



Bylaws

Local Union 2276

St. Catharines

Fort Erie

Welland Pelham

Port Colborne Wainfleet

Approved by Local Membership: November 25, 2020

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INTRODUCTION

Local 2276 of the Canadian Union of Public Employees has been formed to:

- Improve the social and economic well-being of all of its members;
- Promote equality for all members and to oppose all types of harassment and discrimination;
- Promote the efficiency of public services; and
- Express its belief in the unity of organized labour.

The following bylaws are adopted by Local 2276 in accordance with the CUPE National Constitution (Articles 13.3 and B.5.1), to protect the rights of all members, to provide for responsible governance of the Local Union, and to involve as many members of the Local Union as possible through the sharing of duties and responsibilities.

CUPE chartered organizations shall respect and apply the CUPE National Equality Statement to all of the chartered organizations' activities. The CUPE National Equality Statement can be found in Appendix A to these bylaws.

CUPE chartered organizations may also wish to adopt a Local Union Code of Conduct that would apply to membership meetings and other functions organized by the chartered organization. The Local Union Code of Conduct can be found in Appendix B to these bylaws.

SECTION 1 – NAME

The name of this Local Union shall be Canadian Union of Public Employees,
Local 1263

Canadian Union of Public Employees, Local No. 2276 (Niagara Region Community Living) which includes Fort Erie, Port Colborne, St. Catharines and Welland and any other which may join Local 2276

Local 2276 consists of the following bargaining units:

Community Living St Catharines

Community Living Fort Erie

Community Living Welland Pelham

Community Living Port Colborne Wainfleet

SECTION 2 – OBJECTIVES

The objectives of Local 2276 are to:

- (a) Secure the best possible pay, benefits, working conditions, job security, pensions and retiree benefits for its members;
- (b) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- (c) Encourage the settlement by negotiation and mediation of all the disputes between the members and their employers;
- (d) Eliminate harassment and discrimination of any sort or on any basis; for the equality of treatment regardless of class, race, colour, nationality, age, sex/gender, language, sexual orientation, place of origin, ancestry, religious beliefs, or mental and physical disability; and the active opposition of discrimination of same wherever it occurs or appears;
- (e) Establish strong working relationships with the public we serve and the communities in which we work and live; and
- (f) Support CUPE in reaching all of the objectives set out in Article II of the CUPE National Constitution.

SECTION 3 – REFERENCES

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

SECTION 4 – MEMBERSHIP

(a) Membership

An individual employed within the jurisdiction of Local 2276 can apply for membership in Local 2276 by signing an application and paying the initiation fee set out in Section 11(a) of these bylaws.

(Article B.8.1)

(b) Approval of Membership

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

(Article B.8.2)

(c) Oath of Membership

New members will take this oath:

“I promise to support and obey the Constitution of this Union, to work to improve the economic and social conditions of other members and other workers, to defend and work to improve the democratic rights and liberties of workers and that I will not purposely or knowingly harm or assist in harming another member of the Union.”

(Article B.8.4)

(d) Continuation of Membership

Once accepted, a member continues as a member in good standing while employed within the jurisdiction of the Local Union unless the member loses good standing under the provisions of the CUPE National Constitution.

(Article B.8.3)

(e) Member Obligations

Members are obligated to abide by the CUPE National Constitution and these bylaws as amended from time to time.

Members will provide the Recording Secretary with their current address, home telephone contact number and where available, an e-mail address. The member will advise the Recording Secretary of any changes to their contact information. This information will be protected and used to communicate with members. Such communication will take the form of mail, e-mail blasts or telephone town halls.

In the case of a telephone town hall, the telephone number may be shared with a service provider under contract to the Local Union to provide the technical equipment to support such a virtual meeting.

Upon request, the Local Union will share the telephone contact information with CUPE National or CUPE Ontario. The purpose of sharing this telephone contact information with CUPE National or CUPE Ontario is so that the National Union or Provincial Division can conduct a telephone town hall with members on important matters.

SECTION 5 – AFFILIATIONS

In order to strengthen the labour movement and work toward common goals and objectives, Local 2276 shall be affiliated to and pay per capita tax to the following organization(s):

- The CUPE Ontario Provincial Division
- The Niagara District CUPE Council

- Social Services Levy

SECTION 6 – MEMBERSHIP MEETINGS

(a) Regular Membership Meetings

Regular membership meetings of Local 2276 shall be held in the months of January, March, May, July, September and November. Meetings will start at 7:00 pm and the location will be rotated throughout the region. Notice of each regular membership meeting outlining the date, time and location shall be given to members at least seven days in advance of the meeting. Should a member be unable to attend, they shall submit their regret, in writing (email, text) to their Unit Vice-President and/or Recording Secretary prior to the start of the meeting. The acceptance of the regret will be determined by the Executive.

When a statutory holiday or a situation beyond the control of the Local Union arises which causes the cancellation of a regular membership meeting, the Executive Board shall reschedule the regular membership meeting, and will give members seven days' notice of the date of the rescheduled regular membership meeting.

