
Bylaws

Local Union 363



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PREAMBLE

In order to improve the social and economic welfare of its member without regard to sex, colour, race or creed, to promote efficiency in public employment and to manifest its belief in the value of the unity of organized labour, this local of the Canadian Union of Public Employees (hereinafter referred to as CUPE) has been formed.

The following Bylaws are adopted by the Local pursuant to, and to supplement, Appendix "B" of the CUPE Constitution, to safeguard the rights of all members, to provide for responsible administration of the Local, and to involve as many members as possible through the sharing of duties and responsibilities.

SECTION 1 NAME

- 1.1 The name of this local shall be: CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL UNION 363, and REVELSTOKE CIVIC EMPLOYEES UNION.

SECTION 2 OBJECTIVES

- 2.1 The objectives of the Local are to:
- a) Secure and maintain adequate remuneration for work performed and generally advance the economic and social welfare of its members and of all workers;
 - b) Support CUPE in reaching the goals set out in the CUPE Constitution;
 - c) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism; and
 - d) Encourage the settlement by negotiation and mediation of all disputes between the members and their employers.

SECTION 3 INTERPRETATION & DEFINITIONS

- 3.1 Masculine pronouns shall be understood to include the feminine gender.
- 3.2 Articles referred to at the end of sections or sub-sections refer to relevant articles of the CUPE Constitution (2007) which should be read in conjunction with these Bylaws.

SECTION 4 MEMBERSHIP MEETINGS - (Regular and Special)

- 4.1 Regular membership meetings shall be held every second month (Feb., Apr., June, Sept., and November) on the second Wednesday of the month at 7:00 p.m. The Executive Board shall give one week notice of any change in the date of the regular meeting. Meetings during July and August of each year may be suspended.

- 42 Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than 12 members. The President shall immediately call a special meeting when so ordered or requested and shall see that all members receive at least twenty-four (24) hours notice of the special meeting and the subjects to be discussed. No business shall be transacted at the special meeting other than that for which the meeting has been called and notice given.
- 43 A quorum for the transaction of business at any regular or special meeting shall be seven (7) members, including at least three (3) members of the Executive Board.
- 44 The order of business at regular membership meetings is as follows:
- a) Roll Call of Officers
 - b) Voting on new members and initiation
 - c) Reading of Equality Statement
 - d) Reading of Minutes
 - e) Matters arising
 - f) Treasurer's report
 - g) Communications and Bills
 - h) Executive Board Report
 - i) Reports of Committees and Delegates
 - j) Nominations, Elections, or Installations
 - k) Unfinished Business
 - l) New Business
 - m) Good of the Union
 - n) Adjournment

(Article B.6.1)

SECTION 5 VOTING OF FUNDS

- 5.1 Except for ordinary expenses and bills, all amounts exceeding two hundred and fifty dollars (\$250.00) must be approved by the members at a monthly general meeting or Special Meeting called for that purpose.

(Article B.4.4)

SECTION 6 OFFICERS

- 6.1 The Officers of the Local shall consist of the President, Vice-President, Recording Secretary, Secretary-Treasurer, and three (3) Trustees, deemed necessary by the Local for the conduct of its business and a Sergeant-at-Arms.

(Article B.2.1)

SECTION 7 EXECUTIVE BOARD

7.1 The Executive Board of the Local shall consist of the President, Vice-President, Secretary-Treasurer, Recording Secretary and Sergeant-at-Arms.

(Article B.2.2)

7.2 The Executive Board shall meet at least once every month.

(Article B.3.14)

7.3 A majority of the Executive Board constitutes a quorum.

7.4 The Executive Officers shall hold title to any real estate of the Local as trustees for the Local. They shall have no right to sell, convey, or encumber any real estate without first giving notice and then submitting the proposition to a membership meeting and having it approved.

