
Bylaws

Local **Union** 2177



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CUPE / *Canadian Union
of Public Employees*

Table of Contents

INTRODUCTION	3
SECTION 1 – NAME	3
SECTION 2 – OBJECTIVES	3
SECTION 3 – REFERENCES	4
SECTION 4 – MEMBERSHIP	4
SECTION 5 – AFFILIATIONS	5
SECTION 6 – MEMBERSHIP MEETINGS.....	6
SECTION 7 – OFFICERS.....	8
SECTION 8 – EXECUTIVE BOARD	8
SECTION 9 – DUTIES OF OFFICERS	8
SECTION 10 – NOMINATION, ELECTION AND INSTALLATION OF OFFICERS	15
SECTION 11 – FEES, DUES AND ASSESSMENTS	18
SECTION 12 – NON PAYMENT OF DUES AND ASSESSMENTS.....	19
SECTION 13 – EXPENDITURES	19
SECTION 14 – OUT-OF-POCKET EXPENSES	20
SECTION 15 – CHILD CARE, DEPENDENT CARE AND ELDER CARE	21
SECTION 16 – DELEGATES TO CONFERENCES, CONVENTIONS AND EDUCATIONALS.....	22
SECTION 17 – COMMITTEES	23
SECTION 18 – COMPLAINTS AND TRIALS.....	25
SECTION 19 – RULES OF ORDER.....	25
SECTION 20 – AMENDMENTS.....	25
SECTION 21 – PRINTING AND DISTRIBUTION OF BYLAWS.....	26
Appendix A CUPE NATIONAL EQUALITY STATEMENT	27
Appendix B CODE OF CONDUCT	28
Appendix C RULES OF ORDER.....	30

INTRODUCTION

Local 2177 of the Canadian Union of Public Employees has been formed to:

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

The following bylaws are adopted by Local **2177 in accordance with** the CUPE **National Constitution (Articles 13.3 and B.5.1)**, to **protect** the rights of all members, to provide for responsible **governance** of the Local **Union**, and to involve as many members **of the Local Union** as possible through the sharing of duties and responsibilities.

CUPE chartered organizations shall respect and apply the CUPE National Equality Statement to all of the chartered organizations' activities. The CUPE National Equality Statement can be found in Appendix A to these bylaws.

CUPE chartered organizations may also wish to adopt a Local Union Code of Conduct that would apply to membership meetings and other functions organized by the chartered organization. The Local Union Code of Conduct can be found in Appendix B to these bylaws.

SECTION 1 – NAME

The name of this Local Union shall be Canadian Union of Public Employees, Local 2177.

(First Student Canada Transportation and Maintenance Employees) Chartered on October 24, 1978.

SECTION 2 – OBJECTIVES

The objectives of Local **2177** are to:

- (a) Secure **the best possible pay, benefits, working conditions, job security, pensions and retiree benefits for** its members;
- (b) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- (c) Encourage the settlement by negotiation and mediation of all the disputes between the members and their employers;

- (d) Eliminate harassment and discrimination of any sort or on any basis; for the equality of treatment regardless of class, race, colour, nationality, age, sex/gender, language, sexual orientation, place of origin, ancestry, religious beliefs, or mental and physical disability; and the active opposition of discrimination of same wherever it occurs or appears;
- (e) Establish strong working relationships with the public we serve and the communities in which we work and live; and
- (f) Support CUPE in reaching all of the objectives set out in Article II of the CUPE National Constitution.

SECTION 3 – REFERENCES

Numbers of articles at the end of sections or sub-sections in this document refer to relevant articles of the CUPE National Constitution which should be read together with these bylaws.

SECTION 4 – MEMBERSHIP

(a) **Membership**

An individual employed within the jurisdiction of Local 2177 can apply for membership in Local 2177 by signing an application and paying the initiation fee set out in Section 11(a) of these bylaws.

(Article B.8.1)

(b) **Approval of Membership**

At the first membership meeting after the application has been submitted, the name(s) of the applicant(s) will be read out and unless a majority of members present at the meeting object, the applicant(s) will be accepted into membership.

(Article B.8.2)

(c) **Oath of Membership**

New members will take this oath:

“I, _____, promise to support and obey the Constitution of this Union, to work to improve the economic and social conditions of other members and other workers, to defend and work to improve the democratic rights and liberties of workers and that I will not purposely or knowingly harm or assist in harming another member of the Union.”

(Article B.8.4)

(d) **Continuation of Membership**

Once accepted, 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 the CUPE National Constitution.

(Article B.8.3)

(e) **Member Obligations**

Members are obligated to abide by the CUPE National Constitution and these bylaws as amended from time to time.

Members will provide the Recording Secretary with their current address, home telephone contact number and where available, an e-mail address. The member will advise the Recording Secretary of any changes to their contact information. This information will be protected and used to communicate with members. Such communication will take the form of mail, e-mail blasts or telephone town halls.

In the case of a telephone town hall, the telephone number may be shared with a service provider under contract to the Local Union to provide the technical equipment to support such a virtual meeting.

