



CONSTITUTION & BY-LAWS

Richmond School Board Employees - CUPE LOCAL 716



JANUARY 1, 2024

1891 Wellington Crescent, Richmond BC

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CONSTITUTION

ARTICLE 1 – NAME AND AFFILIATIONS

- Section 1** This organization shall be known as the Richmond School Board Employees' Union, Canadian Union of Public Employees Local 716. (Article B.1.1)
- Section 2** This organization shall be chartered by the Canadian Union of Public Employees. (Article B.1.1)
- Section 3** Affiliation shall be with the Metropolitan District Council Canadian Union of Public Employees, the Canadian Labour Congress (B.C. Federation of Labour), Canadian Union of Public Employees K-12 President's Council B.C. Division, and the Canadian Union of Public Employees BC Division. (Article 16.1 to 16.4)

ARTICLE 2 – OBJECTIVES

- Section 1** To support the Canadian Union of Public Employees in its objectives as set out in Article 2 of the Canadian Union of Public Employees Constitution. (Article 2)
- Section 2** To promote the Union Label and to encourage all members to personally make it a rule to call for articles bearing the Union Label and to patronize Union Services. (Article 2)
- Section 3** To encourage the settlement by negotiation and mediation of all disputes between the members and their employers. (Article 2)

ARTICLE 3 – TRIAL PROCEDURE

- Section 1** The Trial Procedure for this Local Union shall follow exactly the Trial Procedure as contained in the Constitution and By-Laws of the Canadian Union of Public Employees, in force and effect at the time of any such trial of a member of this Local Union. (Article B.11)

ARTICLE 4 – INTERPRETATION AND DEFINITIONS

- Section 1** Numbers of articles at the end of sections or sub-sections refer to relevant articles of the CUPE National Constitution that should be read in conjunction with these By- Laws. (Article 4.8)
- Section 2** A member continues as a member in good standing while employed within the jurisdiction of the Local Union unless the member loses good standing under the provisions of this Constitution. (Article B.8.3)

ARTICLE 5 – MEMBERSHIP

- Section 1** Membership shall include all employees of Richmond School Board with the exception of Teaching Staff. (Article B.8.1/ B.7.1)

ARTICLE 5 – MEMBERSHIP – cont.

Section 2 Any person who is employed within the jurisdiction of this Union shall be levied Union Dues. (Article B.4.3 a, c)

Section 3 Initiation fee shall be \$10.00, if said applicant has a transfer or withdrawal card and is a paid-up member of any CUPE Local, said initiation fee shall be waived. (Article B.9.1 to B.9.3)

Section 4 Withdrawal and Transfer Cards - The Treasurer shall issue withdrawal and transfer cards upon application of a member. (Article B.9.1 to B.9.3)

Section 5 **Obligation**

All applicants for membership to this Union shall be initiated in and take the obligation of this Union, in the following manner:

Sergeant at Arms - introduces the applicants and escorts them before the President or Installing Officer's station.

Presiding Officer causes the membership to stand and bear witness to the initiation of the applicants.

President or Installing Officer – “Are you willing to subscribe to an Obligation to this Union? After receiving an affirmative answer from each applicant, the Officer shall proceed with the Obligation requiring the applicants to repeat the same, word for word, after them. (Article B.8.4/.7.1)

OATH 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)

Section 6 **Retired Members**

A member who has reached retirement age or is unable to work can apply to the Treasurer of the Local Union for an Honorary Retiring Card when they leave employment. If the member is in good standing, members of the Local Union will vote on the application at a regular membership meeting. If a majority of members vote in favor of the application, the Treasurer will send the name and address of the retiring member to the National Secretary-Treasurer who will issue a Retiring Card. (Article B10.1 a.b.c.)

ARTICLE 6 – EXECUTIVE BOARD

Section 1 The officers of this Union shall be elected annually (except the Table Officers who shall be elected every two (2) years, and Past Officers as specified in Article 6 Section 4) and consist of:

The Table Officers shall not hold more than one position at a time during their term. (Article B.2.1)

Table Officers	Shop Stewards	
President	Transportation	Sergeant-at-Arms
1 st -Vice President	Administrative Support	3 Trustees
2 nd -Vice President	Maintenance	
Recording Secretary	Operations	
Treasurer	Para-Educator	
	Education Assistant	
	Information Technology	

Section 2 The following officers shall constitute the Table Officers: President, 1st Vice President, 2nd Vice President, Treasurer, Recording Secretary.

Section 3 At the first election of officers, three Trustees will be elected to serve terms of one, two and three years. In following years one (1) Trustee will be elected for a three- year term to preserve overlapping terms. (Article B.2.4)

Section 4 At the discretion of the incoming officer, and the executive committee, any outgoing officer may continue as a ‘Past Officer’ for a period of not more than three (3) months and shall be entitled to Out of Pocket expenses as specified in Article 2 Section 8 & 9 of the Local’s Bylaws (Policy Book).

ARTICLE 7 – MEETINGS

Section 1 The Executive Committee shall meet at least once every month. (Article B.3.14)

Section 2 A majority of the Executive Committee constitutes a quorum. (Article B.7.1)

Section 4 Regular membership meetings shall be held each month except May, July and August, on the first or second Wednesday and shall be two hours in duration and held between the hours of 4:30pm and 8:30pm.

Section 5 The Annual General Meeting shall be held on the third Wednesday of May.

Section 6 Special membership meetings may be required and shall be called by the Executive Committee or may be requested in writing by no fewer than ten (10) members.

