

BYLAWS
of
Canadian Union of Public Employees
Local 917



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I. PREAMBLE

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

Duties and responsibilities of elected officers and members of committees should be a widely dispersed as possible. It should not be left to the willing few to have to serve in multiple capacities. While various committees have been designated as "Standing" Committees, this does not preclude the possibility of special committees being established from time to time as may be necessary. This local has been formed order to improve and maintain the social and economic welfare of its members without discrimination, to promote efficiency in Public Employment and to give clear evidence of its recognition of the unity of organized labour and abides by these Bylaws for its government.

II. NAME

The name of this Local is Canadian Union of Public Employees Local No. 917, University of Victoria, hereafter referred to as CUPE 917.

III. PRINCIPLES AND OBJECTIVES

- To secure through collective bargaining: improvements to wages, rights and benefits, improved working conditions and job security;
- To encourage the settlement of all disputes between CUPE 917's members and the employer through negotiation and/or mediation where possible; and
- To support the Canadian Union of Public Employees in its aims and objectives, hereafter referred to as CUPE.

IV. DEFINITION OF A MEMBER

A member is an employee of the University of Victoria who has applied for and been into membership of this Union and who agrees to abide by the CUPE Constitution and CUPE 917 Bylaws. Any member of CUPE 917 remaining on the job when a strike is called may be disciplined by CUPE 917 under the provisions of the CUPE Constitution. Any such member who is disciplined may appeal the decision under the provisions of the CUPE Constitution.

V. MEETINGS

A. GENERAL MEMBERSHIP MEETINGS

These will normally be held twelve (12) times per year. The Executive Board will give one week's notice of any change in the date of the General Membership Meeting. Meetings may be held in person, virtually, or in a hybrid model. Should a secret vote be required during a hybrid meeting, it must be conducted as an electronic vote for all participants, in accordance with Article B.6.2 of the National Constitution.

B. SPECIAL MEETINGS

These may be called by order of the Executive Board or by a written request from twenty (20) members. The only business which may be transacted at such a meeting is that for which the meeting was called and notice given. The President will immediately call a special meeting when so ordered or requested and will give all members at least twenty-four (24) hours notice. Examples of Special Meetings are Strike Votes and Ratification Votes.

C. BARGAINING UNIT MEETINGS

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

The minimum number of members required to be in attendance for the transaction of business at any bargaining unit meeting shall be twenty (20) members of the UVic bargaining unit or five (5) members of the University Club bargaining unit, and at least two (2) members of the Executive Board. Members from other bargaining units in the Local Union may attend these meetings without vote but with voice and are not counted as part of quorum.

D. EXECUTIVE BOARD MEETINGS

The Executive Board shall include all Officers, except Trustees.

The Executive Board shall meet once a month, at least eight (8) times per year.

A majority of the Executive Board constitutes a quorum.

Should any Executive Board member fail to answer the roll call for three consecutive regular meetings or three consecutive regular Executive Board meetings without having submitted good reasons, their office shall be declared vacant and shall be filled by an election at the following membership meeting.

E. QUORUM

For the transaction of business at any regular or special meeting, quorum will consist of at least twenty (20) members in good standing, including at least three (3) members of the Executive, one of whom must be the President or their designate.

F. ORDER OF BUSINESS

At General Membership Meetings, the order will normally be as follows:

1. Roll Call of Officers
2. Land Acknowledgement
3. Equality Statement
4. Attendance Report, Welcome and Introduction of New Members
5. President's Report
6. Vice-President's Report (Approval of the Minutes of the Previous Meeting)
7. Secretary's Report (Correspondence)
8. Treasurer's Report
9. Head Steward's Report
10. Committees and Delegates Reports
11. Nominations, Elections or Installations
12. Unfinished Old Business
13. New Business
14. Good of the Union
15. Adjournment

G. BOURINOT'S RULES OF ORDER

These will be used for all meetings of CUPE 917 in accordance with Parliamentary Procedure.

H. AMENDMENTS

Amendments may be made to the agenda at any time during the meeting.

VI. **VOTING PROCEDURES**

A. DEFINITIONS:

1. Majority Vote

Majority votes are used for elections of officers, strike votes, and contract ratification. A majority is more than 50% of total votes cast.

