
Bylaws

Local Union 894



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INTRODUCTION

Local 894 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 894 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 Local 894 has adopted 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 894 – Group Health Centre.

SECTION 2 – OBJECTIVES

The objectives of Local 894 are to:

- (a) Secure the best possible pay, benefits, working conditions, job security, pensions and retiree benefits for its members;
- (b) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- (c) Encourage the settlement by negotiation and mediation of all the disputes between the members and their employers;
- (d) Eliminate harassment and discrimination of any sort or on any basis; for the equality of treatment regardless of class, race, colour, nationality, age, sex/gender, language, sexual orientation, place of origin, ancestry, religious beliefs, or mental and physical

disability; and the active opposition of discrimination of same wherever it occurs or appears;

- (e) Establish strong working relationships with the public we serve and the communities in which we work and live; and
- (f) Support CUPE in reaching all of the objectives set out in Article II of the CUPE National Constitution.

SECTION 3 – REFERENCES

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

SECTION 4 – MEMBERSHIP

(a) **Membership**

An individual employed within the jurisdiction of Local 894 can apply for membership in Local 894 by signing an application and paying the initiation fee set out in Section 11(a) of these bylaws.

(Article B.8.1)

(b) **Approval of Membership**

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

(Article B.8.2)

(c) **Oath of Membership**

New members will take this oath:

“I promise to support and 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 Ontario. The purpose of sharing this telephone contact information with CUPE National or CUPE Ontario is so that the National Union or Provincial Division can conduct a telephone town hall with members on important matters.

SECTION 5 – AFFILIATIONS

In order to strengthen the labour movement and work toward common goals and objectives, Local 894 shall be affiliated to and pay per capita tax to the following organization(s):

- The CUPE Ontario Provincial Division
- The Sault Ste. Marie and District CUPE Council
- The Sault Ste. Marie and District CLC Labour Council

SECTION 6 – MEMBERSHIP MEETINGS

(a) **Regular Membership Meetings**

Regular membership meetings of Local 894 shall be held each month on the first Wednesday at 6:30 pm.

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' electronic notice of the date of the rescheduled regular membership meeting.

During the months of July and August, regular membership meeting will automatically be suspended and the Executive will be delegated with the responsibility of all Local Union business during those months.

The December regular membership meeting will be declared our 'annual get-together' and the Executive will purchase on behalf of the membership, food and refreshments up to two hundred (\$200.00) dollars.

(b) **Special Membership Meetings**

Special membership meetings of Local 894 may be required and shall be called by the Executive Board or may be requested in writing by no fewer than fifteen (15) 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 and time of the meeting. No business shall be transacted at the special meeting other than that for which the meeting is called and the electronic notice given.

(c) **Quorum**

The minimum number of members required to be in attendance for the transaction of business at any regular or special meeting shall be three (3) members and three (3) members of the Executive Board.

(d) **Membership Meeting Agenda**

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

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

(Article B.6.1)

SECTION 7 – OFFICERS

The Officers of Local 894 shall be the President, Vice-President, Secretary-Treasurer, Recording Secretary, Membership Officer, three (3) Trustees, Chief Shop Steward and five (5) Stewards.

(Articles B.2.1 and B.2.2)

SECTION 8 – EXECUTIVE BOARD

(a) The Executive Board shall include all Officers, except Trustees, and Stewards.

(Article B.2.2)

(b) The Executive Board shall meet at least eight (8) times per year.

(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 Union and shall be held responsible for the proper and effective functioning of all committees.

(f) Should any Executive Board member fail to answer the roll call for three (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)

SECTION 9 – DUTIES OF OFFICERS

Each Officer of Local 894 is required to participate in CUPE educational courses. CUPE Local 894 is committed to ensure that Officers participate in CUPE educational courses to enhance their leadership skills expand their knowledge and expertise. Where possible, a member accepting a new position shall participate in relevant CUPE educational courses. (i.e. President: to have several courses such as Bargaining, Job Evaluation, Executive Series and all Stewarding; Recording Secretary to have the Recording Secretary course completed prior to taking office or within one (1) year of taking office; Treasurer to have the Financial Officers course completed prior to taking office or within one (1) year of taking office.

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 894 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)

The President (or acting President) and Chief Shop Steward shall be granted up to one (1) day per month with pay to perform the duties of their office and if more time is required, it will be at the discretion of the Executive Board.

(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).
- 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 themselves to new members, provide them with an introductory package to the Union and a copy of the bylaws and provide an explanation of the role of the Union.
- Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership.
- Be allowed necessary and reasonable funds not to exceed \$25.00 monthly 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 the CUPE National Convention.