Section 7 A quorum for the transaction of business at any regular or special meeting shall be twenty (20) members, including at least three (3) members of the Executive Committee. (Article B.7.1)

ARTICLE 7 – MEETINGS – cont.

Section 8 The order of business at regular membership meetings is as follows: (Article B.6.1)

- | | |
|--|--|
| 1. Acknowledgement of Indigenous Territory | 9 Executive Committee Report |
| 2 Roll Call of Officers | 10. Reports of Committees & Delegates |
| 3 Reading of the Equality Statement | 11. Nominations, Elections & Installations |
| 4 Voting on New Members & Initiations | 12. Unfinished Business |
| 5. Reading of Minutes of Previous Meeting | 13. New Business |
| 6. Matters arising out of the Minutes | 14 Good of the Union |
| 7 Treasurer's Report | 15 Adjournment |
| 8 Communications and Bills | |

Section 9 Upon entering all special and general membership meetings, members shall record their names and personal emails in the roll book and indicate their classification and work site. (Article B.7.1)

ARTICLE 8 – NOMINATIONS AND ELECTIONS

Section 1 When an election is held the Executive shall appoint an Election committee, subject to approval of the membership, of at least three (3) members. Members of the Election committee shall not be eligible to run for any office nor will they currently hold any Executive Board or Trustee position.
The Committee shall consist of members of the Local who are neither elected officers nor candidates for office. It shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibility as confidential.

Section 2 **The Election Committee shall**

1. Designate one of its members as the Elections Committee Chair
2. Conduct the election(s) working with an independent service provider selected by the Executive Board to conduct electronic voting.
3. Declare the elected candidate(s) in each contest who receives a majority of votes.
4. The majority of votes shall be more than half of the votes cast.

Section 3 **The Elections Committee Chair shall**

1. Send out an election package to candidates that will contain the CUPE Local 716 Constitution and Bylaws, the CUPE National Equality Statement, and any additional information as determined by the Elections Committee.
2. Investigate and rule upon any election complaints. The decision of the Elections Committee Chair shall be final and binding upon all parties.
3. If a candidate requests a recount of the results of their Election, the Elections Committee Chair shall, in the presence of a representative from each candidate concerned, and in the presence of the CUPE National Representative or a CUPE designate, meet with the service provider carrying out the vote to recount the vote.
4. Provide an Elections Committee report signed by all members of the Election Committee at the Annual General Meeting.
5. Swear-in those duly elected.

ARTICLE 8 – NOMINATIONS AND ELECTIONS – cont.

Section 4 **Ballots**

When more than one member is to be elected to an office, the member voting shall be required to vote for the full number of candidates to be elected or else the electronic vote will be declared spoiled.

Section 5 **Nominations**

1. Nominations shall be received at the regular membership meeting held in the month of April.
2. No nomination shall be accepted unless the member is in attendance at the April meeting or if absent, the nomination committee was provided with the member's consent to stand via writing or via email to the Recording Secretary and copied to the Elections Committee prior to the April Meeting.
3. All Executive Board members and Trustees shall be elected by the membership.
4. No members shall be eligible for nomination if he/she is in arrears of dues and/or assessments.

Section 6 To be eligible for election to any position the member on the date of being nominated must be a member in good standing.

Section 7 A member may accept nomination for one (1) office only.

Section 8 A member may accept nomination for a position while holding office in any position. If successful in the election, their resignation from their current position will take effect at that time.

Section 9 The Officers and Trustees shall be voted for by the entire membership.

Section 10 In the event that there is only one (1) nominee for any position the Elections Committee Chair shall declare that the nominee elected by acclamation.

Section 11 Election shall be conducted electronically by secret ballot. The Executive Board shall arrange for one or more voting stations including a Union Hall, and polls shall be open at least five (5) working days. The online polls will open at least seven (7) days prior to the Annual General Meeting and remain open until midnight on the day preceding the Annual General Meeting. The Executive shall arrange adequate notice to the membership at least seven (7) days prior to the voting day, with all pertinent information pertaining to the election.

Section 12 The results, including notice of run off votes (if any) shall be announced at the Annual General Meeting, posted on the Local Union's website, and sent via email to all members who have provided personal email addresses. A majority of votes cast will be required before any candidate can be declared elected, and second and subsequent ballots will be taken, if necessary, to obtain a majority. On the second and subsequent ballots, the candidate receiving the lowest number of votes in the previous ballot will be dropped.

ARTICLE 8 – NOMINATIONS AND ELECTIONS – cont.

Section 13 In the event runoff votes are required the online polls will re-open at 10:00 a.m. on the Monday following the Annual General Meeting and remain open until 10:00 a.m. the following Friday. The results will then be posted on the union's website and sent via email to all members who have provided personal email addresses. Should a subsequent run off vote be required, the online polls will reopen the following Monday(s) at 10:00 a.m. and remain open until 10:00 a.m. of the following Friday(s). In the event of a tie vote, a second and subsequent ballot(s) will be taken, if necessary, until a candidate receives a majority of votes cast and can be declared elected. Any member may request a recount of the votes for any election at the first membership meeting following the election results. A recount shall be conducted if the request is supported in a vote by at least the number of members equal to the quorum for a membership meeting.

Section 14 **By-Elections**

Should an office fall vacant for any reason, the resulting by-election shall be conducted as closely as possible in conformity with these by-laws.

