CONSTITUTION AND BY-LAWS

OF

CANADIAN UNION OF PUBLIC EMPLOYEES

LOCAL 561

Coquitlam School Board Employees
Coquitlam Public Library Employees
First Canada ULC Employees
Girl Guides – BC Council Employees

Affiliated with:

C.U.P.E. - B.C. Division
C.U.P.E. Metropolitan Vancouver District Council
and
New Westminster and District Labour Council

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CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 561

CONSTITUTION

ARTICLE 1
(Name)

Sec. 1 The name of this Local shall be: Canadian Union of Public Employees, Local 561 (Coquitlam School Board Employees; Coquitlam Public Library Employees; First Canada ULC Employees, and the Girl Guides - BC Council).

Sec. 2 This Local was chartered by the Canadian Union of Public employees at its founding convention in September 1963. It has previously been a charter Local Union of the Trades and Labor Congress of Canada and the National Union of Public Employees. This Local Union is also affiliated with the CUPE Metropolitan Vancouver District Council, CUPE BC, and the New Westminster & District Labor Council.

ARTICLE 2
(Objectives)

Sec. 1 To support the Canadian Union of Public Employees in its objectives as set out in Article 2 of the Canadian Union of Public Employees Constitution.

Sec. 2 To obtain and maintain a continuous level of employment for all its members.

Sec. 3 To organize all employees within this Union's jurisdiction.

Sec. 4 To encourage the settlement by negotiation and mediation of all disputes between the members and their employers.

ARTICLE 3
(Jurisdiction)

Sec. 1 The jurisdiction of the Union shall include:
- all non teaching employees, excluding lab assistants, who work for School District #43, Coquitlam, and who are not employees of or belong to the Coquitlam Teachers' Association;
- employees of Coquitlam Public Library;
- employees of First Canada ULC; and
- employees of Girl Guides – BC Council.

ARTICLE 4
(Membership)

Sec. 1 Any person who is employed within the jurisdiction of this Union shall apply for membership herein, by applying to the Sergeant-at-Arms of this Union for an application form, signing and returning same to the Treasurer, providing that the employee has completed one current month of service with School District #43; Coquitlam Public Library; First Canada ULC; or Girl Guides - BC Council.

Sec. 2 Union dues shall be payable by all employees except student lab assistants.

Sec. 3 No initiation fee shall be charged any applicant for membership in this Union, if said applicant has a transfer or withdrawal card and is a paid-up member of any CUPE local or other Union which is chartered by the Canadian Labor Congress. Initiation fees shall be $10.00 per member.

Sec. 4 A member in good standing shall be defined as a member who has attended not less than 50% of the regular Union meetings during a twelve-month period-April to March inclusive.

ARTICLE 5
(Revenue)

Sec. 1 The revenue of this Local shall be derived from a percent per capita tax on the total membership of the Local.

Sec. 2 The percent per capita tax shall be established from time to time by this Local according to the provisions of Article 13, Section 1.

Sec. 3 As of January 1, 1998, the percent per capita tax is one point seven five percent (1.75%) per member per month, (plus temporary CUPE National levies).

ARTICLE 6
(Officers and Shop Stewards)

Sec. 1 The officers of this Union shall be elected as follows:
- President - every other year for a two-year term (odd years)
- Vice-President - every other year for a two-year term (even years)
- Secretary - every other year for a two-year term (odd years)
- Treasurer - every other year for a two-year term (even years)
- Sergeant-at-Arms - every year for a one-year term
- Chief Shop Steward - every year for a one-year term
- Shop Stewards - every year for a one-year term
- Trustees - one every year for a three-year term, to a total of three Trustees

Members-at-Large, of which
- two (2) shall be elected by the School Board employees,
  plus one (1) for each separate bargaining unit.

Sec. 2 The table officers of this Union shall be:
- President
- Vice-President
- Secretary
- Treasurer

Sec. 3 The Executive Board of this Union shall be:
- President
- Vice-President
- Secretary
- Treasurer
- Chief Shop Steward
- Members-at-Large

Sec. 4 There shall be elected annually one (1) Trustee for a three (3) year term.

Sec. 5 In addition, but not comprising the Officers of this Local, there shall be one Shop Steward elected/appointed annually from each employment division who will represent the interests of those employees coming within each jurisdiction, or any employees within the bargaining unit. Members may feel free to approach the Shop Steward of their choice:

Two stewards, Special Education Assistants
Two stewards, Caretakers
One steward, Noon Hour/Teaching Assistants/Cafeteria
One steward, Maintenance/Grounds
Two stewards, Clerical
Two stewards, Coquitlam Public Library
One steward, First Canada ULC
One steward, Girl Guides – BC Council

Additionally, any other occupational group having a Member in Good Standing interested in being a Shop Steward for that occupational group may have a Shop Steward elected at a general membership meeting.

A Chief Shop Steward will be elected from the Shop Stewards at the Annual General Meeting.

Sec. 6 The office of President shall be a half-time paid position.

ARTICLE 7
(Executive Board)

(a) The Board shall meet at least once every month.

(b) A majority of the board constitutes a quorum.

(c) The Board shall do the work delegated to it by the Local and deal with all grievances of members as submitted to the board in the reports of the Union Committee. The board shall be held responsible for the proper and effective functioning of the Union Committee.

