

Bylaws
Of the Canadian Union of Employees
Local Number 1136

A Canadian Labour Congress Affiliate
Local Meets Every 1st Thursday of Every Month

Table of Contents

Preamble	4
SECTION 1 NAME	4
SECTION 2 OBJECTIVES	4
SECTION 3 INTERPRETATION & DEFINITIONS	5
SECTION 4 AFFILIATIONS.....	5
SECTION 5 MEMBERSHIP MEETINGS.....	5
SECTION 6 OFFICERS	6
SECTION 7 EXECUTIVE BOARD	6
SECTION 8 DUTIES OF OFFICERS	7
The President shall:.....	7
The Vice President shall:	7
The Recording Secretary shall:.....	7
The Secretary Treasurer shall:	8
The Trustees shall:	8
The Sergeant-at-Arms shall:.....	9
The Chief Shop Steward shall:.....	9
The Shop Steward shall:.....	9
SECTION 9 NOMINATION, ELECTIONS AND INSTALLATION OF OFFICERS	10
SECTION 10 FEES, DUES AND ASSESSMENTS.....	10
SECTION 11 NON-PAYMENT OF DUES AND ASSESSMENTS.....	11
SECTION 12 VOTING OF FUNDS	11
SECTION 13 ELECTIONS.....	11
SECTION 14 DELEGATES TO CONVENTIONS, CONFERENCES & EDUCATIONAL SCHOOLS.....	12
SECTION 15 COMMITTEES	13
Special Committees.....	13
Negotiating Committee.....	13
Labour Management Committee	Error! Bookmark not defined.
Standing Committees.....	14
SECTION 16 COMPLAINTS AND TRIALS	14
SECTION 17 AMENDMENT	14
SECTION 18 PRINTING AND DISTRIBUTION OF BYLAWS.....	15
APPENDIX "A" TO THE BY-LAWS OF CUPE LOCAL 1136.....	16
Rules of Order	16
Oath of Obligation.....	19

Oath of Office.....	20
Equality Statement.....	21
Appendix “B” to the By-Laws of CUPE Local 1136.....	22
General Provisions	22
In Town Meetings	22
Out of Town Meetings	22
Other Expenses	23
Out of Pocket	23
Donations.....	24
Memorial Donations	24
Donations for Other Causes.....	24
Post Secondary Education.....	Error! Bookmark not defined.

Preamble

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

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

SECTION 1 NAME

The name of the local shall be: CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL UNION 1136, SUMMERLAND CIVIC EMPLOYEES UNION.

SECTION 2 OBJECTIVES

The objectives of the Local are to:

- a) Secure and maintain adequate remuneration for work performed and generally advance the economic and social welfare of its members and of all workers;
- b) Support CUPE in reaching the goals set out in Article 2 of the CUPE Constitution;
- c) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism; and
- d) Encourage the settlement by negotiation and mediation of all disputes between the members and their employers.
- e) Establish strong working relationships with the public we serve and the communities in which we work and live.

SECTION 3 INTERPRETATION & DEFINITIONS

Masculine pronouns shall be understood to include the feminine gender.

Articles referred to at the end of sections or sub-sections refer to relevant articles of the CUPE Constitution which should be read in conjunction with these Bylaws

SECTION 4 AFFILIATIONS

In order to strengthen the labour movement and work toward common goals and objectives, Local 1136, shall be affiliated to and pay per capita tax to those organizations:

- C.U.P.E. BC
- The Okanagan Mainline District Council
- The BC Federation of Labour
- The South Okanagan Boundary Labour Council

SECTION 5 MEMBERSHIP MEETINGS

Regular membership meetings shall be held on every first Thursday of the month at 7:00 pm. The Executive Board shall give one week notice of any change in the date of the regular meeting. Meetings during July and August of each year may be suspended upon decision of the Executive Board.

Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than seven (7) members. The President shall immediately call a special meeting when so ordered or requested and shall see that all members receive at least twenty-four (24) hours notice of the special meeting and the subject(s) to be discussed. No business shall be transacted at the special meeting other than that for which the meeting has been called and notice given.

A quorum for the transaction of business at any regular or special meeting shall be six (6) members, including at least three (3) members of the Executive Board.