Upon request, the Local Union will share the telephone contact information with CUPE National or Ontario. The purpose of sharing this telephone contact information with CUPE National or Ontario is so that the National Union or Provincial Division can conduct a telephone town hall with members on important matters.

(f) **Conduct of Members and Officers**

All members must uphold the oath of membership and all officers must uphold the oath of office. Conduct that violates the oath of membership or oath of office is an offence against the Bylaws of Local 2177 and the CUPE National Constitution and punishable under the Trial Procedure.

(Articles B.1.4, B11.1 and Appendix F)

SECTION 5 – AFFILIATIONS

In order to strengthen the labour movement and work toward common goals and objectives, Local 2177 shall have the option to be affiliated to and pay per capita tax to the following organization(s):

- The CUPE Ontario Provincial Division
- The Hamilton CUPE Council

- The Ontario Federation of Labour
- The Oakville & District Labour Council

SECTION 6 – MEMBERSHIP MEETINGS

(a) Regular Membership Meetings

Regular membership meetings of **Local 2177** shall be held on the third Tuesday of each month at 7:30 p.m. **Notice of each regular membership meeting outlining the date, time, format and location shall be given to members at least seven (7) days in advance of the meeting.**

When a statutory holiday or a situation beyond the control of the Local Union arises which causes the cancellation of a regular membership meeting, the Executive Board shall reschedule the regular membership meeting, and will give members seven (7) days' notice of the date of the rescheduled regular membership meeting.

The meeting may take place in person, using a secure video conference platform, or using both simultaneously. Only members in good standing of Local 2177 shall be able to attend the meetings.

Members in good standing shall be allowed to vote on union business either at the meeting or electronically utilizing a secure platform. All in person and electronic votes on any issue shall be tabulated by the Local 2177 Recording Secretary or their designate.

(b) Special Membership Meetings

Special membership meetings of Local 2177 may be required, and shall be called by the Executive Board or may be requested in writing by no fewer than ten (10) members in good standing. The President shall immediately advise members when a special meeting is called, and ensure that all members receive at least twenty-four (24) hours' notice of the special meeting, the subject(s) to be discussed, the date, time, format and location. The meeting may take place in person, using a secure video conference platform, or using both simultaneously. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.

(c) Quorum

The minimum number of members required to be in attendance for the transaction of business at any regular or special meeting shall be ten (10) members in good

standing, present either in person or electronically, including at least 3 members of the Executive Board.

(d) Membership Meeting Agenda

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

1. Acknowledgement of Indigenous territory
2. Roll call of officers
3. Reading of the Equality Statement
4. Voting on new members and initiation
5. Reading of the minutes
6. Matters arising from the minutes
7. Secretary-Treasurer's Report
8. Communications and bills
9. Executive Board Report
10. Reports of committees and delegates
11. Nominations, elections, or installations
12. Unfinished business
13. New business
14. Good of the Union
15. Adjournment

(Article B.6.1)

(e) Ratification Voting Procedure

- i. The Negotiating Committee shall review the memorandum of agreement with the entire Executive and Stewards prior to announcing an information meeting.
- ii. An information meeting shall be held as soon as possible following seventy-two (72) hours notice to the membership.
- iii. ~~Hard~~ Copies of the Memorandum of Agreement will only be distributed to the members attending the information meeting.
- iv. A ratification meeting shall be held as soon as possible after the membership has had forty-eight (48) hours to review the Memorandum of Agreement.
- v. Ratification voting on the Memorandum of Agreement shall be by secret ballot. The balloting will be supervised by the CUPE National Servicing Representative and the Trustees of Local 2177.
- vi. The Memorandum of Agreement shall be ratified by a majority of 50% +1 vote to accept the terms. In the event of a tie vote, ~~the President shall cast the deciding ballot~~ another vote shall be taken.

No ratification vote of a contract shall be scheduled to take place during the December, March or summer breaks including the months of July and August.

SECTION 7 – OFFICERS

The Officers of Local 2177 shall be the President, Vice-President, Secretary-Treasurer, Recording Secretary, Chief Steward, Membership Officer, Social Convener, three (3) Trustees, and up to three (3) Stewards.

One (1) Steward from the maintenance department (if possible)

Up to two (2) Stewards from the transportation department (if possible)

(Articles B.2.1 and B.2.2)

SECTION 8 – EXECUTIVE BOARD

(a) The Executive Board shall include all Officers, except Trustees, Stewards and Social Convener.

(Article B.2.2)

(b) The Executive Board shall meet at least eight (8) times per year.

(Article B.3.14)

(c) A majority of the Executive Board constitutes a quorum.

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

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

(f) Should any Executive Board member fail to answer the roll call for three (3) consecutive regular meetings or three (3) consecutive regular Executive Board meetings without having submitted good reasons, their office shall be declared vacant and shall be filled by an election at the following membership meeting.