(d) All charges against Officers or members shall be made in writing and dealt with in accordance with Article B.VI of the National Constitution.

(e) Should any Board member fail to answer the roll call for a total of three regular meetings of the Board or General membership without having submitted good reasons for those failures, the office shall be declared vacant and shall be filled by an election at the following membership meeting. In the event of the resignation or death of an Executive board member, the Board shall declare the office vacant. Following adequate notice to the membership, the position shall be filled by an election at the next membership meeting.

ARTICLE 8
(Duties of officers and shop stewards)

(a) **The President shall:**

- enforce the CUPE Constitution and these By Laws
- call meetings of the Executive Board and preside at all membership meetings and preserve order
- decide all questions of order and procedure (subject always to appeal to the membership)
- have a vote on all matters (except appeals against his/her rulings) and in the case of a tie vote in any matters, including elections, have the right to cast the deciding vote
- enforce Board or membership decisions on fines and penalties and assessments as determined by the Policy Manual referred to in Article 15 of the Constitution.
- ensure that all officers perform their assigned duties
- fill committee vacancies where elections are not provided for
- sign all 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
- be bonded for not less than the amount as set down by the Executive of CUPE National
- introduce new members and conduct them through the initiation ceremony as well as providing them with a kit containing pertinent Union information
- automatically represent the Union as a delegate to the various affiliates, conventions or other committees or councils.
- the President shall continue to appoint members to Joint Board Committees as outlined in Local Union policy. However, the President shall be an ex-officio member of all Committees.
- the President shall visit work sites on a regular basis in order to maintain a high profile for the Local Union and to keep in touch with problems encountered by members in the workplace.
- the President shall be expected to attend evening meetings as other members, without any overtime being paid or time off in lieu. These meetings shall include, but not be confined to School Board meetings, Coquitlam Public Library meetings, Cardinal Transportation meetings, C.U.P.E. Metro Council meetings, New Westminster & District Labour Council meetings, and School Board Coordinating Committee meetings.

(b) **The Vice-President shall:**

- attend School Board meetings
- in the absence of the President, preside over Union meetings and assume all the duties and obligations of the President
- if the office of President falls vacant, be Acting President until a new President is elected
- give Executive Board meeting reports to the General Meeting.

(c) **Members-at-Large shall:**

- act as the Executive Liaison to designated Union Committees.
- perform additional duties as determined by the Executive.
- the Members-at-Large elected by the Coquitlam Public Library Division, First Canada ULC, and Girl Guides – BC Council serve as the executive liaison between the Executive of the Local and their respective divisions. Each attend their own Divisional meetings, and sit upon their Negotiating Committee.

(d) **The Secretary shall:**

- keep a full and accurate account of the proceedings of all membership and Board meetings
- record all motions, with the mover's and seconder's names, in the minute book of the Local
- distribute all circulars and notices to members
- preside over membership and Executive board meetings in the absence of both the President and Vice-President
- record all alterations in the Constitution/Bylaws
- be a member of the School Board Negotiating Committee and the School Board Consultation Committee and will maintain minutes of such Meetings
- shall provide all necessary correspondence and files required for the General Meetings, such as Minute Books, membership book, Treasurer's Report, monthly correspondence, etc.

(e) **The Treasurer shall:**

- receive all revenue, initiation fees, dues and assessments, and deposit promptly all monies with the Local's bank or credit union
- pay regular operating bills and expenses
- authorize and code all vouchers for payment
- monitor the accuracy of all ledger entries in the computerized accounting system; make adjustments as necessary
- prepare all CUPE and affiliated organizations' per capita tax forms and remit payment
- ensure that all transactions be recorded in a manner acceptable to the Executive Board and in accordance with good accounting practices
- liaise with the Local's investment officer and makes reports to the Executive Board and general membership
- be bonded for not less than the amount as set down by the Executive of CUPE National
- make all books available for inspection by the auditor and/or Trustees on reasonable notice; and, at the end of the fiscal year shall submit all books to a registered accounting firm for the annual audit
- provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE National
- where the Treasurer is present and per diems have not been distributed, the Treasurer will pay for all meals for members during conferences/seminars and/or bargaining meetings. In the absence of the Treasurer, the President or Vice-President will accept that responsibility.

(f) **The Trustees shall:**

- act as an auditing committee and audit the books and accounts of the Treasurer
- report their findings to the first membership meeting following the completion of each audit
- be responsible for ensuring that monies have not been paid out without proper constitutional or membership authorization
- ensure that proper financial reports have been made to the membership
- audit the record of attendance prior to the Annual Meeting
- inspect at least once a year any stocks, bonds, securities, office furniture and equipment, titles, deeds to property that may at any time be owned by the Local, and report their findings to the membership
- use audit forms supplied by the National Office and send a copy of each half-yearly audit to the National Secretary-Treasurer in accordance with the provisions of the CUPE National Constitution
- act as Election Committee and shall be responsible for balloting procedures and complete count of ballots cast at all elections
- confirm the eligibility of applicants and authorize reimbursement of bursaries awarded by the Local.

