
Bylaws

Local Union 2269

CUPE / *Canadian Union
of Public Employees*



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SECTION 1 – NAME

The name of this Local shall be Canadian Union of Public Employees Local 2269. It shall be referred to within this document as Local 2269 and the Local.

SECTION 2 – PURPOSE

Local 2269 has been formed to:

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

These bylaws are adopted by Local 2269 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, and to involve as many members as possible through the sharing of duties and responsibilities.

CUPE chartered organizations shall respect and adhere to the CUPE National Equality Statement (Appendix A) and may adopt a Code of Conduct (Appendix B).

SECTION 3 – OBJECTIVES

The objectives of Local 2269 are to:

- a) Maximize 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 settlement of all the disputes between members and their employer through negotiation and mediation.
- d) Eliminate harassment and discrimination of any sort for equality regardless of class, race, colour, family status, nationality, age, sex/gender, language, sexual orientation, place of origin, ancestry, religious beliefs, or mental and physical disability and actively oppose discrimination wherever it occurs or appears.

- e) Establish strong working relationships with the public we serve and the communities in which we work and live.
- f) Support CUPE in reaching the objectives set out in Article II of the CUPE National Constitution.

SECTION 4 – REFERENCES

The articles cited in this document refer to relevant sections of the CUPE National Constitution, which should be read together with these bylaws.

SECTION 5 – MEMBERSHIP

- a) **Application for Membership:** individuals employed within the jurisdiction of Local 2269 can apply for membership in the Local by signing an application and paying the initiation fee stipulated in these bylaws.

(Article B.8.1)

- b) **Approval of Membership:** each applicant’s name will be read at the next membership meeting and they will be accepted into membership unless the majority of members present object for reasons that are not arbitrary.

(Article B.8.2)

- c) **Oath of Membership:** to be read upon approval of membership.

“I promise to support and comply with 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:** a member continues as a member in good standing while employed within the jurisdiction of Local 2269 unless the member loses this standing under a provision 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.

SECTION 6 – MEMBERSHIP MEETINGS

- a) **Regular Membership Meetings:** shall be held once per month on the third Wednesday of each month – except in July, August, and December. Meetings may be held in person and/or virtually. Where virtual meetings are held, all voting will be conducted electronically provided secrecy can be maintained, where mandated. Hybrid voting is not allowed (i.e. running both an online and in-person vote for an election or motion). Notice of regular membership meetings must outline the agenda, date, time, and location or online link for the meeting and must be given to members at least seven days in advance. If a meeting must be rescheduled, members will be given seven days notice of the new meeting date.

- b) **Special Membership Meetings:** may be called by the Executive or may be requested in writing by no fewer than twelve members. Notice of special membership meetings must outline the agenda, date, time, and location or online link for the meeting and must be given to members at least twenty-four hours in advance. No additional business shall be conducted at such a meeting.

- c) **Quorum:** the minimum number of members required to be in attendance for the transaction of business at any regular or special membership meeting shall be twelve members and must include at least three members of the Executive.

- d) **Agenda:** the order of business at regular membership meetings will be as follows.
 - 1. Territorial acknowledgement.
 - 2. Roll call of officers.
 - 3. Reading of the equality statement.
 - 4. Voting on new members and initiation.
 - 5. Circulation of the minutes.
 - 6. Matters arising from the minutes.
 - 7. Secretary-Treasurer’s report.
 - 8. Communications and bills.
 - 9. Executive 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)

SECTION 7 – OFFICERS

The Local's officers are the President, Vice-President, Secretary-Treasurer, Recording Secretary, Lead Shop Steward, Membership Officer, Member Advocate, and three Trustees.

(Articles B.2.1 and B.2.2)

SECTION 8 – EXECUTIVE

- a) The Executive is made up of the President, Vice-President, Secretary-Treasurer, Recording Secretary, Lead Shop Steward, Membership Officer, and Member Advocate.
(Article B.2.2)
- b) The Executive will meet at least eight times per year.
(Article B.3.14)
- c) Executive meetings require a quorum of at least four Executive members.
- d) The Executive shall hold title to any real estate of Local 2269 as Trustees. It shall have no right to sell, convey, or encumber any real estate without first submitting a proposal to the membership and receiving approval from the membership via vote at a membership meeting.
- e) The Executive will do the work delegated to it and be held responsible for the proper and effective functioning of all committees.
- f) Should any Executive member fail to answer the roll call for three consecutive regular membership meetings or three consecutive Executive meetings without submitting good reason, their position shall be declared vacant and filled by election.