7.5 The Executive Board shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of all committees.

7.6 All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.

(Articles B.11.1 to B.11.5)

7.7 Should any Executive Board member fail to answer the roll call for three consecutive regular membership or Executive Board meetings without having submitted good reasons for those failures, his/her office shall be declared vacant and shall be filled at a bi-election at the following membership meeting.

(Article B.2.5)

SECTION 8 DUTIES OF OFFICERS, CHIEF SHOP STEWARD and SHOP STEWARD

All Officers must give all properties, assets, funds and all records of the Local Union to their successors at the end of their term of office.

All signing Officers of Local 363 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.

8.1 The **President** shall:

- a) Enforce the CUPE Constitution and these Bylaws;
- b) Preside at all membership and Executive Board meetings and preserve order;
- c) Decide all points of order and procedure (subject always to appeal by the membership);
- d) Have a vote on all matters (except appeals against their rulings);

- e) Ensure that all officers perform their assigned duties;
- f) Fill committee vacancies where elections are not provided for;
- g) Introduce new members and conduct them through the initiation ceremony;
- h) Have first preference as a delegate to all Conventions, Seminars and Conferences of organizations to which the Local is affiliated.
- i) Be a signing officer for the Local.
- j) Be bonded in accordance with Articles 13.5 and B.3.5 of the CUPE Constitution.
- k) Chairman of the Grievance Committee.

(Article B.3.1)

8.2 The **Vice-President** shall:

- a) In the absence of the President, perform all duties of the President;
- b) If the office of President falls vacant, be Acting President until a new President is elected;
- c) Render assistance to any member of the Executive Board as directed by the Board;

(Article B.3.2)

8.3 The **Recording Secretary** shall;

- a) Keep a full, accurate and impartial account of the proceedings of all regular or special membership and Executive Board meetings.⁷ These records must also include a copy of the full financial report (Executive Board meetings), the written financial report (membership meetings) presented by the Secretary-Treasurer and Trustees' reports.
- b) Record all alterations in the Bylaws;
- c) Answer correspondence and fulfil other secretarial duties as directed by the Executive Board;
- d) File a copy of all letters sent out and keeps on file all communications;
- e) Prepare and distribute all circulars and notices to members;
- f) Have all records ready on reasonable notice for auditors and Trustees;
- g) Preside over membership and Executive Board meetings in the absence of both the President and Vice-President;
- h) Be empowered with the approval of the membership, to employ necessary stenographic or other assistance to be paid for out of the Local's funds;
- i) On termination of office, surrender all books, seals and other properties of the Local to his/her successor;
- j) Must provide the Secretary-Treasurer, on a monthly basis with a record of attendance of Executive Board members, for both the General and Executive meetings;

- k) Be a signing officer for the Local;
- l) Be Bonded in accordance with Articles 13.5 and B.3.5 of the CUPE Constitution.

(Article B.3.3)

8.4 The **Secretary-Treasurer** shall:

- a) Receive all revenue, initiation fees, dues and assessments, keeping a record of each member's payments, and deposit promptly all monies with a bank or credit union;
- b) Prepare all CUPE National per capita tax forms and remit payment no later than the 15th day of each month;
- c) Record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices;
- d) Make a financial report to the membership at each regular meeting;
- e) 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.
- f) 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.
- g) Make a full financial report to meetings of the Local Union's Executive Board.
- h) Make a written financial report to each regular membership meeting, detailing all income and expenditures for the period.
- i) Be bonded through the master bond held by CUPE National. Any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office;
- j) Pay no monies unless supported by a receipt or by an advance voucher (conditional to receipts being submitted to cover same within 30 days of expenditure) and duly signed by any two members of the Executive Board. No receipt shall be required for payment of per capita fees to any organization to which the Local is affiliated; further no receipts shall be required for payment of mileage or per diem;
- k) Make all books available for inspection by the auditors and/or Trustees on reasonable notice, and have the books audited at least once per calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees.
- l) Provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE;
- m) Be a signing officer of the Local.
- n) Be empowered, with the approval of the Membership, to employ necessary clerical assistance to be paid for out of the Local's funds;

