

CUPE / *Canadian Union
of Public Employees*

LOCAL 787

BYLAWS

Amended: April 25, 2017

Approved: Approved April 28, 2017



Canadian Office &
Professional Employees
Local #491

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INTRODUCTION

Local 787 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 787 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 Union shall be Canadian Union of Public Employees Local 787, City of Grande Prairie Outside Workers

Local 787 consists of the following bargaining units:

- a) City of Grande Prairie Outside Workers
- b) Aquatera
- c) M.D. of Spirit River #133

SECTION 2 – OBJECTIVES

The objectives of Local 787 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;
- 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.

- a) Masculine pronouns shall be understood to include the feminine gender.
- b) The CUPE Constitution should be read in conjunction with these by-laws.
- c) National Office refers to CUPE headquarters, Ottawa, and the abbreviation "CUPE" is always used with a national connotation, unless stated otherwise.

SECTION 4 – MEMBERSHIP

a) Membership

An individual employed within the jurisdiction of Local 787 can apply for membership in Local 787 by signing an application and paying the initiation fee set out in Section 12(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 obey 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, home telephone contact number and where available, an e-mail 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, e-mail blasts or telephone town halls.

*In the 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 Alberta. The purpose of sharing this telephone contact information with CUPE National or CUPE Alberta 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 towards common goals and objectives, Local 787 shall be affiliated to and pay per capita tax to the following organization(s):

- The CUPE Alberta Provincial Division
- The Alberta Municipal Employees Committee

In order to strengthen the labour movement and work towards common goals and objectives, Local 787 may be affiliated to and pay per capita tax to the following organization(s):

- The Grande Prairie District Council
- The Alberta Federation of Labour

SECTION 6 – MEMBERSHIP MEETINGS

a) Regular Membership Meetings

Regular membership meetings of Local 787 shall be held monthly on the fourth (4th) Tuesday at 6:30 p.m. at CUPE National Office Boardroom except for the months of July,

August and December. Notice of each regular membership meeting outlining the date, time and location shall be given to members at least seven (7) days in advance of the meeting.

b) When a statutory holiday or a situation beyond the control of the Local Union arises which causes the cancellation of a regular membership 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.

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 eight (8) members, including three (3) members of the Executive Board.

d) Membership Meeting Agenda

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

- 1) Roll call of officers
- 2) Reading of the Equality Statement
- 3) Voting on new members and initiation
- 4) Reading of the minutes
- 5) Matters arising from the minutes
- 6) Secretary-Treasurer's Report
- 7) Communications and bills
- 8) Executive Board Report
- 9) Reports of committees and delegates
- 10) Nominations, elections, or installations
- 11) Unfinished business
- 12) New business
- 13) Good of the Union
- 14) Adjournment

(Article B.6.1)

e) Local 787 is committed to ensuring that all of its meetings and activities are safe environments where members are encouraged to speak. Existing members are encouraged to welcome, mentor and support new members and equity-seeking members.

f) Special Membership Meetings

Special membership meetings of Local 787 may be required, and shall be called by the Executive Board or may be requested in writing by no fewer than ten (10) 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' notice 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.

g) Bargaining Unit Meetings

Bargaining Unit meetings may be called to deal with matters that affect only members of the bargaining unit. Such meetings are not to be used to replace regular membership meetings and will not make decisions that affect the Local Union as a whole or another bargaining unit. The President shall advise members of the bargaining unit seven (7) days in advance of the meeting providing the time and location and an agenda.

The minimum number of members required to be in attendance for the transaction of business at any bargaining unit meeting shall be seven (7) bargaining unit members or 50% of the membership whichever is less and including one (1) member of the executive board. Members from other bargaining units in the Local Union may attend these meetings without vote but with voice and are not counted as part of quorum.

h) Worksite meetings

Worksite meetings may be called to deal with matters that affect only members of the worksite. Such meetings are not to be used to replace regular membership meetings and will not make decisions that affect the Local Union as a whole or another worksite or bargaining unit. The President shall advise members of the worksite seven (7) days in advance of the meeting providing the time and location and an agenda.