2. Two-Thirds Vote

A two-thirds vote is used for By-Law changes. The vote is passed if two thirds of the total number of votes cast are in favour.

B. SECRET BALLOTING

Secret ballots are used for elections of officers and delegates, strike votes and contract ratification. Secret ballots are not required for other motions but may be requested at any time. All ballots will be destroyed after voting unless there is a legal requirement to hold the ballots for a period of time until they may be destroyed. If a secret vote must be taken during a hybrid meeting, it has to be an electronic vote for everyone, as per Article B.6.2 of the National Constitution.

C. ELECTIONS OF OFFICERS

At the October General Membership Meeting, subject to the approval of the meeting, Officers and candidates for office cannot serve as members of the Elections Committee. The President will appoint one (1) Returning Officer and Assistants. They will not be members who are candidates for office. The President will also receive nominations for all vacant positions at this meeting. For nominations to be accepted, the member nominated either must be present or have, filed at the meeting, a written letter indicating consent for the nomination. The Returning Officer will conduct the elections as set out in these By-Laws including issuance, collection and the counting of ballots at the November meeting. The Returning Officer will report the number of votes cast for each eligible nominee (Also see Secret Balloting) and the number of votes required for a majority of votes cast for election. When necessary, second (and subsequent) ballots will be held, the candidate receiving the lowest number of votes in the previous ballot being dropped, until such a majority is achieved. In the event of a final tie vote, the presiding officer Shall call for the vote to be redone up to two (2) additional times to break the tie. If after three (3) total votes there is still a tie, the vote shall be deferred until the subsequent meeting.

The incumbent shall remain in the position until the vote is concluded. If the incumbent is not running for re-election, the position shall remain vacant until filled.

All duly elected officers will be installed at the meeting at which they are elected and will continue in office until a successor has been elected and installed, provided, however that no term of office shall be longer than three years.

D. APPEALS

Appeals for a recount of the votes can be made by any candidate for whichever office he/she was a candidate for, provided such appeal is submitted prior to the election of any other office. The members at the meeting, by a majority vote, may also order a recount, providing the motion is made prior to the election of any other officer.

E. ELECTION OF STEWARDS

Stewards shall be appointed by the executive board. Since the Head Steward is an Officer and a member of the Executive Board, election of this Officer position must be by the full membership.

Elections will occur every odd numbered year. The Vice President will hold Shop by Shop elections for Stewards who will be elected by majority vote. A meeting of Stewards, chaired by the Vice President will then elect a Chief Shop Steward from their number.

F. CONTRACT RATIFICATION VOTE

The vote will be by secret ballot with a majority vote.

After the Negotiating Committee achieves a settlement, the Local shall hold at least two (2) information meetings to explain the details of the settlement.

Following the conclusion of the information meetings, there shall be a secret ballot vote held over a period of at least four (4) days, that includes at least one (1) weekend day.

G. STRIKE VOTE

The vote will be by secret ballot (with a majority vote required for adoption) at a special meeting called with at least seven (7) days posted notice.

H. VOTING OF FUNDS

No money will be voted for the purpose of a grant or contribution to any cause outside CUPE, except by a notice of motion given in writing and dealt with at the following Membership Meeting. These expenditures must be presented to Membership Meetings for approval prior to payment. Expenditures within CUPE may be approved by the President and at least two members of the Executive Board.

I. SHOW OF HANDS

This will be used for all other Union business.

VII. **FEES, DUES AND ASSESSMENTS**

A. INITIATION FEES

An initiation fee will be assessed in addition to monthly due, but the amounts received do not have to be sent to the National Union.

B. MONTHLY DUES

The monthly dues shall be 1.5% of Gross income.

C. CHANGES TO FEES, DUES AND ASSESSMENTS

Changes may only be affected by majority vote of the membership at any meeting called with appropriate notice.

D. CUPE CONVENTION INCREASES

Notwithstanding 6b above, if the CUPE Convention raises fees/dues above the level established by this Local, this By-Law will allow an automatic amendment to conform to the new levels established by the National Convention.