- o) Signs all membership cards;
- p) On termination of office, surrender all books, records, and other properties of the Local to his/ her successor;

(Article B.3.4 to B.3.8)

8.5 The **Trustees** shall:

- a) 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 Standing Committees semi-annually;
- b) Make a written report of their findings to the first membership meeting following the completion of each audit.
- c) 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;
- d) Be responsible to ensure that monies are not paid out without proper constitutional or membership authorization;
- e) Ensure that proper financial reports are made to the membership;
- f) Audit the records of attendance;
- g) 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, and report their findings to the membership;
- h) 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)

8.6 The **Sergeant-at-Arms** shall:

- a) Guard the inner door at membership meetings and admit no one but members in good standing or officers and officials of CUPE, except on the order of the President and by consent of the members present;

- b) Assist in maintaining the record of membership attendance at meetings;
- c) Perform such other duties as may be assigned by the Executive Board from time to time.

8.7 The **Chief Shop Steward** shall:

- a) Police the collective agreement and report any violations of same to the President;
- b) Investigate and process all grievances at Step 1 and/or 2 of the grievance procedure;
- c) Be a member of the grievance committee.
- d) Maintain the grievance files and report the status of all grievances to the Executive.
- e) Carry out other duties as designated by the Executive Board.
- f) Upon termination of office, surrender all grievance files and other property of the Local to his successor or the President.

8.8 The **Shop Steward** shall:

- a) Police the Collective Agreement and report any violations to the President and Chief Shop Steward.
- b) Investigate all grievances at Step 1 of the grievance procedure;
And
- c) Be a member of Grievance Committee in the unit or department they were appointed to.

SECTION 9 OUT-OF-POCKET EXPENSES

9.1 Unless otherwise stated in these Bylaws, out of pocket expense allowance and per diems shall be paid in accordance with Appendix "B" of these Bylaws.

SECTION 10 FEES, DUES AND ASSESSMENTS

10.1 Initiation Fee

Each application for membership in, or readmittance in to, the Local shall be directed to the Secretary-Treasurer and shall be accompanied by an initiation fee of five (5) dollars, which shall be in addition to monthly dues. The Secretary-Treasurer shall issue a receipt. If the application is rejected the fee shall be returned.

(Articles B.4.1 & B.8.2)

10.2 Monthly Dues

- i) The monthly dues shall be 2% of regular wages.

(Article B.4.3)

- 10.3 Changes in the levels of the Initiation Fee, readmittance, or the monthly Dues can be effected only by following the procedure for amendment of these Bylaws (see section 16) with the additional provision that the vote must be by secret ballot.

(Article B.4.3)

- 10.4 Special assessments may be levied in accordance with article B.4.2. of the CUPE Constitution.

SECTION 11 NON-PAYMENT OF DUES AND ASSESSMENTS

- 11.1 Any member in arrears for a period of three months or more shall be automatically suspended and his suspension shall be reported to the Executive Board by the Secretary-Treasurer. The Executive Board shall report to the next membership meeting with a recommendation. Any member under suspension wishing to be reinstated shall, upon application, pay any dues and assessments in arrears. This money shall be returned if the application is rejected;

(Article B.8.6)

SECTION 12 NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

12.1 Nomination

- a) Nominations for officers shall be received at the regular membership meeting, which takes place at the meeting before an election meeting held in the year in which elections are held, that being every second year.
- b) All members eligible for nomination shall be members in good standing.
- c) No nominations shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting his/her consent in writing, duly witnessed by another member.
- d) No member shall be eligible for nomination if he/she is in arrears with dues and/or assessments.