(Article B.2.5)

SECTION 9 – DUTIES OF OFFICERS

Each Officer of Local 2177 is encouraged to participate in CUPE educational courses to enhance their leadership skills and expand their knowledge and expertise.

All Officers must give all properties, assets, funds and all records of the Local Union to their successors at the end of their term of Office.

(Article B.3.9)

All signing Officers of Local 2177 shall be bonded through the master bond held by CUPE National. Any Officer who cannot qualify for the bond shall be disqualified from having signing authority.

(Article B.3.5)

(a) **President**

The President shall:

- Enforce the CUPE **National** Constitution, these Local Union bylaws and the Equality Statement.
- Interpret these bylaws as required.
- Preside at all membership and Executive **Board** meetings and preserve order.
- Decide all points of order and procedure (subject always to appeal to the membership).
- Have **the same right to vote as other members**. In the case of a tie vote, the President may cast another vote or the President may refrain from casting an additional vote, in which case the motion is defeated.
- Ensure that all Officers perform their assigned duties.
- Fill committee vacancies where elections are not provided for.
- Introduce new members and conduct them through the initiation ceremony.
- 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.
- Be allowed necessary **and reasonable** funds to reimburse the President or any Officers for expenses incurred on behalf of the Local Union. **Expense claims must be listed on a proper form outlining the expense, the reason for the expense, and with supporting receipt(s) attached.**
- Attend monthly Labour/Management meetings.
- **Attend Local Executive, Steward, and any other Union training courses, as required.**

- Have first preference as a delegate to the CUPE National Convention.

(Article B.3.1)

(b) Vice-President

The Vice-President shall:

- If the President is absent or **not eligible**, perform all duties of the President.
- Preside over membership and Executive Board meetings in the absence of the President.
- If the office of the President falls vacant, be Acting President until a new President is elected **through a by-election**.
- Attend monthly Labour/Management meetings.
- **Attend Local Executive, Steward, and any other Union training courses, as required.**
- Render assistance to any member of the Executive as directed by the Executive Board.

(Article B.3.2)

(c) Recording Secretary

The Recording Secretary shall:

- Keep full, accurate, and impartial account of the proceedings of all regular or special membership and **Executive Board** meetings. **These records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Secretary-Treasurer. The record will also include Trustees' reports.**
- **Organize, tabulate, and document electronic meetings including all motions and votes.**
- Record all **amendments and/or additions** in the bylaws and **make certain that these are sent to the National President for approval prior to implementing.**
- Answer correspondence and fulfil other **administrative** duties as directed by the **Executive Board**.
- Keep **a record of all correspondence received and sent out.**

- Prepare and distribute all notices to members.
- Have all records ready on reasonable notice for the Trustees or auditors.
- Preside over membership and **Executive Board** meetings in the absence of both the President and Vice-President.
- Be empowered, with the approval of the membership, to employ **administrative** assistance to be paid for out of the Local **Union**'s funds.
- **Be** responsible for the Local 2177 website to ensure it's functioning and updates with information approved by **the Executive Board**.
- Attend monthly Labour/Management meeting and record minutes of meeting.
- **Attend Local Executive, Recording Secretary, and any other Union training courses, as required.**
- **Perform other duties required by the Local Union, its bylaws or the National Constitution.**

(Article B.3.3)

(d) Secretary-Treasurer

The Secretary-Treasurer shall:

- Receive all revenue, initiation fees, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union.
- **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.**
- **Ensure that per capita tax is paid by direct remittance, or where per capita is not paid by direct remittance, prepare all CUPE National per capita tax forms and remit payment, including \$1.00 of each initiation fee on all members admitted, no later than the last day of the following month.**
- Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to CUPE **National**, as well as records and supporting documents for all income received by the Local Union.
- Record all financial transactions in a manner acceptable to the **Executive Board** and in accordance with good accounting practices.

- Make a full financial report to meetings of the Local **Union's** Executive Board.
- **Make** a written financial report to each regular membership meeting, detailing all income and expenditures for the period.
- Be bonded through the master bond held by **CUPE** National. Any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office.
- Pay no money unless supported by a **cheque requisition or expense form or request for payment** duly signed by the President and one (1) other member of the **Executive** Board **as determined by the Executive Board**. No **request** shall be required for payment of per capita fees to any organization to which the Local **Union** is affiliated.
- Make all books available for inspection by the Trustees and/or auditors on reasonable notice. **Ensure that** the books are audited at least once each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees.
- Provide the Trustees with any information **the Trustees require** to complete the audit, **including** forms provided by **CUPE National**.
- **Where required**, not later than February 28th each year, furnish each member, on the forms supplied by **CUPE** National, with a statement showing the net amount of tax-deductible dues paid by **them** during the preceding calendar year.
- Be empowered, with the approval of the membership, to employ necessary **administrative** assistance to be paid for out of the Local **Union's** funds.
- **Attend monthly Labour/Management meetings.**
- **Attend Local Executive, Financial Officer, and any other Union training courses, as required.**
- Notify all members who are one (1) month in arrears and report to the **Executive Board** all members two (2) or more months in arrears in the payment of union dues.