(Article B.2.5)

SECTION 9 – DUTIES OF OFFICERS

- a) Officers must provide their successors with all union property, assets, funds, and records at the end of their term.
(Article B.3.9)
- b) All signing officers shall be bonded through the master bond held by CUPE National. Any officer who does not qualify for this bond may not have signing authority.
(Article B.3.5)
- c) Each officer of Local 2269 is encouraged to seek continuing education to enhance their leadership skills and expand their knowledge.

The President shall:

- Enforce the CUPE National Constitution, these bylaws, and the equality statement.
- Preside at all membership and Executive meetings and preserve order.
- Decide on all points of order and procedure (subject to the appeal of 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 refrain from voting.
- Ensure that all officers perform their assigned duties.
- Fill committee vacancies where elections are not provided for.
- Introduce new members and conduct the initiation ceremony.
- Sign cheques and ensure that funds are used only as authorized or directed by the CUPE Constitution, bylaws, or vote of the membership.
- Have first preference as a delegate to the CUPE National Convention.

(Article B.3.1)

The Vice-President shall:

- Perform all duties of the President if the President is absent or not eligible.
- Serve as Acting President if there is a vacancy in the position of President until a new President is elected.
- Render assistance to any member of the Executive as directed.
- Ensure that all committees are functioning effectively and in accordance with their mandate.

(Article B.3.2)

The Recording Secretary shall:

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

- Perform other duties required by the Local, these bylaws, or the CUPE National Constitution.

(Article B.3.3)

The Secretary-Treasurer shall:

- Receive all revenue, initiation fees, dues, and assessments, keeping a record of each payment, and promptly deposit all money into the Local's bank or credit union account.
- Sign all cheques and ensure that the Local's funds are used only as authorized or directed by the CUPE National Constitution, these bylaws, or vote of the membership. In consultation with the Executive, designate a signing officer during absences.
- Ensure that the Local's per capita tax is paid by direct remittance, or where this 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 for 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.
- Record all financial transactions in a manner acceptable to the Executive and in accordance with good accounting practices.
- Make a full financial report at meetings of the Local's Executive.
- Make a written financial report at 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, as determined by the Executive. No request shall be required for payment of per capita fees to any organization to which the Local is affiliated.
- Where required, not later than February 28th each year, furnish each member, on the forms supplied by CUPE National, with a statement showing the net amount of tax-deductible dues paid during the preceding calendar year.
- Be empowered, with the approval of the membership, to employ administrative assistance paid for by the Local.
- Notify all members who are one month in arrears in the payment of union dues and report to the Executive all members two or more months in arrears.
- Make all books available for inspection by the Trustees or auditors. 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 Trustees with any required information to complete an audit, including forms provided by CUPE National.

(Articles B.3.4 to B.3.8)

The Trustees shall:

- Act as an auditing committee on behalf of the membership 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 at 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's funds, records, and accounts are being maintained in an organized, correct, and proper manner.
- 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 and report their findings to the membership.
- Send the CUPE National Secretary-Treasurer the following documents, including a copy to the assigned Servicing Representative.
 - 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.
 - v. Secretary-Treasurer's response to recommendations.
 - vi. Concerns that have not been addressed by the Executive.

(Articles B.3.10 to B.3.12)

The Lead Shop Steward shall:

- Maintain a complete chronological record of all grievances, including all related correspondence and information (e.g. notes of meetings, dates, and solutions to grievances cross-referenced with contract sections which have been clarified).
- Serve as Chair of the Grievance Committee.
- Ensure that all Shop Stewards are adequately performing their duties and report findings to the Executive.
- Act as a representative of the Grievance Committee and adviser at all Executive meetings.
- Present a report to the membership at each regular membership meeting regarding problem areas of the current contract which have caused grievances and give recommendations from the Grievance Committee to be discussed by the membership for the purpose of preparing for future contract negotiations.