The minimum number of members required to be in attendance for the transaction of business at any worksite meeting shall be seven (7) bargaining unit members or 50% of the membership whichever is less and including one (1) member of the executive board. Members from other worksites or bargaining units in the Local Union may attend these meetings without vote but with voice and are not counted as part of quorum.

SECTION 7 – OFFICERS

The Officers of Local 787 shall be:

- a) the President,
- b) Vice-President, 787
- c) Vice President, 787-1
- d) Secretary-Treasurer,
- e) Recording Secretary,
- f) Membership Officer,
- g) Privacy Officer, and
- h) three (3) Trustees.

(Articles B.2.1 and B.2.2)

SECTION 8 – EXECUTIVE BOARD

- a) The Executive Board shall include:
 - a. all Officers, except Trustees
 - b. Chief Steward of the Aquatera Bargaining Unit
 - c. Chief Steward of the City of Grande Prairie Bargaining Unit
 - d. Chief Steward of the Municipal District of Spirit River Bargaining Unit

(Article B.2.2)
- b) The Executive Board will meet at least eight (8) times per year before the regular membership meeting.

(Article B.3.14)
- 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 and deal with all grievances of members as submitted to the Executive Board in the reports of the Grievance Committee. The Board shall be held responsible for the proper and effective functioning of the Grievance Committee.
- f) Should any Executive Board member fail to answer the roll call for three (3) consecutive regular meetings or three (3) 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.

(Article B.2.5)
- g) The President may create a position of Past President to serve on the Executive Board for a term of one (1) year. The Past President will have voice but no vote at meetings of the Executive Board. The reason would be, if the Executive member(s) are all new, this would act as a transition period for the Board.
- h) The Executive Board shall appoint/designate a member of the Bargaining Unit to any vacancy of Officers or Committees until such time as a by-election can occur, which shall be held within three (3) months.

SECTION 9 – DUTIES OF OFFICERS

Each Officer of Local 787 is encouraged 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.

(Article B.3.9)

All signing Officers of Local 787 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.

(Article B.3.5)

a) President

The President shall:

- Enforce the CUPE National Constitution, these Local Union bylaws and the Equality Statement.
- Interpret these bylaws as required.
- Preside at all membership and Executive Board meetings and preserve order.
- Decide all points of order and procedure (subject always to appeal to the membership).
- New members have the same right to vote as other members. In the case of a tie vote, 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 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.
- 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.
- Have first preference as a delegate to attend all conventions/conferences.

(Article B.3.1)

b) Vice-President

The Vice-President shall:

- If the President is absent or not eligible, perform all duties of the President.
- Preside over membership and Executive Board 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.

- Assist the Secretary-Treasurer and the Membership Officer in stamping dues books of members and recording attendance at general meeting.
- Render assistance to any member of the Executive as directed by the Executive Board.
- Sign cheques and ensure that the Local's funds are used only as authorized or directed by the Constitution, by-laws, or vote of the membership.
- If the Recording Secretary is absent shall perform all duties of Recording Secretary.
- May assist in the preparation of a newsletter quarterly within each calendar year and prepare it for distribution at regular membership meetings.

(Article B.3.2)

c) 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 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 absence.
- 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 of each 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 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 amount 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.

(Articles B.3.4 to B.3.8)

d) Recording Secretary / Privacy Officer

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 motions, with the mover's and seconders' names, in the minute book of the Local.
- 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.
- 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.

- Fill in for the Membership Officers when necessary.
- Be empowered, with the approval of the membership, to employ administrative assistance to be paid for out of the Local Union's funds.
- Performs other duties required by the Local Union, its bylaws or the National Constitution.
- Sign cheques and ensure that the Local's funds are used only as authorized or directed by the Constitution, by-laws, or vote of the membership.'
- Shall be responsible for duties that are outlined in the Personal Information Policy Document

(Article B.3.3)

e) 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 with consent of the members present.
- Maintain the record of membership attendance at meetings.
- Perform such other duties as may be assigned by the Executive Board from time to time.
- Not permit any member to retire from a meeting without permission of the Chairman.
- Assist the Vice-President and Recording Secretary in maintaining the record of membership attendance at meetings.
- Examine all present at meetings and report to the Chairman any without membership cards.
- Obtain the names of all those awaiting initiation, reporting these to the Chairman.

f) 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 at least once every calendar year.
- 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 given to the membership.
- Audit the record of attendance.
- Inspect at least once a year, any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local Union, and report their findings to the membership.
- Send to the National Secretary-Treasurer, with 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.

