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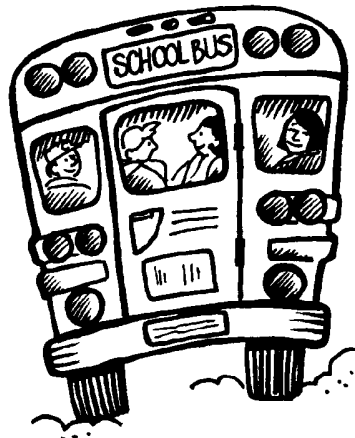
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## BY - LAWS

of the

## CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 997



We are the

**Custodial/Maintenance; Office, Clerical, Technical Staff  
and Educational Assistants**

of

**Trillium Lakelands District School Board**

## CUPE LOCAL 997 BY-LAWS

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## YOU AND THE UNION

A few "do's" and "don'ts" calculated to test the sincerity of WE who are the Union.

### DO .....

- ✓ study the Constitution;
- ✓ study the By-Laws;
- ✓ study the Agreement;
- ✓ attend as many meetings as possible;
- ✓ get acquainted with the 997 Communicator in your school (work place);
- ✓ learn the difference between a legitimate grievance and a complaint whether such be frivolous or well founded;
- ✓ know the Order of Business and follow it when attending meetings (when in doubt - ask the guidance of the Chair);
- ✓ think before WE vote!

### DON'T .....

- ✗ talk Union business during working hours;
- ✗ say "Why doesn't the Union...?" instead of "Why don't we...?"
- ✗ stay away from meetings and gripe about "unwise" decisions afterwards;
- ✗ think that if things are not to our liking that there just isn't anything WE as an individual can do about it;
- ✗ believe the Union is not vitally important to US. Next to OUR home and family, and OUR religious affiliation, the Union is OUR most important interest.
- ✗ hesitate to bring to the attention of the meeting YOUR problems, they are the Union's problems too.

## **PREAMBLE**

These By-Laws are designed to give proper balance to the administration of the Local Union.

Duties and responsibilities of elected officers and members of Committees should be as widely dispersed as possible. It should not be left for the willing few to have to serve in multiple capacities. In other words, duties should be shared by the many rather than the few. While various committees have been designated as "Standing" Committees, this does not preclude the possibility of special committees being established from time-to-time as may be required and necessary.

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

The following By-Laws 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.

Masculine pronouns shall be understood to include the feminine gender.

## **SECTION 1 - NAME**

The name of this Local shall be:

**Canadian Union of Public Employees, Local Number 997.**

## **SECTION 2 - PRINCIPLES & OBJECTIVES**

The principles and objectives of the Local are:

- a) to place the various occupations of the membership upon a high plane of efficiency and skill;
- b) to encourage the settlement of all disputes between the members and the employer's administration by mediation and arbitration;
- c) to secure adequate remuneration for work performed;
- d) by all legal and proper means to elevate the morale, intellectual and social conditions of all workers in general, and of this membership in particular;
- e) to support the Canadian Union of Employees in its objectives as set out in Article II of the CUPE Constitution;
- f) to support the improvement of the accessible, fully funded system of public education;
- g) to manifest our belief in public services as a means of building caring communities.

### **SECTION 3 – REGULAR GENERAL MEETINGS**

3 Meetings per year: October, February and May at a central location of Trillium Lakelands District School Board. The date and location shall be posted on the 997 Web Site and forwarded to all 997 Communicators at the beginning of each school year.

The meetings will commence at 10:30 a.m. with a 2:00 p.m. curfew. An extension may be made to the meeting curfew by 2/3 majority vote.

A quorum for the transaction of business at any General or Special Meeting shall consist of at least ten (10) members in good standing including at least three (3) members of the duly elected officers.

Bussing will be provided for General meetings or Special meetings in the event the confirmed number of passengers is not less than 20 and such passengers have paid a nominal fee of \$5.00 each per round trip.

In the event a quorum is not present for any Regular General or Special Meeting, following 15 minutes after the scheduled start time for the beginning of the meeting, the Chairperson shall declare all business referred to the Executive Committee for their execution and shall adjourn the Meeting. (Decisions made by the Executive Committee shall be brought forward and reported in the Executive Committee Report at the next Regular General Meeting.)