- Have up to five (5) days per month of paid book-off time to complete their duties.

(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.
- Render assistance to any member of the Executive as directed by the Executive Board.
- Have signing authority in the absence of the President and/or Secretary Treasurer.

(Article B.3.2)

(c) Recording Secretary

The Recording Secretary shall:

- Keep full, accurate, and impartial account of the proceedings of all regular or special membership and Executive Board meetings. These records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Secretary-Treasurer. The record will also include Trustees' reports.
- Record all amendments and/or additions in the bylaws, and make certain that these are sent to the National President for approval prior to implementing.
- Answer correspondence and fulfil other administrative duties as directed by the Executive Board.
- Keep a record of all correspondence received and sent out.
- Prepare and distribute all notices to members.
- Have all records ready on reasonable notice for the Trustees or auditors.

- Preside over membership and Executive Board meetings in the absence of both the President and Vice-President.
- Be empowered, with the approval of the membership, to employ administrative assistance to be paid for out of the Local Union's funds.
- Performs other duties required by the Local Union, its bylaws or the National Constitution.

(Article B.3.3)

(d) Secretary-Treasurer

The Secretary-Treasurer shall:

- Receive all revenue, initiation fees, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union.
- Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences.
- Receive/register/confirm attendance for members at Education Workshops, Conferences and Conventions and make all the necessary transportation and hotel accommodations (after consultation with the members attending) as required.
- Make all travel arrangements for education, conferences and conventions which include hotel, flight, ground transportation, etc ensuring the best possible cost. Arrange all in-town education, conferences and conventions.
- Ensure that per capita tax is paid by direct remittance 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.
- 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)

(e) 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)

(f) 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.
- Maintain up to date membership contact information as provided by the Employer under Article 10.03 (ii). Maintain dues report (hours worked, overtime, vacation) for data information.
- Act as the Chair for campaigns that Local 894 is participating in at any time.
- Perform such other duties as may be assigned by the Executive Board from time to time.

(g) Chief Shop Steward

The Chief Shop Steward shall:

- ensure accurate records of all grievances are completed with the use of grievance fact sheets and be responsible for ensuring that the grievance procedures are properly administered;
- report on all grievances at regular general membership meetings;

- hold a steward meeting once per month;
- render assistance to any member as needed or assign a designate to attend to said matter;
- be required to attend all levels of steward's courses as provided for by CUPE;
- attend grievance hearings and act as an advocate when requested;
- initiate action when the Collective Agreement has been violated even when there is no complaint;
- shall be chair of the Grievance committee;
- have one (1) day per month of paid book-off time to complete their duties.

(h) Shop Steward

The **Shop Steward** shall:

- Define, detect, prepare and present grievances at the initial level.
- Have general knowledge of the collective agreement and provincial or federal legislation affecting labour and a particular job.
- Provide communications and information from the members in the unit to the Executive Board and from the Executive Board to the members, including distribution of union literature.
- Maintain contact with the members to provide ongoing union awareness and education.
- Shall be authorized to attend a maximum of two (2) steward meetings per fiscal year, for which loss of wages, if applicable, will be paid by the Local Union. All steward meetings will be at the call of the Chief Shop Steward and a written report will be submitted to the next Executive Board and General Membership meetings.

SECTION 10 – NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

(a) Nominations

1. Nominations will be received at the regular membership meeting held in the month of December.

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.
(Articles B.8.1, B.8.2 and B.8.3)
4. 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.

(b) **Elections**

1. Elections will take place in odd years for a three (3) year term for the following positions:
 - President
 - Vice - President
 - Secretary-Treasurer
 - Recording Secretary
 - Membership Officer
 - Chief Steward
 - Webmaster
 - Five (5) Stewards
2. At a membership meeting, at least one month prior to Election Day, the President will, subject to the approval of the members present, appoint an Elections Committee consisting of a Chief Returning Officer and assistant(s). The committee will include members of the Local Union who are neither Officers nor candidates for office. The Elections Committee shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential. The National Representative assigned to the Local Union shall serve as an advisor to the committee when requested by the Local Union.
3. The Elections Committee will determine the voting process in conjunction with the Chief Returning Officer.
4. The Chief Returning Officer will be responsible for arranging the voting process. The Chief Returning Officer must be fair and impartial and see that all arrangements are unquestionably democratic.
5. The voting will take place at the regular membership meeting in January.
6. Voting to fill one office will be conducted and completed, and recounts dealt with before voting may begin to fill another office.