(Articles B.3.10 to B.3.12)

SECTION 10 - STEWARDS

Stewards will be elected for a two (2) year term at a general membership meeting by members of their workgroup according to the articles of Section 11.

The Nominated Stewards must have at a minimum the Basic Stewarding Course and a working knowledge of the Collective Agreement.

Stewards are expected to attend Steward Meetings.

Stewards are responsible for initiating the grievance at the level one stage and following the procedures outlined in the grievance forms and grievance fact forms.

Grievances that go beyond the level one stage will be sent to the grievance committee who will determine the next course of action.

Stewards will seek guidance and follow direction from the grievance committee.

SECTION 11 – NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

a) Nominations

- 1) Nominations and elections will be at the regular membership meeting held in the month of November.
- 2) Nominations will be accepted from members in attendance at the nomination meeting or from those members who have allowed their name to be filed in writing at the meeting, witnessed by another member.
- 3) To be eligible for nomination, the nominee must have been accepted into membership and continue to be a member in good standing.

To be eligible for nomination and election to an executive position the person must be a member in good standing of Local 787. 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.

- 4) Elections may be postponed until the regular membership meeting in January by the executive in exceptional circumstances, such as inclement weather, illness or inability to achieve quorum.

(Articles 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 positions of President, Recording Secretary and Membership Officer shall be held in years ending in an even digit and shall be for a two (2) year term (in November).
- 2) The positions of Vice-Presidents and Secretary-Treasurer shall be held in years ending on an uneven digit and shall be a two (2) year term (in November).
- 3) The President may, subject to the approval of the members present, appoint an Elections Committee consisting of a Returning Officer and assistant(s) one month prior to the Elections.
- 4) The Committee shall include members of the Local who are neither officers nor candidates for office. It shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.
- 5) 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.

- 6) The Returning Officer shall be responsible for issuing, collecting, and counting ballots. He must be fair and impartial and see that all arrangements are unquestionably democratic.

The voting will take place, at the General membership meeting in November, by secret ballot. 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.

Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.

In the event of a tie vote, a second and subsequent ballot(s) will be taken if necessary until a candidate receives the majority of votes cast and can be declared elected. In the event a tie vote persists, the two names will be drawn from a hat to decide the winner.

When two or more nominees are to be elected to any office/committee 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.

c) 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 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 years, one for two years, and one for one year, as laid down in Article B.2.4 of the CUPE National 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))

d) By-elections

Should an office fall vacant for any reason, the resulting by-election should be conducted as closely as possible in conformity with this section. However, the Executive Board shall

appoint/designate a member of the Bargaining Unit to any vacancy of Officers or Committees until such time as a by-election can occur, but for not more than three (3) months.

e) Worksite Elections

Only worksite Members will be allowed to vote for their worksite steward

f) Bargaining Unit Elections

Only the shop stewards in a bargaining unit will be eligible to elect their chief steward to the Grievance Committee, and executive board.

SECTION 12 – FEES, DUES AND ASSESSMENTS

a) Initiation Fee

Payment of initiation fees is a 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 two (\$2.00) dollars which shall be in addition to monthly dues. The Secretary-Treasurer shall issue a receipt. If the application is rejected, the fee shall be returned.

(Articles B.4.1 and B.8.2)

b) Readmission Fee

The readmission fee shall be two (\$2.00) dollars.

(Article B.4.1)

c) Monthly Dues

The monthly dues shall be 1.5% of regular wages.

Dues shall be sufficient to generate funds to ensure payment of all per capita obligations as well as financial solidarity of the Local.

(Article B.4.3)

d) Amending Monthly Dues

The regular monthly dues may be amended at a regular or special membership meeting. The vote must be by secret ballot. Notice of at least seven (7) days at a previous meeting or sixty (60) days in writing must be given.

(Article B.4.3)

e) 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 approval is required and the assessment will only be applied after the National President approves the assessment.

(Article B.4.2)

SECTION 13 - 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.