(b) Special Membership Meetings

Special membership meetings of Local 2276 may be required, and shall be called by the Executive Board or may be requested in writing by no fewer than fifteen (15) members. The President shall immediately advise members when a special meeting is called, and ensure that all members receive at least forty-eight (48) hours' notice of the special meeting, the subject(s) to be discussed, the date, time and location. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given. Should a member be unable to attend, they shall submit their regret, in writing (email, text) to their Unit Vice-President and/or Recording Secretary prior to the start of the meeting. The acceptance of the regret will be determined by the Executive.

(c) Quorum

The minimum number of members required to be in attendance for the transaction of business at any regular or special meeting shall be ten (10) members, including at least two (2) members of the Executive Board.

In the event that a quorum of a Local or Unit meeting is not reached, the Executive Board has the authority to carry on the necessary business if there is a quorum of the Executive present. Any decisions made by the Executive Board will be reported back to the membership at the next membership meeting. Members present will have a voice but no vote.

(d) Membership Meeting Agenda

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

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

(Article B.6.1)

(e) Bargaining Unit Meetings

Bargaining Unit meetings may be called to deal with matters that affect only members of the bargaining unit. Such meetings are not to be used to replace regular membership meetings and will not make decisions that affect the Local Union as a whole or another bargaining unit. The Unit Vice President shall advise members of the bargaining unit seven days in advance of the meeting providing the time and location and an agenda.

The minimum number of members required to be in attendance for the transaction of business at any bargaining unit meeting shall be based on the number of bargaining unit members including one (1) member of the Executive Board and one (1) member of the Local Executive. Members from other bargaining units in the Local Union may attend these meetings without vote but with voice and are not counted as part of quorum.

Unit Meeting Quorum

- Quorum of 3 where Membership is less than 75 Members
- Quorum of 5 where Membership is 75 to 125 Members
- Quorum of 10 where Membership is greater than 125 Members

SECTION 7 – OFFICERS

The Officers of Local 2276 shall be President, 4 Unit Vice-Presidents, Secretary-Treasurer, Health & Safety Officer, Recording Secretary, two (2) Membership Officers and three (3) Trustees.

(Articles B.2.1 and B.2.2)

For Units with greater than 25 members, the Unit officers shall be comprised of the Chief Steward, Stewards and Health and Safety Rep. All officers are to be elected by the Unit membership.

SECTION 8 – EXECUTIVE BOARD

- (a) The Executive Board shall include President, One Unit Vice-President for each Unit (Welland, Fort Erie, St. Catharines and Port Colborne/ Wainfleet), Health & Safety Officer, Secretary-Treasurer, and Recording Secretary.
(Article B.2.2)
- (b) The Executive Board shall meet at least eight (8) times per year.
(Article B.3.14)
- (c) A majority of the Executive Board constitutes a quorum.
- (d) The Executive Board shall hold title to any real estate of the Local Union as trustees for the Local Union. They shall have no right to sell, convey, or encumber any real estate without first giving notice and then submitting the proposal to a membership meeting and having it approved.
- (e) The Executive Board shall do the work delegated to it by the Local Union and shall be held responsible for the proper and effective functioning of all committees.
- (f) Should any Executive Board member fail to answer the roll call for three consecutive regular meetings or three consecutive regular Executive Board meetings without having submitted good reasons, their office shall be declared vacant and shall be filled by an election at the following membership meeting.

(Article B.2.5)

UNIT EXECUTIVE BOARD

For Units with more than 25 members, the Unit Executive Board will include the Unit Vice President, Chief Steward, Health and Safety Rep and Stewards.

For Units with 25 members or less, the Unit Executive will include ~~will be supported by the~~ Unit Vice President and the Local President.

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

Should any Board member fail to answer the roll call for three (3) consecutive Unit Executive Board meetings or three (3) consecutive unit meetings without having submitted good reason, their office shall be declared vacant and an election shall be held to fill the position at the following Unit Meeting.

A majority of the Board constitutes a quorum.

SECTION 9 – DUTIES OF OFFICERS

Each Officer of Local 2276 is encouraged to participate in CUPE educational courses to enhance their leadership skills and expand their knowledge and expertise.

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

(Article B.3.9)

All signing Officers of Local 2276 shall be bonded through the master bond held by CUPE National. Any Officer who cannot qualify for the bond shall be disqualified from having signing authority.

(Article B.3.5)

(a) President

The President shall:

- Enforce the CUPE National Constitution, these Local Union bylaws and the Equality Statement.
- Interpret these bylaws as required.
- Preside at all membership and Executive Board meetings and preserve order.
- Decide all points of order and procedure (subject always to appeal to the membership).
- Have the same right to vote as other members. In the case of a tie vote, the President may cast another vote or the President may refrain from casting an additional vote, in which case the motion is defeated.
- Ensure that all Officers perform their assigned duties.
- In case of a Committee vacancy, the President shall appoint an interim officer or standing committee member in consultation with the Executive Board until such vacancy can be filled by election if so required.
- Introduce new members and conduct them through the initiation ceremony.
- Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership.
- Be allowed necessary and reasonable funds to reimburse the President or any Officers for expenses incurred on behalf of the Local Union. Expense claims must be listed on

a proper form outlining the expense, the reason for the expense, and with supporting receipt(s) attached.

- Have first preference as a delegate to the CUPE National Convention, Provincial Convention and Sector Conferences.