The Executive will have the right to carry on the Local's business during any months in which there are no Regular General Meetings.

### **SECTION 4 – ORDER OF BUSINESS – REGULAR GENERAL MEETING**

1. Call to Order
2. Roll Call of Officers by Recording Secretary
3. New Members
4. Read and Approve Minutes
5. Matters Arising
6. Treasurer's Report
7. Communications and Bills
8. Executive Committee Reports
9. Committee Reports
10. Nominations and Elections
11. Unfinished Business
12. New Business
13. Good of the Union
14. Adjournment

### **SECTION 5 – SPECIAL MEETINGS**

Special meetings may be called by order of the Executive Committee or by a written request of ten (10) members, provided however, that no business shall be transacted at such Special Meetings other than that for which the Special Meeting has been called. As least twenty-four hours notice of the meeting and the subject(s) to be discussed shall be given to the members. Special meetings shall be held on a weekend whenever possible; except in the case of an emergency.

## **SECTION 6 - EXECUTIVE COMMITTEE AND OFFICERS**

The Executive Committee shall be comprised of the President, Vice-President, Recording Secretary, Secretary-Treasurer, and bargaining units Chief Stewards (Custodial, Maintenance, Office/Clerical, Technical and Educational Assistants). Any five (5) of these shall constitute a quorum for the purpose of Executive meetings. The Executive Committee shall meet at least once every month September to June and on an as needed basis in July and August. The Executive Committee may meet prior to the Regular General Meeting, by Tele-Conference or release.

The Officers of the Union shall consist of the Executive Committee, three (3) Trustees and a Warden/Conductor.

Should any elected Officer fail to answer the roll-call without having submitted a good reason for such an absence, the out-of-pocket expense allowance shall be withheld for that position during the period of non attendance.

All charges against members or officials must be made in writing and dealt with in accordance with the provisions of Article B.6 of the National Constitution.

The Executive Committee and Officers, shall administer and carry out all work delegated to it by the Union. The Executive Committee shall receive, consider, and report on all Grievances as made by members, which must in all cases be in writing and signed by the complainant or complainants, as provided for in the Union Agreement.

Signing officers for the Union shall consist of the President and one of the following: Vice-President, Secretary-Treasurer or Recording Secretary.

The Executive Officers shall hold title to any real estate of the Union as Trustees for the Union. They shall have no rights to sell, convey or encumber any real estate without submitting the proposition to a Special Meeting and such proposition is approved.

## **SECTION 7 – TERM OF OFFICE – EXECUTIVE COMMITTEE AND OFFICERS**

The Term of Office shall be two years commencing on September 1 of the first and ending on August 31 of the second year. Trustees are elected for one, two or three year term, as per the CUPE National Constitution.

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

The **President** shall:

- enforce the CUPE Constitution and these By-Laws
- be the chief spokesperson relating to all matters of the Union
- be the Chair of the Negotiations Committee
- be the Chair of the Grievance Committee and speak to grievances for all units
- chair all Executive, Regular General and Special meetings
- decide all points of order and procedure (subject always to appeal by the membership)
- have a vote on all matters (except appeals against his rulings) and in case of a tie, vote in any matter, including elections, and have the right to cast an additional vote to break the tie
- announce the results of all votes
- ensure that all officers perform their assigned duties

- fill committee vacancies where elections are not provided for
- enforce all fines and penalties
- have the power to call Special Meetings when requested by the Executive ~~Board~~ Committee or by ten (10) members in writing
- must sign all orders on the Treasury for such money as shall, by the Constitution and By-Laws, or by vote of the Union, be ordered paid
- sign all cheques and drafts on the bank and perform such other duties as the Constitution and By-Laws of the Union may require
- be allowed monthly, necessary funds to reimburse himself or any officers for lost time from work, and other expenses incurred on behalf of the Union on submission of signed vouchers, such amount not to exceed his salary monthly; such amounts, approved in the regular manner shall be included in the Secretary-Treasurer's Executive and Regular General Meeting report.
- authorizes and records all release for Executive and Committee Members
- have first preference as a delegate to the CUPE National and CUPE Ontario Conventions and have first choice on attending any Conferences, Educationals – Workshops while he is in office
- attend all Labour/Management meetings
- ex officio Member of all CUPE Local 997 Committees
- on termination of office, surrender all Local properties to his successor.

