

PREAMBLE

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

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

SECTION 1 – NAME

The name of this Local shall be: Canadian Union of Public Employees, Local No. 4186 the Employees of London District Catholic School Board.

SECTION 2 – OBJECTIVES

The objectives of the Local are to:

- 1) Secure adequate remuneration for work performed and generally advance the economic and social welfare of its members and of all workers to ensure the best possible working conditions and fair and adequate benefits.
- 2) Support CUPE in reaching the goals set out in Article II of the CUPE Constitution.
- 3) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism.
- 4) Encourage the settlement by negotiation and mediation of all disputes between the members and their employers.

SECTION 3 – INTERPRETATION AND DEFINITIONS

- 1) Masculine pronouns shall be understood to include the feminine gender.
- 2) Numbers of Articles at the end of sections or subsections refer to relevant articles of the CUPE Constitution, which should be read in conjunction with these bylaws.

SECTION 4 – MEMBERSHIP MEETINGS

- 1) Regular membership meetings shall be held each month excluding July and August. Dates and times will be set each year at the general membership meeting in September. The Executive Board will determine locations.
- 2) Babysitting services shall be provided at our general membership or special membership meetings at the rate of \$15 per hour for a minimum of two (2) hours.
- 3) Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than twelve (12) members. The President shall immediately call a special meeting when so ordered or requested and see that all members receive at least forty-eight (48) hours notice of the special meeting and the subject(s) to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.
- 4) A quorum for the transaction of business at any regular or special meeting shall be ten (10) members, including at least half (50%) being members of the Executive Board.

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

1. Indigenous Territory Acknowledgement (*added April 10, 2021, approved August 20, 2021*)
 2. Equality Statement
 3. Roll Call of Officers
 4. Voting on New Members and Initiation
 5. Reading of Minutes
 6. Matters Arising
 7. Financial Officer Report
 8. Bills
 9. Reports of Committees and Delegates
 10. Nominations, Elections, or Installations
 11. Unfinished Business
 12. New Business
 13. Good of the Union
 14. Adjournment (Article B.6.1)
- 5) An agenda will be distributed by email at least seventy-two (72) hours prior to meetings being held. (*changed Nov 23, 2021, approved Jan 24, 2022*)

SECTION 5 – VOTING OF FUNDS

- 1) Except for ordinary expenses and bills as approved at membership meetings, charitable donations (as in #2), personal appeals (as in #3), no sum over two hundred fifty (\$250.00) dollars shall be voted for any purpose except by a notice of motion given in writing and dealt with at the following membership meeting. (Article B.4.4)
- 2) Donations to a single charitable organization to be considered at a General Membership Meeting shall not exceed the amount of fifty (\$50.00) dollars.
- 3) CUPE Local 4186 members shall be paid at the rate of two hundred fifty (\$250.00) dollars for personal appeals from CUPE Ontario. All other personal appeals from CUPE Ontario will be paid at a sum of fifty (\$50.00) dollars for a total not to exceed five thousand dollars (\$5000.00) for a fiscal year.
- 4) Expenditures of the Local shall be used for the Local.
- 5) An award of \$100 for a student from the technical program or apprenticeship program will be given to each high school for graduation.
- 6) Retirees will receive a gift on retirement of not more than \$300.00 per retiree from general account.

SECTION 6 – OFFICERS

The officers of the Local shall be the President, Vice-President, three (3) 2nd Vice-Presidents, Financial Officer, Recording Secretary, Grievance Officer, three (3) Trustees and Membership Officer. All Officers shall be elected by the membership.
(Articles B.2.1 & B.2.2)

Release time for officers as follows:

President	100%
Grievance Officer	50%
Recording Secretary	20%
Financial Officer	20%
1 st Vice President	5% <i>(Added March 05, 2022, approved May 09, 2022)</i>

In addition to the 20% release time, the Recording Secretary and Financial Officer will be entitled to take one (1) optional day each month up to a maximum of ten (10) days each school year. In the event that the Recording Secretary and/or the Financial Officer are in 10-month positions, they shall receive up to ten (10) days extra throughout the year to conduct the business of the Local *(added April 10, 2021, approved August 20, 2021)*.

Release time for the President and Grievance Officer will be paid over a for eight (8) hours each workday over a period of twelve months.

