**Updated** **May 2022: Approved by CUPE National**

**CONSTITUTION AND BY-LAWS**

**CUPE LOCAL 1936**

**(COMMUNITY SOCIAL SERVICES OF GREATER VANCOUVER)**

CUPE Local 1936 acknowledges that women, non-binary persons, racialized members, Indigenous members, members with disabilities and members from the 2SLGBTQIA+ communities experience systemic sexism, racism, ableism, homophobia, transphobia and/or discrimination in our communities, our workplaces and even within our union. CUPE Local 1936 is committed to doing everything in our power to help eradicate racism, sexism, ableism, homophobia, transphobia and discrimination and is also committed to supporting members when they endure such treatment in the workplace and in our union. CUPE Local 1936 has Zero Tolerance for expressions of racism, sexism, ableism, homophobia, transphobia and/or discrimination and endeavours to create a union local free of discriminatory practices and treatment.

**PREAMBLE**

In order to improve the social and economic welfare of its members without regard to race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or class of persons;to promote efficiency in public employment and to manifest its belief in the value of the unity of organized labour, this Local 1936 of the Canadian Union of Public Employees (hereinafter referred to as CUPE Local 1936)has been formed.

The following By-Laws 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.

**ARTICLE I-NAME**

The name of this Local shall be *The Canadian Union of Public Employees, Local 1936 Greater Vancouver Community Social Service Workers.*

**ARTICLE II-INTERPRETATION**

1. “Local” shall mean the Canadian Union of Public Employees, Local 1936;
2. “National Union” shall mean the Canadian Union of Public Employees;
3. “Unit” shall mean “bargaining units with a particular employer”;
4. “By-laws” shall mean the rules and regulations of the Local;
5. “Local officer”, the officers of the Local shall be the President, the Vice-President, one Grievance Officer, the Secretary-Treasurer, Recording Secretary, and three Trustees.
6. **“**Local Executive Board” shall mean a committee composed of the President, Vice-President, the Secretary-Treasurer, Recording Secretary, one Grievance Officer and three Trustees who are the Administrative Committee, the Unit Chair of each bargaining unitor their alternates, and the Parent Local Stewards, a Diversity Vice-President representing Indigenous members and a EDI Representative from the Local 1936 Equity, Diversity and Inclusion Committee.
7. **“**Unit Chairperson” shall mean a member who has been elected to represent a Bargaining Unit;
8. **“**Unit Committee: shall mean the committee comprised of the Unit Chairperson, the Unit Secretary and the stewards established within each unit;
9. “Central Membership Meetings” shall mean a meeting of the membership of all the Bargaining Units comprising the Local;
10. “Member” shall mean an employee who has signed an application for membership in the Union;
11. “Steward” shall mean a member who has been elected or appointed to assist a Unit Chairperson, both as a grievance steward and as a member of the Unit Committee;
12. “Gender” shall be referred to in gender neutral terms.

**ARTICLE III-OBJECTIVES**

The objectives of the Local are to:

1. Secure the best possible pay, benefits, working conditions, job security, pensions and retiree benefits for its members;
2. Support CUPE in reaching the goals set out in Article II of the CUPE National Constitution.
3. Advance the economic and social welfare of its members and all working people;
4. Provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
5. Encourage the settlement by negotiation and mediation of all the disputes between the members and their employers;

**ARTICLE IV-HUMAN RIGHTS**

1. Every member has the right to equal benefit, equal protection and equal treatment under these By-laws without discrimination and in particular, without discrimination based on age, colour, family status, gender, gender identity or expression, marital status, mental or physical disability, national or ethnic origin, political affiliation, religion, sexual orientation or social and economic status.
2. Subsection 1 does not preclude any By-laws, program or activity that has as its

 objective the amelioration of conditions of disadvantaged members or groups of

 members including those that are disadvantaged because of age, colour, family

 status, gender, gender identity or expression,marital status, mental or physical

 disability, national or ethnic origin, political affiliation, religion, sexual orientation

 or social and economic status.

**ARTICLE V-MEMBERSHIP**

1. All employees who sign an application for membership and pay the initiation fee established herein shall be eligible for and shall be admitted to membership in the Union subject to the provisions of the National Union Constitution.
2. A card certifying membership in the Union shall be forwarded to each member upon acceptance and processing into membership.
3. A copy of these By-laws shall be forwarded to each new member together with a copy of the Constitution of the National Union.

**ARTICLE VI-AFFILIATION**

1. Local 1936 shall maintain its affiliation with the following labour organizations and shall participate in their activities;
* CUPE BC
* BC Federation of Labour
* Local 1936 shall attempt to affiliate and participate in the CUPE District Councils and Labour Councils that are associated with their Local 1936 geographical bargaining unit locations.

**ARTICLE VII-UNITS**

1. Local 1936 shall be comprised of Community Social Services Bargaining units in the Vancouver, BC Lower Mainland area, or as deemed appropriate by the Local Executive Board and approved by the membership.