Section 15 **Member at Large - Indigenous**

Only members who identify as Indigenous (First Nations, Inuit, Metis) may participate in the Indigenous Caucus to select the Member at Large (Indigenous) position. The Indigenous Caucus may meet in person or virtually between the fourteen (14) and seven (7) calendar days prior to the Annual General Meeting, as determined by the Elections Committee. The Caucus selection will be announced at the Annual General Meeting. In the event a selection has not been made, an election will be conducted as closely as possible in conformity with these by-laws to elect the Member at Large (Indigenous).

Section 16 **Installation of Officers**

Oath of Nominations and Office

A candidate who accepts nomination for election must clearly communicate or affirm this oath:

“I promise to support and comply with the Constitution, goals, principles and policies of the Canadian Union of Public Employees.: (Article 11.6.a)

A candidate who is elected to office must clearly and audibly take this oath.

“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 this 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.”

Section 17 **Temporary Absence**

During the temporary absence of any officer, the Executive Committee shall appoint an officer to assume the duties of the vacant office. This appointment shall be no longer than three (3) months. (Article B.7.1)

Any officer, at the end of their official term, shall turn over to their successor, all properties and assets, including funds, books and records belonging to the Local Union and in the care of the said officer during their term in office. (Article B..3.9)

ARTICLE 9 – DUTIES OF OFFICERS

The President shall:

1. Enforce the CUPE Constitution and these By-Laws.
2. Call meetings of the Executive Committee and preside at all membership meetings and preserve order.
3. Decide all questions of order and procedure (subject always to appeal to the membership).
4. Have a vote on all matters (except appeals against their ruling) and in case of a tie vote in any matters, excluding elections, have the right to cast the deciding vote.
5. Fill committee vacancies where elections are not provided.
6. Be an authorized signing authority for the Local and ensure that the Local's funds are used only as authorized or directed by the Constitution, By-Laws, or vote of the membership. In the event that an alternate signing authority is required, the President, 1st Vice-president, 2nd Vice President and Treasurer shall determine an alternate signing authority.
7. Be bonded for not less than the amount as set down by the Executive of CUPE National Executive Board.
8. Introduce new members and conduct them through the initiation ceremony.
9. Have first preference to represent the Union as a delegate to the various affiliates, conventions or other committees or councils.
10. Generally, know and police the Collective Agreement and Provincial and Federal legislation affecting labour.
11. Attend all regular membership meetings and Executive Committee Meetings.

The 1st Vice-President shall:

1. In the absence of the President, the 1st Vice President will preside over the Union meetings and assume all the duties and obligations of the President.
2. If the office of President falls vacant, be Acting President until a new President is elected.
3. Be an authorized signing authority for the Local and ensure that the Local's funds are used only as authorized or directed by the Constitution, By-Laws, or vote of the membership. In the event that an alternate signing authority is required, the President, 1st Vice-president, 2nd Vice President and Treasurer shall determine an alternate signing authority.
4. Be bonded for not less than the amount as set down by the Executive of CUPE National Executive Board.
5. As directed by the President and/or Executive, represent the Union on Joint CUPE/School Board committees and shall make regular reports to the Executive and General Meetings.
6. Act as Executive Liaison to all standing committees, presenting the committees' reports to Executive Committee Meetings and attending standing committee meetings when necessary.
7. Assume responsibilities delegated to them by the President and/or Executive Committee.
8. Generally, know and police the Collective Agreement and Provincial and Federal legislation affecting labour.
9. Attend all regular membership meetings and Executive Committee Meetings

ARTICLE 9 – DUTIES OF OFFICERS – cont.

The 2nd Vice President shall:

1. Assume the duties of the 1st Vice-President in the absence of the 1st Vice-President.
2. Be bonded for not less than the amount as set down by the Executive of CUPE National Executive Board.
3. Be responsible for the proper preparation and submission of all grievances on behalf of all members and shall advise of, and make regular reports to, the President and Executive Committee and at General Meetings.
4. Assume responsibilities delegated to them by the President and/or Executive Committee.
5. Be responsible for the monitoring of the activities of Shop Stewards and the proper execution of their duties.
6. Generally know and police the Collective Agreement and Provincial and Federal legislation affecting labour.
7. Be an authorized signing authority for the Local and ensure that the Local's funds are used only as authorized or directed by the Constitution, By-Laws, or vote of the membership. In the event that an alternate signing authority is required, the President, 1st Vice-president, 2nd Vice President and Treasurer shall determine an alternate signing authority.
8. Attend all regular membership meetings and Executive Committee meetings (Article B.2.1/B.7.1).

The Recording Secretary shall:

1. 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 meeting) and the written financial report (membership meetings) presented by the Treasurer. The record will also include Trustees' reports. (Article B.3.3).
2. Record all motions in the Motion Book of the Local.
3. Record all alterations in the Constitution and By-Laws.
4. In an extraordinary situation, be called upon to be a signing authority for the Local.
5. Assume responsibilities delegated to them by the President and/or Executive Committee.
6. Attend all regular membership meetings and Executive Committee Meetings (Article B.3..2).

The Treasurer shall:

1. Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union Bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences.
2. Make a written financial report to each regular membership meeting, detailing all income and expenditures for the period.
3. Receive all revenue, initiation fees, dues, and assessments.
4. Keep a record of each member's payments, and deposit promptly all monies with the credit union or chartered bank.
5. Prepare all CUPE and affiliated organizations per capita tax forms and remit payment.
6. Be responsible for the administration of payroll for all employees of the Local, along with issuing Annual T4 slips to the Local's Administrative Assistant and Executive Board.

ARTICLE 9 – DUTIES OF OFFICERS – cont.