The President and Grievance Officer will have access to ten (10) lieu days to be scheduled over the course of the school year. (*changed Oct 23, 2021, approved Jan 24, 2022*)

SECTION 7 – EXECUTIVE BOARD

- 1) The Executive Board shall be comprised of all Officers, except Trustees. (Art. B.2.2)
- 2) The Board shall meet at least eight (8) times each year. (Article B.3.14)
- 3) A majority of the Board constitutes a quorum.
- 4) a) The Executive officers shall hold title to any real estate of the Local as trustees for the Local. They shall have no right to sell, convey, or encumber any real estate without first giving notice and then submitting the proposition to a membership meeting and having it approved.

b) The Board shall complete the work of the Good and Welfare as directed by the Local and outlined in Appendix B.
- 5) The Board shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of all committees.
- 6) All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution. (Articles B.11.1 to B.11.5)
- 7) If an officer fails to attend three (3) consecutive membership meetings (including Special) or three (3) consecutive executive meetings without good and sufficient reason, their office will be declared vacant and filled at the next meeting. (*changed April 10, 2021, approved August 20, 2021*). Executive Board may assign other duties in addition to Section 8. (Article B.2.5)
- 8) In the event that the President and Vice President are absent a Board member will preside over the membership meeting.
- 9) There must be a majority five (5) agreement amongst the nine (9) executive board members when there are any special arrangements to be made that conflict with the collective agreement. This must then be presented to the membership for voting.

SECTION 8 – DUTIES OF OFFICERS

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. (*added Nov 23, 2021, approved Jan 24, 2022*)
(Article B.3.9)

The President shall:

- 1) Enforce the CUPE Constitution and these bylaws.
- 2) Preside at all membership and Executive Board meetings (*added April 10, 2021, approved August 20, 2021*), and preserve order.
- 3) Decide all points of order and procedure (subject always to appeal to the membership).
- 4) Have a vote on all matters (except appeals against his/her rulings) and in case of a tie vote in any matter, including elections. If there continues to be a tie after one (1) revote, then the President will cast the deciding vote. (*added April 10, 2021, approved August 20, 2021*).
- 5) Ensure that all officers perform their assigned duties.
- 6) Introduce new members and conduct them through the initiation ceremony.
- 7) Shall be a signing officer of the Local and ensure that the Local's funds are used only as authorized or directed by the Constitution, bylaws or vote of the membership.
(Article B.3.1)
- 8) Be allowed necessary funds, through the local's credit card, for any expenses supported by vouchers, incurred on behalf of the Local and supported by vouchers and/or credit card reconciliation forms.
- 9) Have first preference as a delegate to the CUPE National Convention, CUPE National Sector Conference, the Ontario Division Convention and OSBCU (Ontario School Board Council of Unions) Conference.
- 10) Shall be the ex officio of all Standing Committees or designate an Executive Board Member to do so (*added April 10, 2021, approved August 20, 2021*).

The 1st Vice-President shall:

- 1) Carry out the duties of the President if the president is absent (at the request of the President) and the President is unable to perform the duties.
- 2) If the office of President falls vacant, be Acting President until a new President is elected. (Article B.3.2)

- 3) Render assistance to any member of the Board as directed by the Board and be a signing officer of the Local.
- 4) Act as the Executive Liaison to the Bylaws, Education, Political Action and Social Committees and report to the Executive Board each month with respect to the work of each committee (*added Oct 23, 2021, approved Jan 24, 2022*)

Information Officer

WSIB/Injured Worker Officer

Health and Safety Officer (*added Oct 23, 2021, approved Jan 24, 2022*)

- 1) Render assistance to any member of the Board as directed by the Board.

The Health and Safety Officer shall:

- a) Safeguard the occupational health and safety of the membership by being available to members as a resource person and by using their knowledge and training to discover and improve hazardous situations and practices.
- b) Be committed to improving health and safety conditions in the workplace and work to educate members on the importance of health and safety.
- c) Be appointed as one of the CUPE members to the Joint Occupational Health and Safety Committee.
- d) Complete training required for this position, including, but not limited to, the CUPE 30-hour Health and Safety Course and training for the JOHSC.
- e) Coordinate the prepare and presentation of reports for the Executive and General Membership Meetings.
- f) Report all health and safety related matters that they are aware of to the Local Executive Board and membership for information/action.
- g) Be given preference to serve as a delegate at the Health and Safety/Injured Workers Conferences.
- h) Be a designated member of the Local 4186 Steward's Committee.
- i) Perform other duties that may be assigned by the Local's Executive from time to time. (*added Oct 23, 2021, approved Jan 24, 2022*)

The Injured Worker and Return to Work Officer shall:

- a) Be a member of the Early Intervention and Return to Work Committee and the Steward's Committee.

- b) Complete training required for this position, including, but not limited to, WSIB (Level I and II) and Return to Work education.
- c) As a steward, attend Return to Work and WSIB Meetings for members of the local and work toward a satisfactory resolution for all related matters. Maintain notes of each meeting they attend and file with which they assist.
- d) Report to the Executive Board any WSIB or return to work related matters affecting the membership.
- e) Recognize the April 28th Day of Mourning.
- f) Assist members with filing the Intent to Appeal and completing relevant documentation for transferring a file to CUPE National for further attention.
- g) Perform other duties that may be assigned by the Local's Executive from time to time.
- h) Be given preference to serve as a delegate at the Health and Safety/Injured Workers Conferences.