12.2 Elections

- a) At the November membership meeting, the President shall, subject to the approval of the members present, appoint an Elections Committee consisting of a Returning Officer and assistant(s). The Committee shall include members of the Local who are neither officers nor candidates for office. It shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.
- b) The Executive Board shall determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer.
- c) The Returning Officer shall be responsible for issuing, collecting, and counting

ballots. He/she must be fair and impartial and see that all arrangements are unquestionably democratic.

- d) The voting shall take place at the regular membership meeting in November. The vote shall be by secret ballot.
- e) Voting by proxy, or any method other than by personal vote at the advance poll or the meeting shall not be allowed. When possible, election notices will include a date, time and location for advance voting by members who would otherwise be unable to vote.
- f) Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
- g) The candidate(s) in all cases who receive(s) a majority of unspoiled ballots shall be declared elected. In case of a tie vote, a second and subsequent ballot(s) will be taken if necessary until a candidate receives a majority of votes cast and can be declared elected. In the event the tie vote persists, subsequent ballots may be deferred to the next membership meeting. When two or more nominees are to be elected to any position by ballot, each member voting shall be required to vote for the full number of candidates to be elected.
- h) Any member attending the elections may request and receive from the returning officer, in confidence, the number of votes cast for each candidate. A recount of the votes for any election shall be conducted if the request is supported by vote, by at least the number of members equal to the quorum for a membership meeting as laid down in Section 4.3.

12.3 Installation

- a) All duly elected officers shall be installed at the meeting at which elections are held and shall continue in office for two years or until a successor has been elected and installed, provided, however, that no term of office shall be longer than three years.

(Article B.2.4.)

- b) The terms of office for Trustees shall be as laid down in Article B.2.4 of the CUPE Constitution.

12.4 By-Elections

Should an office fall vacant pursuant to Section 7.7 of these Bylaws or for any other reason, the resulting by-election should be conducted as closely as possible in conformity with this Section. During the interim period, the Executive Board shall have the authority to fill such vacancy by appointment, for a period not exceeding three (3) months.

SECTION 13 DELEGATES TO CONVENTIONS, CONFERENCES, & EDUCATIONAL SCHOOLS

131 Except for the President's option (Section 8.1), all delegates to conventions shall be chosen by election at membership meetings.

132 All delegates elected to conventions shall be reimbursed for their expenses according to Appendix "B" of the Bylaws. Expense reimbursement shall be paid upon submission of an

Expense Voucher to the Secretary-Treasurer and the delegate will be responsible to ensure that the appropriate receipts are obtained and submitted to the Secretary-Treasurer.

- 133 All delegates shall be compensated for any loss of salary while off on union business, according to Appendix "B" of these Bylaws.
- 134 Representation at educational schools and seminars shall be on the recommendation of the Committee subject to final approval by the membership. Other seminars and conferences shall be on the recommendation of the Executive Board subject to final approval by the membership. Expenses shall be paid the same as that for delegates to conventions.

SECTION 14 COMMITTEES

14.1 Negotiating Committee/ Bargaining Committee

- a) The Local Union Negotiating Committee shall be elected by the members at the regular November General Membership Meeting for the year in which elections are held and the President will automatically be a member of the Committee. The Committee shall consist of four members (including the President) with one alternate. In addition, the CUPE representative assigned to the local shall be a non-voting member of the Committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.
- b) The Negotiating Committee will report it's progress in negotiations to the members of the Local, when deemed appropriate by the Committee.
- c) Any Memorandum of Agreement reached with the employer will be submitted to the membership for their acceptance or rejection. It shall be voted on by secret ballot and adopted by a simple majority of the membership, either in advance polls or in attendance at a meeting during which the proposals are being considered. Voting by proxy, or any method other than by personal vote at the advance poll or the meeting shall not be allowed.
- d) All Collective Agreements upon ratification shall be executed by the Local and signed by the President, CUPE Staff representative, and a Negotiating Committee representative.
- e) The Negotiating Committee recommendations shall be relayed to the membership, prior to but on the same day the vote is to be taken.
- f) Attend Labour Management meetings, discussing matters of mutual concern pertaining to performance of work, operational problems, rates of pay, job descriptions, hours of work, and other working conditions arising during the term of the Collective Agreement.
- g) Discuss all problems and if possible, settle same;
- h) Reports to the general membership of problems discussed and the outcome of these meetings.