(g) **The Sergeant-at-Arms shall:**

- guard the inner door at membership meetings and admit no one but members, officers and officials of CUPE, except on the order of the President and by consent of the members present
- not permit any member to retire from a meeting without permission of the Chairman
- assist the Vice-President and Secretary in maintaining the record of membership attendance at meetings
- examine all present at meetings and report to the Chairman any without membership cards, and allow none without a membership card to remain
- obtain the names of all those awaiting initiation, reporting these to the Chairman
- perform such other duties as may be assigned by the Board from time to time.

(h) **The Shop Stewards shall:**

(i) **The Chief Shop Steward shall:**

- act as official liaison between the Executive and the shop stewards
- call regular shop stewards' meetings
- organize and/or keep informed of available courses and retraining that would be suitable for Shop Stewards

(ii) **The Shop Stewards shall:**

- receive and consider all complaints and/or grievances as they may rise
- interpret the contract to individual members when requested
- bring grievances to the attention of the Union Committee
- all School Board Shop Stewards shall be involved with planning and implementation of School District 'Pro D Day'

ARTICLE 9
(Meetings)

Sec. 1 The regular Union meetings shall be held once a month at a time, date and place as set by the Executive Board. The Annual General Meetings shall be held on the second Saturday of April in each year, at a time and place set by the Executive Board.

Sec. 2 At least 30 members plus Executive Board members present shall constitute a quorum for a regular meeting. The quorum of Executive Board meetings shall be at least 51 percent of the Executive Board Members.

Sec. 3 Each member on entering the Union chamber shall record his name in the Official Register provided for the purpose.

Sec. 4 Written notice of general union meetings shall be distributed to each work location ten (10) calendar days before the date of the meeting.

ARTICLE 10
(Election of Officers)

Sec. 1 (a) The election of officers shall be held at the Annual General meeting in April of each year. Voting shall be by ballot, and the successful candidate must receive a majority of votes cast.

(b) Only those members with one continuous year of membership, and who are in good standing with this Union (as per Article 4, Section 4) shall be entitled to be nominated for an Executive position.

(c) The Officers and Executive Board members of this Local shall be elected by a simple majority of votes cast at the Annual General Meeting of the Local Union. The Presiding Officer shall have the casting ballot in the case of a tie vote.

Sec. 2 No member shall hold more than one official position in the Union but may be nominated for more than one office.

Sec. 3 No member shall be permitted to enter or leave the meeting during the election for any office, except by express permission of the Presiding Officer, and only due to extenuating circumstances.

Sec. 4 Any member eligible for nomination who finds himself/herself unable to attend the meeting (and only due to extenuating circumstances) shall notify the Secretary in writing of his/her intention if he/she is prepared to stand for office. The member shall be responsible for having his/her name put forward for nomination from the floor. The nomination shall then, in due course, be accepted by the Presiding Officer, if the Secretary is in possession of the required notice of intent.

Sec. 5 the President shall appoint an election committee comprised of three Trustees and Assistants as required.

Sec. 6 Delegates to the various affiliates, conventions, committees and councils must be members in good standing (as per Article 4, Section 4) and must be elected from the floor at a General Membership Meeting, as required.

Sec. 7 (a) Only those members in good standing (as per Article 4, Section 4) shall be entitled to be elected to the following positions or committees:

Negotiating
Grievance
Constitution and By Laws
Trustees
Shop Stewards
Metro and New Westminster District Labour Councils.
Sergeant-At-Arms
Health & Safety Committee
Political Action Committee
Pro D. Committee
Sick & Visiting Committee
Social & Picnic Committee

(b) In situations where committee vacancies cannot be filled by the election of members in good standing at the Annual General Meeting, the Executive Board may appoint members not in good standing, providing the member so appointed agrees to immediately undertake achieving good member status.

Sec. 8 Members in good standing as per Article 4, Section 4 shall be entitled to be appointed by the President to the following committees:

Pension
Sick Leave Trust

Sec. 9 A variety of Union Committees may be created and/or disbanded pending notice of motion presented and passed at a General meeting. Membership criteria for all these committees will be determined by the membership at a General Meeting upon creation of these committees. Terms of reference for each will be created and appended to the Constitution. No committee empowered under Section 8 will be authorized to negotiate any matter with the employer or the employer's representative which affects the interpretation of the contract or the relationship between the parties.

ARTICLE 11
(Obligation)

Sec. 1 All applicants for membership to this Union shall be initiated in and take the obligation of this Union, in the following manner:

Presiding Officer: Brother/Sister Secretary, please read the names of all Candidates for membership and report whether their applications have been duly accepted.

***Presiding Officer*:** Please bring in the candidates. Brothers and Sisters, cease all conversation and preserve strict order during the ceremony of initiation.
(The Sergeant-at-Arms leads the candidates to a position in front of the Presiding Officer).

Presiding Officer: (Three raps) - Fellow workers, before being initiated as members of this Union, it is necessary that you answer the following questions:

Presiding Officer: Are you a member of, or do you hold allegiance to, any other body, local, national or international, hostile to the Canadian Union of Public Employees or its affiliated organizations?
(***Candidates***: No)

Presiding Officer: Are you willing to take an obligation that will bind you to the Canadian Union of Public Employees, but will in no way conflict with your religious belief or your duties as a citizen?
(***Candidates***: Yes)
(Upon satisfactory answers being given, the Presiding Officer proceeds as follows:)

Presiding Officer: Raise your right hand and repeat after me, the following obligation that we have all taken:

OBLIGATION:
"I solemnly promise and declare/that I will support and obey/the Constitutions of this Union/ and of the Canadian Labor Congress/ and that I will, if within my power to do so/ assist my fellow members, or their families/ when they are in distress;/ that I will not knowingly wrong a member of the Union/ or assist others in wronging a member of the Union;/ that I will not recommend any person to become a member of the Union/ whom I believe unworthy to be a member."