The Information Officer shall:

- a) Be the Chair of the Communications Committee and a member of the Political Action Committee.
- b) Hold a minimum of five (5) monthly meetings for the purpose of developing communications to be distributed to the membership.
- c) Collaborate with the chair of the Political Action Committee and the 1st VP to assist with drafting campaign materials and ensuring relevant political action information is being shared with the membership on a regular basis.
- d) Coordinate the preparation and presentation of reports for the Executive and General Membership Meetings.
- e) Perform other duties that may be assigned by the Local's Executive from time to time. *(added Oct 23, 2021, approved Jan 24, 2022)*

The Recording Secretary shall:

- 1) Keep full, accurate and impartial account of the proceedings of all regular or special membership and Board meetings, ensuring that these records include a copy of the full financial report presented by the Financial Officer. The record will also include Trustees reports *(added April 10, 2021, approved August 20, 2021)*. A copy of the approved minutes shall be signed by the Recording Secretary and the President.

- 2) Record all alterations to the bylaws.
- 3) Answer correspondence, be a signing officer of the Local and fulfill other secretarial duties as directed by the Board.
- 4) File a copy of all letters sent out and keep on file all communications.
- 5) Have all records ready on reasonable notice for auditors and Trustees.
- 6) Be empowered, with the approval of the membership, to employ necessary stenographic or other assistance to be paid out of the Local's funds.
- 7) Upon termination of office, surrender all books, seals, and other properties of the Local to his/her successor.
(Article B.3.9)
- 8) Be allowed necessary funds, through the local's credit card, for any expenses supported by vouchers, incurred on behalf of the Local and supported by vouchers and/or credit card reconciliation forms.
- 9) Maintain a reference file of member Education reports.

The Financial Officer (*changed Oct 23, 2021, approve Jan 24, 2022*) shall:

- 1) 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 and be a signing officer of the Local.
- 2) Throughout the term, and on behalf of the Local Union membership, be responsible for maintaining, organizing, safeguarding, and keeping on file all supporting documents, authorization, invoices and/or vouchers for every disbursement made, receipts for all money sent to CUPE Headquarters, as well as records and supporting documents for all income received by the Local Union.
- 3) Record all financial transactions in a manner acceptable to the Board and in accordance with good accounting practices.
- 4) Make a full financial report to meetings of the Local's Executive Board, as well as a written financial report to each regular membership meeting, detailing all income and expenditures for the period.
- 5) Be bonded through the master bond held by the National Office, and any Financial Officer who cannot qualify for the bond shall be disqualified from office.
- 6) Pay no money unless supported by a voucher duly signed by the President and one other member of the Board or any two other members of the Board, except that no

- voucher shall be required for payment of per capita fees to any organization to which the Local is affiliated.
- 7) Make all books available for inspection by the auditors and/or Trustees on reasonable notice, and have the books audited at least once each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by Trustees.
 - 8) Provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE.
 - 9) Be empowered, with the approval of the membership, to employ necessary clerical assistance to be paid for out of the Local's funds.
 - 10) Notify all members who are one month in arrears and report to the Board all members two or more months in arrears in the payment of union dues; on termination of office, surrender all books, records, and other properties of the Local to his/her successor. (Articles B.3.4 & B.3.9)
 - 11) The local will use pre-authorized withdrawal payment for our regular monthly payments and/or bills.
 - 12) Be allowed necessary funds, through the local's credit card, for any expenses supported by vouchers, incurred on behalf of the Local and supported by vouchers and/or credit card reconciliation forms.

The Trustees shall:

- 1) Act as the auditing committee on behalf of the members and audit the books and accounts of the Financial Officer, the Recording Secretary and the Standing Committees at least once every calendar year.
- 2) Make a written report of their findings to the first membership meeting following the completion of each audit.
- 3) Submit, in writing, to the President and Financial Officer, any recommendations and/or concerns they feel should be reviewed in order to ensure that the Financial Officer is maintaining the Local Union's funds, records, and accounts in an organized, correct, and proper manner.
- 4) Be responsible to ensure that monies are not paid out without proper constitutional or membership authorization.
- 5) Ensure that proper financial reports are made to the membership.

- 6) Audit the records of attendance.
- 7) 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.
- 8) Send a copy of the completed audit report (on the prescribed form provided by the National Secretary-Treasurer), to the National Secretary-Treasurer of the Canadian Union of Public Employees, 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 Financial Officer, to the National Secretary-Treasurer, with a copy to the assigned servicing representative. (Article B.3.10 to B.3.12)

The Membership Officer (*changed Oct 23, 2021, approved Jan 24, 2022*) shall:

- 1) Guard the inner door at membership meetings and admit no one but members in good standing or officers and officials of CUPE, except on the order of the President and by consent of the members present.
- 2) Assist in maintaining the record of membership attendance at meetings.
- 3) Perform such other duties as may be assigned by the Board from time to time.
- 4) Tile the doors and allow no one to enter or leave during ballot votes.
- 5) Shall assume responsibility of maintaining accurate up to date records of all membership cards and numbers.
- 6) In the event that meetings are held virtually or must be held following specific protocols, the Membership Officer will receive and track pre-meeting registrations from the members. (*added Oct 23, 2021, approved Jan 24, 2022*)

The Grievance Officer (*changed Oct 23, 2021, approved Jan 24, 2022*) shall:

- 1) Be chairperson of the Stewards committee and submit regular reports to the General Membership.
- 2) Generally know and police the collective agreement and Provincial or Federal Legislation affecting labour and a particular job and inform all stewards of any changes.
- 3) Receive a copy of all grievances.
- 4) Investigate problems the union members bring to his/her attention.
- 5) Keep complete and up to date records on file at the CUPE office.
- 6) Be allowed the necessary funds in order to mediate grievance on behalf of the Local.