**The Vice President shall:**

- shall perform the duties of the President in the absence of that officer, and, in case of the resignation or death of the President, shall perform the duties of the President until such vacancy is filled as provided in the Local Union Constitution
- keep informed of labour/management issues
- ex officio member of all committees
- present the Executive Committee Report at all Regular General Meetings
- on termination of office, surrender all Local properties to his successor.

**The Recording Secretary shall:**

- keep full, accurate and impartial account of the proceedings of all General, Executive and Special meetings
- record all motions, with the mover's and seconder's names, and record all alterations in the rules and By-Laws by motion of amendment
- prepare and distribute copies of all Regular General and Special Meeting Minutes to 997 Communicators and the Executive
- prepare and distribute other material to 997 Communicators and Executive as required
- fulfil such other secretarial duties as directed by the President
- ensure all correspondence received is responded to and a copy of all correspondence is on file
- have all books and papers ready at all times on reasonable notice for Auditors or Trustees
- be empowered, with approval of the President to employ such stenographic or other assistance as he finds necessary, such assistance to be paid for out of Union funds
- on termination of office, surrender all books, seals and other properties of the Union to his successor.

**The Secretary Treasurer shall:**

- receive all dues and assessments and keep a record of each member's payments
- promptly deposit all money with the Bank and receive a receipt for same
- prepare the necessary per capita tax forms and remit funds owing to the CUPE National Secretary-Treasurer by the last day of the following month
- prepare the necessary per capita form and remit funds owing to CUPE Ontario and the Labour

Council on a quarterly basis

- notify all members and other employees within the bargaining unit who are one month in arrears and report to the Executive all members two months in arrears
- be bonded in an amount of not less than the amount in the treasury (Article B.3.9 stipulates that any Secretary Treasurer who cannot qualify for a bond shall be disqualified from office)
- record all transactions in a manner acceptable to the Executive
- have all books open for inspection by the Auditors on reasonable notice and be audited semi-annually
- prepare audit reports on the standard form supplied by CUPE National
- prepare and sign all vouchers for payment and pay no money except when such voucher is duly signed by the President, Vice-President or Recording Secretary (no voucher shall be required for payment of per capita tax to any organizations to which the Union is affiliated)
- sign all cheques and drafts on the bank
- be empowered with the approval of the President to employ such clerical assistance as he finds necessary, such assistance to be paid for out of Union funds
- by the provisions of Article B.3.6, which require the submission of monthly reports to the Local, must be included, as well as the provisions of Article B.3.8, which require that all financial obligations owing to the National Union be forwarded in compliance with the National Constitution
- on termination of office, surrender all books, records and other properties of the Local to his successor.

The **Chief Stewards** shall:

- be the first contact person for members with work place problems, concerns or grievances
- assist the President with investigating grievances
- file in consultation with the President all first step grievances
- attend Labour Management Meetings as required
- be a member of the Negotiating Committee
- ensure communication and questions to and from Members within the Unit flow to and from the Local, the Executive and other units
- on termination of office, surrender all Local properties to his successor.

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 Standing Committees semi-annually
- 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 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
- 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; (Article B.3.10 to B.3.12)
- on termination of office, surrender all Local properties to his successor.

The **Warden-Conductor** shall:

- guard the inner door and admit no one but members in good standing, except on the order of the President and by consent of the members present
- allow no one without a membership card to remain and shall obtain the names of all those awaiting initiation, reporting such names to the President. (The President shall introduce and conduct such candidates through the initiation ceremony.)
- take attendance at General Meetings
- perform such other duties as may be assigned from time to time
- on termination of office, surrender all Local properties to his successor.