(Article B.3.1)

(b) Vice-Presidents

The Vice-Presidents/Unit Chair shall:

- If the President is absent or unable to perform all duties of the President as appointed by the Executive Board.
- In the President's absent, the Local Executive Committee will elect which Vice-President will step into the President's role.
- Preside over membership and Executive Board meetings in the absence of the President as appointed by the Executive Board.
- If the office of the President falls vacant, be Acting President until a new President is elected through a by-election as appointed by the Executive Board.
- Render assistance to any member of the Executive as directed by the Executive Board. (Article B.3.2)
- Gather information about appropriate CUPE education courses and make recommendations to the Local Union. Communicate available courses to the membership.
- Enforce the CUPE Constitution and these by-laws.
- Preside at all Unit membership meetings and preserve order.
- Have vote on all matters (except appeals against rulings) and, at the Unit level only, 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 unit officers perform their assigned duties.
- Fill committee vacancies in consultation with the executive board where elections are not provided for.
- introduce new members and conduct them through the initiation ceremony

- In conjunction with the President, shall manage any and all business as may pertain to their office and which may be necessary for the proper functioning of their bargaining unit.
- Shall preside at all meetings related to their specific bargaining unit.
- Shall be an ex-officio member for all of the unit's committees, and are to be notified of any Committee meetings held within their bargaining unit.
- Will serve as liaison to the Grievance Committee on matters pertaining to their bargaining unit.
- Will attend labour management meetings for their respective bargaining unit.
- Will be a member of the bargaining committee of their bargaining unit.

(c) Recording Secretary

The Recording Secretary shall:

- Keep full, accurate, and impartial account of the proceedings of all regular or special membership and Executive Board meetings. These records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Secretary-Treasurer. The record will also include Trustees' reports.
- Record all amendments and/or additions in the bylaws, and make certain that these are sent to the National President for approval prior to implementing.
- Answer correspondence and fulfil other administrative duties as directed by the Executive Board.
- Keep a record of all correspondence received and sent out.
- Prepare and distribute all local and unit notices to members.
- Have all records ready on reasonable notice for the Trustees or auditors.
- Preside over membership and Executive Board meetings in the absence of both the President and Vice-President.
- Be empowered, with the approval of the membership, to employ administrative assistance to be paid for out of the Local Union's funds.
- Performs other duties required by the Local Union, its bylaws or the National Constitution.

(Article B.3.3)

(d) Secretary-Treasurer

The Secretary-Treasurer shall:

- Receive all revenue, initiation fees, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union.
- Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences.
- Ensure that per capita tax is paid by direct remittance, or where per capita is not paid by direct remittance, prepare all CUPE National per capita tax forms and remit payment, including \$1.00 of each initiation fee on all members admitted, no later than the last day of the following month.
- Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by the Local Union.
- Record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices.
- Make a full financial report to meetings of the Local Union's Executive Board.
- Make a written financial report to each regular membership meeting, detailing all income and expenditures for the period.
- Be bonded through the master bond held by CUPE National. Any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office.
- Pay no money unless supported by a cheque requisition or expense form or request for payment duly signed by the President and one other member of the Executive Board as determined by the Executive Board. No request shall be required for payment of per capita fees to any organization to which the Local Union is affiliated.
- Make all books available for inspection by the Trustees and/or auditors on reasonable notice. Ensure that the books are audited at least once each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees.
- Provide the Trustees with any information the Trustees require to complete the audit, including forms provided by CUPE National.
- Be empowered, with the approval of the membership, to employ necessary administrative assistance to be paid for out of the Local Union's funds.

- Notify all members who are one month in arrears and report to the Executive Board all members two or more months in arrears in the payment of union dues.

(Articles B.3.4 to B.3.8)

(e) Health and Safety Officer

- Be responsible for Health and Wellness including WSIB, Health and Safety, Return to Work, Short Term Disability and Long-Term Disability, and will attend Joint Health and Safety committee meetings.
- Set up 4 meetings per year with the Health and Safety rep from each unit
- Will be required to take related training
- Attend related conferences

(f) Trustees

The Trustees shall:

- Act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary, and the committees at least once every calendar year.
- Make a written report of their findings to the first membership meeting following the completion of each audit.
- Submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct, and proper manner.
- Be responsible to ensure that monies have not been paid out without proper constitutional or membership authorization.
- Ensure that proper financial reports have been given to the membership.
- Audit the record of attendance.
- Inspect at least once a year, any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local Union, and report their findings to the membership.
- Send to the National Secretary-Treasurer, with a copy to the assigned Servicing Representative, the following documents:
 - i. Completed Trustee Audit Program

- ii. Completed Trustees' Report
- iii. Secretary-Treasurer Report to the Trustees
- iv. Recommendations made to the President and Secretary-Treasurer of the Local Union
- v. Secretary-Treasurer's response to recommendations
- vi. Concerns that have not been addressed by the Local Union Executive Board.

(Articles B.3.10 to B.3.12)

(f) Membership Officers

The Membership Officer shall:

- Guard the inner door at membership meetings and admit no one but members in good standing or Officers and officials of CUPE, except on the order of the President and with consent of the members present.
- Maintain the record of membership attendance at meetings.
- Perform such other duties as may be assigned by the Executive Board from time to time.