SECTION 9 – HONOURARIUM

The following honourarium (*changed April 10, 2021, approved August 20, 2021*) allowance shall be provided per annum:

President	\$500.00
Financial Officer	\$500.00
Recording Secretary	\$500.00
Grievance Officer	\$500.00
1 st Vice President	\$350.00
2 nd Vice Presidents	\$250.00
Membership Officer	\$200.00
Stewards	\$200.00
Trustees	\$200.00
Chairperson	\$100.00 (Active Committees) (<i>Added March 05, 2022, approved May 09, 2022</i>)

Anyone receiving honourarium, will receive the higher amount for the position they hold, as per the chart above save and except for stewards.

All committee members must attend a minimum of fifty percent (50%) of all meetings held to receive honourarium expenses. (*moved Nov 23, 2021, approved Jan 24, 2022*)

Committee members who are in a meeting in excess of six hours within a twenty-four-hour period, to be given a \$30 per diem.

All committee members shall receive a travel allowance while attending committee meetings excluding joint committees of the employer at the rate reflective of that negotiated with the Employer.

For members required to travel for the sole purpose of conducting the business of the Local, mileage at the rate reflective of that negotiated with the employer will be paid based on the following:

- (i) If the distance to the first work location is greater than the employee's daily commute to their designated work location, the difference in mileage will be paid.
- (ii) Mileage for all subsequent Local 4186 business travel during the day including trips to and from their designated work locations.
- (iii) Members who finish their day at other than their designated work location will be paid the difference in mileage if the distance from their last work assignment is greater than the member's daily commute from their designated work location.

- (iv) Mileage to be paid for the shortest distance as determined by the agreed upon mapping application.

SECTION 10 – FEES, DUES, AND ASSESSMENTS

Initiation Fee

Each application for membership in the Local shall be directed to the Financial Officer and shall be accompanied by an initiation fee of \$3.00 dollars which shall be in addition to monthly dues. The Membership Officer shall issue a receipt. If the application is rejected the fee shall be returned.

(Articles B.4.1 & B.8.2)

Readmittance Fee

The readmittance fee shall be \$3.00 dollars.
(*changed April 10, 2021, approved August 20, 2021*).

(Article B.4.1)

Monthly Dues

The monthly dues shall be 1.95% of gross wages.

Changes in the levels of the Initiation Fee, the Readmittance Fee or Monthly Dues can be effected only by the following procedure for amendment of these bylaws (see Section 16), with the additional provision that the vote must be by secret ballot.

(Articles B.4.3)

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

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

SECTION 11 – NON-PAYMENT OF DUES AND ASSESSMENTS

Any member in arrears for a period of three (3) months or more shall be automatically suspended and the Financial Officer shall report the suspension to the Executive Board. The Executive Board shall report to the next membership meeting with a recommendation. Any member under suspension wishing to be reinstated shall, upon application, pay the readmittance fee, plus any dues and assessments in arrears. This money will be returned if the application is rejected. If a member has been unemployed or unable to work because of sickness, he/she shall pay the readmittance fee but may not be required to pay the arrears.

(Article B.8.6)

SECTION 12–NOMINATIONS, ELECTIONS AND INSTALLATION OF OFFICERS.

Nominations

Nominations shall be received ONLY at the regular membership meeting held in the month of May. To be eligible for nomination of an Executive member, a member shall have attended at least fifty percent (50%) of the membership, special, ratification and strike vote meetings (*added April 10, 2021, approved August 20, 2021*) held in the previous twelve (12) months or in the period he/she was a member, if less than a year, unless a valid reason, acceptable to the Local, is given for non-attendance by the next membership meeting. No nomination shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting their consent in writing (*changed April 10, 2021, approved August 20, 2021*). No member shall be eligible for nomination if he/she is not a member in good standing.

