

# **BY-LAWS**

**CANADIAN UNION OF PUBLIC EMPLOYEES**



*LOCAL 108*

**Halifax Civic Workers Union**

**May 2007**

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## **P R E A M B L E**

In order to improve the social and economic welfare of its members 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**

The name of this Local shall be: Canadian Union of Public Employees, Local No. 108 Halifax Civic Workers Union.

### **SECTION 2 - OBJECTIVES**

The objectives of the Local are to:

- (a) secure 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 Article II of the CUPE Constitution;
- (c) provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- (d) encourage the settlement by negotiation and mediation of all disputes between the members and their employers.

### **SECTION 3 - INTERPRETATION and DEFINITIONS**

- (a) All definitions shall be gender neutral.
- (b) Numbers of Articles at the end of sections or sub-sections refer to relevant articles of the CUPE Constitution (2005) which should be read in conjunction with these bylaws.

#### **SECTION 4 - MEMBERSHIP MEETINGS - Regular and Special**

- (a) General membership meetings shall be held quarterly (every third month), excluding July and August, on a date and place to be determined by the Executive. At least one week's notice will be provided to all members and an agenda will accompany the notice. Meetings will begin at 7:00 p.m.
- (b) Special Unit or General Membership meetings may be ordered by the Executive Board or requested in writing by no fewer than 5% or twenty-five (25) members. The President or their designate 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 subject(s) to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.
- (c) A quorum for the transaction of business at any regular or special meeting shall be 5% or twenty-five (25) members, including at least three (3) members of the Executive Board.
- (d) The order of business at general membership meetings is as follows:
  - 1. Roll call of Officers
  - 2. Voting on new members and Initiation
  - 3. Reading of Minutes
  - 4. Matters arising
  - 5. Treasurer's report
  - 6. Executive Committee report/Unit reports
  - 7. Reports of committees and delegates
  - 8. Nominations, Elections, or Installations
  - 9. Unfinished business
  - 10. New business
  - 11. Good of the Union
  - 12. Adjournment

#### **SECTION 5 - VOTING OF FUNDS**

Except for ordinary expenses and bills as approved at membership meetings, no sum over one-hundred dollars (\$100) shall be voted for the purpose of a grant or contribution to a member or any cause outside CUPE, except by a notice of motion given in writing and dealt with at the following general membership meeting.

## **SECTION 6 - OFFICERS**

The officers of the Local shall be the President, Vice-President, Secretary-Treasurer, Recording Secretary, Unit Vice-Presidents, three (3) Trustees, and a Sergeant –at-Arms. All officers shall be elected by the membership except the Unit Vice-Presidents who shall be elected by the membership within the Units. Where regions exist, regional members will elect officers.

Each Unit of one hundred fifty (150) or less shall have one Unit Vice-President plus one additional Vice-President for each additional one hundred and fifty (150) members to a maximum of three (3) Unit Vice Presidents.

## **SECTION 7 - EXECUTIVE BOARD**

- (a) The Executive Board shall be comprised of the President; Vice-President; Recording-Secretary; Secretary-Treasurer and the Unit Vice-Presidents from each Unit. One Unit Vice-President (as determined monthly by the Unit Vice-Presidents) shall be a voting member at each monthly Executive Board meeting. Executive Board Members shall be eligible to claim the \$20.00 stipend as per Section 9 (b) of these by-laws.
- (b) The Board shall meet at least once every month.
- (c) A majority of voting members as per 9 (a) of these bylaws, including at least two of the following; the President, Vice President, Recording Secretary, or Secretary Treasurer.
- (d) The Executive Board 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 General membership meeting and having it approved.
- (e) The 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.
- (e) All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.
- (f) Should any Board member fail to answer the roll call for three consecutive regular membership meetings or three consecutive regular Executive Board meetings without having submitted, in writing, good reasons for those failures, his/her office shall be declared vacant and shall be filled by an election at the following membership meeting.