(Articles B.3.4 to B.3.8)

(e) Chief Steward

The Chief Steward shall:

- **Be the main contact person for members with workplace problems, concerns, or grievances.**
- **Receive reports from Stewards on complaints and grievances.**

- Investigate, prepare, and present all grievances, in consultation with the Grievance Committee.
- Keep detailed notes and files of all discipline and grievance meetings with members and the Employer.
- Use the Grievance Fact Sheet when investigating all grievances and Grievance Form when filing all grievances.
- Enforce the Collective Agreement at all times.
- Attend monthly Labour Management meetings.
- Attend Local Executive, Health & Safety, Steward, and any other Union training courses, as required.
- Perform such other duties as may be assigned by the Executive Board from time to time.

(f) Membership Officer

The Membership Officer shall:

- Guard the inner door at membership meetings and admit no one but members in good standing or Officers and officials of CUPE, except on the order of the President and with consent of the members present.
- Maintain the record of membership attendance at meetings.
- Act as host for all membership and executive meetings held electronically or when meetings are held in person and electronically at the same time.
- Report to the Executive Board any Officer who has been absent for two (2) consecutive membership meetings and/or Executive Board meetings.
- Attend monthly Labour/Management meetings.
- Attend Local Executive, Steward, and any other Union training courses, as required.
- Perform such other duties as may be assigned by the Executive Board from time to time.

(e) Trustees

The Trustees shall:

- Act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary, and the committees at least once every calendar year.
- Make a written report of their findings to the first membership meeting following the completion of each audit.
- Submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct, and proper manner.
- Be responsible to ensure that monies have not been paid out without proper constitutional or membership authorization.
- Ensure that proper financial reports have been given to the membership.
- Audit the record of attendance.
- Inspect at least once a year, any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local **Union**, and report their findings to the membership.
- **Attend Financial Officer and any other Union training courses, as required.**
- **Send to the National Secretary-Treasurer, with a copy to the assigned Servicing Representative, the following documents:**
 - i. **Completed Trustee Audit Program**
 - ii. **Completed Trustees' Report**
 - iii. **Secretary-Treasurer Report to the Trustees**
 - iv. **Recommendations made to the President and Secretary-Treasurer of the Local Union**
 - v. **Secretary-Treasurer's response to recommendations**
 - vi. **Concerns that have not been addressed by the Local Union Executive Board.**

(Articles B.3.10 to B.3.12)

(h) Stewards

The Stewards shall:

- **Assist the Chief Steward with member concerns, complaints, and grievances.**

- Report workplace problems as well as member concerns and complaints to the Chief Steward.
- Act as a mediator when members are in conflict with each other.
- Attend Steward and any other Union training courses, as required.
- Render assistance to any member of the Executive as directed by the Executive Board.
- Perform such other duties as may be assigned by the Executive Board from time to time.

(i) Social Convener

The Social Convener shall:

- Inform the Executive Board of any sickness, deaths, births long term medical leaves and general well being of the membership.
- Look after arrangements for any Local 2177 social functions and may request any help that is required to carry out these functions.
- Procure and set up the refreshments for monthly membership meetings.
- Submit all receipts in a timely fashion to the Secretary Treasurer for reimbursement.
- Disperse any food vouchers and an appropriate card as per the terms of the Bylaws and keep an accurate record of the recipients.
- Attend Union training courses, as required.
- Render assistance to any member of the Executive as directed by the Executive Board.
- Perform such other duties as may be assigned by the Executive Board from time to time.

SECTION 10 – NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

(a) Nominations

1. Nominations **will** be received at the regular membership meeting held in the month of March.
2. **Nominations will be accepted from members in attendance at the nomination meeting or from those members who have allowed their name to be filed in writing at the meeting, witnessed by another member.**
3. To be eligible for nomination, **the nominee must have been accepted into membership and continue to** be a member in good standing.
(Articles B.8.1, B.8.2 and B.8.3)
4. **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.**
5. **No member will be eligible for nomination if they are in arrears of dues and/or assessments.**

(b) Elections

1. **The President, Vice-President, Recording Secretary, Secretary-Treasurer, Chief Steward, Membership Officer, Stewards and Social Convener are elected every two (2) years.**
2. **At a membership meeting, at least one month prior to Election Day, the President will, subject to the approval of the members present, appoint an Elections Committee consisting of a Chief Returning Officer and assistant(s). The committee will include members of the Local Union who are neither Officers nor candidates for office. The Elections Committee shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential. The National Representative assigned to the Local Union shall serve as an advisor to the committee when requested by the Local Union.**
3. **The Elections Committee will determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Chief Returning Officer.**
4. **The Chief Returning Officer will be responsible for issuing, collecting, and counting ballots. The Chief Returning Officer must be fair and impartial and see that all arrangements are unquestionably democratic.**
5. **The voting will take place at the regular membership meeting in April. The vote will be by secret ballot.**
6. **Voting to fill one office will be conducted and completed, and recounts dealt with before balloting may begin to fill another office.**

7. 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.
8. 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. In the event the tie vote persists, subsequent ballots may be deferred to the next membership meeting.
9. When two or more nominees are to be elected to any office by ballot, each member voting will be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.