**ARTICLE VIII-UNIT COMMITTEE**

1. Each Unit Chairperson shall convene monthly meetings of the Committee.
2. The Unit Chairperson shall arrange to have the Unit Secretary and each Steward notified not less than seven (7) calendar days in advance of a Unit Committee Meeting.
3. A majority of the Unit Committee meeting constitutes a quorum.
4. Any member in good standing may attend a meeting of their Unit Committee and shall have voice but no vote at such meeting.
5. An agenda shall be established for all Unit Committee meetings.
6. Any member of the Unit Committee who is absent from three (3) consecutive meetings shall be requested by the Unit Secretary to forward a written statement explaining the absence. The Committee shall immediately determine the validity of the reasons for the absence. If found invalid by a two-thirds (2/3) majority of the Committee, the following shall apply: the office shall be declared vacant and shall be filled by an election at the following membership meeting. (Article B 2-5)
7. A Unit Chair or Unit Secretary may also function as a steward or ~~chief~~ **Lead** steward if the Unit and Administrative Committee of the local so approves.
8. Duties of the Unit Chairperson:
9. In conjunction with the Local President, or designate, represent the employees in their Unit when dealing with management at the Unit level.
10. Keep the members of their Unit informed with respect to relations between the members of their Unit and the Employer.
11. Report to the Unit Committee any matters affecting the members of their Unit.
12. Respect the confidence of any members when dealing with matters personal to such members.
13. Advise the Administrative Committee, in writing, that the Unit Secretary, or a Shop Steward designate has assumed theirduties and responsibility when the Unit Chairperson is temporarily unable to perform their duties.
14. Be the Chairperson at meetings of the Unit Committee and of the Unit Membership.
15. Call emergency meetings when deemed necessary and when requested to do so by a majority of the Committee members and/or twenty per cent (20%) of the unit members who request a meeting in writing.
16. Have no authority or jurisdiction beyond their Unit, as such authoritywill have no effect on other units. Procedures, which will affect other units, must have the approval of the President of the Local.
17. Duties of a Unit Secretary:

It shall be the duty and responsibility of a Unit Secretary to:

1. Keep full and accurate account of the proceedings of all Unit meetings.
2. Answer correspondence and fulfil other secretarial duties as directed by the Unit Chairperson.
3. File a copy of all letters sent and keep on file all communications for the Unit.
4. Prepare and distribute all circulars and notices to members in the Unit.
5. If the Unit Chairperson is absent or incapacitated, perform all duties of the Unit Chairperson.
6. Duties of a Unit LeadSteward:

 Should a Unit have a LeadSteward it shall be the duty of a Unit ~~Chief~~

 LeadSteward to:

1. Record and track all grievances in the Unit.
2. Assist any steward as necessary.
3. Prepare a grievance report for the Grievance Officer.
4. A unit may decide to have more than one LeadSteward due to size

 and workload of that unit.

**ARTICLE IX-UNIT MEMBERSHIP MEETINGS**

1. Each Unit Chairperson shall convene at least five (5) regular Unit membership meetings each year, one of which, in the even numbered years, shall be for the purpose of elections in accordance with Article XVIII.
2. Notice of a Unit membership meeting shall be posted in an appropriate place not less than seven (7) calendar days in advance of the meeting.
3. A quorum for a Unit Membership meetings shall be not less than ten percent (10%) of the membership, plus a majority of the Unit Committee.
4. At each membership meeting the Unit Secretary shall take the minutes.
5. A firm agenda shall be established for all unit membership meetings and shall include the following items:

 **ORDER OF BUSINESS**

Territorial Acknowledgement

Roll Call of Officers

 Reading of the Equity Statement

 Voting on new members and initiations

 Reading of the minutes of the previous meeting and matters arising

 Local financial report (information only)

 Communications and Bills

 Report to membership by Unit Chairperson

 Reports from Committees

 Nominations, Elections or Installations

 Unfinished Business

 New Business

 Good of the Union

 Adjournment

1. The Local Union may hold membership meetings in person and/or virtually. Where virtual meetings are held, all voting will be conducted electronically provided secrecy can be maintained, where mandated to the National Union.

**ARTICLE X-BARGAINING COMMITTEES**

1. Each bargaining unitshall elect a Bargaining Committee. Such committee shall include the Unit Chairperson, who shall act as Chairperson of the Bargaining Committee. The Committee, together with the CUPE National Representative shall be responsible for preparing bargaining proposals approved by the membership and for negotiating the Collective Agreement. The National Representative shall be consulted at all stages of the process from formulating proposals through negotiations and contract ratification by the membership. Under special circumstances the Unit Chairperson, in consultation with the Local President, may appoint other members in good standing to substitute for absent or incapacitated members of the Bargaining Committee, or to contribute particular expertise during negotiations.
2. The Local and each unit shall participate in any central or coordinated bargaining for the sector. In such instances, bargaining shall be in accordance with the Bargaining Protocol developed for each set of negotiations. Any settlement from a central Bargaining table shall be ratified in accordance with the terms of the Bargaining Protocol for that set of negotiations. Each Bargaining Unit shall ratify any settlement of Local issues.