- (g) The Executive Board shall establish the minimum training required, and a time frame to acquire such training, for all officers and shop stewards of the Local. This training shall be offered through the Canadian Union of Public Employees Union development Department.

## **SECTION 8 - DUTIES OF OFFICERS**

The President shall:

- be on a full-time salaried basis, which shall be established at a rate of 5% above the highest annual salary in the Union. The Local will seek to establish a salary continuation with the Presidents' Employer to ensure benefits (i.e. vacation, sick leave, medical and pension plans) are continued.
- be accountable to the Executive Board and members
- enforce the CUPE Constitution and these bylaws;
- preside at all general membership and Executive Board meetings and preserve order; decide all points of order and procedure (subject always to appeal to the membership); have a vote on all matters (except appeals against his/her rulings) and in case of a tie vote in any matter, including elections, have the right to cast an additional vote to break the tie; ensure that all officers perform their assigned duties; fill committee vacancies where elections are not provided for;
- introduce new members and conduct them through the initiation ceremony;
- sign cheques and ensure that the Local's funds are used only as authorized or directed by the Constitution, bylaws, or vote of the membership;
- once it has been determined by the membership that delegates will attend, they shall have first preference as a delegate to the CUPE Conventions.

(b) The Vice-President shall:

- be accountable to the Executive Board and members
- if the President is absent or incapacitated, perform all duties of the President;
- if the office of President falls vacant, be Acting President until a new President is elected;
- render assistance to any member of the Board as directed by the Board.

- Be the local's Education Representative. Make recommendations to the Executive Board regarding available courses and which members should attend. Keep a record of each member's educational history. Arrange in-house education courses.

(c) The Recording Secretary shall:

- be accountable to the Executive Board and members
- keep full, accurate and impartial account of the proceedings of all regular unit, general or special membership and Board meetings, ensuring that these records include a copy of the full financial report presented by the Secretary-Treasurer;
- record all alterations in the bylaws;
- preside over membership and Board meetings in the absence of both the President and the Vice-President;
- 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;
- on termination of office, surrender all books, seals and other properties of the Local to his/her successor.

(d) **The Secretary-Treasurer shall:**

- be accountable to the Executive Board and members
- record all financial transactions in a manner acceptable to the Local's Executive Board and in accordance with good accounting practices;
- make a full financial report to meetings of the Local's Executive Board, as well as a written financial report at each regular membership meeting, detailing all income and expenditures for the prior period;
- present annual financial report and balance sheet for the proceeding year to the General Membership meeting in May of each year;
- be bonded through the master bond held by the National Office, and any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office;



- pay no money unless supported by a voucher duly signed by him/her and one other signing officer of the Local ,except that no voucher shall be required for payment of per capita fees to any organization to which the Local is affiliated;
- make all books available for inspection by the Trustees on reasonable notice, and have the books 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 they may need to complete the audit report forms supplied by CUPE;
- be empowered, with the approval of the membership, to employ necessary clerical assistance to be paid for out of the Local's funds;
- notify all members who are one month in arrears and report to the Board all members two or more months in arrears in the payment of union dues;
- on termination of office, surrender all books, records and other properties of the Local to his/her successor.
- Secretary Treasurer will be afforded one (1) day per month to perform some of the duties of the treasurer.

(e) The Trustees shall:

- be accountable to the Executive Board and members
- 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 once every six months;
- make a written report of their findings to the first Executive Board 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 are not paid out without proper constitutional or membership authorization;
- ensure that proper financial reports are made to the membership;
- audit the record of attendance for conformity with Section 12 of these By-laws;
- 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;
- send a copy of the completed audit report (on the prescribed form provided by the National Secretary-Treasurer), as well as a copy of their report to the Local Union membership along with a copy of their recommendations and/or concerns to the President and Secretary-Treasurer and the Secretary-Treasurer's response, to the National Secretary-Treasurer of the Canadian Union of Public Employees, with a copy to the assigned servicing representative;

(f) The Sergeant-at-Arms shall:

- guard the inner door at membership meetings and admit no one but members in good standing or officers and officials of CUPE, except on the order of the President and by consent of the members present;
- assist in maintaining the record of membership attendance at meetings;
- Ensure order is kept during all regular and special meetings;
- When directed by the presiding officer, ensure no one enters or leaves a meeting during a vote;
- perform such other duties as may be assigned by the Board from time to time.