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

- a) Roll Call of Officers
- b) Reading of the Equality Statement
- c) Voting on new members and initiation
- d) Reading of minutes
- e) Matters arising
- f) Treasurer's report
- g) Communications and bills

- h) Executive Committee Report
- i) Reports of committees and delegates
- j) Nominations, elections, or installations
- k) Unfinished business
- l) New business
- m) Good of the Union
- n) adjournment

SECTION 6 OFFICERS

The officers of the Local shall consist of the President, Vice-President, Recording Secretary, Secretary-Treasurer and Sergeant-at-Arms.

SECTION 7 EXECUTIVE BOARD

The Executive Board of the Local shall consist of the President, Vice-President, Recording Secretary, Secretary-Treasurer and Sergeant-at-Arms.

The Executive Board shall meet at least once every month.

The majority of the Executive Board constitutes a quorum.

The Executive Officers shall hold title to any real estate of the Local as trustees for the Local. They shall have no right to sell, convey, or encumber any real estate without first giving notice and then submitting the proposition to a membership meeting and having it approved.

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

Ensure all charges against members or officers must be made in writing and be dealt with in accordance with the provisions of the CUPE Constitution.

Should any Executive Board member fail to answer the roll call for three consecutive regular membership meetings or four Executive Board meetings without having good reasons for those failures, his/her office shall be declared vacant and shall be filled at a bi-election at the following membership meeting.

SECTION 8 DUTIES OF OFFICERS

The President shall:

- a) Enforce the CUPE Constitution and these bylaws;
- b) Preside at all membership and Executive Board meetings and preserve order;
- c) Decide at all points of order and procedure (subject always to appeal to the membership);
- d) Have a vote on all matters (except appeals against his/her rulings) and in case of a tie vote in any matter, including elections, have the right to cast an additional vote to break the tie;
- e) Ensure that all officers perform their assigned duties;
- f) Fill committee vacancies where elections are not provided for;
- g) Introduce new members and conduct them through the initiation ceremony;
- h) Sign all cheques and ensure that the Local's funds are used only as authorized or directed by the Constitution, bylaws, or vote of the membership;
- i) Be allowed necessary funds to reimburse him/herself or any officers for expenses, supported by vouchers incurred on behalf of the Local;
- j) Have first preference as a delegate to the National and Regional Conventions and Conferences;
- k) Be a member of the Negotiating Committee

The Vice President shall:

- a) In the absence of the President preside and perform all duties pertaining to the office of President and to render such assistance as may be required; and in case of vacancy in the office of President to act as President until the Local elects a President to fill the vacancy.
- b) The Vice President shall be Chairman of the Executive Committee; He/she with the assistance of the Sergeant at Arms shall make sure everyone attending meetings sign the attendance register.
- c) The Vice President shall be Chief Shop Steward.
- d) Be a signing officer for the Local.

The Recording Secretary shall:

- a) Keep a full accurate and impartial account of the proceedings of all regular or special membership and Executive Board meetings, ensuring that these records include a copy of the full financial report presented by the Secretary Treasurer;
- b) Record and keep up to date a Book of Motions
- c) Record all alterations in the Bylaws;
- d) Answer correspondence and fulfill other secretarial duties as directed by the Executive Board;
- e) File a copy of all letters sent out and keep on file all communications;
- f) Prepare and distribute all circulars and notices to members;
- g) Have all records ready on reasonable notice for auditors and Trustees'

- h) Preside over membership and Executive Board meetings in the absence of both the President and Vice President;
- i) Be empowered with the approval of the membership, to employ necessary stenographic or other assistance to be paid for out of the Local's funds;
- j) On termination of office, surrender all books, seals and other properties of the Local to his/her successor;
- k) Provide the Secretary Treasurer, on a monthly basis with a record of attendance of Executive Board members, for both the General and Executive meetings;
- l) Be a signing officer for the Local;

The Secretary Treasurer shall:

- a) Receive all revenue, initiation fees, dues and assessments keeping a record of each member's payments, and deposit promptly all monies with a bank or credit union;
- b) Prepare all CUPE National per capita tax forms and remit payment not later than the 15th day of each month;
- c) Record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices;
- d) Make a financial report to the membership at each regular meeting;
- e) Be bonded in accordance with the requirements of the National Secretary-Treasurer;
- f) Pay no monies unless supported by a receipt or by an advance voucher (conditional to receipts being submitted to cover same within 30 days of expenditure) and duly signed by any two members of the Executive Board. No receipt shall be required for payment of per capita fees to any organization to which the Local is affiliated; no receipts shall be required for payment of mileage or per diem;
- g) Make all books available for inspection by the auditors and/or Trustees on reasonable notice, and have the books audited at least once per calendar year.
- h) Provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE;
- i) Be a signing officer of the Local.
- j) Be empowered, with the approval of the Membership, to employ necessary clerical assistance to be paid for out of the Local's funds;
- k) On termination of office, surrender all books, records, and other properties of the Local to his/her successor.