The Treasurer shall – cont.:

7. Record all transactions in a manner acceptable to the Executive Committee and in accordance with good accounting practice and, as required, be provided with training in bookkeeping and accounting programs applicable to the accounting practices of the Local.
8. Be bonded for not less than the amount as set down by the CUPE National Executive Board.
9. Promptly make payments for Articles under the By-Laws of this Union.
10. At the general membership and executive meeting no later than three months following the fiscal year end, provide an annual financial statement and budget.
11. Make all books available for inspection by auditors and/or Trustees on reasonable notice, and have the books audited semi-annually, and in addition to providing all books, records, invoices and other supporting documents, and original bank statements, must also furnish Trustees with a letter from the bank(s) where the funds of the Local are deposited, attesting to the amount to the credit of the Local Union at such bank(s).
12. Provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE and must, within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees in accordance with Article B3.12 of the CUPE National Constitution.
13. Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or vouchers 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. All such documentation shall be maintained at the Union office at all times, and in addition, a backup copy of all documentation shall be maintained at an off-site location agreed to, and accessible by, the Executive.
14. Attend all regular membership meetings and Executive Committee Meetings.

Disqualification from bonding constitutes disqualification from office. (Article B.3.4 to B.3.9/ B.7.1)

The Shop Stewards shall:

1. Adhere to the established policies of the Local and report to the 2nd Vice President.
2. Investigate complaints and concerns from members and gather all pertinent information relative to grievances and process the grievances through the initial stages, in consultation with the 2nd Vice-President, of the procedure contained in the Collective Agreement.
3. Take those measures necessary to ensure that the provisions and conditions of the Collective Agreement are upheld and bring to the attention of the 2nd Vice President and Executive Committee any apparent violations.
4. Familiarize the members with their rights, privileges and obligations, and such matters relating to this Constitution and By-Laws and the Collective Agreement, and any other policies in effect with the Local.
5. Know thoroughly the Collective Agreement, Constitution and By-Laws, policies and work for their enforcement both on the job and at meetings of the Local.
6. Whenever possible, meet with all new members in their department or section and keep all members advised of the time, date and place of all the Local meetings.
7. Actively encourage all members to attend meetings of the Local.
8. Attend all regular membership meetings and Executive Committee Meetings.
9. Be available to assist in the affairs of CUPE 716 as directed by the President (Article B.2.1/ B.7.1).

ARTICLE 9 – DUTIES OF OFFICERS – cont.

The Trustees shall:

1. Act as an auditing committee on behalf of the members and audit the books and accounts of the Treasurer, the Recording Secretary and the committees at least once every calendar year.
2. Inspect at least once a year, any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may be any time be owned by the Local Union and report their findings to the membership. (Articles B.3.10 to B.3.12)
3. After completing the audit, the Trustees must make a written report of any recommendations or concerns about how the Treasurer keeps the financial records, funds and accounts of the Local Union. The written report will be sent to the President and Treasurer.
4. After completing the audit, the Trustees will report in writing on the condition of the funds and accounts and the number of members in good standing, admitted, expelled, suspended or withdrawn to the next regular membership meeting of the Local Union.
 - a. The written report will also contain:
 - i. Any information that the Trustees find necessary for the honest and efficient administration of the Local Union,
 - ii. A copy of the written report made to the President and Treasurer under Article B.3.12(a) and,
 - iii. A copy of the written response of the Treasurer must be sent to the National Secretary-Treasurer and to the assigned National Representative,
 - iv. A Trustees' Report on the form approved by the National Secretary-Treasurer,
 1. A copy of their written report to the membership,
 - a. A copy of the written report made to the President and Treasurer under Article B.3.12(a) and,
 - b. A copy of the written response of the Treasurer (Article B.3.12).
5. Audit the record of attendance prior to the Annual General Meeting.
6. Attend all regular membership meetings.

The Sergeant at Arms shall:

1. Guard the inner door at membership meetings and admit no one but members, officers and officials of CUPE, except on the order of the President and by consent of the members present.
2. Not permit any member to retire from a meeting without permission of the Sergeant at Arms.
3. Maintain the record of membership attendance at meetings.
4. For the purposes of Article 8 Section 1(c), compile attendance records of regular membership meetings.
5. Obtain the names of all those awaiting initiation, reporting these to the President.
6. Perform such other duties as may be assigned by the President and/or Executive Committee from time to time.
7. Attend all regular membership meetings and Executive Committee Meetings (Article B.2.1/ B.7.1).

ARTICLE 10 – VOTING PROCEDURES

- Section 1** All strike votes and Collective Agreement ratification votes shall be conducted by secret ballot.
- Section 2** Any vote on any other matter can be conducted by secret ballot by motion of the members.

ARTICLE 11 – AMENDMENTS TO THE CONSTITUTION

- Section 1** This Constitution shall not be amended, added to, or suspended except upon a two-thirds vote of those present at a regular or special membership meeting, following seven days' notice at a previous meeting or at least sixty days written notice.
- Section 2** No change in this Constitution shall be valid and take effect until approved by the National President of CUPE. The validity shall date from the letter of approval of the National President.
- Section 3** This Constitution and By-Laws shall not conflict with the CUPE National Constitution.

BY-LAWS

ARTICLE 1 – COMMITTEES AND DELEGATES

- Section 1** **The Negotiation Committee shall include:**
1. The President, Secretary, 2nd Vice President, and four (4) members, and one (1) alternate elected at the Annual General Meeting. Only those members in good standing shall be entitled to be nominated. The CUPE National Representative assigned to the Local shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.
 2. In the absence of an elected member, the alternate shall become a full member of the committee and inherit all duties there-in. The alternate would be required to attend meetings of the Local negotiating committee but would not be present when meeting with the employer.
 3. In the absence of the President, the 1st Vice-President would, if not elected to the Negotiating Committee, automatically become a member of the committee. (Article B.7.1)
 4. The elected members of the negotiation committee who begin negotiating a contract shall continue to the ratification of that contract.

