importance of workplace health and safety.
- Prepare and present reports to the regular membership meetings.
- Organize an April 28th Day of Mourning information material for members each year.
- Participate on the Joint Worksite Health and Safety Committees at their workplace.
- Ensure that the worker representatives on the JWH&SC meet separately from the employer to prepare for meetings with the employer.
- Promote safe work procedures and environments so as to prevent illness and injury as a result of workplace factors.
- Immediately bring to the attention of the employer and workplace hazard that has the potential to cause members' illness or injury.
- Work to eliminate all workplace hazards, be they physical, environmental, or mental, emotional or social.

Members of this committee should be designated as a "Certified Worker Representative" in accordance with the legislation in their respective jurisdictions (provincial, federal) and meet over zoom with the Health and Safety Representative over Zoom every 2-3 months or through email if issues are not needed to be discussed)

The committee chairperson will be the Health and Safety Representative and designated health and safety members within 1310. The committee shall appoint its secretary from among its members.

Bylaw Committee

This committee shall:

- Review the bylaws annually and make recommendations to the Executive Board on proposed amendments.
- Review any proposed amendments received from the Executive Board or membership of the Local Union to ensure that the amendments will conform to the remainder of the bylaws and the CUPE National Constitution.
- Ensure that the Local Union's bylaws are written in clear language, ensuring that clear language does not change the intent or meaning of the bylaws.

The committee members will be the elected chairperson from the Executive Board and 4 members.

The committee shall appoint its secretary from among its members. The National Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted during the review process.

Social Committee:

- It shall be reimbursed by the Executive Board for expenses incurred in the performance of its duties.
- To arrange and conduct all social and recreational activities of the Local either on the committee's own initiative, or as a result of decisions taken at membership meetings.
- It shall submit reports and proposals to the Executive Board or to the membership as required.
- A ceiling for any activity shall be fixed by the membership, but other than that, all social and recreational events and activities shall be self-supporting.
- The Executive Board shall be held responsible for the proper and effective functioning of this committee.

Section 17 Complaints and Trials

All charges against members or Officers must be made in writing and dealt with in accordance with the Trial Procedure provisions of the CUPE National Constitution (Article B.11.1 to B.11.5)

SECTION 18 - 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 C. 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 C to these bylaws, the CUPE National Constitution may provide guidance, but, if the situation is not dealt with there, *Bourinot's Rules of Order* shall be consulted and applied.

SECTION 19 - AMENDMENTS

(a) Cupe Constitution

These bylaws are always subordinate to the CUPE Constitution (including Appendix B) 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. The National President has the sole authority to interpret the CUPE Constitution. (Article 9.2(c), 13.3 and B.5.1)

(b) Additional By-Laws

A local Union can amend or add to its bylaws only if:

- I. The amended or additional bylaws do not conflict with the CUPE Constitution.
- II. The amended or additional bylaws are approved by majority vote at a regular membership meeting or at a special membership meeting called for that purpose; and
- III. Notice of the intention to propose the amended or additional bylaws was given at least seven days before at a previous membership meeting or 60 days before on the website. (Article 13.3 and B.5.1)

(c) Effective Date of Amended or Additional Bylaws

The amended or additional bylaws do not come into effect until they have been approved in writing by the National President. The National President will decide whether to approve the amended or additional bylaws within 90 days of receiving them and will withhold approval only where they conflict with the CUPE Constitution. **(Article 13.3 and B.5.1)**

Section 20

Printing and Distribution of Bylaws

Members will receive a copy of Local 1310 bylaws, either in paper format or via the Local Union website at www.1310cupe.ca Members requesting a copy of these bylaws will be provided a copy as requested. Members with special needs may request a copy of the bylaws in larger font.

Appendix A

CUPE NATIONAL EQUALITY STATEMENT

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

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

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

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

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

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

Appendix B

Code of Conduct

The mandate of our union, the Canadian Union of Public Employees (CUPE), is to organize and defend workers and to promote economic and social justice for our members and for all workers. In carrying out our work, we in CUPE strive to promote our core values which include the principles of solidarity, equality, democracy, integrity, and respect. We are committed to mobilizing our energy and skills to work together to promote these values and to attain these goals in our union, our communities, and globally.

CUPE is committed at all levels to creating a union which is inclusive, welcoming, and free from harassment, discrimination and all types of bullying and intimidation. CUPE needs to ensure that we provide a safe environment for members, staff and elected officers to carry out our work. CUPE's expectation is that mutual respect, understanding and co-operation will be the basis of all our interaction.