(Article 11.4)
10. Any member may request a recount of the votes for any election and a recount will 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 as set out in Section 6(c).
11. All election complaints by members will be submitted in writing to the Chief Returning Officer as soon as possible but in no circumstances will a complaint be valid if it is filed later than seven days after the election. The Chief Returning Officer in conjunction with the Elections Committee will investigate the complaint and issue a ruling as soon as practical and report the ruling to the very next regular membership meeting.

(d) **Installation of Officers**

1. All duly elected Officers shall be installed at the meeting at which elections are held and shall continue in office for **two (2)** year(s) or until a successor has been elected and installed, provided, however, that no term of office shall be **less than one year and** no longer than three years.

(Article B.2.4)
2. The terms of office for Trustees shall be **so that one serves for a period of three years, one for two years, and one for one year, as laid down in Article B.2.4 of the CUPE National Constitution. Each year thereafter, the Local Union shall elect one Trustee for a three year period. No member who has been a signing Officer for the Local Union is eligible to run for Trustee, until at least one full term of office has elapsed.**
3. The Oath of Office to be read by the newly-elected Officers is:

"I, _____, promise to perform the duties of my office, as set out in the Constitution and laws of the Canadian Union of Public Employees, faithfully and to the best of my ability for my term of office. As an Officer of the Union, I will always promote the harmony and dignity of its sessions by counsel

and example. I also promise to turn over all property of the Union to my successor at the end of my term.”

(Article 11.6(b))

(e) **By-elections**

Should an office fall vacant for any reason, the resulting by-election should be conducted as closely as possible in conformity with this section. **The term of office for any position filled through a by-election will be the remaining term for the vacated position.**

SECTION 11 – FEES, DUES AND ASSESSMENTS

(a) **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 one (\$1.00) dollar which shall be in addition to monthly dues. The Secretary-Treasurer shall issue a receipt. If the application is rejected, the fee shall be returned.

(Articles B.4.1 and B.8.2)

(b) **Readmission Fee**

The readmission fee shall be one (\$1.00) dollar.

(Article B.4.1)

(c) **Monthly Dues**

The monthly dues shall be 1.68% of regular wages.

(Article B.4.3)

For technicians, overtime, premiums, allowances, and vacation pay are excluded from dues.

For drivers, home-to-school, kindergarten, and posted runs including camps and summer schools are subject to dues. Charters, helps, premiums, allowances, and vacation pay are excluded from dues.

(d) **Amending Monthly Dues**

The regular monthly dues may be amended at a regular or special membership meeting. 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)

(e) 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)

SECTION 12 – NON PAYMENT OF DUES AND ASSESSMENTS

A member who fails to pay dues and assessments for three (3) 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 B.8.6)

SECTION 13 – EXPENDITURES

(a) Payment of Local Union Funds

Funds can only be spent for valid purposes of the Local Union under the following circumstances:

- When the expenditure is authorized by a budget approved by a majority of members present and voting at a regular or special membership meeting;
- When these bylaws approve the expenditure; or
- Through a vote of the majority of members present and voting at a regular or special membership meeting.

(Article B.4.4)

(b) Payment of Per Capita Tax and Affiliation Fees

Authorization to pay per capita tax to CUPE National, to CUPE Ontario Provincial Division, or any labour organization the Local Union is affiliated with, is not required.

(c) Payment of Local Union Funds to Members or Causes Outside of CUPE

In the case of a grant or a contribution to a member(s) or a cause(s) outside of CUPE greater than \$200, a notice of motion must be made at a regular membership meeting

and then approved at the following regular or special membership meeting before the grant or contribution can be paid out. The approval meeting must be no earlier than seven days after the meeting where notice of motion has been given.

(d) No Officer or member of Local 2177 will be allowed to spend any Local Union funds without first having received authorization under Section 13(a) of these bylaws.

(e) **Health and Welfare**

Local 2177 will do the following:

- i) In the event of a bereavement of a member of Local 2177 and after completion of six (6) calendar months of service excluding summer break from the date first worked, the Union will make a \$100.00 donation in memory of the member to a charity. The member's spouse will choose the charitable organization.
- ii) In the event of a member's retirement and having 15 years or more service and is a member of Local 2177, the Union will make a ~~\$100.00~~ \$200.00 contribution toward retirement recognition.
- iii) In the event of a bereavement of a member's immediate family (meaning spouse, son, daughter, parent, sister, brother) and after completion of the six (6) months service (excluding summer break) from the first day worked, the Union will make a ~~\$25.00~~ \$50.00 donation in memory, of the deceased to a charity. The member will choose the charitable organization.
- iv) In the event of an extended injury or sickness, (extended meaning fourteen (14) days or more). Or in the event of an injury or sickness with a stay in the hospital of two (2) full days or more and a total of five (5) working days off, the Union will send an appropriate card with a food voucher for ~~\$25.00~~ \$50.00. The member must have completed six (6) months (excluding summer break) from the date first worked and will only receive it once in any twelve (12) month period.
- v) A copy of the donation, if needed, will be sent to the appropriate person upon request.