Section 2 **Standing Committees**

The Chairperson of each standing committee shall be elected annually by the members at a membership meeting and be a member in good standing.

Following the election of Chairperson of each standing committee, the Chairperson and the Executive may, with the concurrence of the membership, jointly appoint other members to serve on a committee. The President shall be a member, ex-officio, of each committee. The Union Wellness Program Committee shall be considered a standing committee but shall be governed solely by the terms set out in Section 2 below.

ARTICLE 1 – COMMITTEES AND DELEGATES – cont.

Section 2 Standing Committees – cont.

There shall be twelve (12) standing committees as follows:

1. **Grievance Committee**

It is the function of this committee to:

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

This committee will be composed of the President, Vice-President, and 2nd Vice President. Where an issue applies to a particular area or group of members, the Shop Steward for that area may be engaged as part of the committee.

2. **Education Committee**

It is the function of this committee to:

- a. Arrange for representation of the Local at any appropriate and available educational seminar or conference and submit recommendations accordingly to the Executive Committee;
- b. Encourage delegates to present reports to the membership on seminars and conferences and maintain a reference file of participants;
- c. When necessary sponsor and promote educational activities for the membership.

Committee members shall be reimbursed for expenses properly incurred and previously approved by the Executive Committee and the membership.

3. **Pro-D Committee**

It is the function of this committee to:

- a. Arrange for representation of the Local at any appropriate and available Pro-D workshops, speakers, seminars or conferences and submit recommendations accordingly to the Executive Committee;
- b. When necessary, sponsor and promote Pro-D activities for the membership.

Committee members shall be reimbursed for expenses properly incurred and previously approved by the Executive Committee and the membership.

4. **Health & Welfare Committee**

It is the function of this committee to:

- a. Extend the Local's best wishes to members who are ill or incapacitated.
- b. Extend the Local's congratulations to a member upon the birth or adoption of a child.
- c. Extend the Local's condolences in the event of a death of a member or one of their immediate family and make any other appropriate gesture in accordance with custom or the wishes of the family concerned.

Committee members shall be reimbursed for expenses properly incurred and previously approved by the Executive Committee and the membership.

ARTICLE 1 – COMMITTEES AND DELEGATES – cont.

Section 2 Standing Committees – cont.

5. Social Committee

It is the function of this committee to:

- a. Arrange and conduct all social and recreational activities of the Local either on the committee's own initiative or as a result of decisions taken at membership meetings.
- b. Submit reports and proposals to the Executive Committee and to the membership as required.
- c. Submit financial reports for social functions to the Executive Committee no later than one month after the event.

Committee members shall be reimbursed for expenses properly incurred and previously approved by the Executive Committee and the membership.

6. Communications Committee

It is the function of this committee to:

- a. prepare and distribute news releases to the membership via newsletters on a minimum basis of four (4) issues per school year to keep members informed of social events, educational seminars, information from CUPE BC, CUPE National and the Local
- b. Inform the membership of any news releases and information pertaining to the membership via CUPE 716's social media accounts.
- c. Ensure that each issue of the newsletter contains the following disclaimer, *"Views of this newsletter are not necessarily the views of the Executive Committee"*.
- d. Attend all membership meetings.

Committee members shall be reimbursed for expenses properly incurred and previously approved by the Executive Committee and the membership.

7. Political Action Committee

It is the function of this committee to:

- a. Be proactive in examining and reporting on actions of the School Board and governments which affect this Local,
- b. Submit reports to the Executive Committee and to the membership as required.
- c. Attend public meetings of the Board of School Trustees

Committee members shall be reimbursed for expenses properly incurred and previously approved by the Executive Committee and the membership.

8. Young Worker's Committee

It is the function of this committee to:

- a. Engage in activities and initiatives with the goal of inspiring young workers to become active in their union, and in their communities.
- b. Engage more young workers in our union, and how young workers on the Committee can build their own capacity and grow as activists:
- c. Submit reports to the Executive Committee and to the membership as required.

Committee members shall be reimbursed for expenses properly incurred and previously approved by the Executive Committee and the membership.

ARTICLE 1 – COMMITTEES AND DELEGATES – cont.

Section 2 Standing Committees – cont.

9. **Women’s and Gender Rights Committee**

It is the function of this committee to:

- a. Eliminate barriers faced by cis and trans women in our union.
- b. Advocate on increased participation of women through succession planning, and the creation of safe spaces where women can develop the skills and experience required to lead.
- c. Engage in community-based advocacy to support events and actions to both celebrate and remember women.
- d. Submit reports to the Executive Committee and to the membership as required.

Committee members shall be reimbursed for expenses properly incurred and previously approved by the Executive Committee and the membership.

10. **2SLGBTQ1A+ Committee**

It is the function of this committee to:

- a. Promote safe workplaces by offering solutions to fight homophobia, transphobia, and other forms of discrimination against 2SLGBTQ1A+ workers everywhere.
- b. Help develop awareness-raising courses and materials, connects with 2SLGBTQ1A+ union members through participation in Annual Pride and other human rights events.
- c. Submit reports and proposals to the Executive Committee and to the membership as required.

Committee members shall be reimbursed for expenses properly incurred and previously approved by the Executive Committee and the membership.