Presiding Officer: (Two raps) You have now been accepted as members of this Union. I bid you welcome and I will now introduce you to the members of this Union in attendance.

ARTICLE 12
(Installation of officers)

Sec. 1 I, _____, do most sincerely promise, upon my sacred honour, that I will truly and faithfully, to the best of my ability, perform the duties of my office, for the ensuing term, as prescribed in the Constitution and By Laws of this Union, and as an Officer of this Union, will at all times endeavour, both by counsel and example, to promote the harmony and preserve the dignity of its sessions.

I further promise that, at the close of my official term, I will promptly deliver all monies, books, papers or other property of this Union, in my possession, to my duly elected successor in office.

ARTICLE 13
(Amendments and/or additions to the Constitution)

Sec.1 All amendments and/or additions to this Constitution must be by Notice of Motion. In order to carry, all amendments and/or additions will require a two-thirds (2/3) majority vote of the Union Membership in attendance.

Sec.2 No change in this Constitution shall be valid and take effect until approved by the National President of CUPE. The validity shall date from the letter of approval of the National President.

ARTICLE 14
(Waivers)

Sec.1 There are no circumstances under which the Constitution shall be waived.

ARTICLE 15
(Policy Manual)

The Local shall maintain a manual outlining official Local policies which the membership has voted to uphold. All amendments and/or additions to this manual shall be by Notice of Motion. In order to carry, all amendments and/or additions will require a two-thirds (2/3) majority vote of the union membership in attendance.

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BYLAWS

ARTICLE 1
(Committees and delegates)

Sec. 1 The President shall be an ex-officio member on all committees of this Union. The Vice-President will act in this absence.

Sec. 2 There shall be an elected Committee on Constitution and By Laws, comprised of five (5) members.

Sec. 3 There shall be a Negotiating Committee comprised of the President of the Union, plus four (4) elected members, who are elected at the annual General Meeting in April of each year. The Secretary of the Committee shall be appointed by the President from among those members elected to the Committee.

Sec. 4 There shall be a Grievance committee comprised of the President of the Union plus three (3) elected members who are elected at the Annual General Meeting in April of each year. One (1) additional member per grievance shall be appointed by the President from among the Shop Stewards. The Secretary of this Committee shall be appointed by the President from among those members elected to the Committee.

Sec. 5 The membership and/or Executive shall have authority to add to committees as dictated by circumstances.

Sec. 6 The General Membership shall, as required, nominate and elect members for appointment as delegates to the various affiliates, conventions or other committees or councils.

Sec. 7 Appointed committees shall meet at least quarterly, and report as regularly as possible to the membership. Terms of reference for regular elected committees shall be attached to the Constitution as an addendum.

Sec. 8 Retirees may assist as members, but not as the Chair, of the Social and Picnic Committee, and the Pro-D Committee.

ARTICLE 2
(Rules of Order)

(1) The President or, in his/her absence, the Vice-President, shall take the chair at all membership meetings. In the absence of both the President and the Vice-President, the Secretary shall act as President, and in his/her absence, a President pro-tem shall be chose by the Local.

(2) No member, except the Chairperson of a Committee making a report, or the mover of a resolution, shall speak more than five 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. Chairperson 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 seconder 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) Any member having made a motion can withdraw it with the consent of the seconder, except that any motion once debated cannot be withdrawn, except by a majority vote of those present.

(10) When a member wishes to speak on a question or to make a motion, he/she shall rise in his/her place and respectfully address the Presiding Officer, but, except to state that he/she rises to a point of order or on a question of privilege, he/she shall not proceed further until recognized by the chair.

(11) When two or more members rise to speak at the same time, the Presiding Officer shall decide which one is entitled to the floor.

(12) Every member while speaking shall adhere to the question under debate and avoid all personal, indecorous or offensive language, as well as any poor reflection on the Local or member thereof.

(13) If a member, while speaking, is called to order, he/she shall cease speaking until the point is determined; if it is decided he/she is in order, he/she may again proceed.

(14) No religious discussion shall be permitted.

(15) The President shall take no part in debate while presiding, but may yield the chair to the Vice-President in order to speak on any question before the Local or to introduce a new question.

(16) The Presiding Officer shall have the same rights as other members to vote on any question. In case of a tie, he may in addition give a casting vote, or if he chooses, refrain from breaking the tie, in which case the motion is lost.

(17) When a motion is before the Local, no other motion shall be in order except
1) to adjourn
2) to put the previous question
3) to table
4) to postpone for a definite time
5) to refer
6) to divide or amend,

which motions shall have precedence in the order named.
The first three of these shall be decided without debate.