(g) The Unit Vice-Presidents shall:

- be accountable to the Executive Board and members
- preside over their unit meetings on a rotational basis, if there is more than one unit vice-president;
- render assistance to any member of the Executive Board as directed by the

Executive Board;

- provide assistance to members of their unit, when dealing with the Employer, if necessary;
- act as liaison between the unit membership and the Executive Board;
- attend grievance meetings on behalf of their unit membership;
- attend Labour-Management meetings on behalf of their unit membership;
- present report of unit activities to General Membership and Executive Board meetings;
- carry out other duties as may be requested of them by the President, Executive Board or members of the Unit.

#### **SECTION 9 - OUT-OF-POCKET EXPENSES**

(a) The following yearly expense allowance shall be provided:

- Vice-President - \$400
- Recording-Secretary - \$400
- Secretary-Treasurer - \$400
- Unit Vice-Presidents - \$250.00
- Sergeant-at-Arms and Trustees - \$150.00

Yearly out-of-pocket expenses shall be paid each November on a pro-rated basis.

(b) Executive Board members shall receive \$20.00 to attend Executive Board meetings.

Union members, authorized by the President or designate, who have to use their own automobiles to attend to Union business shall be reimbursed in the following manner: travel in excess of one hundred (100) km (return) shall be reimbursed fifty dollars (\$50.00); travel up to 100km will be reimbursed at the rate of \$0.40 per kilometre. Legitimate receipted parking fees will also be reimbursed.

Other expense will be reimbursed in accordance with the list in Appendix "B" of these by laws.

## **SECTION 10 - FEES, DUES, and ASSESSMENTS**

### **(a) Initiation Fee**

Each application for membership in the Local shall be directed to the Union and shall be accompanied by an initiation fee of \$15.00 which shall be in addition to *bi*-weekly dues. The Union shall issue a receipt. If the application is rejected the fee shall be returned.

### **(b) Re-admittance Fee**

The readmittance fee shall be \$10.00.

### **(c) Monthly Dues**

The monthly dues shall be 1.5% of regular wages.

Changes in the levels of the Initiation Fee, the Re-admittance Fee, 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.

Notwithstanding the above provisions, if the CUPE Convention raises minimum fees and/or dues above the level herein established, these bylaws will be deemed to have been automatically amended to conform to the new CUPE minima.

Special assessments may be levied in accordance with Article B.4.2 of the CUPE Constitution.

## **SECTION 11 - NOMINATION, ELECTION AND INSTALLATION OF OFFICERS**

### **(a) Nomination**

Nominations shall be received at the General membership meeting held in the months of October and November. To be eligible for nomination a member shall have a minimum of 60% of the General Membership meetings held in the previous twelve months or in the period he/she was a member, if less than a year, unless a valid reason, in writing within three (3) calendar days of each meeting and acceptable to the Executive Board, has been given for non-attendance. No nomination shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting his consent in writing, duly witnessed by another member. No member shall be eligible for nomination if he/she is in arrears of dues and/or assessments.