E. AFFILIATIONS

In order to strengthen the labour movement and work toward common goals and objectives, Local 917 shall be affiliated to and pay per capita tax to the following organization(s):

- The CUPE BC Provincial Division
- The Vancouver Island District Council (VIDC)

VIII. **OFFICERS, STEWARDS, AND COMMITTEE MEMBERS**

A. OFFICERS

The officers of CUPE 917 will consist of a President, Vice-President, Recording Secretary, Treasurer, Membership Officer, Head Steward & four (4) Members-at-Large (one which will be from the University Club), and three (3) Trustees.

B. ELIGIBILITY

To be eligible for office a member must be in good standing

To be eligible for office as Officer, Steward, member of the Negotiating Committee or Delegate, the nominee will have been a member of CUPE 917 and have attended 50% per cent of the General Membership Meetings for the past twelve (12) months. When there is no qualifying nominee, the President may waive this requirement with the approval of the membership.

C. ELECTIONS

The President and Treasurer will be elected at the November General Membership Meeting every odd-numbered year. The Vice-President, Recording Secretary and Membership Officer will be elected at the November General Membership Meeting in even-numbered years. One (1) Trustee and one (1) Member-at-Large will be elected each year at the November Meeting for a three (3) year term.

D. MEMBER-AT-LARGE EMPLOYED BY THE UNIVERSITY CLUB

This position will be for a two-year term. Nominations for this position will come from the University Club members. Elections will occur in November of odd-numbered years.

IX. **EXECUTIVE BOARD**

A. COMPOSITION

The Executive Board will consist of:

- President

- Vice-President
- Recording Secretary
- Secretary Treasurer
- Head Steward
- Membership Officer
- Four (4) Members-at-Large, one which will be from the University Club

While the three (3) Trustees are not part of the Executive Board and do not have voting privileges, they have the right to attend and speak at meetings of the Executive Board.

B. DUTIES

The Executive Board has the following rights and obligations:

1. Meet at least once a month to carry out Union business; a majority of the board is required for this purpose; quorum shall be a majority of the filled executive positions.
2. Attend General and Executive Meetings of CUPE 917;
3. Be empowered to appoint delegates and alternates as provided for in these by-laws, subject to ratification by the Membership;
4. Executive Board may fill a temporary vacancy on the executive if such a vacancy is for no longer than three months before a by-election is called.
5. Administer and carry out all work delegated to it by CUPE 917;
6. Hold all residual powers;
7. Review any Board Member missing three (3) regular consecutive meetings without good reason and declare this office vacant. An election will be held at the following General Membership Meeting;
8. Review Membership of all Standing and Special Committees every second January from and including the year 2000 (even-numbered years), with the intent of providing for effective committees;
9. Advise the Recording Secretary if unable to attend meetings; and
10. When an individual vacates office, they will surrender all books, seals and other property of CUPE 917.

President

The President will:

- Enforce the CUPE Constitution, CUPE 917 By-Laws; Equality Statement;
- Preside at all meetings and preserve order;
- Decide all questions of order and procedure (subject always to appeal by the membership, but will not vote on such an appeal);
- Announce the results of all votes except elections presided over by another officer;
- Ensure that all officers and committee members perform their assigned duties;
- Be a member of selected Union and University committees and serve as ex-officio member of all committees referenced in these By-Laws;

- Be empowered to appoint a member to any vacant Executive Board position until a by-election can be held; and
- Be a signing authority for financial transactions that have been authorized for payment by the Executive Board or membership at a general meeting except that no authorization will be needed for payment for per capita fees to any organization with which the local is affiliated;
- Have the same right to vote as other members. In the case of a tie vote, the President may cast another vote or the president may refrain from casting an additional vote, in which case the motion is defeated.
- Have first preference as a Delegate to the CUPE National Convention and all other conventions/conferences of agencies with whom CUPE 917 is affiliated and appoint other members to attend these functions if appropriate;
- Be empowered to make discretionary decisions consistent with these By-Laws (after consultation with a Vice President or other Executive Board Member) when time or other constraints do not allow for proper presentation to the Executive Board or general membership (subject always to appeal by the membership, but will not vote on such an appeal);
- Initiate and respond to correspondence pertaining to the administration of the Collective Agreement or on any other matter of importance to the Local;
- Resolve interpretation disputes arising out of the CUPE 917 Policies & Procedures;
- Work with the Treasurer and the Executive to develop the Union's annual budget, and to monitor expenditures;
- Perform all other duties and responsibilities of the President described in the CUPE 917 By-Laws, the CUPE 917 Policies and Procedures or in the Collective Agreement;
- Perform duties and responsibilities of other Executive Board members when they are absent;
- Review CUPE National Convention bylaw changes and present to Executive Board what these changes are and how they affect CUPE 917 Bylaw.
- Upon leaving office may shadow the incoming President until the end of the following month, at the Union's cost;