(g) Unit Executive Positions

The CHIEF STEWARD shall:

- Assist and advise the Stewards as they define, detect and prepare grievances;
- Assist at the successive levels of the grievances;
- Research the facts of the grievances;
- Prepare and present all policy and/or group grievances;
- Attend all Union/Management meetings;
- Act as liaison with the National Representative of C.U.P.E.;
- Can be called upon to act as the Steward for Unit Stewards and other Executive;
- Oversee the duties of the Stewards;
- Orientate Stewards and encourage education;
- Generally know and police the collective agreement and provincial or federal legislation affecting labour and a particular job

The HEALTH AND SAFETY REPRESENTATIVE shall:

- Stay current with all aspects of provincial and federal legislation in regards to health and safety.
- Attend at least 4 meetings annually with the other unit health and safety reps.as arranged by the Health and Safety Officer.
- Offer a resource to all members needing health and safety information.
- Maintain contact with the unit executive to provide ongoing union awareness about health and safety.

The STEWARD shall:

- Define, detect, prepare and present grievances at the initial level in consultation with the chief steward;
- Generally knowledge of the collective agreement and applicable provincial and federal legislation;
- Greet new employees and encourage the participation of all members of the unit in union activities;
- Maintain contact with the members to provide ongoing union awareness and education;
- Inform the chief steward of all current grievances, complaints or concerns.

SECTION 10 – NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

(a) Nominations

1. Nominations will be received at the regular membership meeting held in the month of October for Local Elections and November for Unit Elections.
2. Nominations will be accepted from members in attendance at the nomination meeting or from those members who have allowed their name to be filed in writing at the meeting, witnessed by another member.
3. To be eligible for nomination, the nominee must have been accepted into membership and continue to be a member in good standing.
(Articles B.8.1,B.8.2 and B.8.3)
4. To be eligible for nomination, the nominee must have been accepted into membership and continue to be a member in good standing and shall have attended at least fifty

percent (50%) of the regular Local and Unit meetings held in the previous twelve (12) months unless they were on shift for an approved absence of the employer or CUPE Local 2276 or as per Section 6.

Where ~~the~~ they were a member for less than twelve (12) months, they shall have attended fifty percent (50%) of the meetings held during that time frame unless they were on shift for an approved absence of the employer or CUPE Local 2276 or as per Section 6.

5. A member may accept nomination for a position while holding office in any position. If successful in the election, their resignation from their current position will take effect at that time.
6. No member will be eligible for nomination if they are in arrears of dues and/or assessments.

(b) Local Elections

1. The President, Recording Secretary, Secretary-Treasurer, Health and Safety Officer, Membership Officers elected in even years. The Trustee for a 3 year term will be elected annually.
2. At a membership meeting, at least two months prior to Election Day, the President will, subject to the approval of the members present, appoint an Elections Committee consisting of a Chief Returning Officer and two assistant(s). The committee will include members of the Local Union who are neither Officers nor candidates for office. The Elections Committee shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential. The National Representative assigned to the Local Union shall serve as an advisor to the committee when requested by the Local Union.
3. The Elections Committee will determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Chief Returning Officer.
4. The Chief Returning Officer will be responsible for issuing, collecting, and counting ballots. The Chief Returning Officer must be fair and impartial and see that all arrangements are unquestionably democratic.
5. The nominations meeting will take place at the regular membership meeting in September of even years with the Elections to follow at a Special Membership held two weeks after nominations. The vote will be by secret ballot.
6. Voting to fill one office will be conducted and completed, and recounts dealt with before balloting may begin to fill another office.
7. All Officers shall be elected by majority vote of unspoiled votes at a membership meeting of the Local Union or by electronic voting if voting at a membership meeting is not practical.

8. When two or more nominees are to be elected to any office by ballot, each member voting will be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.

(Article 11.4)

10. Any member running for a position may request a recount of the votes for their election and a recount will be conducted where requested within 48 hours of the election.

11. All election complaints by members will be submitted in writing to the Chief Returning Officer as soon as possible but in no circumstances will a complaint be valid if it is filed later than seven days after the election. The Chief Returning Officer in conjunction with the Elections Committee will investigate the complaint and issue a ruling as soon as practical and report the ruling to the very next regular membership meeting.

(c) Bargaining Unit Elections

Nominations for bargaining unit positions will take place in October of even years with Elections to follow if needed at a special unit meeting to be held two weeks after nomination. Bargaining unit nominations and elections will be conducted for the following positions:

Unit Vice President
Chief Steward
Health & Safety Rep.
Up to Three Stewards

The nomination and voting will take place at a bargaining unit membership meeting by secret ballot. All Unit Officers shall be elected by majority vote of unspoiled votes at a unit membership meeting of the Unit or by electronic voting if voting at a Unit meeting is not practical.

The Elections Committee shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential. The National Representative assigned to the Local Union shall serve as an advisor to the committee when requested by the Local Union.

(d) Installation of Officers

1. All duly elected Officers shall be installed at the meeting at which elections are held and shall continue in office for 2 year(s) or until a successor has been elected and installed, provided, however, that no term of office shall be less than one year and no longer than three years.