**ARTICLE XI-OFFICERS OF THE LOCAL AND NATIONAL STAFF**

1. The Officers of the Local shall be the President, the Vice-President, the Secretary-Treasurer, Recording Secretary, one Grievance Officer and three Trustees.
2. Executive Officers shall have the right to attend Unit meetings with voice but no vote unless the Executive Officer is a member of that Unit.
3. The National Representative(s) shall have voice but no vote on all committees and at all meetings.

**ARTICLE XII-EXECUTIVE BOARD**

1. The CUPELocal 1936Executive Board(hereinafter referred to as the “Executive Board”) shall be composed of the President, the Vice-President, the Secretary-Treasurer, the Recording Secretary, one Grievance Officer, three Trustees, the Unit Chairpersons or their Alternate and the Parent Local Stewards, a Diversity Vice-President representing Indigenous members and a EDI Representative from the Local 1936 Equity, Diversity and Inclusion Committee.
2. The President, the Vice-President, the Secretary-Treasurer, the Recording Secretary, and the Grievance Officer shall constitute the Administrative Committee of the Local.
3. A member of the Executive Board may also hold a position within a Unit.
4. The Executive Board shall have the general powers of directing the affairs of the Local.
5. The Administrative Committee shall be responsible for the powers of administration and direction of the affairs of the Local between general meetings and shall submit written reports to the Executive Board.
6. The President shall convene regular meetings of the Executive Board five times per year in the months of January, March, June, September and November.
7. Notice of a regular membership meeting shall be posted in an appropriate place not less than seven (7) calendar days in advance of the meeting.Such other meetings as are required shall be at the call of the President or upon written request to the Secretary-Treasurersigned by one-third (1/3) of the members of the Executive Board.
8. The President shall call any other meetings of the Board when requested to do so in writing by not less than a majority of the Unit Chairpersons. A majority of the Executive Board constitutes a quorum.
9. At each membership meeting the Recording Secretary shall take the minutes.
10. A firm agenda shall be established for all central membership meetings and shall include the following items:

Territorial Acknowledgement

Roll Call of Officers

 Reading of the Equality Statement

 Voting on new members and initiations

 Reading of the Minutes of the Previous meeting and matters

 arising

 Financial Report

 Communications and Bills

 Report to membership by President

 Report from Unit Chairperson

 Report from DVP Representing Indigenous Members

 Reports from Committees

 Nominations, Elections or Installations

 Unfinished Business

 New Business

 Good of the Union

 Adjournment

1. If an Officer of the Local fails to attend three consecutive membership meetings or three consecutive executive meetings without good and sufficient reason, their office will be declared vacant and filled at the next meeting.
2. 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. Should any Board member fail to answer the roll call for three (3) Executive Board meetings without having submitted good reasons for those failures, their office shall be declared vacant and shall be filled by an election at the following Central Membership Meeting. (Article B 2.5)
3. The Local Union may hold Executive Board meetings in person and/or virtually. Where virtual meetings are held, all voting will be conducted electronically provided secrecy can be maintained, where mandated to the National Union.

**ARTICLE XIII-DUTIES OF OFFICERS AND EXECUTIVE BOARD MEMBERS**

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.

1. The Duties of the President are of such a nature that they are required that they be booked off work full-time with remuneration being equivalent to 5% above the Para-pro grid step 18 in the Collective Agreement.

It shall be the duty and the responsibility of the President to:

1. Enforce the CUPE Constitution and these By-laws.
2. Preside at all meetings of the Localand preserve order.
3. Decide all points of order and procedure (subject always to appeal to the membership).
4. In the case of a tie vote, turn the issue back to the membership for a revote.
5. Ensure that all officers perform their assigned duties;
6. Shall be a member Ex-officio of all committees;
7. Shall have the option of attending all conventions, conferences and/or seminars as the delegate or one of the delegates of the Local;
8. Be one of the signing officers of the Local.
9. It shall be the duty of the Vice-President to:
10. If the President is absent or incapacitated, perform all duties of the President;
11. If the office of the President falls vacant, shall be the acting President until a new President is elected;
12. Render assistance to any member of the Executive Board as directed by the Board;
13. Be a committee member of any standing committee as assigned by the Executive Board;
14. Be one of the signing officers of the Local.
15. **Duties of the Recording Secretary:**
16. to keep correct, full and impartial minutes of all membership meetings
and all meetings of the Executive Board. The minutes will include a copy of the full financial report presented by the Secretary-Treasurer as required by Article B.3.6 of the CUPE National Constitution.
17. The Recording Secretary performs other duties required by the Local Union, its bylaws or this Constitution.
18. On termination of office, surrender all books, seals, and other properties of the Local to her successor.
19. Duties of the Secretary-Treasurer:

It shall be the duties of the Secretary-Treasurer to:

1. To keep all financial records of the Local Union and to keep a correct record of all its members.
2. The Secretary-Treasurer must maintain and organize all financial records including all documents, authorizations, invoices and vouchers for all payments made, records and supporting documents for all income received by the Local Union and receipts for all money sent.
3. Be one of the signing officers of the local;
4. Receive all revenue, initiation fees, dues and assessments, keeping a record of each unit’s payments, and deposit promptly all money with a bank or credit union;
5. Forward to the National Secretary/Treasurer of the National Union, on the official monthly report forms provided, not later than the 15th day of each month all financial obligations owing to the Canadian Union except where the union has arranged with employers for Union Dues cheques of all Units to be sent directly to the office of the National Secretary/Treasurer;
6. Be bonded in accordance with the recommendation of the National Secretary-Treasurer under the National Union Constitution. Any Treasurer Secretary-Treasurer who cannot qualify for a bond shall immediately be disqualified from her their office and the local shall proceed with the election of another Treasurer Secretary-Treasurer;
7. Pay no money unless supported by a voucher duly signed by the President and one other member of the Board or any two other members of the Board, except that no voucher shall be required for payment of per capita fees to any organization to which the local is affiliated;
8. Be empowered, with the approval of the Executive Board to employ necessary clerical assistance to be paid for out of the Local’s funds;
9. Sign all cheques and ensure that the Local Union’s funds are used only as authorized or directed by the CUPE Constitution, Local Union By-laws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences.
10. Make a written financial report to each regular membership meeting, detailing all income and expenditure for the period.
11. Provide the Trustees with any information they may need to complete the audit report forms supplied by the National Union.
12. 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 reasonable time, respond in writing to any recommendations and concerns raised by the Trustees.
13. On termination of office, surrender all books, records and other properties of the Local to their successor;
14. Duties of the Grievance Officer:

 It shall be the duty and responsibility of the Grievance Officer(s) to:

1. Compile Unit grievance reports;
2. Prepare a report for each Executive Meeting;
3. Chair of the Grievance Committee meetings;
4. Ensure that all stewards are properly trained;
5. Assist any Unit chairperson or Unit Lead Stewards as requested.
6. Trustees

Local 1936 shall have 3 trustees.

It shall be the duty and responsibility of the Trustees to:

1. 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.
2. Make a written report of their findings to the first Membership meeting following the completion of each audit;
3. 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.
4. Be responsible to ensure that monies are not paid out without proper constitutional or membership authorization;
5. Ensure that proper financial reports are being made to the membership;
6. Audit the record of attendance;
7. Inspect at least twice 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;
8. Use audit forms supplied by the National Officer and send a copy of each half-yearly audit to the National Secretary-Treasurer in accordance with the provisions of the CUPE Constitution.

**ARTICLE XIV-LOCAL MEMBERSHIP MEETINGS**

1. Local 1936 shall convene nine (9) central membership meetings in the months of September, October,November, January, February,March, April,May and June each year.
2. Notice of a regular membership meeting shall be posted in an appropriate place not less than seven (7) calendar days in advance of the meeting.
3. A quorum for the central membership meeting shall not be less than thirty (30) members, including a majority of the Executive Board.
4. At each membership meeting the Recording Secretaryshall take the minutes.
5. A firm agenda shall be established for all central membership meetings and shall include the following items:

**“ORDER OF BUSINESS’**

Territorial Acknowledgement

Roll Call of Officers

 Reading of the Equality Statement

 Voting on new members and initiations

 Reading of the Minutes of the Previous meeting and matters arising

 Financial Report

 Communications and Bills

 Report to membership by President

 Report from Unit Chairperson

 Reports from Committees

 Nominations, Elections or Installations

 Unfinished Business

 New Business

 Good of the Union

 Adjournment

**ARTICLE XV-VOTING OF FUNDS**

1. Bonding

All Executive Officers of the Local, unpaid or paid, who have anything to do with the direct handling of the finances of the union shall be bonded in accordance with the recommendations of the National Secretary-Treasurer and, in any case, in sums not less than is required under Section B.3.5 of the National Constitution.