7. After the election of Officers is completed, elections for delegates to affiliations or committees will be held. Voting to fill one position shall be conducted and completed, and recounts dealt with, before voting may begin to fill another office.
8. A majority of votes cast will be required before any candidate can be declared elected, and second and subsequent vote will be taken if necessary to obtain a majority. On the second and subsequent vote, the candidate receiving the lowest number of votes in the previous vote will be dropped.
9. In the event of a tie vote, a second and subsequent vote (s) will be taken if necessary until a candidate receives a majority of votes cast and can be declared elected. In the event the tie vote persists, subsequent vote (s) may be deferred to the next membership meeting.
10. When two or more nominees are to be elected to any office, each member voting will be required to vote for the full number of candidates to be elected or the member's vote will be declared spoiled.
(Article 11.4)
11. Any member may request a recount of the votes for any election and a recount will be conducted if the request is supported, in a vote, by at least the number of members equal to the quorum for a membership meeting as set out in Section 6(c).
12. All election complaints by members will be submitted in writing to the Chief Returning Officer as soon as possible but in no circumstances will a complaint be valid if it is filed later than seven days after the election. The Chief Returning Officer in conjunction with the Elections Committee will investigate the complaint and issue a ruling as soon as practical and report the ruling to the very next regular membership meeting.

(d) **Installation of Officers**

1. All duly elected Officers shall be installed at the meeting at which elections are held and shall continue in office for three (3) 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))

(e) **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. The term of office for any position filled through a by-election will be the term that the vacated position was initially elected to fulfill.

(f) **Temporary Vacancies**

For temporary vacancies, where the vacancy is more than three (3) months, the Local shall hold elections at the next General Membership Meeting for an interim Officer. Should the vacancy be for less than three (3) months, the Executive Board shall appoint a member to the position.

SECTION 11 – 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 one (\$1.00) dollar 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 one (\$1.00) dollar.

(Article B.4.1)

(c) **Monthly Dues**

The monthly dues shall be 1.5% of gross monthly earnings. Further, if CUPE National raises the per capita, the monthly dues shall be increased by the same amount.

(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 days at a previous meeting or 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 12 – NON PAYMENT OF DUES AND ASSESSMENTS

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

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

(Article B.8.6)

SECTION 13 – EXPENDITURES

(a) Payment of Local 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 Ontario Division, or any labour organization the Local Union is affiliated with, is not required.

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

In the case of a grant or a contribution to a member(s) or a cause(s) outside of CUPE greater than fifty (\$50.00) dollars, a notice of motion must be made at a regular membership meeting and then approved at the following regular or special membership meeting before the grant or contribution can be paid out. The approval meeting must be no earlier than seven days after the meeting where notice of motion has been given.

(d) Strike Appeals

Strike appeals approved by the Local Union membership shall be in the amount of seventy-five (\$75.00) dollars minimum to one hundred (\$100.00) dollars maximum except in the case of a Local Union appeal (Sault Ste Marie and Area) or a sister Local Union of CUPE; said appeal to be left to the discretion of the Executive Board subject to the approval of the membership of the Local Union.

(e) Appeals

Personal appeals within our own Local Union will be handled on a case by case basis and voted on at a regular membership meeting.

Personal appeals from other CUPE Locals: All written CUPE personal appeals for donation received shall be responded to by the following formula:

- One (1) donation to a Local inside the District of Algoma including Sault Ste Marie CUPE Locals - \$50.00
- One (1) donation to personal appeals not falling into the above - \$25.00
- A total of seventy-five (\$75.00) dollars will be paid out on a monthly basis.
- A budget for appeals will be fixed annually.

(f) Local 894 shall make an annual donation up to \$200.00 to a charity(s) (as chosen by the Executive) in the month of December.

(g) No Officer or member of Local 894 will be allowed to spend any Local Union funds without first having received authorization under Section 13(a) of these bylaws.

- (h) The Local agrees to pay for an annual Zoom Account subscription up to \$500.00 annually.
- (i) The Local agrees to pay for an annual Antivirus Protection subscription for the Local Union laptops up to \$200.00 annually.
- (j) The Local agrees to pay for an annual Microsoft Office subscription for the Local Union laptops up to \$200.00 annually.
- (k) The local agreed to pay for an annual Storage Unit rental for the Local files up to \$1500.00 annually

SECTION 14 – HONORARIUMS

The following expense allowances shall be paid quarterly:

President.....	\$600.00 (\$200.00 monthly)
Secretary-Treasurer.....	\$600.00 (\$200.00 monthly)
Vice President.....	\$300.00 (\$100.00 monthly)
Chief Steward.....	\$450.00 (\$150.00 monthly)
Recording Secretary.....	\$225.00 (\$75.00 monthly)
Membership Officer.....	\$75.00 (\$25.00 monthly)
Stewards.....	\$75.00 (\$25.00 monthly)
Webmaster.....	\$60.00 (\$20.00 monthly)

Trustees shall be paid \$100/each per audit if not being reimbursed for lost wages

Local 894 agrees to pay the President (or designate) and Chief Shop Steward fifty (\$50.00) dollars monthly to offset the charges to their personal cell phone bills for Union Business and Data usage.