(Article B.8.6)

SECTION 14 – EXPENDITURES

a) Payment of Local Union 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.

(Article B.4.4)

b) Payment of Per Capita Tax and Affiliation Fees

Authorization to pay per capita tax to CUPE National, to CUPE Alberta. Provincial Division, or any labour organization the Local Union is affiliated with, is not required.

No Officer or member of Local 787 will be allowed to spend any Local Union funds without first having received authorization under Section 14(a) of these bylaws.

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 one hundred dollars (\$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 (7) days after the meeting where notice of motion has been given.

SECTION 15 – OUT-OF-POCKET EXPENSES

a) The following Honoraria shall be provided:

President	\$500.00 per year
Vice-President	\$500.00 per year
Recording Secretary	\$500.00 per year
Secretary-Treasurer	\$500.00 per year
Membership Officer	\$500.00 per year
Trustees	\$250.00 per year

b) The President shall be allowed necessary funds, not to exceed five hundred dollars (\$500.00) monthly, to reimburse himself or any officers for expenses, supported by vouchers, incurred on behalf of the Local.

SECTION 16 - DELEGATES TO CONFERENCES, CONVENTIONS AND EDUCATIONALS

- a) Except for the President's option [Section 9(a)], if the President chooses not to attend a replacement shall be elected by the membership at a general membership meeting. All other delegates to conventions shall be elected by the membership at a general membership meeting.
- b) All delegates are expected to attend the general daily agenda for conventions.
- c) Delegates to the Northern Alberta District CUPE Council shall be elected annually. A member responsible for reporting back to the Local Union membership shall be appointed by the President from among these delegates, and the member appointed shall make a written report at each Local Union membership meeting on proceedings at recent meetings of the Council. The Local Union will reimburse the member's employer for any loss of wages.
- d) Members elected to represent CUPE Local 787 for union business on their regularly scheduled days off shall be entitled to their next scheduled day of work after the function as a paid day off for Union business. Such day shall not be paid out in cash or banked time.
- e) Delegates to the Grande Prairie Labour Council shall be elected annually. A member responsible for reporting back to the Local Union membership shall be appointed by the President from among these delegates, and the member appointed shall report at each Local Union membership on proceedings at recent meetings of the Council. The Local Union will reimburse the member's employer for any loss of wage.
- f) All delegates elected to attend Conventions District Council, Labour Council, Schools, outside of Grande Prairie shall be paid transportation expenses (at the economy tourist or coach rate), the driver of the vehicle will be reimbursed at the current CRA kilometre allowance rate. Per Diem of seventy-five dollars (\$75.00) per day for meals unless meals are included. Hotel accommodation (receipts must be submitted) and an amount equal to any loss of salary and benefits necessitated by attendance.

- g) All Delegates to Conventions, District Council, Labour Council, and Schools held locally, shall be entitled to a per diem allowance of twenty-five dollars (\$25.00) per day for meals unless meals are included, and compensation for any loss of salary or benefits necessitated by attendance. Those delegates travelling in excess of fifty kilometres shall be compensated at the current CRA kilometre allowance rate.
- h) Local 787 will provide members with their per diem allowance prior to their attending the convention, conference, or educational. Should the member be unable to attend the per diem shall be returned to the Local.
- i) Local 787 encourages the participation of women and all equity-seeking groups in their delegation to conventions, conferences, and educationals.
- j) All Union leave must be approved and booked off by the President or his/her designate and approved by the Employer.

SECTION 17 – 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 four (4) months prior to the expiry of the Local Union's collective agreement and automatically disbanded when a new collective agreement has been signed. The function of the committee is to prepare collective bargaining proposals and to negotiate a collective agreement. The Committee will consist of the President and all executive members belonging to the bargaining unit, and all other vacancies allowed under the Collective Agreement and will be elected by the membership at a membership meeting. No department shall have more than two (2) representatives elected to the committee. The National Representative assigned to the Local Union 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 787's negotiating committee are recommended to attend Level 1 and Level 2 of CUPE's collective bargaining educationals.