## **SECTION 9 – NEGOTIATIONS**

- a) Prior to the expiration date of a collective agreement, the Negotiating Committee shall prepare a new proposed agreement following consultation with the membership. It shall be the duty of that Negotiating Committee to endeavour to effect a new agreement before the expiration date of the current agreement, so that the new agreement may take effect the day following expiration of the current agreement, thus avoiding any necessity for retroactive adjustment.
- b) The Negotiations Committee shall be comprised of the President, the Chief Stewards from each of the bargaining units and the CUPE National Representative.
- c) 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.
- d) In the event the Negotiations Committee is in active bargaining at the time of a change in Committee Members, as a result of the Elections process, the members of the Committee shall remain in place until the successful ratification of the collective agreements.

## **SECTION 10 - STANDING COMMITTEES**

The Standing Committees shall be: Grievance, 997 Communicators and Good and Welfare

### **997 Communicators**

The 997 Members at each worksite will appoint at least one (1) 997 Communicator at the beginning of each school year. The 997 Communicator will:

- ensure distribution/circulation/posting of newsletters, agendas, minutes of meetings and other information of interest to all CUPE Local 997 members at their worksite.
- keep up-to-date CUPE Local 997 information received via Board Courier or by e-mail
- maintain a phone tree and home addresses and home/alternate e-mail addresses of the CUPE members at their worksite
- advise the President of the Local of members who are ill or in the event of condolences
- when applicable, administer worksite voting (ballots for any worksites where a 997 Communicator has not been determined will not be forwarded)
- upon resignation, or upon request by the Executive Committee the 997 Communicator will ensure all CUPE Local 997 Information is returned to the Recording Secretary of the Local or turned over to

their successor

### **Good and Welfare**

It shall be the duty of the Good & Welfare Chairperson to arrange the applicable:

- visit members who are ill;
- deliver or send a card to members deemed to be ill, for a period of not less than five working days, whether such members be in hospital or at home
- In the event of the death of a 997 Member, their spouse, son, or daughter, a flower arrangement shall be sent to the family, not to exceed \$100.00 OR donation to the charity of the family's choice.
- a representative of the Local to show respect at the wake

Incidental expenses incurred during the performance of these duties shall be reimbursed.

### **SECTION 11 - SPECIAL COMMITTEES**

Special Committees may be set up either by election at any meeting or by appointment of the President as directed by the meeting and at least two Officers shall sit on all Special Committees.

### **SECTION 12 - INITIATION AND DUES**

All new members will be issued an invitation to attend their first meeting. Employees may be accepted into membership prior to confirmation in employment should they so desire.

The Union Dues Check-Off will be the total of 1.50% of the members regular (basic) pay per month. All levies, per capita increase, or other special assessment beyond the current level approved by the CUPE National Convention shall be immediately added to the Local dues structure.

### **SECTION 13 - NON-PAYMENT OF DUES AND ASSESSMENTS**

Any member in arrears for a period of three months shall be suspended and shall be reported to the Executive Committee by the Secretary Treasurer. Any member under suspension wishing to be reinstated shall upon application pay a reinstatement fee of \$2.00 plus any dues and assessments in arrears.

### **SECTION 14 - VOTING OF FUNDS**

Except for ordinary expenses and bills as approved by the Regular General Meeting, no sum over \$100.00 shall be voted for the purpose of a grant or contribution to any member or any cause outside CUPE, except by a notice of motion given in writing and dealt with at the following General Meeting.

The Executive Committee shall have the right to carry on the Local's business during the months in which there are no General Meetings.

### **SECTION 15 – CONFERENCES, CONVENTIONS AND EDUCATIONALS**

(See also Appendix A)

#### **CUPE NATIONAL CONVENTION and CUPE ONTARIO CONVENTION**

The President shall have first choice of attending the CUPE National Convention (held bi-annually) and the Ontario Division Convention (held annually). Additional delegates will be sent according to Article VI.6.4 of the CUPE National Constitution and if the Local is in a financial position to do so. Additional delegates will be chosen by election from the membership.

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## **EDUCATIONAL – LEADERSHIP WORKSHOPS**

Participation at Educational – Leadership Workshops shall be on the recommendation of the Executive, subject to final approval by the membership.

Delegates to Conferences –Conventions and participants of Educational-Leadership Workshops will be paid transportation expenses, a maximum per diem allowance of \$85.00 per day for personal expenses and an amount equal to any loss of salary necessitated by attendance at the Conference –Convention – Educational. Accommodation will be provided including accommodation of a member's special needs, where required. (See Appendix A)

In cases where members are also care givers financial assistance will be given so that members may attend.