14.2 Special Committees

A special ad hoc committee may be established for a specified purpose and period by the membership at a meeting. The members shall be elected at the same time or at another 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.

14.3 Standing Committees

The chairperson of each standing committee shall be elected by the members at a membership meeting. The Chairperson and the Executive Board may, with the concurrence of the membership, jointly appoint other members to serve on a committee. The Vice-President shall be an ex-officio member of each committee. There shall be two standing committees as follows:

a) Grievance Committee

This committee shall process all grievances not settled at the initial stage. Reports of this committee shall be submitted to the Executive Board first, with a copy to the CUPE representative, and then to a membership meeting. Grievances must be in writing on the forms provided by the National Office and be signed where necessary by the complainant, complainants, or a union representative, as provided for in the Collective Agreement.

This committee shall be comprised of the President, Chief Shop Steward and all duly appointed Shop Steward. In the event that the department or unit involved does not have an elected Shop Steward, the Executive Board shall appoint a member.

b) Occupational Health & Safety Committee/ Representative

In addition to attending regular safety meetings and reporting on issues that arise these representative(s) shall:

- i) Discuss and suggest safety policies;
- ii) Report unsafe conditions and suggest remedies;
- iii) Stimulate interest and encourage workers to participate in the safety program;
- iv) Encourage workers to obey safety regulations;
- v) Assist in the evaluation of safety suggestions;
- vi) Inspect worksites with the supervisor or Foreman present;
- vii) Promote and encourage the use CUPE policies with respect to Occupational Health & Safety

SECTION 15 RULES OF ORDER

15.1 All meetings of the Local shall be conducted in accordance with the basic principles of Canadian parliamentary procedure. Some of the more important rules to ensure free and fair debate are appended to these Bylaws as Appendix "A". 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 "A", the CUPE Constitution may provide guidance, but if the situation is not dealt with there, Bourinot's Rules of Order shall be consulted and applied.

SECTION 16 AMENDMENT

16.1 These Bylaws are always subordinate to the CUPE Constitution (including Appendix "B") as it now exists or may be amended from time to time. In the event of any conflict between these Bylaws and the CUPE Constitution, the latter shall govern. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.

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

16.2 These Bylaws shall not be amended, added to, or suspended except upon a two-thirds (2/3) majority vote of those present and voting at a special membership meeting following at least 60 days' written notice or 7 days' notice given at a previous membership meeting.

(Articles 13.3 and B.5.1)

16.3 No change in these Bylaws 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.

(Articles 13.3 & B.7.1)

SECTION 17 OATH OF OBLIGATION

Applicants who have been accepted into the Union shall be required to take the following obligation:

"I , solemnly promise and declare that I will support and obey the Constitution of this Union; that I will strive to improve economic and social conditions for my fellow members and for working people generally; that I will defend and strive to extend

the democratic rights and liberties of all working people; that I will not purposely or knowingly wrong, or assist others in wronging a member of the Union."

(Article B.8.4)

SECTION 18 OATH OF OFFICE

"I _____, do most sincerely promise that I will truly and faithfully to the best of my ability, perform the duties of my office, for the ensuing term, as prescribed by the Constitution and By-Laws of the Canadian Union of Public Employees, 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 and other property of the Union in my possession to my duly elected successor in office.