Vice-President

The Vice-President will:

- If the President is absent or not eligible, perform all duties of the President;
- Preside over membership and Executive Board meetings in the absence of the President;
- Will be responsible for updating union boards for CUPE 917
- Prepare and distribute all physical notices for members;
- If the office of the President falls vacant, be Acting President until a new President is elected through a by-election;
- If the President is away on a Leave of Absence for a period greater than eight (8) weeks, The Local shall endeavour to book-off full-time the Vice President at Pay Band 20, until the President returns or an election is held.

- Co-sign cheques and ensure that the CUPE 917's funds are used only as authorized or directed by the Constitution, CUPE 917's By-laws, vote of the Membership or of the Executive Board;

Recording Secretary

The Recording Secretary will:

- Keep a full and accurate account of all proceedings of General and Special Meetings, including all motions with movers' and seconders' names and initials, alterations in By-Laws and Rules, Committee Reports, results of elections and votes (including the count);
- Keep full, accurate, and impartial account of the proceedings of all regular or special membership and Executive Board meetings. These records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Secretary Treasurer. The record will also include Trustees' reports.
- Record attendance (assisted by Membership Officer);
- Prepare and distribute all digital notices for members;
- Prepare a condensed copy of minutes of monthly Membership and Executive Meetings and distribute at the next General Membership Meeting;
- Seek clerical assistance when necessary, with approval of the Executive. Such aid to be recognized out of Union funds (Also see Voting Procedures; Voting of Funds and Clerical Assistance);
- Performs other duties required by the Local Union, its bylaws or the National Constitution;
- Host executive and general meetings of the President in the absence of the President and both Vice-President;
- Be a signing authority for financial transactions that have been authorized for payment by the Executive board or membership at a general meeting except that no authorization will be needed for payment for per capita fees to any organization with which the local is affiliated.

Head Steward

The Head Steward will:

- Perform all duties of the President in the absence of the President and both Vice Presidents short of hosting General & Executive meetings;
- Chair meetings of the Stewards;
- act as liaison between the Executive Board and the Stewards;
- supervise the Stewards and ensure that their assigned duties and the Union's policy is adhered to;
- initiate and respond to correspondence related to grievances and potential grievances pursuant to the provisions of the Collective Agreement;
- maintain up-to-date files for all grievances;

- perform all other duties and responsibilities of the Head Steward described in the CUPE 917 By-Laws and in the Collective Agreement;

Secretary-Treasurer

The Secretary-Treasurer will:

- Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by the Local Union. Submit a full financial report to Executive Board Meetings as well as a written financial report to each General Membership Meeting, detailing all monthly income and expenditures (in accordance with Article B3.6 of the CUPE Constitution);
- Forward to CUPE National all financial obligations for the previous month by the last day of the following month (in accordance with Article B3.8 of the CUPE Constitution);
- Record all applications for Membership, and initiation fee;
- Audit the dues deductions made by the Accounting Department on a monthly basis;
- Receive dues and assessments, keep a record of each members payments and promptly deposit all money received within fifteen (15) days after receipt in the name of CUPE 917, into a bank or credit union selected by CUPE 917;
- Sign all cheques, with the President, Vice-President & Recording Secretary as a co-signer, that have been authorized for payment by the Executive Board, with the exception that no authorization will be needed for payment of per capita fees to any organization with which CUPE 917 is affiliated;
- Be bonded through the master bond held by CUPE National. Any Secretary Treasurer who cannot qualify for the bond shall be disqualified from office.
- Record all transactions in a manner acceptable to the Executive Board and Trustees and in accordance with good accounting practices;
- Make all books available for inspection by the Trustees and/or auditors on reasonable notice. Ensure that the books are audited at least once each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees. Upon relinquishing office, ensure that all records are balanced and in good order before handing them over to the new Treasurer;
- Note and report to the Executive Board any discrepancies between the dues check-off list supplied by management and the total number of signed *Authorization Cards for Dues Deduction* and *Appointment Notices* which are still valid and on file;
- Be empowered, with the approval of the Executive, to seek such clerical or other assistance as is necessary, such assistance to be recognized out of Union funds (Also see Voting Procedures: Voting of Funds; and Clerical Assistance).