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 a record of attendance at membership meetings.
- Maintain a list of accurate and up-to-date contact information for each member. Contact information for new members should be recorded when they are sworn in.
- Perform other duties that may be assigned by the Executive.

The Member Advocate shall:

- Support the rights of workers in equity-seeking groups.
- Bring forward motions for human rights issues as set out by CUPE National.
- Perform other duties that may be assigned by the Executive.
- Hold a permanent seat on the Equity-Seeking and Inclusion Committee.

SECTION 10 – NOMINATION, ELECTION, & INSTALLATION

Nominations

- (a) First call for nominations will be received at the regular membership meeting held in October.
- (b) Second and third call for nominations will be received at the regular membership meeting held in November.
- (c) Nominations will be accepted from members in attendance at the nomination meeting or from those members who have allowed their name to be submitted in writing or e-mail to an officer of the union.
- (d) A member may accept nomination for a position while holding office in any position. No more than one Executive position or one steward position shall be held by any one person. In addition, no steward shall concurrently hold an Executive position. If successful in an election, resignation from any position that can no longer be held will take effect immediately. No more than two remunerated positions may be concurrently held by any union officer.
- (e) No member will be eligible for nomination if they are in arrears of dues or assessments.
- (f) To be eligible for nomination, the nominee must have been accepted into membership and be a member in good standing.

(Articles B.8.1, B.8.2 and B.8.3)

Elections

- (a) The President, Recording Secretary, Member Advocate, and Membership Officer will be elected in even years. The Vice-President, Secretary-Treasurer, Lead Shop Steward, and Communications Officers will be elected in odd years. Shop stewards will be elected as follows:
- **Even years:** Municipal Hall, Protective Services, Recreation.
 - **Odd years:** Aquatics, Public Works, Assistant Steward.
- (b) At a membership meeting held at least one month prior to Election Day, the President will, subject to the approval of the members present, appoint an Elections Committee consisting of a Returning Officer and assistant(s). The committee will include members of the Local 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 CUPE National Representative assigned to the Local shall serve as an advisor to the committee when requested by the Local.
- (c) The Elections Committee will determine the form of the ballot and ensure that enough ballots are made available to the Returning Officer.
- (d) The Returning Officer may use an electronic voting system.
- (e) The Returning Officer will be responsible for issuing, collecting, and counting ballots. The Returning Officer must be fair and impartial and see that all arrangements are unquestionably democratic.
- (f) The voting will take place at the regular membership meeting held in November. The vote will be by secret ballot.
- (g) Voting to fill one position will be conducted and completed and recounts dealt with before balloting may begin to fill another position.
- (h) A majority of votes cast will be required before any candidate can be declared elected. Second and subsequent ballots will be taken if necessary to obtain a majority. On second and subsequent ballots, the candidate receiving the lowest number of votes in the previous ballot will be dropped.
- (i) In the event of a tie vote, second and subsequent ballots will be taken if necessary until a candidate receives a majority of votes and can be declared elected. In the event that a tie vote persists, subsequent ballots may be deferred to the next membership meeting.

- (j) Any member may request a recount of the votes for an election. A recount will be conducted if the request is supported by at least the number of members required for a quorum at a membership meeting.
- (k) Any election complaints will be submitted in writing to the Returning Officer as soon as possible. A complaint will not be valid if it is filed more than seven days after the election. The Returning Officer and the Elections Committee will investigate the complaint, issue a ruling as soon as possible, and report its ruling at the next regular membership meeting.
- (l) In a vote to fill more than one position on a single ballot, each voting member must vote for the full number of positions to be filled or their ballot is spoiled.

(Article 11.4)

By-Elections

By-elections should be conducted in the same manner as elections. The term for any position filled through by-election will be the term remaining on the position being filled.

Negotiating Committee Elections

Nominations and elections for Negotiating Committee positions will take place after election of the Executive and Shop Stewards. Nominations and elections will be conducted for the following positions one Chair, one Recording Secretary, and three area members. Voting will take place at a general membership meeting by secret ballot. A majority of votes cast will be required before any candidate can be declared elected. Second and subsequent ballots will be taken if necessary to obtain a majority. On any second and subsequent ballots, the candidate receiving the lowest number of votes in the previous ballot will be dropped.