(Article B.2.4)

2. The terms of office for Trustees shall be so that one serves for a period of three years, one for two years, and one for one year, as laid down in Article B.2.4 of the CUPE National Constitution. Each year thereafter, the Local Union shall elect one Trustee for a three year period. No member who has been a signing Officer for the Local Union is eligible to run for Trustee, until at least one full term of office has elapsed.

3. The Oath of Office to be read by the newly-elected Officers is:

“I, _____, promise to perform the duties of my office, as set out in the Constitution and laws of the Canadian Union of Public Employees, faithfully and to the best of my ability for my term of office. As an Officer of the Union, I will always promote the harmony and dignity of its sessions by counsel and example. I also promise to turn over all property of the Union to my successor at the end of my term.”

(Article 11.6(b))

(e) By-elections

Should an office fall vacant for any reason, the resulting by-election should be conducted as closely as possible in conformity with this section. The term of office for any position filled through a by-election will be the term that the vacated position was initially elected to fulfill.

Should an office fall temporarily vacant for any reason, the executive board will appoint a replacement. Where the vacancy is expected to last for 30 days or where it extends beyond 60 days, a by-election to cover the temporary vacancy will be conducted as closely as possible in conformity with this section.

SECTION 11 – FEES, DUES AND ASSESSMENTS

(a) Initiation Fee

Payment of initiation fees is a tangible confirmation of the desire to become a member of your Local Union and the Canadian Union of Public Employees. Each application for membership in the Local Union will be directed to the Secretary-Treasurer and will be accompanied by an initiation fee of one (1) 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 and B.8.2)

(b) Readmission Fee

The readmission fee shall be one (1) dollars

(Article B.4.1)

(c) Monthly Dues

The monthly dues shall be 1.65% of regular wages.

(Article B.4.3)

(d) Amending Monthly Dues

The regular monthly dues may be amended at a regular or special membership meeting. The vote must be by secret ballot. Notice of at least seven days at a previous meeting or 60 days in writing must be given.

(Article B.4.3)

(e) Assessments

Assessments may be levied in accordance with the CUPE Constitution. Assessments do not mean or include regular monthly dues and are applied for a specific purpose or specific length of time. Membership approval is required and the assessment will only be applied after the National President approves the assessment.

(Article B.4.2)

SECTION 12 – NON PAYMENT OF DUES AND ASSESSMENTS

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

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

(Article B.8.6)

SECTION 13 – EXPENDITURES

(a) Payment of Local Union Funds

Funds can only be spent for valid purposes of the Local Union under the following circumstances:

- When the expenditure is authorized by a budget approved by a majority of members present and voting at a regular or special membership meeting;
- When these bylaws approve the expenditure; or
- Through a vote of the majority of members present and voting at a regular or special membership meeting.

(Article B.4.4)

(b) Payment of Per Capita Tax and Affiliation Fees

Authorization to pay per capita tax to CUPE National, to CUPE Ontario Provincial Division, or any labour organization the Local Union is affiliated with, is not required.

- (c) **Payment of Local Union Funds to Members or Causes Outside of CUPE**
In the case of a grant or a contribution to a member(s) or a cause(s) outside of CUPE greater than \$300, a notice of motion must be made at a regular membership meeting and then approved at the following regular or special membership meeting before the grant or contribution can be paid out. The approval meeting must be no earlier than seven days after the meeting where notice of motion has been given.
- (d) No Officer or member of Local 2276 will be allowed to spend any Local Union funds without first having received authorization under Section 13(a) of these bylaws.

SECTION 14 – HONORARIUMS AND OUT OF POCKET EXPENSES

Local Union Officers and committee members shall be provided an Honorarium expense allowance in November of each year as follows:

Executive Board

President	\$900 per year
Vice-Presidents	\$850 per year
Secretary-Treasurer	\$650 per year
Local Recording Secretary	\$450 per year
Health and Safety Officer	\$450 per year

Unit Executive

Unit Chief Steward	\$500 per year
Health & Safety Rep Under 150 Members	\$200 per year
Health & Safety Rep 150 Members or more	\$300 per year
Steward	\$250 per year

Other

Trustee	\$50 per audit day
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All honorarium monies will be prorated for any officer serving for only part of a year or those Unit Executive attending less than 50% of all unit meetings.

Out of Pocket

- (a) An expense form with receipts or invoices must accompany all requests for reimbursement of expenses or other union covered expense.
- (b) Monies reimbursed for all mileage will be at the highest rate per km. from all of the units provided a mileage form is filled out.
- (c) The President will be paid \$120.00 per month for telecommunication costs (internet, cellular service or home phone)
- (d) Each Unit Vice President will be paid \$80.00 per month for telecommunication costs (internet, cellular service or home phone).
- (e) Each Chief Steward will be paid \$60.00 per month for telecommunication costs (internet, cellular service or home phone)
- (f) For per diem related to Conferences, Conventions and Educationals see section 15.

Credit Card

The local union will hold a credit card with a credit limit of \$10,000. The President will be the authorized user. The credit card will only be used to pay for accommodation and transportation to conventions, conferences, educations or any other extraordinary expense as approved by the Local Executive.