(Article 11.6 (b))

APPENDIX "A" TO THE BY-LAWS OF CUPE LOCAL 363

RULES OF ORDER

- 1) The president or, in his absence, the Vice-president, shall take the chair at all membership meetings. In the absence of both President and Vice-President the Recording Secretary shall act as President, and in his absence a President pro-term shall be chosen by the Local.
- 2) No member, except the Chairperson of a committee making a report or the mover of a resolution, shall speak more than five minutes, or more than once on the same question without the consent of the meeting or until all who wish to speak have had an opportunity. Chairpersons and movers of a resolution shall be limited to fifteen minutes, except with the consent of the meeting.
- 3) The President shall state every question coming before the Local, and before allowing debate thereon, and again immediately before putting it to a vote, shall ask: "Is the Local ready for the question?". Should no member rise to speak, the question shall be put.
- 4) A motion to be entertaining 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 provided it makes sense to do so.
- 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 shall rise in his place and respectfully address the presiding officer, but, except to state that he rises to a point of order or on a question of privilege, he 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 discussion on religion shall be permitted.
- 15) The President shall taken 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 lay on the 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 same.
- 22) If any member wishes to challenge (appeal) a decision of the chair he must do so at the time the decision is made. If the challenge is seconded, the member shall be asked to state briefly the basis for his challenge. The chairperson may then state briefly the basis for his 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 vent 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) 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.
- 25) The Local's business and proceedings of meetings, are not to be divulged to any persons outside the Local or the Canadian Union of Public Employees.
- 26) All rules and proceedings of debates not herein provided for shall be as defined in the Constitution of the Canadian Union of Public Employees.

APPENDIX "B" TO THE BY-LAWS OF CUPE LOCAL 363

OUT-OF-POCKET EXPENSES

GENERAL PROVISIONS

1. Mileage and Per Diem rates shall be paid as per the CUPE B.C. Expense Policy (no receipts required).
2. Advances for all meetings will be given by estimating all expenses and are conditional to receipts being submitted with refunds or reimbursements claims made within thirty (30) days of the expense.
3. Lost wages for members on union business shall be recoverable to the employer only.

IN-TOWN MEETINGS

Note: These include meetings of all Committees which are held on a committee member's own time. All meetings held in Revelstoke are considered in-town meetings.

1. All meetings with duration of less than two hours, 1/6 (one sixth) of the daily Per Diem shall be paid.
2. All meetings with duration of more than two hours but less than six hours, 1/3 (one third) of the daily Per Diem shall be paid.
3. All meetings with duration of six hours or more, full daily Per Diem shall be paid.
4. For regular General Membership meetings no expenses will be paid.
5. Loss of wages as a result of in-town meetings shall only be paid subject to authorization by the Local President or Executive Board.
6. During a collective agreement master bargaining the committee members shall be paid a half day per diem after a four hour period and a full day per diem after an eight hour period.

OUT-OF-TOWN MEETINGS

Note: These include Negotiations, Conventions, Conferences, Seminars, Workshops and other meetings authorized by the Local.

1. If the delegate is required to travel the day before and/or after the meeting) 1/2 (one half) of the daily Per Diem shall be paid for each travel day.
2. Any loss of wages shall be paid at cost.
3. Hotel room if required shall be paid at prevailing rates and shall include room, parking and taxes only (receipts required). Telephone calls will be paid up to a maximum of five dollars (\$5.00) per day up to a maximum of fifteen dollars (\$15.00) per convention/meeting.

4. Airfare will be paid where required at economy class (receipts required) with the approval of the Executive.
5. Ferry, taxi cab and/or other fares where necessary shall be paid (receipts required).