Delegates are authorized to make a donation in the name of the Local up to a maximum of \$200.00 for special collections at any Convention or Conference. Strike appeals will be to a maximum of \$100.00 for each strike.

All members who attend any Conference – Convention – Educational – Leadership Workshop shall submit a written report to the Executive Committee to be tabled at the next Regular General Meeting, following such event.

## **SECTION 16 - NOMINATIONS FOR ELECTION TO OFFICE**

- a) Nominations shall be received at the General Meeting in May for all positions: President Vice-President, Recording Secretary, Secretary-Treasurer, Trustees (as provided for in the Constitution), Warden Conductor and Chief Stewards
- b) The nominations and election of: President, Vice President, Recording Secretary, Secretary Treasurer, Trustee and Warden Conductor shall be by members at large.
- c) The nomination and election of Chief Stewards shall be by the unit and job classifications.
- d) To be eligible for nomination, a member shall have attended at least 2/3 of the membership meetings held in the previous 12 months or in the period he was a member, if less than a year, unless a valid reason, acceptable to the Local, has been given for non-attendance.

No nomination shall be accepted unless the member is in attendance at the nomination meeting or has allowed to be filed at such meeting his consent in writing and duly witnessed by another member. No member shall be eligible for nomination if more than thirty days in arrears of dues and/or assessment. No member may be elected to more than one office.

- e) Nothing contained in (a) or (b) of this article shall be deemed to conflict with the provisions of Article XVII, Section 3 of the Constitution.

## **SECTION 17 – ELECTIONS**

Elections will be held following the May Regular General Meeting at your normal workplace. The 997 Communicator at each workplace shall conduct the vote, which is by secret ballot. At workplaces with more than one 997 Communicator they shall decide among themselves who will be responsible for overseeing the vote. The ballots will be sent to the Returning Officer for counting. (Ballots will not be sent to worksites where there is no confirmed 997 Communicator.)

All Officers will be elected by plurality (the candidate with the most votes wins).

Within twenty-four hours of the ballots being counted the Returning Officer and their assistants shall contact the candidates. A candidate may ask for a recount in writing within forty-eight hours of being informed of the results. The recount must be done by the Returning Officer and their assistants within three days of the request.

The final results will be announced in the Bulletin to all 997 Communicators for posting in the workplace and posted on the 997 website.

In case of a tie vote, in any position, the Returning Officer and two assistants shall cast the deciding vote by secret ballot. The three votes will be put in with all other ballots and recounted.

### **BY-ELECTIONS**

Should an office fall vacant, a by-election will occur by advertising the vacancy as soon as possible to the members, with the by-election being held at the next Regular General membership meeting.

The Executive Committee shall have the discretion to fill the vacant Office in the interim as per Section 16 b) and c).

## **SECTION 18 - INSTALLATION OF OFFICERS**

- 1) All duly elected officers shall commence duties the first day of September following the elections and shall continue in office for two (2) years or until a successor has been elected and installed, provided that no term of office shall be longer than three (3) years. All duly elected officers shall take their Oath of Office at the first Executive Meeting following the elections.
- 2) The terms of office for Trustees shall be as laid down in Article B.3.10 of the CUPE Constitution.

## **SECTION 19 – DEBATES AND RULES OF ORDER**

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. With the exception of the foregoing limit on debates, the Rules of Order for all meetings of the Local, shall be those laid down in the Constitution of the Canadian Union of Public Employees. (See Appendix B)

## **SECTION 20 - AMENDMENTS AND ALTERATIONS**

The By-Laws of the Local Union at all times will be subordinate and subject to the provisions of the Constitution and By-Laws of the Canadian Union of Public Employees, as such Constitution and By-Laws

now exist or may from time to time hereafter be altered or amended; and in the event of any conflict, the Constitution and By-Laws of the Canadian Union of Public Employees shall govern.

The Local may, by a majority vote at a Regular Meeting, or at a Special Meeting called for that purpose, make such additional by-laws or changes as it may deem advisable, provided that at least seven days notice at a previous meeting or at least sixty (60) days, written notice has been given.