SECTION 15 – DELEGATES TO CONFERENCES, CONVENTIONS AND EDUCATIONALS

- (a) Except for the President's option [Section 9(a)], all delegates to conventions, conferences, and educationals shall be chosen by election at membership meetings.
- (b) Delegates to the Niagara District CUPE Council shall be appointed annually. A member responsible for reporting back to the Local Union membership shall be appointed by the President from among these delegates, and the member appointed shall make a written report at each Local Union membership meeting on proceedings at recent meetings of the Council. The Local Union will reimburse the member's employer for lost time and the member for mileage costs.
- (c) All delegates attending conventions, conferences, or educationals held outside the Region of Niagara shall be paid transportation expenses based on the most economical and convenient method as determined by the Secretary-Treasurer, and a per diem allowance of eighty (\$80) dollars for meals and expenses. The Local Union will reimburse the member's employer for any loss of wages. Where attendance is for a part day or where some meals are provided, the per diem will be adjusted by \$15.00 for Breakfast, \$25.00 for Lunch and \$40.00 for dinner.

- (d) Delegates to conventions, conferences, and educationals held locally shall be paid mileage. Where meals are not provided there shall be a per diem allowance of \$15.00 for Breakfast, \$25.00 for Lunch and \$40.00 for dinner when related to their attendance at the convention, conference or educational. The Local Union will reimburse the member's employer for any loss of wages.
- (e) The Local will arrange and pay for all regular hotel room costs, delegates are responsible for any additional charges such as internet, room service and pay tv movies.
- (f) The daily per diem allowance will be increased to \$100 per day when the National CUPE Convention is held outside the Province of Ontario.
- (g) Local 2276 will provide members with their per diem allowance prior to their attending the convention, conference, or educational. Payment for parking and mileage will also be provided prior to attending any conventions, conferences, or educationals. Any adjustments will be made by the Secretary/Treasurer upon receipt of the receipts.

SECTION 16 – COMMITTEES

(a) Special Committees

A special committee may be established for a specified purpose and a specified period of time by the membership at a meeting. The members shall be elected at a membership meeting, or may, by specific authorization of the membership, be appointed by the President or the Executive Board. Two members of the Board may sit on any special committee as ex-officio members.

1. Negotiating Committee

This will be a special committee established in the September prior to the expiry of the Local Union's collective agreement (or 6 months prior where the expiry is other than March) and automatically disbanded when a new collective agreement has been signed. The function of the committee is to prepare collective bargaining proposals and to negotiate a collective agreement. The committee shall consist of the Unit Vice President plus the number of members specified in each collective agreement, all elected at a membership or unit meeting. The National Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.

All members of Local 2276's negotiating committee shall participate CUPE's collective bargaining educationals as arranged by the Local.

(b) Permanent Committees

The Chairperson of each permanent committee will be elected by the members at a membership meeting. Permanent committees will have a term of two years. The

Chairperson and the Executive Board may, with the approval of the membership, jointly appoint other members to serve on a committee. Committees will provide written reports to each regular membership meeting. The Vice-President shall be a member, ex-officio, of each committee.

There shall be permanent committees as follows:

1. Unit Grievance Committees

Each unit's committees will:

- Oversee the handling of all unit grievances.
- Receive copies of all grievances.
- Prepare a report on the status of all grievances to be submitted to the Executive Board, the National Representative, and to the membership meeting.
- When a grievance is not settled in the initial steps provided for in the collective agreement, this committee will decide whether or not the grievance should proceed to arbitration.
- If the decision is to not proceed, the grievor(s) may appeal the decision to the Executive Board.

The committee members will be the elected unit vice president, chief steward and one (1) steward as appointed by the unit vice president. The National Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted at all stages.

2. Health and Safety Committee

This committee will:

- Work to educate members on the importance of workplace health and safety.
- Prepare and present reports to the regular membership meetings.
- Participate on the Joint Worksite Health and Safety Committees (JWH&SC) at their workplace (where applicable).
- Ensure that the worker representatives on the JWH&SC meet separately from the employer to prepare for meetings with the employer.
- Promote safe work procedures and environments so as to prevent illness and injury as a result of workplace factors.

- Immediately bring to the attention of the employer any workplace hazard that has the potential to cause members' illness or injury.
- Work to eliminate all workplace hazards, be they physical, environmental, or social.

The committee members will be the elected unit Health and Safety reps. The Health & Safety Officer will chair the Committee. The committee will meet at least 4 times per calendar year and will report back to the Executive Board and the Membership.

Committee members will be expected to take any required training.

3. Bylaw Committee

This committee will:

- Review the bylaws in odd numbered years and make recommendations to the Executive Board on proposed amendments.
- Review any proposed amendments received from the Executive Board or membership of the Local Union to ensure that the amendments will conform to the remainder of the bylaws and the CUPE National Constitution.
- Ensure that the Local Union's bylaws are written in clear language, ensuring that clear language does not change the intent or meaning of the bylaws.

The committee members will be the local President, four elected Unit Vice Presidents and one elected members from each unit who's membership is 50 or more. The committee shall appoint its secretary from among its members. The National Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted during the review process.

SECTION 17 – COMPLAINTS AND TRIALS

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

Articles B.11.1 to B.11.5)

SECTION 18 – RULES OF ORDER

All meetings of the Local Union will be conducted in accordance with the basic principles of Canadian parliamentary procedure. Some of the more important rules to ensure free and fair debate are appended to these bylaws as Appendix C. These rules shall be considered as an integral part of the bylaws and may be amended only by the same procedure used to amend the bylaws.