Installation of Officers

- (a) **Term:** all officers shall be installed upon election and shall serve for two years or until a successor has been elected, provided that no term is longer than three years. Trustees shall be elected for a three year period. No member who has been a signing officer is eligible to run for Trustee until at least one full term has passed.

(Article B.2.4)

- (b) **Oath of Office:** to be read by each officer upon election. This oath may be amended per the CUPE National Constitution.

"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))

SECTION 11 – FEES, DUES, & ASSESSMENTS

(a) **Initiation Fee:** payment of initiation fees is a tangible confirmation of the desire to become a member of the Local and CUPE. Each application for membership will be directed to the Secretary-Treasurer and will be accompanied by a fee of \$10.00, which shall be in addition to monthly dues. The Secretary-Treasurer shall issue a receipt of payment. If the application is rejected, the fee shall be returned.

(Articles B.4.1 and B.8.2)

(b) **Readmission Fee:** shall be \$10.00.

(Article B.4.1)

(c) **Monthly Dues:** shall be 1.85% of regular wages.

(Article B.4.3)

(d) **Amendments of Dues:** the rate of monthly dues may be amended at a regular membership meeting via secret ballot voting. Written notice of a proposed change must be given to the membership at least sixty days prior to the vote and again seven days prior. The details of the proposed change must be discussed at a membership meeting at least one month prior to the vote. Quorum required for such a vote is twenty-four members.

(Article B.4.3)

(e) **Assessments:** may be levied in accordance with the CUPE National Constitution. Assessments are separate from monthly dues. They are applied for a specific purpose and for specific length of time. Membership approval for an assessment must be obtained at a regular membership meeting via secret ballot voting. Written notice must be given to the membership at least sixty days prior to the vote and again seven days prior. The details of the proposed assessment must be discussed at a membership meeting at least one month prior to the vote. Quorum required for such a vote is twenty-four members. The assessment will only be applied after the CUPE National President also approves the assessment.

(Article B.4.2)

SECTION 12 – NON-PAYMENT OF DUES AND ASSESSMENTS

A member who fails to pay their dues or assessments for three months will be suspended from membership. The suspension will be reported to the Executive by the Secretary-Treasurer. The Executive will report to the membership that a suspension has occurred at the next membership meeting. The member in question may return to membership in good standing by paying a readmission fee and any other penalty set by the Local. The readmission fee cannot be less than

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

(Article B.8.6)

SECTION 13 – EXPENDITURES

(a) **Payment of Funds:** funds can only be spent for the valid purposes of the Local and as permitted by the bylaws, authorized by budget, or as approved by a majority vote at a regular or special membership meeting. Funds cannot be divided among individual members. A petty cash fund may be set up if approved by a majority vote at a regular membership meeting. The petty cash fund may be used to pay small expenses. All other expenses must be paid by cheque or recognized electronic payments approved signed by the Secretary-Treasurer and the President or another signing officer.

(Article B.4.4)

(b) **Payment of Per Capita Taxes and Affiliation Fees:** authorization is not required to pay per capita taxes or affiliation fees to CUPE National, CUPE BC Provincial Division, or any labour organization to which the Local is affiliated.

(c) **Payment of Local Union Funds to Members or Causes Outside of CUPE:** in the case of a grant or a contribution of greater than \$100 made to members or outside causes – not including something that has been approved in a budget – a notice of motion must be made at a regular membership meeting and then approved at a subsequent 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 the notice of motion has been given.

(d) **Authorization:** no officer or member will be allowed to spend any funds without first receiving authorization under Section 13(a) of these bylaws.

SECTION 14 – EXPENSES & HONORARIUMS

(a) **Expenses:** union officers and committee members shall be reimbursed for budgeted expenses incurred on behalf of the Local. Expense claims must be submitted to the Secretary/Treasurer on an itemized expense claim form that lists the reason for each expense with supporting receipts attached.

(b) **Honorariums:** as of the year 2022 the following honorariums shall be paid monthly. Honorariums will be increased in each subsequent year per the Collective Agreement wage increase rates.