The Trustees shall:

- a) Act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary and the Standing Committees annually;
- b) Report their findings to the first membership meeting following the completion of each audit.

- c) Be responsible to ensure that monies are not paid out without proper constitutional or membership authorization;
- d) Ensure that proper financial reports are made to the membership;
- e) Audit the records of attendance;
- f) Inspect at least once a year any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local, and report their findings to the membership;
- g) Use audit forms supplied by the National Office and send a copy of each audit to the National Secretary Treasurer in accordance with the provisions of the CUPE Constitution; Make a written report of their findings to the first membership meeting following the completion of each audit;
- h) 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;
- i) Send a copy of the completed audit report (on the prescribed form provided by the National Secretary-Treasurer), as well as a copy of their recommendations and/or to the President and Secretary-Treasurer of the Canadian Union of Public Employees, with a copy to the assigned National Servicing Representative.

The Sergeant-at-Arms shall:

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

The Chief Shop Steward shall:

- a) Police the collective agreement and report any violations of same to the President;
- b) Investigate and process all grievances at Step 1 of the grievance procedure;
- c) Be a member of the grievance committee.
- d) Maintain the grievance files and report the status of all grievances to the Executive.
- e) Carry out other duties as designated by the Executive Board.
- f) Upon termination of office, surrender all grievance files and other property of the Local to his successor or the President.

The Shop Steward shall:

- a) Police the Collective Agreement and report any violations to the President and Chief Shop Steward.
- b) Investigate all grievances at Step 1 of the grievance procedure; and

- c) Become members of the Grievance Committee when grievances they processed at Step 1 proceed further in the Grievance Procedure.
- d) Introduce new members and familiarize them with the Collective Agreement.

SECTION 9 NOMINATION, ELECTIONS AND INSTALLATION OF OFFICERS

- a) Nominations will be received at the regular membership meetings held in the month of November and December.
- b) All members eligible for nomination shall be members in good standing.
- c) No nominations shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting his/her consent in writing, duly witnessed by another member.
- d) No member shall be eligible for nomination if he/she is in arrears with dues and/or assessments.
- e) All duly elected officers shall be installed at the meeting at which elections are held and shall continue in office for two years or until a successor has been elected and installed, provided, however no term of office shall be longer than three years.
- f) The terms of office for Trustees shall be as laid down in the CUPE Constitution. Should an office fall vacant pursuant to these Bylaws or for any other reason, the resulting by-election should be conducted as closely as possible in conformity with this Section. During the interim period, the Executive Board shall have the authority to fill such vacancy by appointment until the next regular membership meeting.

SECTION 10 FEES, DUES AND ASSESSMENTS

- a) Re-admittance fee shall be five (5) dollars.
- b) Unless otherwise stated in these Bylaws, out of pocket expense allowance and per diems shall be paid in accordance with Appendix "B" of these Bylaws.
- c) The monthly dues shall be 2% of each member's gross regular wages.
- d) Changes in the levels of the monthly dues can be effected only by following the procedure for amendment of these Bylaws with the additional provision that the vote must be by secret ballot
- e) Special assessments may be levied in accordance with the CUPE Constitution.

SECTION 11 NON-PAYMENT OF DUES AND ASSESSMENTS

- a) Any member in arrears for a period of three months or more shall be automatically suspended and his suspension shall be reported to the Executive Board by the Secretary-Treasurer. The Executive Board shall report to the next membership meeting with a recommendation. Any member under suspension wishing to be reinstated shall, upon application, pay any dues and assessments in arrears. This money shall be returned if the application is rejected.