In situations not covered by Appendix C to these bylaws, the CUPE National Constitution may provide guidance, but, if the situation is not dealt with there, Bourinot's Rules of Order shall be consulted and applied.

SECTION 19 – AMENDMENTS

(a) CUPE Constitution

These bylaws are always subordinate to the CUPE Constitution (including Appendix B) as it now exists or may be amended from time to time, and in the event of any conflict between these bylaws and the CUPE Constitution, the latter shall govern. The National President has the sole authority to interpret the CUPE Constitution.

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

(b) Additional Bylaws

A Local Union can amend or add to its bylaws only if:

- (i) the amended or additional bylaws do not conflict with the CUPE Constitution;
- (ii) the amended or additional bylaws are approved by majority vote at a regular membership meeting or at a special membership meeting called for that purpose; and
- (iii) notice of the intention to propose the amended or additional bylaws was given at least seven days before at a previous membership meeting or 60 days before in writing.

(Articles 13.3 and B.5.1)

(c) Effective Date of Amended or Additional Bylaws

The amended or additional bylaws do not come into effect until they have been approved in writing by the National President. The National President will decide whether to approve the amended or additional bylaws within 90 days of receiving them and will withhold approval only where they conflict with the CUPE Constitution.

(Articles 13.3 and B.5.1)

SECTION 20 – PRINTING AND DISTRIBUTION OF BYLAWS

Members requesting a copy of these bylaws will be provided a paper copy as requested. Members will receive a copy of Local 2276 bylaws in paper format. A copy will be posted at every worksite as allowed by the employer.

APPENDIX A - CUPE NATIONAL EQUALITY STATEMENT

Union solidarity is based on the principle that union members are equal and deserve mutual respect at all levels. Any behaviour that creates conflict prevents us from working together to strengthen our union.

As unionists, mutual respect, cooperation, and understanding are our goals. We should neither condone nor tolerate behaviour that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile, or offensive environment.

Discriminatory speech or conduct which is racist, sexist, transphobic, or homophobic hurts and thereby divides us. So too does discrimination on the basis of ability, age, class, religion and ethnic origin.

Sometimes discrimination takes the form of harassment. Harassment means using real or perceived power to abuse, devalue, or humiliate. Harassment should not be treated as a joke. The uneasiness and resentment that it creates are not feelings that help us grow as a union.

Discrimination and harassment focus on characteristics that make us different; and they reduce our capacity to work together on shared concerns such as decent wages, safe working conditions, and justice in the workplace, society, and in our union.

CUPE's policies and practices must reflect our commitment to equality. Members, staff, and elected officers must be mindful that all persons deserve dignity, equality, and respect.

APPENDIX B - CODE OF CONDUCT

Local 2276 is committed to ensuring that all of its meetings and activities are safe environments where members are encouraged to speak. Existing members are encouraged to welcome, mentor and support new members and equity-seeking members.

Local 2276 strives to promote core values which include the principles of solidarity, equality, democracy, integrity, and respect. We are committed to mobilizing our energy and skills to work together to promote these values and to attain these goals in our union, our communities, and globally.

Local 2276 is committed to creating a union which is inclusive, welcoming, and free from harassment, discrimination and all types of bullying and intimidation. Local _____ needs to ensure that it provides a safe environment for members, staff and elected officers to carry out our work. Local 2276 expects that mutual respect, understanding and co-operation will be the basis of all our interaction.

This Code of Conduct for Local 2276 sets out standards of behaviour for members at meetings, and all other events organized by the Local. It is consistent with the expectations outlined in the Equality Statement, CUPE National Constitution and these bylaws. It does not apply to complaints arising in the workplace, as those are dealt with through the grievance procedure and/or the applicable workplace harassment policy.

As members of Local 2276 we commit to one another and to the union to be governed by the principles of the Code of Conduct and agree to:

- Abide by the provisions of the Equality Statement;
- Respect the views of others, even when we disagree;
- Recognize and value individual differences;
- Communicate openly;
- Support and encourage each other;
- Make sure that we do not harass or discriminate against each other;
- Commit to not engaging in offensive comment or conduct;
- Make sure that we do not act in ways that are aggressive, bullying, or intimidating; and
- Take responsibility for not engaging in inappropriate behaviour due to abuse of alcohol or other drugs while participating in union activities, including social events.

Harassment is objectionable behaviour which may include actions, language, gestures, and/or written material, and which the harasser knows or should reasonably know is abusive and unwelcome. Bullying is a form of harassment which is serious ongoing behaviour which targets an individual or group and which threatens that person or persons' mental and/or physical well-being.

A complaint regarding this Code of Conduct will be handled as follows:

1. If possible, a member may attempt to deal directly with the person alleged to have engaged in behaviour contrary to the Code, by asking the person to stop such behaviour. If that is not possible, or if it does not resolve the problem, a member may bring forward a complaint.
2. Once a complaint is received, a designated Officer of the Local Union will work to seek a resolution.
3. If this fails to resolve the matter, the designated Officer of the Local Union shall report the matter to the person in charge, who shall determine whether there is need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses.