Order of Elections of Officers

The election of Officers of the Local shall be conducted in the following order:

- | | |
|-----------------------------------|---------------------------------|
| 1) President | 6) WSIB/Injured Workers Officer |
| 2) 1 st Vice President | 7) Health and Safety Officer |
| 3) Grievance Officer | 8) Information Officer |
| 4) Recording Secretary | 9) Membership Officer |
| 5) Financial Officer | |

Elections

- 1) At a membership meeting at least one month prior to election day the President shall, subject to the approval of the members present, appoint an Election Committee consisting of a Returning Officer and assistant(s). The committee shall include members of the Local who are neither officers nor candidates for office. It shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.
- 2) The Executive Board shall determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer.
- 3) The Returning Officer shall be responsible for issuing, collecting, and counting ballots. He/she must be fair and impartial and see that all arrangements are unquestionably democratic.
- 4) The voting shall take place at the regular membership meeting in June. The vote shall be by secret ballot.
- 5) Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
- 6) A majority of votes cast shall be required before any candidate can be declared elected, and second and subsequent ballots shall be taken, if necessary, to obtain a

majority. On the second and subsequent ballots the candidate receiving the lowest number of votes in the previous ballot shall be dropped.

- 7) When two or more nominees are to be elected to any office by ballot, each member shall be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.
- 8) Any member may request a recount of the votes for any election and a recount shall be conducted if the request is supported, in a vote of more than 50% (*changed April 10, 2021, approved August 20, 2021*).

(Article XI)

Installation

- 1) All duly elected officers shall be sworn in at the meeting at which elections are held. Duties shall take effect at the first Executive meeting following the election, in July. When a new President and/or Grievance Officer are elected for a three-year term that three-year term will commence on July 1st of that year. There will be potential for transition time during the last week of June for the President and/or Grievance Officer. The officer shall then continue in office for a period of up to three (3) years or until a successor has been elected and installed, provided, however, that no single term of office shall be longer than three (3) years.

(Article B.2.4)

12 B – Nominations and Elections for Trustees

Nominations

Nominations shall be received and elections held for Trustees only at the regular membership meeting in January. No nomination shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting their consent in writing, duly witnessed by another member. No member shall be eligible for nomination if he/she is not a member in good standing.

Installation

- 1) All duly elected Trustees shall be sworn in at the meeting at which elections are held. (B.2.4)
- 2) The term of Office for the Trustee shall be as laid down in Article B.2.4 of the CUPE Constitution.

By-Election

Should an office fall vacant pursuant to Section 7 (6) of these bylaws or for any other reason, the resulting by-election should be conducted as closely as possible in conformity with this Section. The Executive Board can appoint a member to a vacant position until the position can be filled by election.

SECTION 13 – DELEGATES TO CONVENTIONS, CONFERENCES AND EDUCATION WORKSHOPS (*changed Nov 23, 2021, approved Jan 24, 2022*)

- 1) Except for the President's option (*Section 8- The President shall ... (9)*), all delegates to conventions and conferences (National Convention, National Sector Conference, CUPE Ontario Convention and Ontario School Board Council of Unions Conference) will be elected from the floor and must have attended at least fifty percent (50%) of the meetings held in the previous twelve (12) months.

- 2) A) All delegates elected to the conventions, conferences and seminars held outside the boundaries of the London District Catholic School Board shall be paid transportation expenses (at economy, tourist or coach rates), accommodation expenses, per diem allowance of \$90.00 dollars for meals, and an amount equal to any loss of salary and benefits incurred by attendance at the convention. If a member opts for alternate travel or accommodations (other than what is purchased by the Union) they will be reimbursed at an equivalent amount to what the Union would have purchased.

B) The following breakdown is to be used to calculate per diem – breakfast \$20, lunch \$30, dinner \$40.

C) When attending residential schools, per diem will be determined depending on meals provided.

- 3) Delegates to conventions, conferences and seminars held locally shall have no travel allowance if travelling less than forty (40) km round trip each day. Those delegates travelling greater than 40 km round trip each day can, upon completion of the schooling, conference or convention and having submitted their reports as per # 6 of Section 13, submit a mileage claim not to exceed a total of \$30.00 per day to assist with the expense of travel. The mileage will be determined by the Local in accordance with the shortest route.

- 4) There shall be a per diem allowance of \$30.00 dollars and compensation for any loss of salary and benefits incurred by attendance at locally held conventions, conferences or seminars.

- 5) Representation at seminars shall be on the recommendation of the Education Committee and delegates in attendance will be elected to go at a regular General Membership Meeting.

- 6) Upon being elected as a member on a Committee that requires specific training, that member will be offered Education and/or Training in order to fulfill that role.
- 6) When the membership elect to support a Local members to run for a provincial or national union position, if successful, that member will be supported as a delegate to such conferences or conventions as are required by their position. *(added Oct 23, 2021, approved Jan 24, 2022)*
- 7) All delegates to conventions, seminars and/or conferences must submit a report to the Recording Secretary and share an aspect of their experience with the members at a General Membership Meeting *(added Oct 23, 2021, approved Jan 24, 2022)*, no later than the second general membership meeting following the convention, seminar and/or conference. Failure to submit a report will result in the delegate losing the privilege of attending any other conventions, seminars and conferences until the report is submitted to the Recording Secretary of the Union.