President (1)	\$5,760.00	Per Year	\$480.00	Per Month
Vice-President (1)	\$5,400.00	Per Year	\$450.00	Per Month
Lead Shop Steward (1)	\$5,400.00	Per Year	\$450.00	Per Month
Secretary/Treasurer (1)	\$4,320.00	Per Year	\$360.00	Per Month
Recording Secretary (1)	\$3,600.00	Per Year	\$300.00	Per Month
Shop Stewards (5)	\$1,944.00	Per Year	\$162.00	Per Month
Assistant Steward (1)	\$ 972.00	Per Year	\$ 81.00	Per Month
Membership Officer (1)	\$1,584.00	Per Year	\$132.00	Per Month
Member Advocate (1)	\$1,200.00	Per Year	\$100.00	Per Month
Communications (2)	\$1,200.00	Per Year	\$100.00	Per Month

SECTION 15 – DEPENDENT & ELDER CARE

Caring for dependents and elders can be a barrier to participating in union business or attending membership meetings. Local 2269 is committed to removing barriers so that all members have access to participation.

- (a) When it is practical and demand warrants, Local 2269 will provide on-site childcare for membership meetings. Where on-site childcare is not provided, a member may be reimbursed to a maximum of the living wage for the area for each hour of required care. Reimbursement will only be provided upon proof of payment.
- (b) Any member who is conducting authorized Local 2269 business shall be eligible for dependent or elder care expenses. A member may be reimbursed to a maximum of the living wage for the area for each hour of required care. Reimbursement will only be provided upon proof of payment.
- (c) Reimbursement will not be provided when care is provided by a spouse, partner, or family member who normally provides the required care without charge. Reimbursement will also not be provided for care given during periods of time where the member would normally have paid for care, such as during normal hours of work for their job.

SECTION 16 – CONFERENCES, CONVENTIONS, & EDUCATIONAL SESSIONS

- (a) Except for the President’s option stated in Section 9, all delegates to conventions, conferences, educational sessions, and seminars shall be chosen by election at membership meetings.
- (b) Up to two delegates to CUPE District Council meetings shall be elected annually. The member responsible for reporting back to the Local 2269 membership on proceedings at these meetings shall be appointed by the President. Any lost of wages will be paid by Local 2269.

- (c) Up to two delegates to Canadian Labour Congress District Labour Council meetings shall be elected annually. The member responsible for reporting back to the Local 2269 membership on proceedings at these meetings shall be appointed by the President. Any lost of wages will be paid by Local 2269.
- (d) Local 2269 encourages the participation of equity-seeking groups in their delegations.
- (e) Mileage for transportation expenses using private vehicles shall be paid at the current Canada Revenue Agency automobile allowance rate per kilometer.
- (f) Representation at educational CUPE Events shall be on the recommendations of the Education Committee, subject to final approval by the membership.
- (g) Payment of all expenses is subject to the approval of the Executive.
- (h) Local 2269 will endeavour to provide members with their per diem allowance prior to event attendance. Where that is not feasible, it will be paid within fourteen days of the event.
- (i) Delegates shall be reimbursed as shown in the following table. The per diem allowance for meals shall increase at a rate of 2% per calendar year in each year after 2022. Per diem meal allowances will not be paid for any meals provided with event registration.

Location	Squamish	< 85km from Squamish	> 85km from Squamish	Out of Province
Travel	n/a	Vehicle Mileage Paid by Local	Vehicle Mileage and/or Transportation Cost (Economy Class) Paid by Local	Vehicle Mileage and/or Transportation Cost (Economy Class) Paid by Local
Meals	Lunch = \$20	Breakfast = \$15 Lunch = \$20 Dinner = \$30	Breakfast = \$15 Lunch = \$20 Dinner = \$30	Breakfast = \$15 Lunch = \$20 Dinner = \$30
Hotel	n/a	Executive Approval	Paid by Local	Paid by Local
Registration	Paid by Local	Paid by Local	Paid by Local	Paid by Local
Lost Wages	Paid by Local	Paid by Local	Paid by Local	Paid by Local

SECTION 17 – COMMITTEES

Special Committees

A special committee may be established for a specified purpose and a specified period of time by the membership. 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. Two members of the Executive may sit on any special committee as ex-officio members.

1. Negotiating Committee

This will be a special committee established at least four months prior to the expiry of the Local's Collective Agreement and 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 at least three and up to six members, all elected at a membership meeting. The number of members shall be decided by the Executive. The Executive must explain their rationale for the number of members on the committee prior to their installation. The membership may appeal to change the size of the committee.