11. **Persons With Disabilities Committee**

It is the function of this committee to:

- a. Raise awareness about disability issues for members with disabilities.
- b. Submit reports and proposals to the Executive Committee and to the membership as required.

Committee members shall be reimbursed for expenses properly incurred and previously approved by the Executive Committee and the membership.

12. **Racialized Workers Committee**

It is the function of this committee to:

- a. Build membership capacity to stand up for racial justice in our workplaces and communities.
- b. Ensure racialized members are not subjected to racism and discrimination.
- c. Aim to build strong relationships with community organizations and allies through participation in cultural events, and days of action.
- d. Submit reports and proposals to the Executive Committee and to the membership as required.

Committee members shall be reimbursed for expenses properly incurred and previously approved by the Executive Committee and the membership.

ARTICLE 1 – COMMITTEES AND DELEGATES – cont.

Section 3 Other Committees

The President and Executive committee will appoint the chairperson to the following committees:

1. **Union Wellness Program Committee (UWPC)**

It is the function of this committee to:

- a. Arrange for representation of the Local at any appropriate and available Wellness seminars or conferences and submit recommendations accordingly to the Executive Committee.
- b. When necessary, sponsor and promote educational activities for the membership.
- c. General members wishing to attend Union Wellness courses shall apply to the UWPC committee directly for consideration. Selection of such attendees shall be at the sole discretion of the UWPC committee.

Committee members shall be reimbursed for expenses properly incurred and previously approved by the Executive Committee and the membership.

2. **Health and Safety Committee**

It is the function of this committee to:

- a. Inform members of correct workplace safety practices and procedures.
- b. Inform members of the proper manner in which to complete accident reports and other injury reports.
- c. Inform members of their rights under related Health & Safety legislation.
- d. Investigate workplace accidents and incidents and when necessary, submit a report to the Executive Committee
- e. Represent the Union at Joint Health & Safety Committee meetings.
- f. Make a report to the Executive Committee and the membership following each Joint Health & Safety Committee meeting.
- g. In cooperation with the Union's Education Committee, arrange for Local sponsored health & safety seminars.

Committee members shall be reimbursed for expenses properly incurred and previously approved by the Executive Committee and the membership.

3. **Job Evaluation Committee**

It is the function of this committee to:

- a. Rate new and existing positions as per the Collective Agreement, Appendix C
- b. Sit on the District Job Evaluation Committee and attend all meetings.

Committee members shall be reimbursed for expenses properly incurred and previously approved by the Executive Committee and the membership.

Section 4 Special Committees

An ad hoc committee may be established for a specified purpose and a specified period of time by the membership at a meeting. The members shall be elected at a membership meeting, or may, by specific authorization of the membership, be appointed by the President and/or the Executive Board and may appoint two (2) members of the Board to sit on any special committee as ex-officio members.

ARTICLE 1 – COMMITTEES AND DELEGATES – cont.

Section 5 **Delegates to Conventions/Metro Council/Educational Seminars/Others**

When two or more nominees for the positions of delegates are to be elected by ballot, each member voting shall be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled. (Article B.7.1).

Section 6 **Delegates to Conventions/Metro Council/Educational Seminars/Others – cont. Conventions**

Except for the President, all delegates to convention shall be chosen by election at membership meetings. In order to qualify for nomination, members must be in good standing. However, if time of the essence, then the Executive Board may appoint delegates from amongst the Executive Board.

Metro District Council Meetings

The Executive Committee shall appoint one delegate as the official reporter whom shall be required to report at each Executive Committee and General Meeting of the Local on proceedings at recent meetings of the Council. Delegates to the Metro Council shall be members in good standing.

Education Seminars

Representation at educational institutes and seminars shall be on the approval of the membership. However, if time is of the essence, then the Executive Committee may appoint representatives.

ARTICLE 2 – DISBURSEMENTS AND OUT OF POCKET EXPENSES

Section 1 The Treasurer will issue cheques monthly covering expenses under Section 2. (Article B.7.1).

Section 2 Expenditures of the Union shall be for the purposes of the Union only and in all cases shall be made by cheque, signed by the Treasurer and countersigned by the President and/or Vice-President(s) so empowered to act ONLY in the absence or illness of the President or Treasurer. Any non-specified expenses must be approved by the Executive Committee. (Article B.7.1).

Section 3 Any member absent from work on authorized Union business shall be fully compensated by the Union for loss of wages and for any specified expenses properly incurred. Any non-specific expenses will be approved by the Executive. (Article B.7.1).

Section 4 **Conventions, Conferences and Seminar Expenses**

1. When attending conventions and seminars, as per CUPE BC Expense Policy, shall be paid for incidental expenses.
2. If a hotel room is required, the Treasurer of the Local will, if possible, determine the hotel rate beforehand and submit a cheque. Hotel receipt is required if the Treasurer is unable to make prior arrangements. No delegate shall be required to share accommodations.
3. Delegates will be reimbursed for ticket cost for the Convention Social evening if attended.
4. Vehicle allowance will be paid at the rate concurrent with CUPE BC Expense Policy.

ARTICLE 2 – DISBURSEMENTS AND OUT OF POCKET EXPENSES – cont.

Section 4 Conventions, Conferences and Seminar Expenses – cont.

5. Public transportation costs, if used, will be paid.
6. Travel arrangements should be by the most economical means available.
7. Delegates shall be fully compensated by the Union for loss of wages while attending conventions, conferences and seminars.