SECTION 14 – COMMITTEES

An annual written report of finances for each committee must be submitted in the month of May to the Financial Officer. Members elected to joint committees shall complete a notetaking course through education. Members on joint committees will submit their notes from meetings to the union officer for storage monthly.

Standing committee Chairpersons shall submit their minutes to the 1st VP following their committee meeting.

All committee chairpersons shall submit a report for the executive and general membership meetings that follow their committee meetings to the recording secretary. *(Added March 05, 2022, approved May 09, 2022)*

1. Stewards Committee -

This committee shall process all grievances not settled at the initial stage and its reports shall be submitted at the General Membership Meetings. The committee shall be comprised of the Grievance Officer and a maximum of fourteen (14) stewards with two of the steward positions designated for the Health and Safety Officer and the Injured Worker and Return to Work Officer *(added Nov 23, 2021, changed Jan 24, 2022)*. The committee shall appoint its secretary from among its members. There shall be no more than 10 meetings a year and no fewer than 8.

The Stewards shall:

- 1) Generally be knowledgeable about the application of the collective agreement and at all times be responsible to the general membership and to the Executive Board, especially by maintaining confidentiality by not engaging in discussions of situations or cases outside of Steward, Grievance, Mediation or Arbitration meetings.

- 2) Define, delete, prepare and present grievances at the initial level, in consultation with the Grievance Officer. Grievances must be in writing on the forms provided by the National Office and be signed by the complainant or complainants, as provided for in the collective agreement.
- 3) Stewards shall consult and inform the Grievance Officer of all grievances filed and submit a copy to be kept on file at the union office.
- 4) Attend scheduled stewards' meetings. Failure to attend a minimum of fifty percent (50%) of Stewards Committee Meetings in a one year time frame will result in the Steward being placed on Probation. Probation will consist of communication from the Grievance Officer and regular attendance at the next six (6) scheduled meetings. If these conditions are not met, the steward will be asked to resign from the committee.

Negotiating Committee

This shall be a special ad hoc committee established at least eighteen (18) months (*changed Nov 23, 2021, approved Jan 24, 2022*) prior to the expiry of the Local's collective agreement and automatically disbanded when a new collective agreement has been signed. The function of the committee is to prepare collective bargaining proposals and to negotiate a collective agreement. The committee shall consist of the President, 1st Vice President and Grievance Officer and a minimum of five (5) members representative of the bargaining unit, all elected at a membership meeting. 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. If the committee deems it necessary, they can hire a stenographer to take minutes while in negotiations with our Employer.

Special Committees

A special ad hoc committee may be established for a specified purpose and period by the membership at a meeting. The members of the Board may sit on any special committee as ex-officio members.

Standing Committees

The Standing Committees are to be elected every three (3) years in June, at the same meeting as the applicable Joint Committees. By-elections for Committees shall occur each October if vacancies remain (*changed April 10, 2021, approved August 20, 2021*). The Chairperson of each standing committee shall be elected by the members of the committee. The 1st Vice President shall be an Executive Liaison of each committee. The role of the Chair for the Standing Committees shall include planning meetings and notifying the committee members of the date and time. Should any member of a committee fail to attend three (3) committee meetings without submitting good and sufficient cause, the position shall be declared vacant and filled in accordance with the Local's Bylaws. Circumstances shall be evaluated on an individual basis by the Local Executive (*added April 10, 2021, approved August 20, 2021*).

There shall be six (6) standing committees as follows:

- | | |
|--------------|---------------------|
| 1) Education | 4) Retirees |
| 2) Social | 5) Political Action |
| 3) Bylaws | 6) Communications |

1. Education Committee

It shall be the duty of this committee to:

- a) Arrange for representation of the Local at any appropriate and available convention, conference or seminar and submit recommendations accordingly to the Executive Board.
- b) Instruct delegates in the preparation of reports to the membership on seminars and conferences.
- c) Cooperate with the Union Development Department (Education) and Communications Branch of CUPE, and with the Regional Education Representative, in implementing both the Local's and CUPE's policies in these fields.
- d) The committee shall be comprised of up to seven (7) members and shall appoint its secretary from among its members.

2. Social Committee

- a) It is the function of this committee to arrange and conduct all social and recreational activities of the Local either on the committee's own initiative or as a result of decisions taken at membership meetings. The Social Committee shall be limited to no more than four thousand (\$4000.00) annually for other Social and Recreational Events. This money is not cumulative.
- b) Annually the Social Committee shall hold a celebration honouring retirees and a Children's Christmas Event. The budget for these events will be directed by the Executive Board. (*changed Nov 23, 2021, approved Jan 24, 2022*)
- c) Social committee will be allowed funds to purchase refreshments for General/Special meetings.
- d) The committee shall be comprised of up to seven (7) members and may appoint a secretary-treasurer from among its members.

3. Bylaws Committee

- a) The Bylaws committee shall meet annually.

b) This committee shall incorporate into the bylaws, all changes approved by Notice of Motion to the membership and subsequently approved by CUPE National.

c) The committee shall be comprised of up to six (6) members.