SECTION 12 VOTING OF FUNDS

Except for ordinary expenses and bills, all amounts exceeding five hundred dollars (\$500.00) must be approved by the members at a monthly general meeting or Special Meeting called for that purpose.

SECTION 13 ELECTIONS

- a) At the December membership meeting, the President shall, subject to the approval of the members present, appoint an Elections Committee consisting of a Returning Officer and assistant(s). The Committee shall include members of the Local who are neither officers nor candidates for office. It shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.
- b) The executive Board shall determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer.
- c) The Returning Officer shall be responsible for issuing, collecting, and counting ballots. He/she must be fair and impartial and see that all arrangements are unquestionably democratic.
- d) The voting shall take place at the regular membership meeting in January. The vote shall be by secret ballot.
- e) If a member is unable to attend a meeting and cast their vote due to his/her work schedule within the negotiating unit, absentee ballot or signed letter will be permitted.
- f) Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
- g) The candidate(s) in all cases who receive(s) a majority of unspoiled ballots shall be declared elected. In case of a tie vote, the presiding officer may cast the deciding vote.
- h) When two or more nominees are to be elected to any position by ballot, each member voting shall be required to vote for the full number of candidates to be elected or the members ballot will be declared spoiled.
- i) Any member attending the elections may request and receive from the returning officer, in confidence, the number of votes cast for each candidate. A recount of the votes for any election shall be conducted if the request is supported by vote,

by at least the number of members equal to the quorum for a membership meeting as laid down in Section 4

- j) Two delegates to the Okanagan Mainline District Council shall be elected at the bi-annual general elections.
- k) Two delegates to the South Okanagan Boundary Labour Council shall be elected at the bi-annual general elections.

SECTION 14 DELEGATES TO CONVENTIONS, CONFERENCES & EDUCATIONAL SCHOOLS

- a) Except for the President's option (see Duties of Officers), all delegates to conventions shall be chosen by election at membership meetings.
- b) All delegates elected to conventions shall be reimbursed for their expenses according to Appendix "B" of these Bylaws. Expense reimbursement shall be paid upon submission of an Expense Voucher to the Secretary-Treasurer and the delegate will be responsible to ensure that the appropriate receipts are obtained and submitted.
- c) All delegates shall be compensated for any loss of salary while off on union business, according to Appendix "B" of these Bylaws.
- d) Representation at educational schools and seminars shall be subject to final approval by the membership. Other seminars and conferences shall be on the recommendation of the Executive Board subject to final approval by the membership. Expenses shall be paid the same as that for delegates to conventions.

SECTION 15 COMMITTEES

General Committee Rules

- a) All Committees must have a minimum of 3 members
- b) Quorum for all Committees will be 55% of the number of members on each committee rounded up to the nearest whole number.
- c) Two members of the Executive Board may sit on any Committee as ex-officio members as determined by the President or Executive Board
- d) A Chairperson for each committee shall be elected by the committees themselves by secret ballot. A secret ballot will also be used to determine with members of the committee will meet with management, should the need arise.
- e) To encourage member participation in the union any member willing to let their name stand for a committee position will become a member of that committee via acclamation, with the exception of the Labour Management Committee.

Labour Management Committee

- a) The Labour Management Committee shall consist of the Executive Board.
- b) The Labour Management Committee shall attend Labour Management meetings, discussing matters of mutual concern pertaining to performance of work, operational problems, rates of pay, job descriptions, hours of work and other working conditions arising during the term of the Collective Agreement, and if possible, settle same.
- c) The Labour Management Committee shall report to the general membership of problems discussed and the outcome of these meetings.

Special Committees

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

Negotiating Committee

The Local Union Negotiating Committee shall be elected by the members at the regular January General Membership Meeting and the President will automatically be a member of the Committee. The Committee shall consist of three members (including the President). In addition, the CUPE National Representative assigned to the local shall be a non-voting member of the Committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership. In cases where

a member of the Negotiating Committee cannot attend a session, the alternate may attend as deemed appropriate and necessary by the Negotiating Committee.

- a) The Negotiation Committee will report its progress in negotiations to the members of the Local, when deemed appropriate by the Committee.
- b) Any Memorandum of Agreement reached with the employer will be submitted to the membership for their acceptance or rejection. It shall be voted on by secret ballot and adopted by a simple majority of the membership, in attendance at a meeting which the proposals are being considered.
- c) The Negotiating Committee recommendation shall be relayed to the membership, on the same day the vote is to be taken.
- d) All Collective Agreements upon ratification shall be executed by the Local and signed by the CUPE Staff representative, and the Negotiating Committee.