## **SECTION 21 - OUT- OF- POCKET EXPENSES**

The "per annum" allowance for miscellaneous expenses for the Executive Officers of Local 997 shall be as follows, paid semi-annually:

President*	\$1,000.00
Vice-President	300.00
Secretary-Treasurer	500.00
Recording Secretary	500.00
Chief Stewards	600.00
Warden/Conductor	50.00
Trustees	50.00

- \* The President shall be on full time release as negotiated from time to time with the employer and approved by the membership.

## **SECTION 22 - STANDING MOTIONS**

1. That a donation of \$50.00 will be sent to all striking locals when a strike appeal is received from unions outside of CUPE.
2. That a donation of \$100.00 will be sent to all striking locals when a strike appeal is received from CUPE Locals.
3. Upon request a cheque in the amount of \$100.00 will be given to a graduating student at each secondary school. Our preference is for this award to be given to a student who has struggled and succeeded with the help of Special Education. The award to be presented, preferably by a CUPE 997 Member, at the graduation ceremonies.
4. Upon request from the Adult Education Community Learning Centre, the Executive Committee may award a cheque in the amount of \$100.00 to one graduating student from each TLDSB Adult Education Centre. Our preference is for this award to be given to an Adult Education Centre graduating student, who has an overall average of 80%; demonstrated strong leadership skills; is continuing with their full time education through a public accredited Community College or University and to be presented at the graduation ceremonies by a CUPE 997 Member.
5. Retirement Gift: \$100.00 for full-time or part-time employees.
6. That Local 997 make donations up to a maximum of \$500.00 annually to local charities, i.e. food banks, school breakfast clubs, toy drives, Women's shelters, United Way, etc. and that the donation

be presented by an elected officer. The exact charities to be decided at any Regular General membership meeting.

7. That Local 997 be affiliated to: CUPE Ontario Division, Canadian Labour Congress, Kawartha CUPE Council and Lindsay Labour Council.
8. On an annual basis 2 bursaries in the amount of \$500.00 each shall be awarded to a son/daughter/ dependent of a CUPE 997 Member in good standing.

Recipients shall be students who are entering or returning to full time studies at an accredited post-secondary public Canadian college or university.

A notice providing the deadline date, rules and regulations will go out to all 997 Communicators in January of each year and will be posted on the 997 Web Site. The 997 Member and student applicant must submit the completed CUPE 997 Bursary Application Form, which will be available from the CUPE 997 Office, no later than April 15<sup>th</sup>. Only one application per person will be accepted per year and one award per student per lifetime.

The President of CUPE Local 997 will randomly draw the names of 2 applicants at the May Regular General Meeting of the Local, from all of the eligible applications received.

The selected applicants will be contacted by telephone and will be required to submit proof of attendance at an accredited public Canadian university or college on a full time basis for the upcoming semesters ..... i.e.: draw for bursary completed at the Regular General Meeting in May/June; student upon proof of completion of the first semester will be provided with a cheque in the amount of \$250.00 and upon proof of successful completion of the following semester the remaining \$250.00.

9. CUPE Local 997 shall forward a donation of \$50.00 in response to "Personal Appeals" correspondence from School Board Locals or Locals serviced by the CUPE Peterborough Office.

**APPENDIX A – Expense Guidelines**

	* Mileage	Per Diem	Receipts	Accommodation	Details
Regular General	No	No	No	No	
Special Meetings	No	No	No	No	
Executive Meetings	No	No	No	No	Held before Regular General Meetings
Executive Meetings	Yes		Yes		Not held before Regular General Meetings

**CONVENTIONS, CONFERENCES**

Conventions	Yes	\$85.00 per day	Not required	Yes	
Conferences	Yes	\$85.00 per day	Not required	Yes	

**SEMINARS, WORKSHOPS, EDUCATIONALS**

- per diem shall be adjusted where any meals are included

- ½ day	Yes	\$ 15.00	Not required	No	
- all day	Yes	\$ 30.00	Not required	As determined by Executive	Dependent on travel distances and weather conditions
- evening/overnight	Yes	\$ 85.00 per day	Not required	Yes	