4. Retirees Committee

This committee shall be made up of all retirees. This committee shall:

a) Assist in maintaining a record of all retirees.

b) Prepare and distribute information notices to all retirees with the assistance of a member of the Executive Board at the Union Office.

c) The Union will provide a venue and up to one thousand (\$1000.00) dollars annually for social events to occur not more than three (3) times per year. This money shall not be cumulative.

d) Act as a resource for the Local.

e) Have the right to attend membership meetings (but no vote), retiree functions, banquets and social events.

f) Have the right to request a Lifetime Membership through the Recording Secretary of the Local.

5. Political Action

This committee shall:

a) Be attentive to the issues that affect our working conditions and suggest strategies and responses to relevant political and social circumstances. e.g., contracting out of CUPE positions, informing members about Municipal/Provincial/Federal elections.

b) The committee shall develop a minimum of five (5) information flyers annually for distribution to the membership. (*added Nov 23, 2021, approved Jan 24, 2022*)

c) Monitor and address any equity issues that arise within the local or through various campaigns within CUPE Ontario or CUPE National.

d) Implement action plans for the Local.

e) The committee shall be comprised of up to eight (8) members.

6. Communications Committee

This committee shall:

- a) Develop a minimum of five (5) newsletters annually and collaborate with the political action committee in the preparation of relevant (union related) information to be distributed to the membership. (*changed Nov 23, 2021, approved Jan 24, 2022*)
- b) Communicate with all committees and the Executive Board to gather information which can be shared with the membership. Compose and edit articles to be included in the newsletters and Political Action Committee information distribution. (*added Nov 23 2021, approved Jan 24, 2022*)
- c) The committee shall be comprised of up to seven (7) members.

JOINT COMMITTEES

Health and Safety Committee

It is the duty of this Committee to police the Occupational Health and Safety Act as defined by the Ministry of Labour and to ensure members' health and safety within the workplace. This committee shall be comprised of three (3) members. The Health and Safety Officer shall be appointed to the committee once elected that officer. The two remaining committee members will be appointed by the President in consultation with the Executive. Applications can be submitted on behalf of interested members. (*Added March 05, 2022, approved May 09, 2022*)

Joint Job Evaluation Committee

This committee shall be comprised of up to five (5) members plus three (3) alternates. The members of this committee shall be appointed by the President of the local in consultation with the Executive Board, to do the work in accordance with the Joint Job Evaluation Terms of Reference.

Early Intervention and Return to Work Committee

This committee shall be comprised of the Grievance Officer and the WSIB/Injured Worker Officer (*changed Nov 23, 2021, approved Jan 24, 2022*) plus one (1) alternate. This committee shall meet, along with the employer members, to discuss trends in injuries and absences amongst our members and work together towards a culture of improved Return to Work outcomes and Health and Safety in the workplace. The committee composition shall be determined as the result of the Executive Board elections with an Alternate to be elected at the same meeting

Union Management Committee

This committee shall be comprised of President, Grievance Officer, four (4) other members plus up to three (3) alternates. This committee is to be elected every three (3) years in June so as to not coincide with executive elections (*changed April 10, 2021, approved August 20, 2021*).

The committee Co-Chair will be responsible to report to the Executive Board as well as the general membership with respect to what has occurred at the monthly Union Management Meetings. (*added Nov 23, 2021, approved Jan 24, 2022*)

SECTION 15 – AFFILIATIONS

The Local will be affiliated with:

CUPE ONTARIO (through Ontario School Board Council of Unions)

OSBCU (Ontario School Board Council of Unions)

SECTION 16 – RULES OF ORDER

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

In situations not covered by Appendix “A” the CUPE Constitution may provide guidance, but if the situation is not dealt with there, Bourinots Rules of Order shall be consulted and applied.

SECTION 17 – AMENDMENT

- 1) These bylaws are always subordinate to the CUPE Constitution (including Appendix B) as it now exists or may be amended from time to time, and in the event of any conflict between these bylaws and the CUPE Constitution, the latter shall govern. Constitutional interpretation, including determination of conflict, is the prerogative of the National President. (Article 9.2 (c), 13.3, & B.5.1)
 - a. These bylaws shall not be amended, added to, or suspended except upon a majority vote of those present and voting at a regular or special membership meeting following seven (7) days notice at a previous meeting or at least sixty (60) days written notice. (Articles 13.3 and B.5.1)
 - b. No change in these bylaws shall be valid and take effect until approved by the National President of CUPE. The validity shall date from the letter of

approval of the National President.
& B.5.1)