The CUPE National 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.

All members of Local 2269's negotiating committee shall attend Level 1 and Level 2 of CUPE's collective bargaining educational sessions when this training is available.

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

There shall be the following permanent committees:

1. Grievance Committee

This committee will:

- Participate in the preparation and handling of grievances under the guidance of the Lead Shop Steward.
- Report to the Executive, the CUPE National Representative, and the membership.

The committee members will be the Lead Shop Steward and all Shop Stewards, including the Assistant Steward. The committee shall elect its secretary from among its members. The CUPE National Representative assigned to the Local shall be a non-voting member of the committee and shall be consulted at all stages. There shall be one Shop Steward elected for each of the following departments:

Public Works	1 Shop Steward
Aquatics	1 Shop Steward
Recreation Facility & Programs	1 Shop Steward
Protective Services (RCMP, Animal Control, By-Law)	1 Shop Steward
Municipal Hall	1 Shop Steward
All Areas	1 Assistant Steward

The duties of the Shop Stewards are as follows:

1. Defining, detecting, preparing, and presenting grievances at the initial level.
2. General knowledge of the Collective Agreement and provincial/federal legislation.
3. Communication member information to the committee.
4. Greet and sign-up new employees and encourage the participation of all members of the unit in union activity.
5. Maintain contact with members to provide union awareness and education.

At any step in the grievance process, a review committee comprised of the President, Vice President, Lead Shop Steward, and Secretary-Treasurer may decide, in consultation with the CUPE National Representative, whether or not a grievance should proceed further. Any decision on whether to advance or proceed to arbitration shall be made with due consideration of the merits of the grievance. The committee will at all times commit to the principles of procedural fairness and impartiality and shall not act in a way that is arbitrary, discriminatory, or in bad faith. They shall have access to any information required to render an unbiased, reasonable, and informed decision. Any decision, reasons for the decision, and information about the internal appeal process must be communicated to the grievor(s) in writing. The grievor(s) may appeal the decision to an appeal committee comprised of the Recording Secretary, Member Advocate, and Membership Officer, who will hear presentations from both the appellant and the review committee prior to making their decision in consultation with the CUPE National Representative.

2. Education Committee

This committee will:

- Gather information about appropriate courses, the availability of courses, and make recommendations to the Local on whether or not members should be attending.
- Assist delegates in the preparation of reports to the membership on seminars and conferences and maintain a reference file of these reports.
- Cooperate with the National Union Development Department and Communications Branch of CUPE and with the regional Education Representative on implementing both the Local's and CUPE's policies in these fields.

The committee members will be the elected chairperson and up to four members. The committee shall elect its secretary from among its members.

3. The Equity-Seeking and Inclusion Committee

This committee will:

- Advise and give guidance to officers, committee members, and the general membership on all issues that affect equity-seeking groups, such as People of Colour, Aboriginals, Women, 2SLGBTQIA+ (Two Spirit, Lesbian, Gay, Bisexual, Trans, Queer or Questioning, Intersex, Asexual) and people living with barriers in the workplace and the union movement.
- Promote leadership of all equity-seeking workers at the Local level and in the broader labour movement.
- Increase and support the active participation of all equity-seeking workers in the Local and the broader labour movement.
- Strive to eliminate racism, gender-discrimination, sexism and ablism in the workplace, the Local, the broader labour movement, and society through education and participation in human rights, anti-racism, and anti-discrimination activities both in and outside of the labour movement.

The committee members will be the elected chairperson and three to five members, including the Member Advocate. The committee shall elect its secretary from among its members.

5. Occupational Health and Safety Committee

This committee will be comprised of union members from each main work area. The committee members will be a part of the District of Squamish Occupational Health and Safety Committee (“OH&S” or applicable safety committee). The members will attend District of Squamish safety committee meetings and report back to the membership monthly as well as:

- Work to educate members on the importance of workplace health and safety.
- Prepare and present reports to the regular membership meetings.
- Organize an April 28th Day of Mourning ceremony each year.
- Participate in the OH&S committees at their workplace.
- Ensure that the worker representatives on the OH&S committee 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.