When the negotiation committee is in preparation for bargaining and when in formal negotiations, they shall be entitled to a per diem of twenty-five dollars (\$25.00) per day for meals unless meals are included.

b) Permanent Committees

The Chairperson of each permanent committee will be elected by the members at a membership meeting in November. Permanent committees will have a term of two years. The Chairperson and the Executive Board may, with the approval of the membership, jointly appoint other members to serve on a committee. Committees will provide written reports to each regular membership meeting. The Vice-President shall be a member, ex-officio, of each committee.

There shall be eight (8) permanent committees as follows:

1) Grievance Committee

This committee will:

- Oversee the handling of all local grievances.
- Receive copies of all grievances. Grievances must be in writing on the forms and signed by the complainant(s) as provided by the collective agreement.
- 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.

The committee members will be the President, Vice President and Recording Secretary of the Executive Board and three (3) stewards one (1) from the City and one (1) from Aquatera and one (1) from the Municipal District of Spirit River.

The committee will be chaired by the Vice President or designate in their absence. 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.

2) Education Committee

This committee will:

- Gather information about appropriate courses, the availability of courses, and make recommendations to the Local Union on whether or not members should be attending.
- Assist delegates in the preparation of reports to the membership on seminars and conferences and maintain a reference file of these reports.

- Cooperate with the National Union Development Department and Communications Branch of CUPE, and with the regional Education Representative, in implementing both the Local Union's and CUPE's policies in these fields.

The committee members will be the elected chairperson and two (2) members. The committee shall appoint its secretary from among its members.

3) Women's Committee

This committee will:

- 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 two (2) members. The committee shall appoint its secretary from among its members.

4) Committee Against Racism and Discrimination (CARD)

This committee will:

- 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 two (2) members. The committee shall appoint its secretary from among its members.

5) Health and Safety Committee

This committee will:

- 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 ceremony each year.
- Participate on the Joint Worksite Health and Safety Committees (JWH&SC) 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 any workplace hazard that has the potential to cause members' illness or injury.
- Work to eliminate all workplace hazards, be they physical, environmental, 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).

The committee members will be the elected chairperson and two (2) members. The committee shall appoint its secretary from among its members.

6) Bylaw Committee

This committee will:

- 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 and two (2) 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.

7) Wellness Committee

This committee will:

- May visit members who are ill.
- If a member is ill for more than a week, arrange acknowledgement of the Local Union's concern. Such acknowledgement will be up to a maximum of fifty dollars (\$50.00).
- Extend the Local Union's condolences in the event of the 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.

The committee members will be the elected chairperson and two (2) members. The committee shall appoint its secretary from among its members.

8) Social Committee

This committee will:

- Arrange and conduct all social, cultural, and recreational activities of the Local Union, either on the committee's own initiative or as a result of decisions taken at membership meetings. The committee shall submit reports and proposals to the Executive Board or to the membership as required.

A budget for the committee will be fixed annually by the membership but, other than that, all social, cultural, and recreational events and activities shall be self-supporting. The Executive Board shall be held responsible for the proper and effective functioning of the committee.

The committee members will be the chairperson and two (2) members, and may appoint a secretary-treasurer from among its members.

Members with the local who retire or resign may be entitled to the following farewell gift as recognition for their years of service:

- 5 years to 9 years - Pen set
- 10 years to 20 years - Jacket
- 21 years to 30+ years - Watch

All Union leave must be approved and booked off by the President or his/her designate and approved by the Employer.

SECTION 18 – RULES OF ORDER

All meetings of the Local Union will be conducted in accordance with the basic principles of Canadian parliamentary procedure. Some of the more important rules to ensure free and fair debate are appended to these bylaws as Appendix 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.

(Articles 9.2(c), 13.3 and B.5.1)

b) Additional Bylaws

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 (7) days before at a previous membership meeting or sixty (60) days before in writing.

(Articles 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 ninety (90) days of receiving them and will withhold approval only where they conflict with the CUPE Constitution.

(Articles 13.3 and B.5.1)

SECTION 20 – PRINTING AND DISTRIBUTION OF BYLAWS

Members will receive a copy of Local 787 bylaws. 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

Local 787 is committed to ensuring that all of its meetings and activities are safe environments where members are encouraged to speak. Existing members are encouraged to welcome, mentor and support new members and equity-seeking members.

Local 787 strives to promote 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.