SECTION 14 – OUT-OF-POCKET EXPENSES

Local Union Officers and committee members shall be provided an out-of-pocket expense allowance as follows:

- Per Diem expenses incurred for the good of the union will be paid to a maximum of ~~\$25.00~~ fifty (\$50.00) dollars per month per person.

- ~~Mileage to be paid at .37/km.~~ Mileage will be paid as per the Canada Revenue Agency (CRA) automobile allowance rates to all Officers, Committee members and Delegates on authorized Union business.
- Meals to be paid for business meetings held out of town or of more than four (4) hours in duration at the rate of ~~twenty-five (\$25.00) dollars~~ \$15.00 per meal, to a maximum of ~~fifty (\$50.00)~~ \$45.00 dollars per day.
- If the President does not own a cellphone, they will be provided with a cellphone paid by the Local. The President shall be provided with an amount up to fifty (\$50.00) dollars per month to cover the expense of the phone, which is included in the Honorarium.

Honorarium:

President	\$200.00	\$100.00	Per Month
Vice President	\$120.00	\$80.00	Per Month
Recording Secretary	\$100.00	\$40.00	Per Month
Secretary Treasurer	\$100.00	\$50.00	Per Month
Chief Steward	\$50.00	\$25.00	Per Month
Membership Officer	\$30.00	\$15.00	Per Month
Stewards	\$30.00	\$15.00	Per Month
Social Convener	\$30.00	\$15.00	Per Month
Petty Cash held by the Social Convener	\$250.00	\$200.00	

SECTION 15 – CHILD CARE, DEPENDENT CARE AND ELDER CARE

Caring for children, dependents or the elderly are barriers to actively participating in the union or to attending membership meetings. Local 2177 is committed to removing barriers within its control so that all members have equal access to participation.

- When it is practical and demand warrants, Local 2177 will provide on-site child care at all Local Union membership meetings. Where on-site child care is not provided, and in the case of dependent care or elder care, members will be reimbursed to a maximum of the living wage for the area for each hour of required care. Reimbursement will be provided upon proof of payment.
- Any member who is on authorized Local 2177 business shall be eligible for child care, dependent care, and/or elder care expenses where required. Upon proof of payment, claims shall be reimbursed to a maximum of the living wage for the area for each hour of care required.
- Claims will not be paid for a spouse, partner, or a family member who normally provides care without charges. Claims will not be paid for periods of time where a

member would normally have paid for care such as during normal hours of work at their job.

SECTION 16 – DELEGATES TO CONFERENCES, CONVENTIONS AND EDUCATIONALS

- (a) Except for the President's option [Section 9(a)], all delegates to conventions, conferences, and educationals shall be chosen by election at membership meetings.
- (b) If the Local Union chooses to be a member of a District CUPE Council, delegates shall be elected annually. A member responsible for reporting back to the Local Union membership shall be appointed by the President from among these delegates, and the member appointed shall make a written report at each Local Union membership meeting on proceedings at recent meetings of the Council. The Local Union will reimburse the member for any loss of wages.
- (c) If the Local Union chooses to be a member of a District Labour Council, delegates shall be elected annually. A member responsible for reporting back to the Local Union membership shall be appointed by the President from among these delegates, and the member appointed shall report at each Local Union membership on proceedings at recent meetings of the Council. The Local Union will reimburse the member for any loss of wages.
- (d) All delegates attending conventions, conferences, or educationals held outside the city of Burlington shall be paid transportation expenses (at economy, tourist or coach rates), as determined by the Secretary-Treasurer, and a per diem allowance of fifty (\$50.00) dollars for meals and expenses. The Local Union will reimburse the member for any loss of wages.
- (e) Delegates to conventions, conferences, and educationals held locally shall have no travel allowance. There shall be a per diem allowance of thirty (\$30.00) ~~fifteen (\$15.00)~~ dollars for meals and expenses incurred by attendance at the convention, conference or educational. The Local Union will reimburse the member for any loss of wages.
- (f) Representation at educational institutes and seminars shall be on the recommendation of the Executive ~~Committee~~ Board, subject to a maximum of ~~six (6)~~ ten (10) members of regular attendance and in good standing for any particular educational.
- (g) Local 2177 will provide members with their per diem allowance prior to their attending the convention, conference, or educational.
- (h) Local 2177 encourages the participation of women and all equity-seeking groups in their delegation to conventions, conferences, and educationals.

SECTION 17 – COMMITTEES

(a) Special Committees

A special 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 or the Executive Board. Two (2) members of the Executive Board may sit on any special committee as ex-officio members.