(18) A motion for the previous question, when regularly moved and seconded, shall be put in this form: "Shall the main question be now put?" If it is adopted, the President shall proceed to take the vote on the resolution and amendments thereto (if any) according to their priority. If an amendment, or an amendment to an amendment, is adopted, the original resolution, as amended, shall be put to the Local.

(19) A motion to adjourn is in order except
1) when a member has the floor, and
2) when members are voting.

(20) A motion to adjourn, having been put and lost, shall not be in order again if there is further business before the Local until fifteen minutes have elapsed.

(21) 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 the same.

(22) If any member wishes to challenge (appeal) a decision of the chair, he/she must do so at the time the decision is made. If the challenge is seconded, the member shall be asked to state briefly the basis for his/her challenge. The chairperson may then state briefly the basis for his/her decision, following which the chairperson shall immediately and without debate put the question: "Shall the decision of the chair be sustained?" A majority vote shall decide, except that in the event of a tie the chair is sustained.

(23) After a question has been decided, any two members who have voted in the majority may, at the same or next meeting, move reconsideration thereof.

(24) Motions to rescind, or appeal a decision previously taken by the membership may be made provided that none of the action involved has been carried out in a way it is too late to undo. Such motions require a majority vote when notice of motion has been given and a two/thirds majority vote when it has not.

(25) 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's business and proceedings of meetings, are not to be divulged to any persons outside of the Local or the Canadian Union of Public Employees.

ARTICLE 3
(Disbursements and out-of-pocket expenses)

Sec. 1 The Executive board shall cause a policy statement to exist wherein shall be contained, among other policy items determined by the Union, from time to time, disbursements to committees and members and out-of-pocket expenses, etc. These shall be subject to review and revision annually and reported at a General Meeting.

Any expenditure in excess of $500.00 that is not covered in the current policy re: Expenses must be initiated by Notice of Motion presented at a general meeting and will require a two-thirds majority vote of the Union membership in attendance to carry.

Sec. 2 In unforeseen emergency situations requiring immediate action to safeguard the interests of the Local, where there is not enough time for Notice of Motion to be properly made (e.g. strike actions, emergency advertising, unforeseen equipment failures), the Executive, with the agreement of the Trustees, shall be authorized to spend more than $500.00, without Notice of Motion, but must justify such expenses at the next General Membership meeting.

Sec. 3 Expenditures of the Union shall be for the purposes of the Union only; cannot be divided among individual members; and can only be utilized for valid local Union purposes,; and in all cases shall be made by cheque, signed by the Treasurer and countersigned by the President and/or Vice President so empowered to act only in the absence or illness of the President or Treasurer.

Sec. 4 Any member absent from work on authorized Union business shall be compensated by the Union for loss of wages, and for any other expenses properly incurred.

ARTICLE 4
(Honorary life membership)

Sec. 1 Honorary Life Membership - the membership may confer an Honorary Life Membership upon a member who has rendered valuable service to this Union. Such Honorary Life Membership shall, after the member has ceased to be an active member, entitle the holder to attend all meetings, functions, etc., but shall not entitle the holder to vote or hold office.

ARTICLE 5
(Bursary regulations)

Sec. 1 As directed by the Membership, general bursaries in the amount of $350.00 will be awarded each June. Additionally there shall be one (1) Elizabeth McKnight Trades Bursary in the amount of $500 awarded by the Trustees of CUPE Local 561.

Sec. 2 Students who are the sons, daughters, spouse of members, or members of CUPE Local 561 in good standing (as per Article 4, Section 4 of the Constitution, and confirmed by the Trustees) shall be eligible to apply for these bursaries. Under extenuating circumstances, a member not currently in good standing can apply to the membership to be recognized as eligible.

Sec. 3 If, in any one year, only one application is received, then only one bursary shall be awarded to that applicant. No applicant shall receive more than one bursary.

Sec. 4 General bursaries shall be made only to students graduating from high school and entering a recognized institute of higher learning (i.e. colleges, universities and accredited trade schools). The time line will be in accordance with the guidelines for Provincial Scholarships. The Elizabeth McKnight Trades Bursary may be applied only to students attending accredited apprenticeship training programs or trade schools.

Sec. 5 The amount awarded shall be paid to the student upon proof of registration in at least one semester from the institute providing such training/education. A copy of a receipt for tuition paid from the Institution concerned shall be submitted to and confirmed by the Trustees, who will then authorize the Treasurer to reimburse the recipient. Any bursary not claimed within 24 months of being awarded shall be cancelled.

Sec. 6 The Union shall notify all members through our regular bulletin of the proper time for application.

Sec. 7 The deadline for applications shall be not later than May 1st of each year, and should be submitted to the student's counselor or to the Union Trustees.

ARTICLE 6
(Trials)

Sec. 1 This Local endorses the Trials provisions as these are outlined in the National constitution of the Canadian Union of Public Employees.

ARTICLE 7
(Amendments and/or additions to by-laws)

Sec. 1 All amendment and/or additions to these By Laws must be by Notice of Motion. In order to carry, all amendments and/or additions will require a two-thirds (2/3) majority vote of the Union Membership in attendance.

Sec. 2 No change in these By Laws shall be valid and take effect until approved by the National President of CUPE. The validity shall date from the letter of approval of the National President.