Section 5 Negotiations, Negotiation Meetings with School District #38 (Richmond)

1. \$25.00 per meeting shall be paid during non-working hours.
2. Vehicle allowance will be paid at the rate concurrent with CUPE BC Expense Policy.
3. Delegates shall be fully compensated by the Union for loss of wages.
4. Travel arrangement should be by the most economical means available.

Section 6 Joint CUPE/Board Committees, Wage Conferences, School Board Coordinating Committee (SBCC) Meetings, Metro District Council Meetings, all Standing Committee, and other Committees stated the list of Committees and duly constituted ad hoc committee meetings.

1. \$25.00 per meeting shall be paid during non-working hours providing the majority of the meeting occurs during non-working hours.
2. Vehicle allowance will be paid at the rate concurrent with CUPE BC Expense Policy mileage/kilometer allowance.
3. Delegates shall be fully compensated by the Union for loss of wages.
4. Travel arrangements should be by the most economical means available.

Section 7 Schools

When attending CUPE, Canadian Labour of Congress or BC Federation of Labour sponsored schools, expenses shall be paid at the rate concurrent with CUPE BC Expense Policy. Such expenses incurred shall be reimbursed by the Paid Educational Leave Trust Fund (PELT) or the Supplementary Education Fund (SELT).

Section 8 Executive Committee Monthly Stipend (excluding mileage)

The Treasurer shall deduct all pertinent taxes as per Canada Revenue Agency and issue an Annual T4 to Executive Committee members.

- \$500 Vice-President(s)
- \$500 Treasurer
- \$250 Recording Secretary
- \$200 Shop Stewards
- \$100 Sergeant-At-Arms

Section 9 Other Expenses

The Union shall reimburse fifty (50%) percent of the cost of cell phone service, up to a maximum cost of fifty (\$50) dollars per month plus long-distance calls directly related to Union Business and/or internet service, up to a cost of fifty (\$50) dollars per month for any Executive Committee member who does not use a cell phone owned by the Local.

ARTICLE 2 – DISBURSEMENTS AND OUT OF POCKET EXPENSES – cont.

Section 9 Other Expenses – cont.

The Union shall reimburse a minimum of fifty (50%) percent of the cost of cell phone service and/or internet service for any general member who is required to use their personal cell phone for Union business as deemed necessary by the Executive Committee in advance of such use.

ARTICLE 3 – BENEFITS

Any member in good standing shall be eligible for any benefits under this article. The benefits will be administered by the Executive Committee.

Section 1 Scholarships

Four (4) scholarships are awarded annually at \$1,000.00 each to be taken from General Funds. Application must be submitted on an official form by April 30th of the grade twelve graduating year and one of the applicants or guardians must be a member of the Union. The selection will be made by the Union Trustees.

Scholarships are awarded as follows:

1. Two (2) scholarships to students proceeding to a post-secondary institution to pursue an academic course of studies. One of these academic Scholarships shall be known as the Reynold Sokolik Memorial Scholarship.
2. Two (2) scholarships to students proceeding to a post-secondary institution to pursue a vocational or technical course of studies. One of these vocational scholarships shall be known as the CUPE 716 Wally Wenn Memorial Scholarship.

Scholarships will be paid when proof of registration and tuition receipt from a post-secondary institution is forwarded to the Treasurer within three (3) years of graduating.

Section 2 Retiring Members

A gift or cheque will be presented to a retiring member at the Annual Retirement Dinner Dance or Annual General Meeting. This cheque will be a base value of fifty (\$50) dollars, plus fifteen (\$15) dollars times years of service to a maximum of five (\$500) hundred dollars and is subject to a T4 slip at the end of the year. If the retired member chooses to forego the cheque, they may choose a gift of equal value from a gift catalogue. The retired member will also receive two complimentary tickets to the Annual Retirement Banquet.

Section 3 Bereavement Benefit

Five (\$500) hundred dollars will be paid to a member, spouse or dependent upon the death of a member, spouse, children nineteen and under, or those children who are solely dependent upon their parent(s)/guardian(s) due to disabilities. This benefit to be taken from the General Funds.

ARTICLE 4 – FEES, DUES, AND ASSESSMENTS

Section 1 Fees, Dues, and Assessments

Initiation Fee

Payment of initiation fees is a tangible confirmation of the desire to become a member of your Local Union and the Canadian Union of Public Employees. Each application for membership in the Local Union will be directed to the Secretary-Treasurer and will be accompanied by an initiation fee of ten (\$10.00) dollars which shall be in addition to monthly dues. The Treasurer shall issue a receipt. If the application is rejected, the fee shall be returned. (Articles B.4.1 and B.8.2)

ARTICLE 4 – FEES, DUES, AND ASSESSMENTS – cont.

Section 1 Fees, Dues, and Assessments – cont.

Monthly Dues

The monthly dues shall be two (2%) of regular wages. (Article B.4.3)

Amending Monthly Dues

The regular monthly dues may be amended at a regular or special membership meeting or by referendum. The vote must be by secret ballot. Notice of at least seven (7) days at a previous meeting or sixty (60) days in writing must be given. (Article B.4.3)

Assessments

Assessments may be levied in accordance with the CUPE Constitution. Assessments do not mean or include regular monthly dues and are applied for a specific purpose or specific length of time. Membership approval is required, and the assessment will only be applied after the National President approves the assessment. (Article B.4.2) A member who fails to pay dues and assessments for three months is automatically suspended from membership. The suspension will be reported to the Executive Board by the Secretary-Treasurer. The Executive Board will report all suspensions to the next membership meeting. The member may return to membership in good standing by paying a readmission fee and any other penalty set by the Local Union. The readmission fee cannot be less than the initiation fee of the Local Union. A member who has been unemployed or unable to work because of sickness shall pay the readmission fee but may not be required to pay arrears.