1. Voting of Funds
2. Except for expenses and bills approved for payment by the Local, no sum over five hundred dollars ($500.00) may be paid by the Local to any cause outside of the National Union. All expenditures will be reported in writing to the next membership meeting.
3. Expenditures shall be only for the legitimate business of the Local and no disbursements shall be made for any business, which is considered to be the responsibility of the National Union or its other authorized bodies. Legitimate business of the Local shall include but not be limited to: Local meetings, bargaining sessions and meetings, regional meetings, conferences and conventions, trustee’s meetings, committee meetings, training courses and schools, and special meetings.
4. All expenditures of the Local must be approved at a membership meetings, preferably in advance. However, in those circumstances when the Executive may have to authorize an expense between central membership meetings, those expenses shall be presented for approval at the central membership meeting immediately following the expenditure.
5. The Local shall be responsible for expenses incurred through costs for meeting rooms.
6. It is understood that all expenditures for Unit purposes must have receipts. Whenever necessary the Unit Chairs will submit the receipts to the Secretary-Treasurer who will provide the Unit Chair with reimbursement of funds spent for Unit purposes.
7. Expenses will be reimbursed as follows:
8. Lost Wages and Benefits for regularly scheduled days of work lost while the member is attending to authorized business on behalf of the Local or bargaining unit. Such leave must be authorized by two Executive Officers.
9. All expenses while on Local Union business, including Dependent Care, Transportation costs, Per Diem and Meal Expenses will be compensated according to the CUPE BC Expense Policy. Receipts must be provided prior to reimbursement.
10. Hotel accommodations at double occupancy rates wherever possible, with receipts;
11. Parking fees, with receipts;
12. Public transportation with receipts;
13. Telephone expenses: to be eligible for reimbursement, calls must be fore legitimate business of the local, with receipts. The Local Officers of Local 1936 shall be reimbursed for cell phone use provided it is used for Union Business upon receiving a receipt (bill);
14. When on legitimate business of the Local, one call home per day qualifies for reimbursement, with receipts;
15. The Local shall operate on the voucher system to record all amounts paid covering expenses for travel, per diem, accommodation, etc. For officers and members, and properly covered by receipts. No payment shall be made with respect to such claims until such time as an authorized officer of the local approving payment signs the voucher;
16. Only those expenses not covered by any other source shall be claimed by anyone for expenses incurred while attending to Local business;
17. All expenditure reimbursements shall be made by cheque;
18. The Local shall reimburse the Employer for all authorized union leaves;
19. No expenditures by any Committee shall be incurred unless the expenditure has been approved in advance by the Executive Board;
20. The total listing of expenses (including lost time payments) of each member of the Executive Board shall be reported in writing to each Executive Board meeting;
21. The Secretary-Treasurer shall retain all financial books and records of the local in safekeeping for a seven (7) year minimum period;
22. No motion of a Unit membership that would require either directly, or indirectly, the expenditure of a Local Union funds shall be binding upon the Local unless, and until, approved by a motion by the Executive Board or by a motion by the Local membership.

**ARTICLE XVI-FEES, DUES AND ASSESSMENTS**

1. Initiation fee: Each application for membership in the Local shall be directed to the Unit Secretary and shall be accompanied by an initiation fee of $1.00 which shall be in additional to monthly dues. The Secretary-Treasurer shall issue a receipt.
2. Admittance Fee: The re-admittance fee shall be one dollar.
3. Monthly dues: The monthly dues shall be two percent (2%) of regular pay with minimums as provided in the National Constitution from time to time. Changes in the levels of Initiation Fee, or of monthly dues shall be by amendment of these By-laws.
4. Special Assessments: Special assessments may be levied in accordance with article B. 4.2 of the National CUPE Constitution.
5. Waiver of Obligation: No member shall be obliged to pay dues and/or assessments while on unpaid leave of absence, lay off, pregnancy, adoption or parental leave; WCB (either receiving or appealing) or on LTD.
6. Each Unit in Local 1936 shall be on Direct Due Remittance to National.
7. Non-payment of Dues and Assessments
8. A member who fails to pay dues and assessments for three months is automatically suspended from membership. The suspension will be reported to the Executive Board by the Secretary-Treasurer. The Executive Board will report all suspensions to the next membership meeting. The member may return to membership in good standing by paying a readmission fee and any other penalty set by the Local Union. The readmission fee cannot be less than the initiation fee of the Local Union.
9. 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 XVII-NOMINATIONS, ELECTIONS AND INSTALLATION OF OFFICERS**

1. Nomination Conditions: To be eligible for nomination a member shall be in good standing in their Unit and have attended at least 50% of the Local’s membership meetings in the previous year or given valid reason for theirabsence as considered by the Executive Board. No nomination shall be accepted unless the member is in attendance at the election meeting or has allowed to be filed at the election meeting their written consent duly witnessed by another member.
2. Holding Office: A member may accept nomination for an office while holding another office. If successful in the election, the member’s resignation from their current office is deemed to take place immediately.
3. Vote for One Office: Voting to fill one office shall be conducted and completed and recounts dealt with before balloting may begin to fill another office.
4. Majority Required: A majority, fifty percent (50%) plus one (1) of votes cast shall be required before any candidate can be declared elected. Second and subsequent ballots shall be taken if necessary to obtain a majority decision.
5. Lowest Dropped: On the second and subsequent ballots the candidate receiving the lowest number of votes in the previous ballot shall be dropped from the ballot.
6. Tie Vote: In the case of a tie vote, the ballot shall be repeated until the tie is broken.
7. Two or More Office Holders: Where two or more nominees are to be elected to any office by single ballot, each member voting shall be required to vote for the full number of candidates to be elected or the member’s ballot will be declared spoiled.
8. Recount: Any member may request a recount of the votes in any election. The recount will be held if supported in a vote by at least thirty-five (35%) of the voting members.
9. Elections Years: Elections shall be held in even numbered years in the month of May.
10. Term: The term of office for Officers of the local shall be two (2) years with no limit on the number of terms served.
11. Installation: All duly elected officers shall be installed at the meeting at which the election occurred.
12. The terms of office for Trustees shall be as laid down in Article B.2.4of the CUPE Constitution.
13. By-Elections: Should an office fall vacant for any reason the resulting by-election shall be conducted as closely as possible inconformity with this article.