Membership Officer

The Sergeant-at-Arms will:

- Guard the door, admitting only CUPE members, representatives and invited guests;
- Admit uninitiated members and lead them through the initiation ceremony;

- Keep a record of **physical and virtual** attendance for all **hybridized** General and Special Meetings;
- Make known to the President at any time, the number present at any meeting.

Members-at-Large

The Members-at-Large will:

- Aid the Executive Board as required in the administration of CUPE 917; and
- Provide written reports on committees to Executive and General Membership Meetings.

Trustees

The Trustees will:

- Act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary, and the committees at least once every calendar year;
- Use audit forms supplied by the CUPE National office, sending a copy of each audit to the National Treasurer;
- Attend General Membership and Special Meetings;
- Semi-annually inspect any stocks, bonds, securities, office furniture and equipment, titles of deeds to property that may at any time be owned by CUPE 917, and annually
- Make a written report of their findings to the first membership meeting following the completion of each audit;
- Have the right to attend and speak at Executive Meetings
- Submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct and proper manner.

Shop Stewards

The Shop Stewards will:

- Assist members in understanding the Collective Agreement and their rights in the workplace, subject to the direction of the Executive Board;
- Deal with all complaints, Collective Agreement violations and potential grievances;
- With the Head Steward, and as appropriate with the Executive Board, deal with Collective Agreement violations, process grievances, and recommend changes to the Collective Agreement where necessary;
- Report all meetings between member(s) &/or management to Head Steward

C. GRIEVANCE / ARBITRATION APPEALS

The decision to file a grievance and to proceed to any step of the grievance procedure including arbitration rests exclusively with the Local Union and not an individual member. To ensure that decisions are fair and not arbitrary, the following appeal process is available to members.

If a member feels they have an issue that warrants a grievance and or arbitration, they must first discuss the issue with their assigned Steward. The Steward will then consult with the Head Steward and advise the member on the merits of taking the matter forward. If the decision is to not take the matter forward the following appeal process may occur.

Appeal

1. A member who wishes to appeal a decision not to proceed with a grievance or arbitration will notify the Head Steward within 7 (seven) days of receiving this decision from their Steward.
2. The Head Steward will call a special Executive meeting at the earliest convenience, and make all attempts to accommodate the member's schedule.
3. The Head Steward will take any and all necessary steps with employer to ensure the matter is not lost due to any timelines outlined in the grievance procedure of the collective agreement.
4. The Head Steward shall request the opinion of the National Representative.
5. At that meeting the assigned Steward or Head Steward will present their reasons for not advancing the matter to grievance or arbitration.
6. The Member will then be asked to present their case along with their reasons for why they feel the matter should be advanced, and any other information they feel is relevant.
7. The member will then be excused from the meeting.
8. The Executive Board will then conduct a secret ballot vote to decide on whether to advance the matter or not.
9. The member will be notified of the decision by the Head Steward or Executive Board.
10. The decision of the Executive is final and unless new and cogent evidence arises there will be no further appeal.

X. COMMITTEES

A. STANDING COMMITTEES

These committees will:

- Be elected from the General Membership after notice of motion has been given;
- Be established for an indefinite period;
- Establish working procedures and record them for the convenience of new members;
- Elect its chair and secretary from its own members;
- Deliver annual reports to the Membership at the April General Meeting; and
- Have one or more Executive Members sitting as committee members. A Standing Committee will still be considered valid, even if it is reduced to one Executive Member;
- Committee vacancies may be appointed by the Executive Board.