**(b) Elections**

- (1) At a membership meeting at least one month prior to election day 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.
- (2) The Executive Board shall determine the form of the ballot and ensure that sufficient quantities are made available in time to the Returning Officer.
- (3) 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.
- (4) The voting shall take place at a special membership meeting to be held on the first Sunday in November starting at 2:00 p.m. The vote shall be by secret ballot.
- (5) Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
- (6) A majority of votes cast shall be required before any candidate can be declared elected, and second and subsequent ballots shall be taken, if necessary, to obtain a majority. On the second and subsequent ballots the candidate receiving the lowest number of votes in the previous ballot shall be dropped. In case of a final tie vote, the presiding officer may cast the deciding vote.
- (7) Any member may request a recount of the votes for any election and a recount shall be conducted if the request is supported, in a vote, by at least the number of members equal to the quorum for a membership meeting as laid down in Section 4 (c).
- (8) There shall be no proxy voting allowed.

**(c) Installation**

- (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 longer than three years.

- (2) The terms of office for Trustees shall be as laid down in Article B.3.07 of the CUPE Constitution.

**(d) By-Election**

Should an office fall vacant pursuant to Section 7 (g) of these bylaws or for any other reason, the resulting by-election should be conducted as closely as possible in conformity with this Section.

**SECTION 12 - CONVENTIONS and EDUCATIONALS**

- (a) Members who wish to attend conventions shall submit to the Executive Board an expression of interest outlining educational courses, involvement in the union, and how this would benefit the union. Successful candidates shall be required to make a presentation to the Executive Board and the General Membership at a subsequent Executive Board Meeting and General Membership Meeting.
- (b) Delegates to the Halifax Metro District Council shall be elected annually. An official reporter for these delegates shall be appointed annually by the President from among these delegates, and he shall be required to report at each membership meeting of the Local on proceedings at recent meetings of the Council.
- (c) All delegates selected to the conventions/conferences held in Nova Scotia outside the Halifax Regional Municipality shall be paid transportation expenses at 40 cents (0.40) per kilometer or bus transportation will be provided; a daily per diem allowance of eighty dollars (\$80.00) for expenses; hotel accommodation; and any loss of salary incurred by attendance at the convention.
- (d) All delegates to Conventions/Conferences held outside Nova Scotia shall be paid transportation expenses equivalent to economy, tourist or coach rates; a daily per diem of eighty dollars (\$80.00) per day for meals; receipted expenses such as taxis, if required. Airport taxes and any lost salary incurred by attendance at the convention.
- (e) Registration fees for Educational seminars shall be paid by the member and reimbursed upon confirmation of completion of the course. Members attending union educational seminars held locally shall have travel allowance. There shall be a per diem allowance of thirty dollars (\$30.00) and compensation for any loss of salary incurred by attendance at the education seminar.

- (f) Union conventions in HRM -- All delegates selected to attend conventions held in HRM shall be paid transportation expenses at 40 cents (0.40) per kilometre, a daily per diem allowance of thirty dollars (\$30.00) and compensation for any loss of salary incurred by attendance at the convention.
- (g) Educational seminars held outside the HRM shall be at the discretion of the Executive Board and in compliance with Section 12, Subsection (c).

### **SECTION 13 - COMMITTEES**

**(a) *Negotiating Committee(s)***

This shall be a special ad hoc committee(s) established at least six (6) months prior to the expiry of the Local Units' collective agreement and automatically disbanded when a new collective agreement has been signed. The function of the committee is to assist in the preparation of collective bargaining proposals and to negotiate a collective agreement. The committee(s) shall consist of up to five members or as determined by the relevant Collective Agreement, all elected at unit membership meeting, and the Local President. 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) *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 or 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.

**(c) *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 a member, ex-officio, of each standing committee, as identified in the appendix and any other committee duly formed by the Executive Board and ratified by the membership.

### **SECTION 14 - RULES OF ORDER**

All meetings of the Local shall be conducted in accordance with the basic principles of Canadian parliamentary procedure. Some of the more important rules to ensure free and fair debate are appended to these bylaws as Appendix "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 15 - AMENDMENT**

- (a) 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. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.
- (b) These bylaws shall not be amended, added to, or suspended except upon a majority vote of those present and voting at a regular or special membership meeting following seven days notice at a previous meeting or at least sixty days written notice.
- (c) 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.