Other Expenses

- I. Members retiring from the Group Health Centre will receive a cheque calculated as follows: Years of service x \$20 (twenty dollars).

Years of service will be rounded up. Example: 12 years, 5 months will be rounded to 13 years for the purpose of the retirement cheque. Years of service will be determined from the employer’s seniority list based on hours worked for CUPE members.

- II. A meeting attendance incentive draw of \$25 gift card will be drawn at each regular meeting from the names of those in attendance.
- III. The Local agrees to reimburse Executive Board members/Committee members for office expenses where reasonable up to \$50.00 per month.

SECTION 15 – CHILD CARE, DEPENDENT CARE AND ELDER CARE

Caring for children, dependents or the elderly are barriers to actively participating in the union or to attending membership meetings. Local 894 is committed to removing barriers within its control so that all members have equal access to participation.

- (a) When it is practical and demand warrants, Local 894 will provide on-site child care at all Local Union membership meetings. Where on-site child care is not provided, and in the case of dependent care or elder care, members will be reimbursed to a maximum of twenty-five (\$25.00) dollars per day. Reimbursement will be provided upon proof of payment. The cheque will be made out to the provider (not the member)
- (b) Claims will not be paid for a spouse, partner, or a family member who normally provides care without charges. Claims will not be paid for periods of time where a member would normally have paid for care such as during normal hours of work at their job.

SECTION 16 – DELEGATES TO CONFERENCES, CONVENTIONS AND EDUCATIONALS

- (a) Except for the President's option [Section 9(a)], all delegates to conventions, conferences, and educationals shall be chosen by election at membership meetings.
- (b) Delegates to the Sault Ste. Marie and District CUPE Council and the Sault Ste. Marie CLC District 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 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.
- (c) All delegates attending conventions, conferences, or educationals held outside the City of Sault Ste. Marie shall be paid transportation expenses (at economy, tourist or coach rates) as determined by the Secretary-Treasurer, accommodations and a per diem allowance of one hundred (\$100) dollars per day for meals. All delegates shall be reimbursed for any receipted costs incurred for ground transportation and/or parking. The Local Union will reimburse the member's employer for any loss of wages.
- (d) Delegates to conventions, conferences, and educationals held locally shall have no travel allowance. There shall be a per diem allowance of \$25 for meals and expenses

incurred by attendance at the convention, conference or educational. The Local Union will reimburse the member's employer for any loss of wages.

- (e) Local 894 will provide members with their per diem allowance and related transportation expenses prior to their attending the convention, conference, or educational when requested.
- (f) A travel allowance for all Committee members representing Local 894 shall be paid at fifty cents (\$0.50) per km.

Local 894 encourages the participation of women and all equity-seeking groups in their delegation to conventions, conferences, and educationals.

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 three (3) 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 shall consist of the President, three (3) members and one (1) alternate member all elected at a membership meeting. Committee members shall receive a per diem allowance of \$50.00 per day. 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.

In the event that during the ongoing negotiations an election occurs involving the members of the Negotiating committee (i.e. President), the existing members of the committee will remain and the new elected members shall sit on the committee as ex-officio members, (no voting, just observers).

All members of Local 894's negotiating committee shall attend Collective Bargaining Education as soon as possible after being elected to the Committee.

(b) Permanent Committees

Permanent committees will have a term of two (2) years. The committee members shall be elected by the membership at large in the month of January in odd years. Committees will provide written reports to each regular membership meeting, as applicable. The Vice-President shall be a member, ex-officio, of each committee.

There shall be seven (7) permanent committees as follows:

1. Grievance/Return to Work Committee

This committee will:

- Oversee the handling of all local grievances.
- Receive copies of all grievances.
- Prepare a report on the status of all grievances to be submitted to the Executive Board, the National Representative, and to the membership meeting.
- Prepare a report on the status of all return to work files 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 Chief Shop Steward, three (3) stewards and Return to Work representatives. The committee shall appoint its secretary from among its members. The National Representative assigned to Local 894 shall be a non-voting member of the committee and shall be consulted at all stages.