Members of this committee should be designated as a “Certified Worker Representative” in accordance with the legislation in their respective jurisdictions (provincial and federal).

The committee members will be the elected chairperson and up to five members. The committee shall elect its secretary from among its members.

6. Bylaw Committee

This committee will:

- Review these bylaws annually and make recommendations to the Executive on proposed amendments.
- Review any proposed amendments received from the Executive or membership of the Local to ensure that the amendments will conform with the remainder of the bylaws and the CUPE National Constitution.
- Ensure that the Local’s bylaws are written in clear language, ensuring that clear language does not change the intent or meaning of the bylaws.
- Liaise with other Locals to compare bylaws and discuss common issues.

The committee members will be the elected chairperson and up to four members. The committee shall elect its secretary from among its members. The CUPE National

Representative assigned to the Local shall be a non-voting member of the committee and shall be consulted during the review process.

7. Membership Support Committee

This committee will:

- Contact and or visit members who are seriously ill.
- If a member is ill for more than a week, arrange some token of the Local's concern and desire to help, whether the member is at home or in hospital.
- Extend the Local's condolences in the event of the death of a member or one of their immediate family members and make other appropriate gestures in accordance with custom or the wishes of the family concerned.
- Determine appropriate monetary values for gestures for gifts and will not give money/gift cards to anyone. Committee expenditures must be budget approved, up to a maximum of \$50.00 per member per instance.

The committee members will be the elected chairperson and up to six members. The committee shall elect its secretary from among its members.

8. Social Committee

This committee will:

- Arrange and conduct all social, cultural, and recreational activities of the Local, either on the committee's own initiative or as a result of decisions made at membership meetings.
- Recognize union members upon retirement, work anniversaries, weddings, birth/adoption, university graduation, or other significant events.
- Determine appropriate monetary values for gestures for gifts and will not give money/gift cards to anyone. Committee expenditures must be budget approved, up to a maximum of \$50.00 per member per instance.
- Submit reports and proposals to the Executive or membership, as required.

A budget for the committee will be fixed annually by the membership. Other than that, all social, cultural, and recreational events and activities shall be self-supporting.

The committee members will be the chairperson and up to six members. The committee shall elect its secretary from among its members.

Members who retire or leave the District of Squamish after at least 5 years will receive a gift worth up to the following dollar value based on years of service:

5-10 years	\$50
11-15 years	\$100
16-20 years	\$200
20-30 years	\$400
30+ years	\$600

SECTION 18 – TEMPORARY ASSIGNMENTS

When a member is temporarily assigned to an exempt management or employer representative position the following shall apply:

- a. The member will continue payment of membership dues pursuant to Article 7.04 of the Collective Agreement (Dues on Temporary Promotion to Management) and be compensated pursuant to Article 19.04(c) of the Collective Agreement (Temporary Assignment Outside of the Bargaining Unit).
- b. Payment of membership dues maintains the member's good standing with the Local. As long as there is a continued employment relationship with the District of Squamish and the member does not lose their good standing with the Local, they will remain a member in good standing during the temporary assignment.
- c. The member shall retain and accrue overall and classification seniority during the temporary assignment.
- d. The member's duty and obligations are considered to be solely to the Employer during the temporary assignment.
- e. The member shall not be made privy to any confidential or labour relations information pertaining to the Local during the temporary assignment.
- f. The member shall not share any confidential information of the Employer with the union during the temporary assignment.
- g. The member shall not attend membership meetings during the temporary assignment due to the potential for confidential union matters to be discussed at those meetings.
- h. The member will recuse themselves from participation in any committees or union positions during the temporary assignment.

- i. The member shall not be eligible for election to the Executive during the temporary assignment.
- j. The member shall not be permitted to vote in a strike vote during the temporary assignment due to the temporary conflict of interest. However, as a member in good standing they have a continued interest in the bargaining unit and shall be permitted to vote on ratification of the Collective Agreement.

SECTION 19 – COMPLAINTS & TRIALS

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

(Articles B.11.1 to B.11.5)

SECTION 20 – RULES OF ORDER

All meetings will be conducted in accordance with the principles of Canadian parliamentary procedure. Rules of Order to ensure free and fair debate are appended to these bylaws (Appendix C). They may be amended only by the procedure used to amend the bylaws. In situations not covered by Appendix C, the CUPE National Constitution may provide guidance. Otherwise Bourinot's Rules of Order shall be consulted and applied.