**MEETINGS**

Less than 4 hours	Yes		Required	No	See below re maximum allowed amounts
- all day	Yes		Required	As determined by Executive	Dependent on travel distances and weather conditions. See below re maximum allowed amounts.
- evening/overnight	Yes		Required	Yes	See below re maximum allowed amounts

Where a meeting occurs over a meal period, reimbursement shall be provided as follows:

- receipts must be submitted
- the Local will not reimburse for liquor or incidental expenses (e.g.: movie rentals)
- maximum allowable amounts: Breakfast - \$15.00 – Lunch - \$20.00 – Dinner - \$40.00

\* Mileage – per employer’s rate – Car pooling is to be arranged whenever possible.

## **APPENDIX B - RULES OF ORDER**

1. The President, or in his absence, the Vice-President, shall take the chair at the time specified, at all regular and special meetings. In the absence of both the President and the Vice-President, a President pro-team shall be chosen by the Union.
2. The President shall state every question coming before the Union, and before allowing debate there on, and immediately before putting it to a vote, shall ask "Is the Union ready for the question?" Should no member rise to speak, and the Union indicates readiness, the question shall then be put. After the President has risen, no member shall be permitted to speak upon it.
3. A motion to be entertained by the presiding officer must be seconded and the mover as well as the seconder must rise and be recognised by the chair.
4. A motion to amend, or amend an amendment, shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment shall be in order which is a direct negative of the resolution.
5. On motion, the regular order of business may be suspended by a two-thirds vote of those present to deal with any urgent business.
6. All resolutions and motions other than those named in Rule 17, or 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 Union.
7. At the request of any member, and upon a majority vote of those present, a question may be divided.
8. Any member having made a motion can withdraw it with consent of the seconder but a motion once debated cannot be withdrawn except by a majority vote of those present.
9. When a member desires to speak on a question, or offers a motion, he shall rise in his place and respectfully address the presiding officer but shall not proceed further until recognized by the chair, except to state that he rises to a point of order or on a question of privilege.
10. When two or more members rise at the same time to speak, the presiding officer shall decide which one is entitled to the floor.
11. Every member, while speaking, shall adhere to the question under debate, avoid all personal, indecorous, or offensive language, as well as any reflection on the Union or any member thereof.
12. If a member, while speaking, is called to order he shall cease speaking until the point is determined, when, if decided in order, he may proceed.
13. No sectarian discussion shall be permitted in the meeting at any time.
14. No member, except the chairman of a committee or the mover or seconder of a resolution, shall speak more than five minutes at any one time or more than once on the same question until all members wishing to speak have had an opportunity to do so, when he may be allowed to speak a second time by permission of the chair.

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 Union, or to introduce a new question.
16. The Presiding officer shall have the same rights as other members to vote on any question. In the case of a tie he may give a casting vote, or, if he chooses, refrain from voting, in which case the motion does not prevail and the decision is in the negative.
17. When a question has been put, no motion shall be in order except:
  - a) to adjourn;
  - b) the previous question;
  - c) to lay on the table;
  - d) to postpone for a definite time;
  - e) to refer; and
  - f) to divide or amend.Motions shall have precedence in 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 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 Union.
19. A motion to adjourn is in order except:
  - a) when a member has the floor, or
  - b) 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 Union, until fifteen minutes have elapsed.
21. Before the presiding officer declares the vote on a question, or after a vote has been declared lost or carried by acclamation, and before the Union 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 them.
22. If any member shall feel himself personally aggrieved by the decision of the chair he may appeal to the Union for such decision.
23. When the decision of the President is appealed he shall state his decision, and the reason therefore, from the chair. The party appealing there from shall briefly state the reason for the appeal, after which, without further debate, the question shall be put thus: "Shall the decision of the chair stand as the decision of the Union?" It shall require a majority vote to sustain such appeal.
24. 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.
25. No member shall enter or leave a meeting during the reading of the minutes, initiation of new members, installation of officers, or the taking of a vote; and no member shall be allowed to leave without the permission of the Vice-President.
26. All business done in the Union shall be strictly secret to all outside the Union.

27. All rules and proceedings of debate not herein provided for shall be as defined in the Constitution of the Canadian Union of Public Employees.