2. 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 four (4) members. The committee shall appoint its secretary from among its members.

3. 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 in relation to Section 20 of these bylaws.
- 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 one member of the Executive Board (appointed from amongst the Executive Board) and two (2) members. The committee shall appoint its secretary from among its members. The National Representative assigned to Local 894 shall be a non-voting member of the committee and shall be consulted during the review process.

4. Job Evaluation Committee

This is a joint committee consisting of three (3) members from CUPE Local 894 and an alternate. The function of this committee is to provide a basis on which to establish equitable salary relationships between jobs and to see that the Pay Equity guidelines are met. The committee shall submit reports and proposals to the membership as required.

5. Cooperative Consultation Committee (Triple C)

This is a joint committee which has two (2) delegates from CUPE Local 894, one of whom is to the President and the other of whom would be elected at large. The purpose of this committee is to discuss problems referred to it and to make recommendations based on this discussion in order to promote satisfactory communication and co-operation in the workplace.

6. Nurse Management Committee

This committee shall consist of three (3) members from CUPE Local 894 elected. The function of this committee is to communicate and assist in solving problems between management and the Registered Practical Nurses employed at the Group Health Centre.

7. Admin Committee

This committee shall consist of three (3) members from CUPE Local 894 elected. The function of the committee is to communicate and assist in solving problems between management and the Administration Clerks employed at the Group Health Centre.

SECTION 18 – COMPLAINTS AND TRIALS

All charges against members or Officers must be made in writing and dealt with in accordance with the Trial Procedure provisions of the CUPE National Constitution.

(Articles B.11.1 to B.11.5)

SECTION 19 – 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 20 – 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 days before at a previous membership meeting or 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 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 21 – PRINTING AND DISTRIBUTION OF BYLAWS

Members will receive a copy of Local 894 bylaws, either in paper format or electronically. 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 behavior 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 behavior 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, language 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 894 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 894 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 894 is committed to creating a union which is inclusive, welcoming, and free from harassment, discrimination and all types of bullying and intimidation. Local 894 needs to ensure that it provides a safe environment for members, staff and elected officers to carry out our work. Local 894 expects that mutual respect, understanding and co-operation will be the basis of all our interaction.

This Code of Conduct for Local 894 sets out standards of behaviour for members at meetings, and all other events organized by Local 894. 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 894, 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 894, 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

LOCAL 894 CREDIT CARD POLICY

The Local 894 Credit Card was introduced as an alternative purchasing and payment mechanism to improve payment performance, simplify clerical processes, provided more effective cash management and better service delivery for your members. The card system is specifically intended for, but not restricted to, use in conducting all out of town union business.

Benefits to the local and its members will be:

- Faster receipt of goods and services
- Increased flexibility
- Less reliance on cash and/or cheques
- Prompt and reliable recording of financial transactions

Credit Limit

The credit limit on the Local 894 credit card has been set at \$20,000 and determined based on the largest monthly expense for travel and accommodations anticipated by the Local.

Amending the Existing Credit Limits

Proposed amendments to the existing credit limit shall be identified by the cardholders and brought to the Executive and the membership for approval.

Retention and Use of the Credit Card

The Local shall retain 3 copies of the credit card.

The President, Vice-President and Secretary-Treasurer shall be the only authorized persons to use the credit card and sign on behalf of the Local and its members.

Each of the 3 credit cards shall be issued in the name of the Local, as well as indicate the name of the executive member holding the card, for increased accountability.

When the executive positions within the Local change person, the signing authority and responsibility of the credit card shall immediately change. The card issued in the exiting executive member's name shall be immediately submitted to the Local and immediately destroyed. A new card shall be issued in the newly elected executive member's name.

The use of the credit card shall be limited to the following transactions:

- hotel/accommodations;

- airline reservations and payment;
- ground transportation including bus service, car rental, shuttles, taxi, etc.;
- fuel;
- booking facilities for union functions.

An expense voucher shall be submitted for all charges on the credit card and a receipt shall be included. Where a member does not submit a receipt, the amount charged on the credit card shall be deducted from any future expense claims of that member until that amount is repaid.

Misuse

The Local 894 credit card shall not be used for any personal purchases or financial transactions whatsoever.

The Local's Executive members shall have the authority to cancel/terminate usage of the credit card where misuse is suspected/determined.

Accountability

The Secretary-Treasurer shall make available all transaction records and monthly statements of the credit card available to the trustees for the bi-annual audits.