Standing Committees

- a) Standing Committees shall be the following:
 - 1. Negotiating / Labour Management
 - 2. Grievance
 - 3. Safety
 - 4. Bursary
 - 5. Social (recreational)
 - 6. Education Committee
 - 7. Public Services Protection Committee
 - 8. Wellness

SECTION 16 COMPLAINTS AND TRIALS

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

SECTION 17 AMENDMENT

These Bylaws are always subordinate to the CUPE Constitution (including Appendix "B") as it now exists or may be amended from time to time. In the event of any conflict between these Bylaws and the CUPE Constitution, the latter shall govern. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.

These Bylaws shall not be amended, added to, or suspended except upon a 50% +1 majority vote of those present and voting at a special membership meeting following written notice given at a previous regular membership meeting

SECTION 18 PRINTING AND DISTRIBUTION OF BYLAWS

Members will receive a copy of Local 1136 bylaws, in paper format available through their Shop Steward. Members requesting a copy of these bylaws will be provided a copy in either French or English as requested. Members with special needs may request a copy of the bylaws in larger font.

APPENDIX “A” TO THE BY-LAWS OF CUPE LOCAL 1136

Rules of Order

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

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

22. After the Chairperson declares the vote results on a question, and before the Local Union proceeds to another order of business, any member can ask for a division. A standing vote on the division will be taken and the Recording Secretary will count the standing vote.
23. If a member wishes to appeal a decision of the Chairperson, the member must appeal at the time the decision is made. If the appeal is seconded, the member will be asked to state briefly the basis for the appeal. The Chairperson will then state briefly the reasons for the decision. Following immediately and without debate, the Chairperson will ask, "Will the decision of the chair be upheld?" A majority vote shall decide. In the event of a tie vote, the decision of the chair is upheld.
24. After a question has been decided, any two members who have voted with the majority can move reconsideration, provided that a motion for reconsideration is made at either the meeting where the decision proposed for reconsideration was made, or at the very next meeting.
25. Members are allowed to leave a meeting with the permission of the Vice-President; however in no case will a member leave during the reading of minutes, the initiation of new members, the installation of Officers, or the taking of a vote.

The Local Union's business and the proceedings of meetings are not to be divulged to any persons outside the Local Union, or outside the Canadian Union of Public Employees.

Oath of Obligation

Applicants who have been accepted into the Union shall be required to take the following Obligation:

“I _____, solemnly promise and declare that I will support and obey the Constitution of this Union; that I will strive to improve economic and social conditions for my fellow members and for working people generally; that I will defend and strive to extend the democratic rights and liberties of all working people; that I will not purposely or knowingly wrong, or assist others in wronging a member of the Union.”

Oath of Office

Executives who have been accepted into the Union shall be required to take the following Obligation:

“I, _____, do most sincerely promise that I will truly and faithfully, to the best of my ability, perform the duties of my office for the ensuing term, as prescribed in the Constitution and laws of the Canadian Union of Public Employees, and as an Officer of this Local Union will at all times endeavour, both by counsel and example, to promote the harmony and preserve the dignity of its sessions.

I further promise that at the close of my official term, I will promptly deliver all monies, books, papers, or other property of this Local Union in my possession to my elected successor.”

Equality Statement

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

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

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

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

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

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

Appendix “B” to the By-Laws of CUPE Local 1136

General Provisions

1. Kilometerage and Per Diem rates shall be paid as per the CUPE BC Expense Policy (no receipts required).
2. Advances for all meetings will be given by estimating all expenses and are conditional to receipts being submitted with refunds or reimbursement claims made within thirty (30) days of the expense.
3. Lost regular wages for members on union business shall be recoverable to the employer only.

In Town Meetings

Note: These include meetings of all Committees. All meetings held in Summerland are considered in town meetings.

1. All meetings with duration of less than four hours, shall be paid 1/6 of the daily per diem, per hour up to 4 hours, but not to exceed ½ day per diem.
2. All meetings with duration of 4 hours or more, full daily Per Diem shall be paid.
3. For regular General Membership meetings no expenses will be paid.
4. Loss of regular wages as a result of in town meetings shall only be paid subject to authorization by the President or Executive Board.
5. During collective negotiating the committee members shall be paid a half day per diem up to a four hour period and a full day per diem after a four hour period.