OTHER EXPENSES

1. Child care expenses will be paid for all meetings held outside of regular working hours (except General Membership meetings) as per the CUPE B.C. Policy. The delegate must provide the Secretary-Treasurer with completed Child Care Expense form prior to payment (family members as care givers are excluded), (receipts required).
2. In addition to the normal daily expenses for Contract Negotiations, 1/6 (one sixth) of the daily Per Diem per hour shall be paid for the duration of all meetings held outside of regular working hours.
3. All operating expenses for Standing Committees must be approved by the Executive Board.
4. Flowers, gift baskets, other gifts or donations in lieu of flowers shall not exceed \$40.00.
5. Retirement/Departure Gift - \$10.00/year to max of \$350.00 to be payable by cheque with a card (includes part-time/relief staff with a minimum of two (2) years worked). In order to comply with the National Constitution, this provision will not apply to members hired after INSERT DATE.
6. Gifts for Executive Members- a gift will be bought for a union member that has served in a capacity on the Executive or Negotiating or Grievance Committee for five years or more. The five years does not need to be consecutive. The member shall have shown good and faithful service to the Union. The departure gift shall not exceed \$25.00 and shall be a one time appreciation gift.

MONTHLY EXPENSES

In addition to the above expenses, the following "monthly" honourarium shall be provided to each member of the Executive Board including Shop Stewards:

President	\$100.00
Vice President(s)	\$ 50.00
Secretary-Treasurer	\$ 75.00
Recording-Secretary	\$ 50.00
Sergeant-at-Arms	\$ 12.50
Chief Shop Steward	\$ 50.00
Shop Stewards	\$ 25.00

DONATIONS

Memorial Donations:

Memorial Donations shall be made for all union members as follows:

- 1) In the event of the death of a member of the bargaining unit wide seniority list, a \$100.00 donation to the designated charity and up to \$75.00 for an expression of sympathy (i.e. flowers, meat tray)
- 2) Relatives-relative shall mean: mother, father, spouse, common-law spouse, father-in-law, mother-in-law, and child of the family unit.
- 3) A charitable donation of \$25.00 will be made to the designated charity for the above relatives. If no designated charity is specified the donation shall be made to a charity within Revelstoke.
- 4) Death of a brother, sister, grandparent, brother-in-law, and sister-in-law of a union member a card will be sent
- 5) In the event of the death of a past union member a donation amount may be brought to the membership by way of a motion. This amount shall not exceed \$100.00.

DONATIONS FOR OTHER CAUSES

All donations outside of memorial contributions shall be approved, prior to spending, at a regular meeting of Local 363 via a motion.

This policy will govern as follows:

Charities within Revelstoke:

- 1) Maximum donation of up to \$100.00 per year to each individual charity within Revelstoke to a maximum of \$500.00 total spent within each calendar year.
- 2) Donations will be awarded on a "first come-first served" basis.

Charities outside Revelstoke:

- 1) Maximum donation of up to \$50.00 per year to each individual charity outside of Revelstoke to a maximum of \$200.00 total spent within each calendar year.
- 2) Donations will be awarded on a "first come-first served" basis.

Non Profit Organizations (i.e. Gymnastics, Minor Hockey/Soccer, Swim Club, Dry Grad etc.)

- 1) Non Profit Organizations/Clubs must be Revelstoke based.
- 2) A child/grandchild of the union member must be involved in the organization asking for a donation
- 3) Maximum donation of up to \$50.00 will be made once per year per organization to a maximum of \$400.00 total spent within each calendar year.
- 4) Donations will be awarded on a "first come-first served" basis.

POST SECONDARY EDUCATION GRANT

- 1) The children of members on the bargaining unit wide seniority list only shall be entitled to

a one time post secondary education grant of \$150.00 each to be given within two years of Grade 12 graduation.

- 2) The child must submit a written request to CUPE Local 363 in the calendar year in which they will be entering their first year of post secondary education stating their career goals and a course outline.
- 3) The child must submit a photocopy of the receipt of tuition to a recognized university/college or technical institute with their written request.
- 4) The Executive Members of Local 363 shall be authorized to remit payment payable to the parent/guardian of the child if the application is submitted as stated above.
- 5) Should the child end up not going to the post secondary institution after the cheque has been given, repayment will be made to the Local. Should repayment not be made the amount will be deducted off the member's first regular pay cheque thereafter.