APPENDIX A
EXPENSE POLICY
(As per By Laws, Article 3, Section 1)

A. CONVENTIONS AND SEMINAR EXPENSES (IN AND OUT OF TOWN)

1. (a) When attending meetings lasting all day, that is, morning sessions, afternoon sessions, and/or evening sessions, and a hotel room is required, $65.00 per day, or pro-rated for any part thereof, per delegate, plus reasonable accommodation charges. No receipts are necessary for the $65.00 allowance.
   (b) The Treasurer of the Local will, if at all possible, determine the hotel rate beforehand and submit a cheque. Hotel receipt is required if the Treasurer is unable to make prior arrangement. Personal expenses incurred are the delegates' responsibility.
   (c) If a delegate wishes to attend the Convention Social Evening, he/she will be reimbursed to the extent of the entry tickets.
   (d) Members who are enrolled in courses paid by the Union who do not attend the courses will reimburse the Union the cost of the course and all other expenses incurred by the local Union.

2. Mileage rate for all mileage extending beyond the boundaries of School District 43 will be paid at the rate established in the current CUPE Local 561 SD #43 Collective Agreement.

3. Travel arrangements should be made by the most economical means available.

4. Delegates shall be fully compensated by the Union for loss of wages while attending conventions and seminars.

5. Each delegate attending the Canadian Labor Congress Winter School, Naramata School, Workshops, Seminars, etc., whose hotel and meals are paid in full by the Union shall receive an allowance of $3.00 per day.

B. NEGOTIATIONS/EXECUTIVE/WAGE CONFERENCE/COORDINATION/COMMITTEE MEETINGS/WORKSHOPS/SEMINARS, ETC.

1. When attending meetings that require attendance between the hours of 8:00 a.m. to 5:00 p.m. (approx.) where breakfast is required - $15.00; where lunch is required - $15.00 per delegate or member; plus an additional $25.00 if dinner is required.

2. Mileage rate for all mileage extending beyond the boundaries of School District 43 - as established in the current CUPE Local 561 SD # 43 Collective Agreement.

3. Delegates shall be fully compensated by the Union for loss of wages while attending negotiation, wage conference, coordination meetings, workshops, seminars. However, members who are enrolled in courses paid by the Union who do not attend the courses will reimburse the Union the cost of the course and all other expenses incurred by the local Union

C. METRO AND NEW WESTMINSTER DISTRICT LABOUR COUNCIL AND SCHOOL BOARD COORDINATING MEETINGS

1. When attending evening meetings - $10.00 per delegate.

2. Mileage rate for all mileage extending beyond the boundaries of School District 43 - as established in the current CUPE Local 561 SD # 43 Collective Agreement. Under extenuating circumstances and under the direction of the Executive, the mileage rate may be extended within school district boundaries.

D. OUT-OF-POCKET EXPENSES

Vice-President	$100.00
Secretary	$100.00
Treasurer	$100.00

The Vice-President must also attend the two (2) School Board Monthly meetings.

The President, Vice-President, Secretary and Treasurer shall submit monthly a voucher covering expense incurred by them in performing the duties of their office and such expenses shall not exceed the amount as set out in the "Expense Policy" of this local Union. At the discretion of the President, the Treasurer may receive up to one day per month wage loss paid by the local for the performance of his/her duties.

When the Vice-President assumes the responsibility of the President for a period of less than one month, the Vice-President shall receive his/her regular out-of-pocket expenses and shall be taken off the job for the equivalent hours to carry out his/her obligations. When the Vice-President assumes the responsibilities of the President for a period of time of more than one month, the Vice-President shall be paid at the Lead Hand Trades Day rate, forfeit out-of-pocket expenses and will perform all the duties of the President.

When, for the period of one month or more, any table office assumes the full responsibilities of another, that table officer shall receive the out-of-pocket expenses equivalent to that of the position being replaced.

When, for a period not to exceed two months, one of the paid table officers is absent, due to vacation or illness, he/she shall continue to receive the appropriate out-of-pocket expenses.

E. ISSUING OF CHEQUES

The Treasurer will issue cheques covering expenses within the policy structure. Prior to a cheque being issued, a voucher must be completed by the member incurring the expense and must be signed by at least one Trustee. A second Trustee's signature is to be obtained as soon as possible. Notwithstanding the above, the Treasurer may run a $200.00 cash float (to cover such expenses as door prizes, executive meal allowances, etc.) for which petty cash vouchers must be issued.

F. SOCIAL

1. If a picnic and/or Children's Christmas Party is held, the Union will bear the expense as funds permit.

2. Dinner/Dance - cost sharing on a 50/50 basis between Local and member. The Local will provide two free drink tickets with each ticket purchased to the Union dance.

G. SICK AND VISITING

1. (a) Flowers and fruit baskets shall be ordered through the Union office from:
   The Flower Shoppe, Safeway Super Store
   100-3025 Lougheed Hwy, Port Coquitlam, B.C. 941-8212

   (a) The chairperson shall have petty cash in the amount of $25.00 - $30.00 for stamps, cards, etc., voucher redeemable.