ARTICLE 5 – RULES OF ORDER

Section 1 All meetings of the Local shall be conducted in accordance with the basic principles of Canadian parliamentary procedure. In all matters not regulated by these rules of order, Bourinot's Rules of Order shall govern.

The President or, in their absence, a Vice-President, shall take the chair at all membership meetings.

1. No member, except the Chair of a Committee making a report or the mover of a resolution, shall speak more than five minutes, or more than once on the same question without the consent of the meeting or until all who wish to speak have had an opportunity. Chairpersons and movers of a resolution shall be limited to fifteen minutes, except with the consent of the meeting.
2. The President shall state every question coming before the Local, and before allowing debate thereon, and again immediately before putting it to a vote, shall ask: "is the Local ready for the question?"
3. A motion to be entertained by the presiding officer must be moved and seconded; both mover and seconder must be recognized by the chair.
4. A motion to amend, or to amend an amendment, shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment, or amendment to an amendment, which is a direct negative of the resolution shall be in order.
5. On motion, the regular order of business may be suspended, by a two-thirds vote of those present, to deal with any urgent business.

ARTICLE 5 – RULES OF ORDER – cont.

Section 1 – cont.

6. All resolutions and motions other than those named in Rule 17 or those to accept or adopt the report of a committee, shall, if requested by the presiding officer, be presented in writing before being put to the Local.
7. At the request of any member, and upon a majority vote of those present, a question may be divided when the sense will admit of it.
8. Any member having made a motion can withdraw it with the consent of the seconder, except that any motion, once debated cannot be withdrawn except by a majority vote of those present.
9. When a member wishes to speak on a question or to make a motion, they shall rise in their place and respectfully address the presiding officer, but, except to state that they rises to a point of order or on a question of privilege, they shall not proceed further until recognized by the chair,
10. When two or more members rise to speak at the same time, the presiding officer shall decide which one is entitled to the floor.
11. Every member, while speaking, shall adhere to the question under debate and avoid all personal, indecorous, or offensive language, as well as any poor reflection on the Local or member thereof.
12. If a member, while speaking is called to order, they shall cease speaking until the point is determined; if it is decided they are in order, they may again proceed.
13. No religious discussion shall be permitted.
14. The President shall take no part in debate while presiding but may yield the chair in order to speak on any question before the Local, or to introduce a new question.
15. The presiding officer shall have the same rights as other members to vote on any question. In case of a tie, they may in addition give a casting vote, or, if they choose, refrain from breaking a tie, in which case the motion is lost.
16. When a motion is before the Local, no other motion shall be in order except to:
 - a. adjourn,
 - b. to put the previous question,
 - c. to lay on the table,
 - d. to postpone for a definite time,
 - e. to refer,
 - f. to divide or amend, which motions shall have precedence in the order named.
 - g. The first three of these shall be decided without debate.
17. A motion for the previous question, when regularly moved and seconded shall be put in this form: "Shall the main question be now put?" If it is adopted, the President shall proceed to take the vote on the resolution and amendments thereto (if any) according to their priority. If an amendment or an amendment to an amendment is adopted, the original resolution, as amended, shall be put to the Local.
18. A motion to adjourn is in order except
 - a. when a member has the floor, and
 - b. when members are voting.
19. A motion to adjourn, having been put and lost, shall not be in order again, if there is further business before the Local, until fifteen minutes has elapsed.
20. After the presiding officer declares the vote on a question, and before the Local proceeds to another order of business, any member may ask for a division. A standing vote shall then be taken, and the Recording Secretary shall count same.

ARTICLE 5 – RULES OF ORDER – cont.

Section 1 – cont.

21. If any member wishes to challenge (appeal) a decision of the chair they must do so at the time the decision is made. If the challenge is seconded, the member shall be asked to briefly state the basis for their challenge. The chair may then briefly state the basis for their decision, following which the chair shall immediately and without debate put the question: "Shall the decision of the chair be sustained?" A majority vote shall decide except that in the event of a tie the chair is sustained.
22. After a question has been decided, any two members who have voted in the majority may, at the same or next meeting, move reconsideration thereof.
23. No member shall enter or leave a meeting during the reading of the minutes, the initiation of new members, the installation of officers, or the taking of a vote; and no member shall be allowed to leave without the permission of the Sergeant at Arms.
24. The Local's business, and proceedings of meetings, are not to be divulged to any persons outside the Local or the Canadian Union of Public Employees. (Article A.1 to 21/B.7.1)

Appendix A

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 behavior for participants at national convention, conferences, schools, meetings, and any other union events organized by CUPE National, Local 716, 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 behavior 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:

1. Abide by the provisions of the Equality Statement.
2. Respect the views of others, even when we disagree.
3. Recognize and value individual differences.
4. Communicate openly.
5. Support and encourage each other.
6. Make sure that we do not harass or discriminate against each other.
7. Commit to not engaging in offensive comment or conduct.
8. Make sure that we do not act in ways that are aggressive, bullying, or intimidating.
9. Take responsibility for not engaging in inappropriate behavior due to use of alcohol or other drugs while participating in union activities, including social events. Harassment is objectionable behavior 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 behavior 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:

If possible, a member may attempt to deal directly with the person alleged to have engaged in behavior contrary to the Code by asking them to stop such behavior. If that is not possible, or if it does not resolve the problem, a member may bring forward a complaint.

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.

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.

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.

If the person in charge is a party to the complaint, an alternate will be designated to assume the role.

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.

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.