SECTION 21 – AMENDMENTS

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

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

- (b) **Amendments:** are allowed when all of the following apply.

1. The amendments do not conflict with the CUPE National Constitution.
2. The amendments are approved by majority vote at a membership meeting.
3. Notice of the intention to propose amended bylaws is given to the membership:
 - i. At a previous membership meeting at least seven days prior to the meeting at which the amendments will be voted upon; or
 - ii. In writing at least sixty days prior to the meeting at which the amendments will be voted upon.

(Articles 13.3 and B.5.1)

(c) **Effective Date:** the amended bylaws do not come into effect until they have been approved in writing by the CUPE National President, who will respond within 90 days of receiving them and will withhold approval only if they conflict with the CUPE National Constitution.

(Articles 13.3 and B.5.1)

SECTION 22 – DISTRIBUTION OF BYLAWS

Members can obtain a copy of the Local's bylaws via the Local's website at <https://2269.cupe.ca>. Paper copies in either French or English, as well as copies modified to enhance accessibility, are available upon request.

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 2269 is committed to ensuring that 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 2269 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 2269 is committed to creating a union which is inclusive, welcoming, and free from harassment, discrimination and all types of bullying and intimidation. Local 2269 needs to ensure that it provides a safe environment for members, staff, and elected officers to carry out our work. Local 2269 expects that mutual respect, understanding, and co-operation will be the basis of all our interactions.

This Code of Conduct for Local 2269 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, the 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 respectful workplace harassment policy.

As members of Local 2269 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.
- 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 ought reasonably to 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. At national convention, national conferences, schools, meetings, and all other events organized by CUPE National, a complaint shall be brought to the attention of an ombudsperson.
3. At a meeting, event, or activity held by a structure of CUPE, should an ombudsperson be available, the same process would be used. Should an ombudsperson not be available, a person properly appointed and designated to be in charge shall receive the complaint.
4. If the complaint involves a staff member, it shall be referred to the appropriate director for investigation and the complaint shall be dealt with in accordance with the applicable staff collective agreement. If the complaint involves a staff member employed by another part of CUPE, the person responsible for their employment will be the one to whom a complaint is referred and the relevant collective agreement, should it exist, would be applicable.
5. Once a complaint is received where an ombudsperson is being used, the ombudsperson will work to seek a resolution.
6. If this fails to resolve the matter, the ombudsperson 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.
7. At CUPE National events where an ombudsperson is not available, a person properly appointed and designated to be in charge shall receive the complaint. Depending on the nature of the problem, the person in charge may attempt to resolve it through conflict resolution. If this fails to resolve the matter, the person in charge shall determine whether there is a need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses. The same process is to be used for other parts of CUPE where an ombudsperson is not available.
8. For National events, if the person in charge is a party to the complaint, the director or designate shall assume that role. For all other parts of CUPE, an alternate will be designated to assume the role.
9. In a case where a member has been expelled from an event, the National President shall receive a report on the matter. For all other structures of CUPE, the presiding officer shall receive a report on the matter.

10. For events organized by CUPE National, the National President shall determine if further remedial action is appropriate, including restricting a member's participation in future events organized by CUPE National. A similar process may be applicable to the other parts of CUPE, done in consultation with the National President.

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 2269, the CUPE National Constitution, the Equality Statement, and applicable human rights legislation, not replace them.

All chartered organizations are subject to this Code of Conduct, to apply to conventions, conferences, schools, and meetings which they organize.

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, the Vice-President will be the Chairperson. In the absence of the President and Vice-President, the Recording Secretary will be the Chairperson. 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. A member can only speak to an issue once, unless all others wishing to speak have had the opportunity to do so and the member is presenting new information.
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 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 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 President may cast another vote or refrain from voting.
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, until fifteen minutes have elapsed.

23. After the Chairperson declares the vote results on a question and before the Local 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 briefly state the basis for the appeal. The Chairperson will then briefly state 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's business and the proceedings of meetings are not to be divulged to any persons outside the Local or CUPE.