1. Negotiating Committee

This will be a special committee established at least six (6) months prior to the expiry of the Local Union's collective agreement and automatically disbanded when a new collective agreement has been signed. The function of the committee is to prepare collective bargaining proposals and to negotiate a collective agreement. The committee shall consist of the Local's President as well as at least one member from the technicians, whenever possible, and up to four (4) other members, plus an alternate, all elected at a membership meeting. The National Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.

If a member of the Negotiating Committee drops out of the committee for any reason, then the Local President, after consultation with the committee, may appoint an interim member from the membership.

Each member of the Negotiating Committee will be given an honorarium of ~~seventy-five (\$75.00) fifty (\$50.00)~~ dollars for each full meeting they attend. The Alternate Member elected will also receive an honorarium of ~~seventy-five (\$75.00) fifty (\$50.00)~~ dollars for each full meeting they attend if asked to attend by the Local President.

All members of Local 2177's negotiating committee shall attend Level 1 and Level 2 of CUPE's collective bargaining educationals.

(b) Permanent Committees

The Chairperson of each permanent committee will be elected by the members at a membership meeting. Permanent committees will have a term of two years. The Chairperson and the Executive Board may, with the approval of the membership, jointly appoint other members to serve on a committee. Committees will provide written reports to each regular membership meeting. The President shall be a member, ex-officio, of each committee.

There shall be 2 permanent committees as follows:

1. Grievance Committee

This committee will:

- Oversee the handling of all local grievances.
- Receive copies of all grievances.
- Prepare a report on the status of all grievances to be submitted to the Executive Board, the National Representative, and to the membership meeting.
- 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.
- If the decision is to not proceed, the grievor(s) may appeal the decision to the Executive Board.

The committee members will be the Vice-President as chairperson and the Chief Steward. The committee shall appoint its secretary from among its members. The National Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted at all stages.

2. Bylaw Committee

This committee will:

- Review the bylaws annually and make recommendations to the Executive Board on proposed amendments.
- Review any proposed amendments received from the Executive Board or membership of the Local Union to ensure that the amendments will conform to the remainder of the bylaws and the CUPE National Constitution.
- Ensure that the Local Union's bylaws are written in clear language, ensuring that clear language does not change the intent or meaning of the bylaws.

The committee members will be the Vice-President as chairperson, the Secretary-Treasurer and two (2) elected members. The committee shall appoint its secretary from among its members. The National Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted during the review process.

SECTION 18 – COMPLAINTS AND TRIALS

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.

(Articles B.11.1 to B.11.5 and Appendix F)

SECTION 19 – RULES OF ORDER

All meetings of **the Local Union** will be conducted in accordance with the basic principles of Canadian parliamentary procedure. Some of the more important rules to ensure free and fair debate are appended to these bylaws as Appendix **C**. These rules shall be considered as an integral part of the bylaws and may be amended only by the same procedure used to amend the bylaws.

In situations not covered by Appendix **C to these bylaws**, the CUPE **National** Constitution may provide guidance, but, if the situation is not dealt with there, Bourinot's Rules of Order shall be consulted and applied.

SECTION 20 – AMENDMENTS

(a) **CUPE Constitution**

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

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

(b) **Additional Bylaws**

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

- (i) **the amended or additional bylaws** do not conflict with the **CUPE** Constitution;
- (ii) **the amended or additional bylaws are approved** by majority vote at a regular membership meeting or at a special **membership** meeting called for **that** purpose; and
- (iii) notice **of the intention to propose the amended or additional bylaws was given** at least seven (7) days **before** at a previous membership meeting or sixty (60) days **before in writing**.

(Articles 13.3 and B.5.1)

(c) Effective Date of Amended or Additional Bylaws

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

(Articles 13.3 and B.5.1)

SECTION 21 – PRINTING AND DISTRIBUTION OF BYLAWS

Members will receive a copy of Local 2177 bylaws, either in paper format or via the Local Union website at 2177.cupe.ca. Members requesting a copy of these bylaws will be provided a copy in English as requested. Members with special needs may request a copy of the bylaws in larger font.

Appendix A

CUPE NATIONAL EQUALITY STATEMENT

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

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

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

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

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

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

Appendix B

CODE OF CONDUCT

Local 2177 is committed to ensuring that all of its meetings and activities are safe environments where members are encouraged to speak. Existing members are encouraged to welcome, mentor and support new members and equity-seeking members.

Local 2177 strives to promote core values which include the principles of solidarity, equality, democracy, integrity, and respect. We are committed to mobilizing our energy and skills to work together to promote these values and to attain these goals in our union, our communities, and globally.

Local 2177 is committed to creating a union which is inclusive, welcoming, and free from harassment, discrimination and all types of bullying and intimidation. Local 2177 needs to ensure that it provides a safe environment for members, staff and elected officers to carry out our work. Local 2177 expects that mutual respect, understanding and co-operation will be the basis of all our interaction.