Out of Town Meetings

Note: These include negotiations, conventions, conferences, seminars, workshops and other meetings authorized by the Local.

1. If the delegate is required to travel the day before and/or after the meeting, ½ (one half) of the daily Per Diem shall be paid for each day on which travel occurs.
2. Unless otherwise arranged or agreed to, loss of wages shall be paid by the Union.
3. Hotel rooms, if required, shall be paid at prevailing rates and shall include room, parking and taxes only (receipts required). Telephone calls will be paid up to a maximum of five dollars (\$5.00) per day up to a maximum of fifteen dollars (\$15.00) per convention/meeting.
4. Internet costs will be paid for by the Union at prevailing rates, for delegates, if deemed necessary for union business only. (receipts required)
5. Airfare will be paid where required at economy class (receipts required) with the approval of the Executive.
6. Ferry, taxi cab and/or other fares where necessary shall be paid (receipts required).

Other Expenses

1. Child care expenses will be paid for all meetings held outside of regular working hours (except General Membership meetings) as per the CUPE BC Policy. The delegate must provide the Secretary-Treasurer with completed Child Care Expense form prior to payment (family members as care givers are excluded) and substantiated by receipts.
2. In addition to the normal daily expenses for Contract Negotiations, 1/6 (one sixth) of the daily Per Diem per hour shall be paid for the duration of all meetings held outside of regular working hours.(Not to exceed the daily per diem)
3. All operating expenses for Standing Committees must be approved by the Executive Board.
4. Flowers, gift baskets, other gifts or donations in lieu of flowers should not exceed \$50.00.

Retirement Gift - \$100.00 / year to be payable by cheque with a card (includes part time / relief staff with a minimum of two (2) years worked.

Out of Pocket

In addition to the above expenses, the following expense allowance shall be provided to each member of the Executive Board including Shop Stewards on a monthly basis:

President	\$125.00
Vice President	\$125.00
Secretary Treasurer	\$125.00
Recording Secretary	\$125.00
Sergeant at Arms	\$75.00
Chief Shop Steward	\$50.00
Shop Stewards	\$50.00

Donations

Memorial Donations

Memorial Donations shall be made for all union members as follows:

1. In the event of the death of a member of the negotiating unit, a \$200.00 donation to the designated charity or for an expression of sympathy (e.g. flowers, meat tray).
2. In the event of the death of a relative of a member, a charitable donation of \$50.00 will be made to the designated charity – relative shall mean: mother, father, spouse, common-law spouse, father in law, mother in law, and child or step child of the member's family.
3. In the event of a death of a member's brother, sister, grandparent, brother in law, and sister in law, a sympathy card will be sent.
4. In the event of the death of a past union member a donation amount may be brought to the membership by way of a motion, to a charity of the family's choice. This amount shall not exceed \$100.00.

Donations for Other Causes

All donations outside of memorial contributions shall be approved, prior to spending, at a regular meeting of Local 1136 via a motion.

Post Secondary Education (amended March 7 2019)

1. The children or step children of CUPE Local 1136 members with permanent employment status at the District of Summerland, shall be entitled to a one time post secondary education bursary in the amount eligible at the time of application. Applicants will have two years from Grade 12 graduation to enroll full time into a recognized trade school, college or university of their choice.
2. In order to receive the post secondary education bursary, the Applicant must complete the post secondary education bursary application form. Completed form and essay must be submitted to CUPE Local 1136 Bursary Committee in the calendar year in which the applicant enters their first year of post secondary education.
3. CUPE Local 1136 Bursary Committee shall be authorized to remit payment to the person designated on the post secondary education bursary application form once the following criteria is fulfilled.
 - a. Applicant submits a copy of their tuition receipt with listing of courses to CUPE Local 1136 Bursary Committee; and
 - b. the school's final penalty-free (no refund) withdrawal date has passed; and
 - c. post secondary education bursary application requirements have been met.

4. An Applicant may request an exception to the requirement to start school within two years of Grade 12 graduation by submitting a written request to the CUPE Local 1136 general membership for consideration.