(Articles 13.3

APPENDIX “A” TO THE BYLAWS OF LOCAL 4186 CUPE

RULES OF ORDER

1. The President or, in his/her absence, the Vice-President, shall take the chair at all membership meetings. In the absence of both the President and Vice President, the Recording Secretary shall act as President, a Board member shall act as President at the membership meeting.
2. No member, except the Chairperson of a committee making a report or the mover of a resolution, shall speak more than five minutes, or more than once on the same question without the consent of the meeting or until all who wish to speak have had an opportunity. Chairpersons and movers of a resolution shall be limited to fifteen minutes, except with the consent of the meeting.
3. The President shall state every question coming before the Local, and before allowing debate thereon, and again immediately before putting it to a vote, shall ask: “Is the Local ready for the question?” Should no member rise to speak, the question shall then be put.
4. A motion to be entertained by the presiding officer must be moved and seconded; both mover and seconder must rise and be recognized by the chair.
5. A motion to amend, or to amend an amendment, shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment, or amendment to an amendment, which is a direct negative of the resolution shall be in order.
6. On motion, the regular order of business may be suspended by a two-thirds vote of those present, to deal with any urgent business.
7. All resolutions and motions other than those named in Rule 17, or those to accept or adopt the report of a committee, shall, if requested by the presiding officer, be presented in writing before being put to the Local.
8. At the request of any member, and upon majority vote of those present, a question may be divided when the sense will admit of it.
9. Any member having made a motion can withdraw it with the consent of the seconder, except that any motion, once debated, cannot be withdrawn except by a majority vote of those present.

10. When a member wishes to speak on a question or to make a motion, he/she shall rise in their place and respectfully address the presiding officer, but except to state that he/she rises to a point of order or on a question of privilege, he/she shall not proceed further until recognized by the chair.
11. When two or more members rise to speak at the same time, the presiding officer shall decide which one is entitled to the floor.
12. Every member, while speaking, shall adhere to the question under debate and avoid all personal, indecorous, or offensive language, as well as any poor reflection on the Local or member thereof.
13. If a member, while speaking, is called to order, he/she shall cease speaking until the point is determined. If it is decided he/she is in order, he/she may again proceed.
14. No religious discussion shall be permitted.
15. The President shall take no part in debate while presiding, but may yield the chair to the Vice President in order to speak on any question before the Local, or to introduce a new question.
16. The presiding officer shall have the same rights as other members to vote on any question. In case of a tie, he/she may, in addition, cast a vote, or, if he/she chooses, refrain from breaking the tie, in which case the motion is lost.
17. When a motion is before the Local, no other motion shall be in order except
 - a) to adjourn
 - b) to put the previous question
 - c) to lay on the table
 - d) to postpone for a definite time
 - e) to refer
 - f) to divide or amend,which motions shall have precedence in the order named. The first three of these shall be decided without debate.
18. A motion for the previous question, when regularly moved and seconded, shall be put in this form: "Shall the main question be now put?" If it is adopted, the President shall proceed to take the vote on the resolution and amendments thereto, (if any) according to their priority. If an amendment or an amendment to an amendment is adopted, the original resolution, as amended, shall be put to the Local.
19. A motion to adjourn is in order except
 - a) when a member has the floor
 - 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 Local, until fifteen minutes have elapsed.
21. After the presiding officer declares the vote on a question, and before the Local proceeds to another order of business, any member may ask for a division. A standing vote shall then be taken and the Secretary shall count same.
22. If any member wishes to challenge (appeal) a decision of the chair, he/she must do so at the time the decision is made. If the challenge is seconded, the member shall be asked to state briefly the basis for the challenge. The Chairperson may then state briefly the basis for his/her decision, following which the Chairperson shall immediately and without debate put the question: "Shall the decision of the chair be sustained?" A majority vote shall decide except that, in the event of a tie, the Chair is sustained.
23. After a question has been decided, any two members who have voted in the majority may, at the same or next meeting, move reconsideration thereof.
24. No member shall enter or leave a meeting during the reading of the minutes, the initiation of new members, the installation of officers, or the taking of a vote; and no member shall be allowed to leave without the permission of the Vice-President.
25. The Local's business, and proceedings of meetings, is not to be divulged to any persons outside the Local or the Canadian Union of Public Employees.

APPENDIX "B" TO THE BYLAWS OF LOCAL 4186 CUPE

Good and Welfare

- a) If a member is ill for more than a week, they will receive some token of the Local's concern and desire to help in amount of \$25.00 plus taxes and delivery, whether the member is at home or in the hospital. A maximum of one token to be sent in a one-year period.
- b) At the birth of a child or the adoption of a child, the member will be sent a token in the amount of \$25.00 plus taxes and delivery.
- c) At the time of a member's marriage a card of congratulations, plus a token in the amount of \$25.00 plus taxes and delivery will be sent.
- d) Extend the Local's condolences in the event of the death of a member by making a charitable donation of fifty (\$50.00) dollars plus taxes and delivery. In the event of the death of the member's spouse, mother, father, child or step-child, brother or sister a charitable donation of twenty-five (\$25.00) plus taxes and delivery will be made.

e) A Good and Welfare Report shall be made available to the membership on a quarterly basis.

CUPE 4186