The Code of Conduct sets out standards of behaviour for participants at national convention, national conferences, schools, meetings, and all other events organized by CUPE National. It is also applicable to structures of CUPE – locals, Provincial and Service Divisions, District Councils, Provincial Unions, Councils of Unions, Provincial Councils of Unions, and Provincial Sectoral Groups. It is consistent with the expectations outlined in the Equality Statement and the CUPE National Constitution.

This Code of Conduct is intended to deal with complaints of inappropriate behaviour at events organized by CUPE National. It does not apply to complaints arising in the workplace, as those are dealt with through the grievance procedure and/or the applicable workplace harassment policy.

As CUPE members, staff, and elected officers, we commit to one another and to the union to be governed by the principles of the Code of Conduct and agree to:

- Abide by the provisions of the Equality Statement.
- Respect the views of others, even when we disagree.
- Recognize and value individual differences.
- Communicate openly.
- Support and encourage each other.
- Make sure that we do not harass or discriminate against each other.

- Commit to not engaging in offensive comment or conduct.
- Make sure that we do not act in ways that are aggressive, bullying, or intimidating.
- Take responsibility for not engaging in inappropriate behaviour due to use of alcohol or other drugs while participating in union activities, including social events.

Harassment is objectionable behaviour which may include actions, language, gestures, and/or written material, and which the harasser knows or ought reasonably to know is abusive and unwelcome. Bullying is a form of harassment which is serious ongoing behaviour which targets an individual or group and which threatens that person or persons' mental and/or physical well-being.

A complaint regarding the Code of Conduct will be handled as follows:

1. If possible, a member may attempt to deal directly with the person alleged to have engaged in behaviour contrary to the Code, by asking them to stop such behaviour. If that is not possible, or if it does not resolve the problem, a member may bring forward a complaint.
2. At national convention, national conferences, schools, meetings, and all other events organized by CUPE National, a complaint shall be brought to the attention of an ombudsperson.
3. At a meeting, event, or activity held by a structure of CUPE, should an ombudsperson be available, the same process would be used. Should an ombudsperson not be available, a person properly appointed and designated to be in charge shall receive the complaint.
4. If the complaint involves a staff member, it shall be referred to the appropriate director for investigation and the complaint shall be dealt with in accordance with the applicable staff collective agreement. If the complaint involves a staff member employed by another part of CUPE, the person responsible for their employment will be the one to whom a complaint is referred and the relevant collective agreement, should it exist, would be applicable.
5. Once a complaint is received where an ombudsperson is being used, the ombudsperson will work to seek a resolution.
6. If this fails to resolve the matter, the ombudsperson shall report the matter to the person in charge, who shall determine whether there is need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses.

7. At CUPE National events where an ombudsperson is not available, a person properly appointed and designated to be in charge shall receive the complaint. Depending on the nature of the problem, the person in charge may attempt to resolve it through conflict resolution. If this fails to resolve the matter, the person in charge shall determine whether there is a need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses. The same process is to be used for other parts of CUPE where an ombudsperson is not available.
8. For National events, if the person in charge is a party to the complaint, the director or designate shall assume that role. For all other parts of CUPE, an alternate will be designated to assume the role.
9. In a case where a member has been expelled from an event, the National President shall receive a report on the matter. For all other structures of CUPE, the presiding officer shall receive a report on the matter.
10. For events organized by CUPE National, the National President shall determine if further remedial action is appropriate, including restricting a member's participation in future events organized by CUPE National. A similar process may be applicable to the other parts of CUPE, done in consultation with the National President.

This Code of Conduct is designed to create a safe, respectful, and supportive environment within all parts of CUPE. It is meant to enhance the rights and obligations outlined in the CUPE National Constitution, the Equality Statement, and applicable human rights legislation, not replace them.

All chartered organizations are subject to this Code of Conduct, to apply to conventions, conferences, schools, and meetings which they organize.