Members of CUPE 917 employed by the University Club will form their own committees for Sick Benefit Bank, Occupational Health and Safety, and Personnel Benefits.

1. Steward Committee

This committee will be comprised of appointed stewards and the elected Head Steward. The committee shall meet as required to discuss grievances.

2. Occupational Health and Safety (OH&S) Committees

As of the year 2000, the University of Victoria instituted a new OH&S Committee structure as advised by the Workers' Compensation Board:

i) University OH&S Committee

This committee will have equal labour/management representation and joint labour/management chairs. CUPE 917's President will sit on this committee or may designate an experienced alternate. This is the policy committee with a responsibility for overseeing levels of effectiveness in Departmental and Building Committees.

ii) Departmental OH&S Committees

In addition to other members, these committees will have members of CUPE 917, sanctioned by the CUPE 917's President. This is the level where basic information is gathered, hazards are reported, areas inspected, and accident investigations take place.

iii) Building OH&S Committees

These committees are responsible for OH&S within the building.

All CUPE 917 members undertaking positions on these committees must do their best to obtain training, both at the University and within CUPE workshops, thereby meeting CUPE 917's legal requirement for qualified representation. (Also see Article 29 in the Collective Agreement.)

3. Social Committee

This committee will:

- Arrange and conduct all social, cultural, and recreational activities of the Local Union, either on the committee's own initiative or as a result of decision taken at membership meetings. The committee shall submit reports and proposals to the Executive Board or to the membership as required
- A budget for the committee will be approved annual by the membership but, other than that, all social, cultural, and recreational events and activities shall be self-supporting.

4. Sick Benefit Bank Committee

- This committee was established to help members who were absent from work due to extended illness or disability. Allotments from the bank will only be considered after the applicant has exhausted all current and accrued sick leave plus one week of annual holidays or five days without pay. 1683478111
- There will be no fewer than three (3) members, elected at a General Membership Meeting, on this committee. The Committee will consider every application to the bank (supported by a current Doctor's Certificate) according to the Sick Bank Policy (See Article 23 of the Collective Agreement). The Committee will provide

written documentation to all applicants to the Bank, of the outcome of their claims. They will report regularly to the Membership and make recommendations to the Executive Board for improvements to the Bank.

- Any suggested amendments to Policy will be taken to the Membership for approval prior to implementation.

5. Education Committee

This committee will arrange for members to represent CUPE 917 at workshops, seminars and conferences that are appropriate and available.

6. Sick/Retirement Committee

This committee will:

- Send an appropriate gift valued up to two hundred (\$200) dollars to members when they have an illness or injury resulting in an absence from work of fifteen (15) consecutive or more days; and
- Congratulate members who retire, and present or arrange for an appropriate gift to be presented to the retiring person.

7. Personnel Benefits/Pension Committee

This committee will:

- Review, discuss and make recommendations concerning improvements to the Personnel Benefits in the Collective Agreement
- This committee will consist of two (2) members

8. Bylaw Committee

This committee will:

- Review the bylaws annually and make recommendations to the Executive Board on proposed amendments.
- Review any proposed amendments received from the Executive Board or membership of the Local Union to ensure that the amendments will conform to the remainder of the bylaws and the CUPE National Constitution.
- Ensure that the Local Union's bylaws are written in clear language, ensuring that clear language does not change the intent or meaning of the bylaws.
- The committee members will be the elected chairperson and three (3) members. The National Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted during the review process.

9. Supplemental Fund Committee

The committee members will be the elected chairperson and up to three (3) members.

The Union will distribute the fund according to the decisions of a committee established by CUPE 917, and as set out in the Collective Agreement. The Union committee will make decisions with respect to allocations of the fund to applicants, which are meant to be used for:

- Exhausted Health benefits
- Medical emergencies
- Medical services not covered by extended health
- Paying deductibles on health benefits
- Mental health initiatives
- Gym memberships
- Fitness classes
- Health and Wellness classes, including textbooks
- The fund will not cover any equipment

B. SPECIAL COMMITTEES

These committees may be joint committees set up by the union, set up either by election at any meeting, or by appointment by the President subject to approval of the meeting. An Executive Officer will sit in on each special meeting