2. Recommended Procedure through the Union Office:
   (b) Illness – a phone call/card for 5-10 days sick leave and upon the birth of a member's child. After fifteen (15) days illness a fruit basket/flowers (one time per member per year).
   (c) Hospitalization – after 3 days, a fruit basket/flowers (one time per member per year).
   (d) Death of a CUPE member - a $50.00 donation will be sent to the charity of their choice, also a sympathy card will be sent to the family. In the case of a death of a direct relative of a CUPE member (as defined in Articles regarding Bereavement Leave in the Collective Agreements) a sympathy card will be sent to the family.

H. SUPPLIES

The Treasurer shall have the power to purchase or authorize purchases for the office supplies, such as stamps, stationery, etc.

I. CLERICAL ASSISTANCE

The Executive of Local 561 is empowered to employ necessary clerical assistance to work in the Union office, hours, rates of pay and job description to be determined by the Executive.

J. RETIREES

Upon retirement, retirees will be invited to attend one of the two General Meetings closest to their retirement date, at which time the Union will honour them with a retirement gift of:

- a wallet plus $20.00 per year of service to a maximum of $800.00.

K. HALF-TIME PRESIDENT

Funds permitting, the Local Union is empowered to employ a Half-Time paid President. The following regulations will govern the costs of this position:

1. The President shall be paid at the Top Rate of the School Board Support Staff. This rate shall also be paid for two weeks of vacation and one-half of the statutory holidays. (Note: the balance of vacation allotment and Statutory holidays, illness, WCB absence, approved leaves, etc. shall be paid at regular rates of pay.)

2. The President shall be paid mileage as established in the Collective Agreement with the School Board for all travel on behalf of the Local Union, including travel within the boundaries of School District #43, and shall be paid the monthly travel allowance as established in the Collective Agreement with the School Board (in 1993 $25.00 per month). Business insurance shall be paid by the Local Union.

3. The President shall be reimbursed for expenses as per the per diem policy of this Local Union.

L. OTHER EXPENSES

1. The Union will support up to $100.00 any request from a high school in District 43 in support of their Dry Grad.

2. Upon request, the Union will make a donation to each bargaining unit for Pro-D activities, socials or other related events.

3. Upon the request of each participating bargaining unit, the local Union will donate a door prize to the value of $150.00 to the annual United Way campaign.

4. The local Union will donate up to $250.00 the retirement event of a Union officer with five year's service.

5. Upon request, the local Union may consider making a donation to the trust fund for a member's dependent children in the event of the member's death.

6. Upon request, the local Union may consider limited financial assistance to a member who has been terminated and is awaiting arbitration, or to provide a strike pay supplement for all members affected.

APPENDIX B
COMMITTEE TERMS OF REFERENCE

CONSTITUTION AND BY-LAWS COMMITTEE

1. Members of the Committee will be elected at the Annual General meeting in April.

2. The Committee will meet shortly after the Annual General Meeting and elect members to the following positions: chairperson/alternate; secretary.

3. The Committee will meet on a regular basis either monthly or bi-monthly.

4. The Committee will maintain written records and submit a written report to the Executive Meeting and an oral report to the General Meeting.

5. The Committee shall consider such constitutional queries and changes as may be brought before it by the membership or Executive.

6. The Committee shall report to the membership on items under consideration and make recommendations on proposed constitutional amendments to membership meetings.

7. Once approved, the Committee shall submit constitutional changes to CUPE National Office for approval.

8. The committee shall maintain a current copy of the constitution as amended and approved by CUPE National; and shall on at least a biennial basis update and reprint the Union Constitution, submitting costs to the Executive for approval. Such new editions of the constitutions shall if possible be prepared in time to be distributed at an Annual General Meeting.

NEWSLETTER COMMITTEE

l. Members of the Committee shall be accepted as they volunteer, preferably at the Annual General Meeting in April. The recommended number of members shall be six, plus one Executive liaison.

2. The Committee will meet shortly after the Annual General Meeting and elect a chairperson/editor from willing members, using a simple majority.

3. The Committee will meet monthly, from September through June.

4. The Newsletter will be published monthly, from September through June, preferably during the second week of each month.

5. All supply expenses must be approved prior to purchasing by the President of the Local.

6. The Local bears all approved printing costs related to the Newsletter.

7. The Committee must provide a suggestion box for members to utilize at each General Meeting.

8. The Committee is responsible for encouraging the general membership to write “letters to the editor”. (The Committee members do not have the right to express their own opinions in the Newsletter, unless they write a “letter to the editor” in the same fashion as any other member.)

9. The Committee has the right to edit articles for brevity, clarity and taste, as stated in each newsletter. Final editing is the responsibility of the Union President.

10. The Members who write “letters to the editor” may have their name withheld, if they request, although their name must be on file with the original letter in the Newsletter file at the Union Office.

OCCUPATIONAL HEALTH & SAFETY COMMITTEE

1. Members of the Committee will be elected at the Annual General Meeting in April.

2. The committee will meet shortly after the Annual General Meeting and elect members to the following positions: chairperson/alternate; secretary.

3. The Committee will meet in the first week of the month.

4. The Committee will:
   - maintain up-to-date minutes,
   - submit a monthly written report to the Executive Committee,
   - prepare an oral report for the Monthly General Meeting, and
   - submit a monthly article for Shop Talk.

5. The Committee will abide by all WCB regulations and report any safety hazards.

6. If the liaison from the Executive Committee to this Committee is not an elected member of the Committee, he/she will act as an advisor only to the Committee, without a vote.