**ARTICLE XVIII – NOMINATIONS, ELECTIONS AND INSTALLATION OF UNIT COMMITTEE MEMBERS**

1. Unit Chairpersons, Secretaries and Stewards shall be elected for a term of two years. Election shall take place in even numbered years in the month of June.
2. Elections shall be in accordance with the procedure specified above in Article XVII, Subsection 1 to 11 and 13.

**ARTICLE XIX – DELEGATES TO CONVENTIONS AND COUNCILS**

1. Except for the President’s option (Article XIII, Section 1 (g) all delegates to conventions and/or seminars shall be chosen by election at membership meetings of the local. Should the Executive Board make a recommendation with respect to delegates, the Executive Board shall give due consideration to recommendations from Unit Committees with respect to these matters.
2. Delegates to CUPE District Councils and Labour Councils shall be elected **biennially**. An official reporter for the delegates to each Council shall be appointed by the President from among the delegates to each Council, who shall be required to report at each meeting of the Local membership on proceedings at recent meetings of the Councils.

**ARTICLE XX – UNION EDUCATION**

1. Education and Training Committee - Three members

The Education Committee shall consist of three (3) members to be elected at the September central membership meeting following the election of Officers in even years:

1. Ensure all members are made aware of educational courses as they may be offered.
2. Co-operate with the Education Department of CUPE, and with the CUPE Education Representative to implement schools.
3. Arrange for representation of the Local at any appropriate and available educational seminar or conference.
4. Instruct delegates with respect to the preparation of reports to the membership regarding seminars and conferences.
5. Maintain a reference file on these reports.
6. Representation at educational institutes and seminars shall be on the

recommendation of the Education Committee, subject to final approval by the Executive Board. The Education Committee shall give due consideration to the recommendations of Unit Committees in these matters.

**ARTICLE XXI – GRIEVANCE COMMITTEE ~~AND APPEAL PROCEDURE~~**

1. Local 1936 Grievance Committee shall be comprised of the National Representative assigned to the Unit, the President, the Grievance Data Officer, the assigned Parent Local Steward and the Unit Chair or Unit Steward from the unit where the grievance originated.
2. Parent Local Stewardshall mean a Steward appointed or elected to the Local Grievance committee;
3. Unit Stewardshall mean a qualified member appointed or elected to assist a Unit chairperson, both as a grievance steward and as a member of the Unit Committee
4. The Grievance Committee shall present a grievance report to the Executive Board as well as to the membership at every Executive and central membership meetings with a copy forwarded to the National Representative.

**ARTICLE XXII- CUPE LOCAL 1936 EQUITY, DIVERSITY AND INCLUSION COMMITTEE**

**PURPOSE**

To provide a safe and secure environment from which self-identified equity seeking members can advise, make recommendations and educate the Local 1936 Executive Board and members regarding their needs, experiences and challenges in order to improve equity, inclusion and diversity within the Local.

**COMMITTEE PARTICIPANTS**

Representatives of the following four (4) equity seeking groups are invited to participate in this committee.

* Racialized Workers
* Indigenous Workers, including Inuit and Metis workers
* Workers with Disabilities
* 2SLGBTQIA+ (Two-Spirited, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, and Others) Workers, includes those who have a gender identity and/or gender expression that is different from that assigned to them at birth.

**MEETINGS**

Meetings are to be held on a monthly basis, for no more than two (2) hours, unless otherwise determined by the committee, with the exception of July, August and December. Meetings may be held via Zoom, in person (when deemed safe by the Provincial Health Officer and agreed to by Local Executive Officers) or via a combination of the two. A table officer must coordinate with CUPE BC to book a room for Committee Meetings.

**COMMITTEE STRUCTURE**

CUPE Local 1936 members who self-identify as being constituents of at least one of the four equity seeking groups listed previously may voluntarily choose to participate in this Committee. The President and/or their designate shall Co-Chair the Equity, Diversity and Inclusion Committee. The Committee will elect from their members, a Co-Chair and Recording Secretary. Terms of office for the committee shall be for a period of two (2) years. Minutes of each meeting shall be recorded with emphasis on committee decisions and recommendations made.Every effort will be made to make decisions on a consensus basis. Where this is not possible, a vote shall be held and 50% plus 1 shall determine the deciding vote. In rare instances of a tie vote, the Local President or designate shall cast the deciding vote.