This Code of Conduct for Local 2177 sets out standards of behaviour for members at meetings, and all other events organized by Local 2177. It is consistent with the expectations outlined in the Equality Statement, CUPE National Constitution and these bylaws. It does not apply to complaints arising in the workplace, as those are dealt with through the grievance procedure and/or the applicable workplace harassment policy.

As members of Local 2177 we commit to one another and to the union to be governed by the principles of the Code of Conduct and agree to:

- Abide by the provisions of the Equality Statement;
- Respect the views of others, even when we disagree;
- Recognize and value individual differences;
- Communicate openly;
- Support and encourage each other;
- Make sure that we do not harass or discriminate against each other;
- Commit to not engaging in offensive comment or conduct;
- Make sure that we do not act in ways that are aggressive, bullying, or intimidating; and
- Take responsibility for not engaging in inappropriate behaviour due to abuse of alcohol or other drugs while participating in union activities, including social events.

Harassment is objectionable behaviour which may include actions, language, gestures, and/or written material, and which the harasser knows or ought reasonably to know is abusive and unwelcome. Bullying is a form of harassment which is serious ongoing behaviour which targets an individual or group and which threatens that person or persons' mental and/or physical well-being.

A complaint regarding this Code of Conduct will be handled as follows:

1. If possible, a member may attempt to deal directly with the person alleged to have engaged in behaviour contrary to the Code, by asking the person to stop such behaviour. If that is not possible, or if it does not resolve the problem, a member may bring forward a complaint.
2. Once a complaint is received, a designated Officer of the Local Union will work to seek a resolution.
3. If this fails to resolve the matter, the designated Officer of the Local Union shall report the matter to the person in charge, who shall determine whether there is need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses.

This Code of Conduct is designed to create a safe, respectful and supportive environment within CUPE. It is meant to enhance the rights and obligations outlined in the Bylaws of Local 2177, 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 of the CUPE National Constitution.

Appendix C

RULES OF ORDER

1. All membership meetings, special meetings, and votes shall be held in person, electronically or in person and electronically at the same time. A computer, projector and speaker shall be utilized to ensure that members attending in person can see those attending electronically, and that those attending electronically can see the membership attending electronically. The Recording Secretary shall be present at the in-person meeting and the electronic meeting simultaneously.
2. Only members in good standing shall be permitted to attend meetings of the Local either in person or via electronic meeting platform.
3. 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. The Recording Secretary or their designate shall arrange, tabulate, and document any electronic meeting, or any electronic participation in a regular or special meeting or vote.
4. A password allowing members in good standing to attend meetings electronically shall be issued at least 24 hours prior to any meeting, special meeting, or vote.
5. Members are not allowed to speak about an issue for more than ~~five minutes~~ two (2) 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.
6. The Chairperson of a committee who is making a report or the mover of a motion may speak for up to ~~fifteen~~ five (5) minutes. With the agreement of the members present, the ~~fifteen~~ five (5) minutes may be expanded. This shall apply whether they are attending the meeting in person or via electronic meeting platform.
7. 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, or indicate that they want to be recognized to address the issue electronically, the motion will be voted upon.
8. A motion must be moved and seconded. The mover and seconder must rise and be recognized by the Chairperson, either from the floor, or via the electronic meeting platform.

9. A motion to amend a motion, or a motion to amend an amendment are allowed, however a motion to amend an amendment to an amendment is not allowed.
10. 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.
11. On motion, the regular order of business at a membership meeting may be suspended where two-thirds of those present in person or electronically, vote to do so. The regular order of business should only be suspended to deal with urgent business.
12. Motions other than those named in Rule 22, 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.
13. At the request of a member, and upon a majority vote, a motion which contains more than one action or issue can be divided.
14. 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.
15. 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 or indicate their intent to speak electronically. ~~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.~~ In the event the member rises or indicates electronically that they intend to present a point of order or on a question of privilege, the member shall not proceed further until recognized by the Chairperson, but will be recognized first.
16. 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 or indicate their intent to speak electronically at the same time.
17. 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.
18. 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.
19. Religious discussion of any kind is not permitted.

20. 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 #3.
21. 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. In case of a tie, subsequent debate and another vote may be held. If the second vote is also a tie, the motion is lost.
22. 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.
23. 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.
24. A motion to adjourn is in order except when a member is speaking or when members are voting.
25. A motion to adjourn, if lost, is not in order if there is further business before the Local Union, until fifteen (15) minutes have elapsed.
26. 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. Members attending the meeting electronically will be asked for their vote individually by the Recording Secretary on screen, and count same.
27. 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.
28. At a membership meeting where a question has been decided any two (2) members who voted with the majority can give notice of a motion to reconsider a decision of the membership at the next membership meeting. The motion to reconsider requires the support of a two-thirds majority of members who vote. If two-thirds majority of

members support reconsideration, the question will be placed in front of the membership for debate and a subsequent vote.

29. 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.
30. The Local Union's business and the proceedings of meetings are not to be divulged to any persons outside the Local **Union**, or the Canadian Union of Public Employees. **No person other than members of the Local in good standing shall attend meetings in person or electronically.**