## **APPENDIX "A" TO THE BYLAWS OF LOCAL 108, CUPE**

### **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 the President and Vice-President, the Recording Secretary shall act as President, and in his absence a President pro-tem 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 then be put.
4. A motion to be entertained by the presiding officer must be moved and seconded; both mover and seconder must rise and be recognized by the chair.
5. A motion to amend, or to amend an amendment, shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment, or amendment to an amendment, which is a direct negative of the resolution shall be in order.
6. On motion, the regular order of business may be suspended by a two-thirds vote of those present, to deal with any urgent business.
7. All resolutions and motions other than those named in Rule 17, or those to accept or adopt the report of a committee, shall, if requested by the presiding officer, be presented in writing before being put to the Local.
8. At the request of any member, and upon a majority vote of those present, a question may be divided when the sense will admit of it.
9. Any member having made a motion can withdraw it with the consent of the seconder, except that any motion, once debated, cannot be withdrawn except by a majority vote of those present.

10. When a member wishes to speak on a question or to make a motion, he 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 shall cease speaking until the point is determined; if it is decided he is in order, he may again proceed.
14. No religious discussion shall be permitted.
15. The President shall take no part in debate while presiding, but may yield the chair to the Vice-President in order to speak on any question before the Local, or to introduce a new question.
16. The presiding officer shall have the same rights as other members to vote on any question. In case of a tie, he may in addition give a casting vote, or, if he chooses, refrain from breaking the tie, in which case the motion is lost.
17. When a motion is before the Local, no other motion shall be in order except (1) to adjourn (2) to put the previous question (3) to 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 event of a tie the chair is sustained.
23. After a question has been decided, any two members who have voted in the majority may, at the same or next meeting, move reconsideration thereof.
24. 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.

## **APPENDIX "B":**

### Allowable Expenses:

The following is a list of expenses which the members of the Executive feel should be covered by the union expense claim set out in Section 9(b) of these bylaws.

1. Committee Meetings
2. Meeting with employer(s)
3. Any parking expenses incurred while at any committee meetings or while on union business
4. Reimbursement for meals when meeting(s) run over a meal time
5. Mileage to and from meetings on behalf of the union, excluding executive and general membership, special or unit meetings.
6. Juice/coffee/water/tea when not provided by the facilitating host
7. Snacks if the meeting goes past the supper hour (negotiations)
8. Long Distance Calls directly related to union business
9. Day timers, pads, binders, etc. ... used directly for union business
10. Bridge tokens

Meetings which would be covered but not limited to:

- i. Labour management
  - ii. Arbitrations/Grievances
  - iii. Negotiations
  - iv. Representing Members
  - v. Snow Committee
  - vi. CUPE Conventions
  - vii. Sub Committees
    - Strike aversion
      - a. Strike
      - b. Education
      - c. Bylaws
  - viii. School Board meetings on behalf of Union
  - ix. City Council meetings on behalf of Union
  - x. Any meeting your asked to attend by the President or their delagate
11. Cell phones for the top four (4) Executive officers, Unit Vice Presidents and others where deemed necessary by the Executive Board.

The out of pocket expenses is not to cover the actual money used to do your job while holding a position in the union. It is to be paid to the member for holding a position within the union. This should be paid to members in their November December expense claims.

**APPENDIX "C" TO THE BYLAWS OF LOCAL 108, CUPE**

**STANDING COMMITTEES**

- 1) Unit Grievance Committees
- 2) Ways and Means Committee
- 3) Education Committee
- 4) Communication Committee
- 5) Contracting In/Out Committee
- 6) Women's Committee
- 7) Benefits Committee
- 8) Shop Stewards Committee

The committees have no authority to amend/modify any terms or conditions of the collective agreements or the bylaws.