1. Steering Committee

A Special Committee that will be elected at least six (6) months prior to the expiry date of the collective agreement and automatically disbanded when a new collective agreement has been ratified and signed by CUPE 917 and the University of Victoria. The Steering Committee will consist of the President, Vice President and members from the following groups:

| Group | Number of Representatives |
|-----------------|----------------------------------|
| Auditorium | 1 |
| Carpenters | 1 |
| Electricians | 1 |
| Food Services | 2 |
| Grounds | 1 |
| Housing | 1 |
| Maintenance | 1 |
| Mechanical | 1 |
| PEARF | 1 |
| Painters | 1 |
| Plumbers | 1 |
| Security | 1 |
| Service Workers | 2 |
| Utility Drivers | 1 |

Committee will:

- Study the Collective Agreement and its practical applications;
- Examine suggestions for improvements, look for any inequities, examine other similar agreements and encourage the Membership to make their views known to the Committee via surveys; and

- Provide support for the Negotiating Committee at each stage of the process.

2. Bargaining Committee

- The Committee will consist of the President and five (5) members of the Steering Committee elected by the full Steering Committee at an advertised meeting of the Steering Committee.
- Members of Local 917 employed by the University Club will bargain separately as provided for in their Collective Agreement. The President will chair up to a four (4) person Committee. In addition to the President, the Committee will consist of up to three (3) members employed by the University Club and elected by a vote of all members employed by the University Club.

This Committee will:

- Act on directives from the Membership when bargaining;
- Formulate proposals from Steering Committee information;
- Report on the progress of each bargaining session to the Steering Committee as a whole;
- Tender progress reports at the Local's General meetings and call for Special Meetings should the need arise;
- Communicate and coordinate with CUPE locals at other post-secondary institutions on common issues;
- Consult with the CUPE Representative assigned to CUPE 917 at each stage; and
- Arrange for a ratification vote on a contract proposal. (Also see Meetings: Special Meetings.)

3. Job Evaluation Committee

The Executive Board will appoint up to three (3) members and one (1) alternate to the Job Evaluation Committee to maintain the JE Plan. The responsibilities include:

- The evaluation of all bargaining unit jobs according to the JE Plan.
- Monitor the effectiveness of the Joint Job Evaluation Plan and make recommendations to the parties for improvements to the Plan
- Review any appeals of a job rating

4. Union Representation on Non-Collective Agreement University Committees

Members on this Committee will:

- Obtain information and report back to the President and at General Meetings of CUPE 917;
- Take the Union's position to the committees; and
- Speak on behalf of the Union, but without the power to negotiate terms and/or conditions that vary from the Collective Agreement.

XI. **CLERICAL ASSISTANCE**

Officers and Chairs may select volunteers to provide clerical assistance when necessary. The Executive Board may choose to pay for this assistance. Any amount over \$150.00 will only occur through a notice of motion in writing to be voted on at the following General Meeting. (Also see Voting Procedures: Voting of Funds.)

XII. **OUT-OF-POCKET EXPENSES**

Out-of-Pocket expenses are meant to recompense officers and members for time and personal resources spent in the service of the Local. They are not to be seen as salary and will be subject to review and approval of the membership at the January meeting.

A. ELIGIBILITY

Eligible for such expenses are:

- Voting members of the Executive Board (monthly), excludes President;
- Head Shop Steward (monthly);
- Persons providing clerical assistance, (Also see Voting Procedures; voting of Funds; and Clerical Assistance).

B. PRIVILEGE

- CUPE 917 will provide the President with an annual membership to the University Club. The President will only use the membership card for union business.

C. OUT OF POCKET EXPENSE AMOUNTS

- Vice-President, Recording Secretary, Secretary Treasurer and Head Steward shall receive one hundred seventy-five (\$175.00) dollars monthly.
- Membership Officer and Members at Large shall receive one hundred forty (\$140.00) dollars monthly.
- Trustees shall be booked off from work twice annually to perform the audit and shall receive an honorarium of \$100.00
- Trustees shall be booked off from work to perform their duties and shall have either a meal or per diem provided.