Local 787 is committed to creating a union which is inclusive, welcoming, and free from harassment, discrimination and all types of bullying and intimidation. Local 787 needs to ensure that it provides a safe environment for members, staff and elected officers to carry out our work. Local 787 expects that mutual respect, understanding and co-operation will be the basis of all our interaction.

This Code of Conduct for Local 787 sets out standards of behaviour for members at meetings, and all other events organized by Local 787. It is consistent with the expectations outlined in the Equality Statement, CUPE National Constitution and these bylaws. 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 members of Local 787 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; and
- Take responsibility for not engaging in inappropriate behaviour due to abuse 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 this 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 the person 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) Once a complaint is received, a designated Officer of the Local Union will work to seek a resolution.
- 3) If this fails to resolve the matter, the designated Officer of the Local Union 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.

This Code of Conduct is designed to create a safe, respectful and supportive environment within CUPE. It is meant to enhance the rights and obligations outlined in the Bylaws of Local 787, the CUPE National Constitution, the Equality Statement, and applicable human rights legislation, not replace them.

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 membership 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 fifteen minutes. With the agreement of the members present, the fifteen 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 a 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) 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 speaking.
- 16) Religious discussion of any kind is not 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 except 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 Chairperson declares the vote results on a question, and before the Local Union proceeds to another order of business, any member can ask for a division. A standing vote on the division will be taken and the Recording Secretary will count the standing vote.
- 24) If a member wishes to appeal a decision of the Chairperson, the member must appeal at the time the decision is made. If the appeal is seconded, the member will be asked to

state briefly the basis for the appeal. The Chairperson will then state briefly 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 meeting 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) Members are allowed to leave a meeting with the permission of the Vice-President; however, in no case will a member leave during the reading of minutes, the initiation of new members, the installation of Officers, or the taking of a vote.
- 27) The Local Union's business and the proceedings of meetings are not to be divulged to any persons outside the Local Union, or the Canadian Union of Public Employees.

APPENDIX D - POLICIES

Bargaining Units of CUPE Local 787 are:

- Aquatera Employees covered by Labour Board Certificate 51-2007
- Municipal District of Spirit River No. 133 Employees covered by Labour Board Certificate 153-2000

It is recognized that from time to time the Unit may have issues that do not affect the main local and therefore Units shall be allowed to hold regular or special meetings under the following guidelines:

Notice of such meetings shall be provided to members a minimum of seven (7) days in advance of the meetings.

Quorum for such meetings shall be 7 (seven) members or 50% (fifty per cent) of the membership whichever is less.

Notice of such meetings shall be sent to the Recording Secretary of Local 787 and attendance by the Executive Board shall be at the discretion of the Executive Board. The National Representative may attend all meetings and shall have voice but no vote.

Minutes of such meetings shall be kept and provided to the Executive Board of Local 787.

All motions dealing with monetary issues that affect Local 787 must be forwarded to and voted on at the next general meeting of Local 787 listed in Section 4.

Sub-units throughout Local 787's by-laws who wish to meet on a regular basis shall have the ability to elect a Chair and other functional positions to facilitate the independent functioning of their body. The Chair shall be provided an out of pocket expense of \$250.00 per year upon recommendation of the Executive Board of the Local.

Sub-units shall operate within the parameters of Local 787's bylaws.

Negotiating Committee for Aquatera Sub Unit

This shall be a special ad hoc committee established at least four (4) months prior to the expiry of the Local's Collective Agreement and automatically disbanded when a new Memorandum of Agreement has been ratified by both parties. The function of the Committee is to prepare a Collective Agreement. The Committee will consist of the President or his Delegate and a minimum of three (3) members in good standing elected by the membership at a membership meeting. No department shall have more than two (2) representatives elected to the committee excluding the President or his Delegate. 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

Negotiating Committee for MD of Spirit River Sub Unit

This shall be a special ad hoc committee established at least four (4) months prior to the expiry of the Local's Collective Agreement and automatically disbanded when a new Memorandum of Agreement has been ratified by both parties. The function of the Committee is to prepare a Collective Agreement. The Committee will consist of the President or his Delegate and up to three (3) members in good standing elected by the membership at a membership meeting. 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