**EXPENSES**

Expenses will be covered as per the CUPE BC Expense Policy. )Please see Appendix B for the CUPE BC Policy).

Committee participants are to fill out the CUPE Local 1936 Expense Form and Mileage Reimbursement and submit this form to the CUPE Local 1936 Secretary-Treasurer for reimbursement.

If book-off is required in order to participate in a committee meeting, or related educational workshop, the CUPE Local 1936 Union Leave Form must be filled out and sent to the CUPE Local 1936 Secretary-Treasurer. Only previously scheduled hours of work will be compensated for time spent in a Committee meeting.

**ARTICLE XXIII– RULES OF ORDER**

**Please see attached Appendix ‘A’.**

1. All meetings of the Local shall be conducted in accordance with the principles of Canadian Parliamentary procedure. Appendix “A” appended to these By-laws outlines important rules to ensure free and fair debate and may only be amended by the same procedure used to amend these By-laws.
2. In situations not covered by Appendix “A” the CUPE Constitution may provide guidance, but, if not dealt with there, *Bourinot’s Rules of Order* shall apply.

**ARTICLE ~~XXIII~~ XXIV– AMENDMENTS (Procedure to Amend the By-Laws)**

1. These By-Laws are always subordinate to the National Union 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 By-Laws and the National Union Constitution, the latter shall govern. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.
2. The Executive Board, subject to appeal to the general membership, shall decide any dispute arising out of the interpretation or application of these By-laws. Any question as to the validity of any Bylaw may be referred to the National President for a final decision.
3. These By-laws shall not be amended, added to, or suspended except upon a two-thirds (2/3) majority vote of those present and voting at a regular or special central membership meeting following written notice of the intentionto propose the amended or additional By-laws given at least seven (7) days before at a previous membership meeting or sixty (60) days before in writing.
4. The Secretary-Treasurer shall immediately inform all units of the proposed by-law amendments or additions and the date of the meeting at which the proposed amendment shall be voted upon.
5. No change in these By-laws shall be valid and take effect until approved by the National President of the National Union. The validity shall date from the letter of approval of the National President.

**ARTICLE XXIV – TRIALS PROCEDURE**

1. Trials procedure for Local 1936 shall be in accordance with the provisions of the National Union Constitution, Article B.11.1 to B.11.5. “A regularly constituted meeting of the “Local Union” shall be deemed to mean a meeting of the central membership of this Local to which the accused member belongs.

**APPENDIX “A” TO THE BY-LAWS OF LOCAL 1936, CUPE**

**RULES OF ORDER**

1. The President, or in theirabsence, the Vice-President, shall chair at all central membership meetings of the Local Union. In the absence of both the President and the Vice-President, the Secretary**-**Treasurer shall act as President, and in their absence**,** the Local shall choose a President pro-tem.
2. No member, except the Chairperson of a committee making a report or the mover of a resolution, shall speak more than five minutes, or more than once on the same questions without the consent of the meeting or until all who wish to speak have had an opportunity. Chairpersons and movers of a resolution shall be limited to fifteen minutes, except with the consent of the meeting.
3. The President shall state every question coming before the Local, and before allowing debate thereon, and again immediately before putting it to a vote, shall ask: “Is the Local ready for the question?” Should no member rise to speak, the question shall then be put to the members.
4. A motion to amend, or to amend an amendment, shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment, or amendment to an amendment, which is a direct negative of the resolution shall be in order.
5. On motion, the regular order of business may be suspended by a two-thirds vote of those present, to deal with any urgent business.
6. All resolutions and motions other than those named in Rule 15, or those to accept or adopt the report of a committee, shall, if requested by the presiding officer, be presented in writing before being put to the Local.
7. Any member having made a motion can withdraw it with the consent of the seconder, except that any motion, once debated, cannot be withdrawn except by a majority vote of those present.
8. When a member wishes to speak on a question or to make a motion, theyshall rise in theirplace and respectfully address the presiding officer, but except to state that theyrise~~s~~ to a point of order or on a question of privilege, they shall not proceed further until recognized by the chair.
9. When two of more members rise to speak at the same time, the presiding officer shall decide which one is entitled to the floor.
10. Every member, while speaking, shall adhere to the question under debate and avoid all personal, indecorous, or offensive language, as well as any poor reflection on the Local or member thereof.
11. If a member, while speaking, is called to order, theyshall cease speaking until the point is determined; if it is decided they are in order, theymay again proceed.
12. No religious discussion shall be permitted.
13. The President shall take no part in debate while presiding, howevermay yield the chair to the Vice-President in order to speak on any question before the Local, or to introduce a new question.
14. The presiding officer may have the same rights as other members to vote on any question. In the case of a tie, the presiding officer may turn the question back to the membership for a revote.