XIII. **DELEGATES**

- Except for the President's option to attend conventions, and appoint other members when appropriate, as outlined in Section IX (B) 1., all delegates will be chosen by the Membership.
- Delegates will receive a per diem based on the CUPE BC Expense Policy.
- Delegates will submit concise oral and/or written reports to the first General Membership Meeting following the attended event.
- Delegates will be reimbursed for the following expenses:

A. TRANSPORTATION

To be the most convenient and economical means with the maximum kilometres not to exceed airfare.

- Automobile allowance: 71¢/km, and to automatically follow the CRA mileage rate.
- Parking cost when on CUPE 917 business (receipt must be provided).
- Taxi or airport shuttle from airport to hotel to meeting place upon submission of receipts. Taxis to be shared when possible.
- Where ferry travel is required, only land kilometres will be reimbursed and ferry fares with submitted receipts. (Note: some distance calculators include the kilometres the ferry travels over the water; those kilometers should be deducted from claim).
- If you are using the public transit system to attend the meeting you can claim a transit honorarium equivalent to the cost of an All Day Transit Pass.

B. PER DIEM

- The Per diem is intended for delegates, not regular Union business.
- Outside Greater Victoria Area: a per diem allowance plus compensation for any loss of salary; the economy hotel room rate (if required) plus transportation expenses (economy fares/mileage allowance). Members are entitled to a single room.
- Follow CUPE BC's Per Diem guidelines

XIV. **AMENDMENTS**

(a) CUPE Constitution

These bylaws are always subordinate to the CUPE Constitution (including Appendix B) as it now exists or may be amended from time to time, and in the event of any conflict between these bylaws and the CUPE Constitution, the latter shall govern. The National President has the sole authority to interpret the CUPE Constitution. (Articles 9.2(c), 13.3 and B.5.1)

(b) Additional Bylaws

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

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

(Articles 13.3 and B.5.1)

(c) Effective Date of Amended or Additional Bylaws

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

APPENDIX 1: IMPORTANT DATES

October: Nominations for Executive at the General Membership Meeting.

November: Elections for Executive Board positions.

APPENDIX 2: CODE OF CONDUCT

The mandate of our union, the Canadian Union of Public Employees (CUPE), is to organize and defend workers and to promote economic and social justice for our members and for all workers. In carrying out our work, we in CUPE strive to promote our 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.

CUPE is committed at all levels to creating a union which is inclusive, welcoming, and free from harassment, discrimination, and all types of bullying and intimidation. CUPE needs to ensure that we provide a safe environment for members, staff, and elected officers to carry out our work. CUPE's expectation is that mutual respect, understanding, and co-operation will be the basis of all our interaction.

This Code of Conduct sets out standards of behaviour for participants at national convention, conferences, schools, meetings, and any other union events organized by CUPE National, Local 917, or any other CUPE chartered body. It is consistent with the expectations outlined in the Equality Statement and the CUPE National Constitution.

This Code of Conduct is intended to deal with complaints of inappropriate behaviour at events organized by CUPE National and at events, meetings, and activities by other CUPE bodies. It does not apply to complaints arising in the workplace, as those are dealt with through the grievance procedure and/or the applicable workplace harassment policy.

As CUPE members, staff, and elected officers, 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 use 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 the 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 them 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. A complaint shall be brought to the attention of an ombudsperson when there is one available. Should an ombudsperson not be available, a person properly appointed and designated to be in charge shall receive the complaint.
3. The ombudsperson or the person in charge will work to seek a resolution. If this fails to resolve the matter, the ombudsperson shall report the matter to the person in charge. The person in charge has the authority to expel members from the event for serious or persistent offenses.
4. If the complaint involves a national 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 CUPE chartered organization, the complaint shall be referred to the person responsible for their employment.
5. If the person in charge is a party to the complaint, an alternate will be designated to assume the role.
6. In a case where a member has been expelled from a National event, the National President shall receive a report on the matter. For other events, the presiding officer shall receive a report on the matter.
7. 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. For other events, the presiding officer shall consult 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 CUPE National Constitution, the Equality Statement, and applicable human rights legislation, not replace them. This Code of Conduct does not replace a member's right to access the trial provisions under Appendix F of the CUPE National Constitution.