7. The Committee will:
   - review the minutes of the Joint Occupational Health and Safety Committee,
   - review the minutes of individual site OH&S Committees,
   - review WCB claims (Accident/Incident Reports), and
   - review Violent Incident Reports.

8. All members of the Committee in good standing shall be encouraged to take health and safety courses, with priority given to new members. Joint funding will be utilized first; then Members may apply to the Local for additional funding.

9. Committee members attending education courses, conferences, seminars or conventions are to present a report to the Committee. Members who do not meet Committee attendance requirements as per Article 7(e) of the Constitution shall not be eligible to attend such courses, conferences, seminars or conventions.

10. The Committee should recommend to the Pro D Committee any safety courses that could be offered to the membership on the annual Pro D Day.

POLITICAL ACTION COMMITTEE

1. This local Union shall establish a Political Action Committee.

2. A minimum of six members of the Committee shall be elected at the General membership meeting in April each year.

3. The duties and functions of the Committee shall be:
   - to provide information to the membership and the public on the issues and candidates in provincial, municipal, school board and federal elections.
   - to communicate with members on areas that affect their livelihood.
   - to encourage and assist members and their families to register and vote in elections.
   - to coordinate the local Union's political activities with other trade unions.
   - to recommend amounts to be donated to election campaigns, all such donations to be approved by the membership at the regular monthly meetings without Notice of Motion being required unless the amount being recommended exceeds $500.00.

4. A member of the Local Union's Executive shall sit on the Political Action Committee to facilitate liaison between the Committee and the Executive.

PRO-D COMMITTEE

1. Members of the Committee will be elected at the Annual General Meeting in April.

2. The Committee will meet shortly after the annual General Meeting and elect members to the following positions: Chairperson/Alternate; Secretary, Registrar/Treasurer.

3. The Committee will meet on a regular basis either monthly or bi-monthly.

4. The Committee will maintain written records and submit a written report to the Executive Meeting and an oral report to the General Meeting.

5. Members of the Committee will line up courses, both job related and general interest, keeping in mind that the Board pays wages.

6. Timelines will be established early so that all courses will be arranged by December and course information can be sent out to members early in January. Sign up should be completed at least one month before the Professional Day.

7. Registration procedures for the Pro-D Day will be established by the Committee.

8. The executive liaison to the Pro-D Committee is to act as liaison to the Coquitlam Teachers' Association and the Employer

9. The Registrar/Treasurer will be allowed up to a week's Leave of Absence with pay to perform his/her tasks.

10. The Registrar/Treasurer will maintain all financial records, pay bills and provide the Executive with a complete financial statement after Pro-D Day.

11. All monies received from the Employer will be used for Pro-D expenses and will be deposited to the CUPE Pro-D Account.

SHOP STEWARDS COMMITTEE

1. The members of the Shop Stewards' Committee will be elected at the Annual General Meeting in April.

2. The Chief Shop Steward will be elected from the floor at the Annual General Meeting from among the shop stewards previously elected, and will act as the chair of this Committee.

3. The Committee shall meet on a regular basis either monthly or bi-monthly.

4. It is the duty of the shop stewards to keep apprised of contract language, and to keep the Union Committee and the Executive informed of the status of all grievances and arbitrations.

SOCIAL AND PICNIC COMMITTEE

1. Members of the Committee will be elected at the Annual General meeting in April.

2. The Committee will meet shortly after the Annual General Meeting and elect members to the following positions: Chairperson/alternate; secretary.

3. The Committee will meet on a regular basis, either monthly or bi-monthly as directed to organize specific social events.

4. The Committee will maintain written records and submit a written report to the Executive Meeting and an oral report to the General Meeting.

5. The Committee shall be responsible for the following:
   a. making coffee for the regular monthly meetings.
   b. organizing established annual social events, such as the union dance, picnic.

   Members may suggest additional activities to the Social Committee who will bring these forward to the membership for approval and action.

6. The Committee shall determine who, other than Local 561 members, may attend the social functions.

7. The Committee shall submit receipts to the Treasurer of Local 561, and prepare a statement of operating expenses after each event to the general membership.

8. The Committee will seek donated door prizes from Tri-Cities businesses/organizations. The Local bears no responsibility for purchasing door prizes for social events.

WOMEN'S COMMITTEE

Sec. 1 The Committee will be comprised of the 4 positions elected at the Annual General Meeting in April, as well as any interested members in good standing

Sec. 2 The Committee will meet shortly after the Annual General Meeting and elect from the 4 people elected at the Annual General Meeting the following positions Chairperson/Alternate, Secretary.

Sec. 3 The Committee will meet regularly once a month

Sec. 4 The Committee will provide awareness to our members of various women's issues and events.

Sec. 5 Members of the Committee shall provide assistance to the Women's Centres in the Tri-Cities areas where possible.

Sec. 6 The Committee will promote educationals sponsored by CUPE National, CUPE BC, CUPE Metro and the BC Federation of Labour.

Sec. 7 Members of the Committee will meet with other Women's Committees in various other CUPE locals and other labour organizations.

Sec. 8 Copies of the Minutes will be forwarded to the Executive Committee. A short oral report will be provided at the monthly General Meeting. Every other month an article will be submitted to Shop Talk.