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

Appendix C

RULES OF ORDER

1. The President will be the Chairperson at all meetings. In the absence of the President, the Vice-President will be the Chairperson at the membership meeting. In the absence of the President and Vice-President, the Recording-Secretary will be the Chairperson at the membership meeting. In the absence of the President, Vice-President and Recording Secretary, members at the membership meeting will select a chairperson by majority vote. Quorum rules must be met.
2. Members are not allowed to speak about an issue for more than five minutes. Members can only speak to an issue once unless there is agreement by the members at a meeting, or where all those wishing to speak have had the opportunity to speak.
3. The Chairperson of a committee who is making a report or the mover of a motion may speak for up to 10 minutes. With the agreement of the members present, the 10 minutes may be expanded.
4. The Chairperson will state every motion presented at a membership meeting before allowing debate on the motion. Before putting a motion to vote, the Chairperson will ask: "Is the Local ready for the motion?" If no member rises to speak, the motion will be voted upon.
5. A motion must be moved and seconded. The mover and seconder must rise and be recognized by the Chairperson.
6. A motion to amend a motion, or a motion to amend an amendment are allowed, however a motion to amend an amendment to an amendment is not allowed.
7. An amendment to a motion or an amendment to an amendment to a motion that is a direct negative to the main motion is never permitted.
8. On motion, the regular order of business at a membership meeting may be suspended where two-thirds of those present vote to do so. The regular order of business should only be suspended to deal with urgent business.
9. No member, except the Chairperson 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. Chairpersons 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 a 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 seconded 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. Motions other than those named in Rule 19, or motions to accept or adopt the report of a committee, will, if requested by the Chairperson, be put in writing prior to beginning debate and vote.
10. At the request of a member, and upon a majority vote, a motion which contains more than one action or issue can be divided.
11. The mover of a motion can withdraw the motion upon the consent of the seconder prior to the end of debate. Once debate has ended on a motion, the motion can only be withdrawn upon unanimous vote of the members present.
12. A member who wishes to speak on a motion, or a member who wishes to move a motion, shall rise and respectfully address the Chairperson. The member shall not proceed until the member is recognized by the Chairperson except where the member rises to a point of order or on a question of privilege.
13. The Chairperson will keep a speakers list and, in all cases, will determine the order of speakers including those circumstances where two or more members rise to speak at the same time.
14. A member, while speaking, will speak only to the issue under debate. Members shall not personally attack other members. Members will refrain from using language that is offensive or in poor taste. Members will generally not speak in a manner that reflects poorly on the Local Union or other members.
15. A member that is called to order will stop speaking until the point of order is determined. If it is decided that the member is in order, then the member may continue to speak.
16. No religious discussion shall be permitted.
17. The Chairperson will not take part in any debate. Where the Chairperson wishes to speak on a resolution or motion, or where the Chairperson wishes to move a motion, the Chairperson must rise from the chair and hand the chair over as outlined in Rule #1.
18. The Chairperson will have the same right to vote as other members. In the case of a tie vote, the Chairperson may cast another vote or the Chairperson may refrain from casting an additional vote, in which case the motion is defeated.
19. When a motion is before the members, no other motion is in order except a motion to 1) adjourn; 2) put the previous question; 3) lay on the table; 4) postpone for a definite time; 5) refer; or 6) divide or amend. These six motions shall have precedence in the order indicated. Motions 1 through 3 shall be decided without debate.
20. The Chairperson will ask "Will the main question be now put?" where a motion for the previous question is moved and seconded. If approved, the Chairperson will then take votes on the motion and amendments to the motion (if any) in order of priority. If an amendment or an amendment to an amendment is approved, then members will be asked to vote on the motion as amended.
21. A motion to adjourn is in order when a member is speaking or when members are voting.
22. A motion to adjourn, if lost, is not in order if there is further business before the Local Union, until fifteen minutes have elapsed.

23. After the 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.

24. If a member wishes to (appeal) a decision of the chair, the member must appeal at the time the decision is made. If the appeal is seconded, the member will be asked to briefly state the basis for his appeal. The Chairperson will then briefly state the reasons for the decision. Following immediately and without debate, the Chairperson will ask, "Will the decision of the chair be upheld?" A majority vote shall decide. In the event of a tie vote, the decision of the chair is upheld.

25. At a membership where a question has been decided any two members who voted with the majority can give notice of a motion to reconsider a decision of the membership at the next membership meeting. The motion to reconsider requires the support of a two-thirds majority of members who vote. If two-thirds majority of members support reconsideration, the question will be placed in front of the membership for debate and a subsequent vote.

26. 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.

26. The Local Union's business and proceedings of meetings are not to be divulged to any persons outside the Local Union, or Canadian Union of Public Employee.