This Code of Conduct is designed to create a safe, respectful and supportive environment within CUPE. It is meant to enhance the rights and obligations outlined in the Bylaws of Local 2276, the CUPE National Constitution, the Equality Statement, and applicable human rights legislation, not replace them.

This Code of Conduct does not replace a member's right to access the trial provisions of the CUPE National Constitution.

APPENDIX C - RULES OF ORDER

1. The President will be the Chairperson at all membership meetings. In the absence of the President, an appointed Vice-President will be the Chairperson at the membership meeting. In the absence of the President and Vice-President, the Recording Secretary will be the Chairperson at the membership meeting. In the absence of the President, Vice-President and Recording Secretary, members at the membership meeting will select a Chairperson by majority vote. Quorum rules must be met.
2. Members are not allowed to speak about an issue for more than five minutes. Members can only speak to an issue once unless there is agreement by the members at a meeting, or where all those wishing to speak have had the opportunity to speak.
3. The Chairperson of a committee who is making a report or the mover of a motion may speak for up to fifteen minutes. With the agreement of the members present, the fifteen minutes may be expanded.
4. The Chairperson will state every motion presented at a membership meeting before allowing debate on the motion. Before putting a motion to a vote, the Chairperson will ask: "Is the Local ready for the motion?" If no member rises to speak, the motion will be voted upon.
5. A motion must be moved and seconded. The mover and seconder must rise and be recognized by the Chairperson.
6. A motion to amend a motion, or a motion to amend an amendment are allowed, however a motion to amend an amendment to an amendment is not allowed.
7. An amendment to a motion or an amendment to an amendment to a motion that is a direct negative to the main motion is never permitted.
8. On motion, the regular order of business at a membership meeting may be suspended where two-thirds of those present vote to do so. The regular order of business should only be suspended to deal with urgent business.
9. Motions other than those named in Rule 19, or motions to accept or adopt the report of a committee, will, if requested by the Chairperson, be put in writing prior to beginning debate and vote.
10. At the request of a member, and upon a majority vote, a motion which contains more than one action or issue can be divided.
11. The mover of a motion can withdraw the motion upon the consent of the seconder prior to the end of debate. Once debate has ended on a motion, the motion can only be withdrawn upon unanimous vote of the members present.

12. A member who wishes to speak on a motion, or a member who wishes to move a motion, shall rise and respectfully address the Chairperson. The member shall not proceed until the member is recognized by the Chairperson except where the member rises to a point of order or on a question of privilege.
13. The Chairperson will keep a speakers list and in all cases will determine the order of speakers including those circumstances where two or more members rise to speak at the same time.
14. A member, while speaking, will speak only to the issue under debate. Members shall not personally attack other members. Members will refrain from using language that is offensive or in poor taste. Members will generally not speak in a manner that reflects poorly on the Local Union or other members.
15. A member that is called to order will stop speaking until the point of order is determined. If it is decided that the member is in order, then the member may continue speaking.
16. Religious discussion of any kind is not permitted.
17. The Chairperson will not take part in any debate. Where the Chairperson wishes to speak on a resolution or motion, or where the Chairperson wishes to move a motion, the Chairperson must rise from the chair and hand the chair over as outlined in Rule #1.
18. The Chairperson will have the same right to vote as other members. In the case of a tie vote, the Chairperson may cast another vote or the Chairperson may refrain from casting an additional vote, in which case the motion is defeated.
19. When a motion is before the members, no other motion is in order except a motion to 1) adjourn; 2) put the previous question; 3) lay on the table; 4) postpone for a definite time; 5) refer; or 6) divide or amend. These six motions shall have precedence in the order indicated. Motions 1 through 3 shall be decided without debate.
20. The Chairperson will ask "Will the main question be now put?" where a motion for the previous question is moved and seconded. If approved, the Chairperson will then take votes on the motion and amendments to the motion (if any) in order of priority. If an amendment or an amendment to an amendment is approved, then members will be asked to vote on the motion as amended.
21. A motion to adjourn is in order except when a member is speaking or when members are voting.
22. A motion to adjourn, if lost, is not in order if there is further business before the Local Union, until fifteen minutes have elapsed.
23. After the Chairperson declares the vote results on a question, and before the Local Union proceeds to another order of business, any member can ask for a division. A standing

vote on the division will be taken and the Recording Secretary will count the standing vote.

24. If a member wishes to appeal a decision of the Chairperson, the member must appeal at the time the decision is made. If the appeal is seconded, the member will be asked to state briefly the basis for the appeal. The Chairperson will then state briefly the reasons for the decision. Following immediately and without debate, the Chairperson will ask, "Will the decision of the chair be upheld?" A majority vote shall decide. In the event of a tie vote, the decision of the chair is upheld.
25. At a membership meeting where a question has been decided any two members who voted with the majority can give notice of a motion to reconsider a decision of the membership at the next membership meeting. The motion to reconsider requires the support of a two-thirds majority of members who vote. If two-thirds majority of members support reconsideration, the question will be placed in front of the membership for debate and a subsequent vote.
26. Members are allowed to leave a meeting with the permission of the Vice-President; however, in no case will a member leave during the reading of minutes, the initiation of new members, the installation of Officers, or the taking of a vote.
27. The Local Union's business and the proceedings of meetings are not to be divulged to any persons outside the Local Union, or the Canadian Union of Public Employees.