16.When a motion is before the Local, no other motion shall be in order except (1) to

 adjourn (2) to put the previous question (3) to lay on the table (4) to postpone for a

 definite time (5) to refer (6) to divide or amend, which motions shall have

 precedence in the order named. The first three of these shall be decided without

 debate.

1. A motion for the previous question, when regularly moved and seconded shall be put in this form: “Shall the main question be now put?” If it is adopted, the President shall proceed to take the vote on the resolution and amendments thereto (if any) according to their priority. If an amendment or an amendment to an admendment is adopted, the original resolution, as amended, shall be put to the Local.
2. A motion to adjourn is in order except (1) when a member has the floor, and (2) when members are voting.
3. A motion to adjourn, having been put to the membersand lost, shall not be in order again, if there is further business before the Local, until fifteen minutes have elapsed.
4. After the presiding officer declares the vote on a question, and before the Local proceeds to another order of business, any member may ask for a recount. A standing vote shall then be taken and the Secretary-Treasurershall count the same.
5. If any member wishes to challenge (appeal) a decision of the chair, theymust do so at the time the decision is made. If the challenge is seconded, the member shall be asked to state briefly the basis for theirchallenge. The Chairperson may then state briefly the basis for their decision, following which the Chairperson shall immediately and without debate put the question: “Shall the decision of the chair be sustained?” A majority vote shall decide except that in the event of a tie the chair is sustained.
6. After a question has been decided, any two members who have voted in the majority may, at the same or next meeting, move reconsideration thereof.
7. No member shall enter or leave a meeting during the reading of the minutes, the initiation of new members, the installation of new officers, or the taking of a vote; and no member shall leave without permission of the ~~Vice-~~President or their designate.
8. The Local’s business, or proceedings of meetings, is not to be divulged to any persons outside the Local or the Canadian Union of Public Employees.
9. These Rules of Order shall also apply to Unit membership meetings with appropriate modifications.

**APPENDIX “B” TO THE BY-LAWS OF LOCAL 1936**

**CUPE BC EXPENSE POLICY**

**1.PREAMBLE**

The purpose of this expense policy is to reimburse members for expenses incurred on behalf of CUPE BC. This policy shall be reviewed annually by the Trustees. Expense claim forms must be submitted within 6 months of when the expense(s) were incurred. The Secretary-Treasurer is authorized to approve expense claims past the 6 months for extraordinary circumstances.

**2.WAGES**

Lost wages for regularly scheduled hours of work shall be repaid at cost directly to the Local Union only. Wage loss will not be paid directly to individuals.

**3.ACCOMMODATION**

If accommodations are required, they must be booked through the CUPE BC office. Members are entitled to a single room, however if members choose to share a room, this should be clarified with the CUPE BC office when booking the room. Where possible all room, taxes and parking will be billed directly to CUPE BC.

**4.DEPENDANT CARE**

If required, dependant care will be paid outside of regular working hours at the rate of up to $20.00/hour to a maximum of $300.00/day (which includes travel time) upon completion of the CUPE BC Dependant Care Expense Claim form.

**6.TRANSPORTATION**

To be the most convenient and economical means with the maximum kilometres not to exceed airfare. Airfare where required (economy class) must be booked through WE Travel.

a. Automobile allowance 61¢ km.

b. Parking cost when on CUPE BC business (receipt must be provided).

c. Taxi or airport shuttle from airport to hotel to meeting place upon submission of receipts. Taxis to be shared when possible.

d. Where ferry travel is required, only land kilometres will be reimbursed (as well as ferry fares with submitted receipts). (Note: some distance calculators includethe kilometres the ferry travels over the water, those kilometres should be deducted from claim.)

e. If you are not claiming for parking (excluding hotel parking where you are staying), taxi or mileage the day of your meeting you can claim a one day transit honorarium equivalent to the cost of an All Day Transit pass if you are using the public transit system to attend the meeting.

**6. PER DIEM**

a. $43.00 per half day meeting (when no meals provided).

b. $86.00 per day for an all-day meeting (when no meals provided).

c. $43.00 for half-day of incoming travel to next day meeting or return travel day, next day after meeting.

d. $86.00 for full day travel to and from meetings.

e. $43.00 for evening meetings requiring meals (unless already receiving $86.00 full day per diem).

f. Where members are booked off for special projects (e.g. Zone coordinators, Campaign Workers, etc.), the full-time officers per diem policy will apply.

**7. INCIDENTALS**

a. $17.00 for in person meetings where all expenses (meals) are included.

b. $17.00 for video conferencing meetings scheduled for four (4) hours or more.

**8.FULL-TIME OFFICERS**

The CUPE BC Expense Policy will apply for full-time officers as follows: when conducting the duties of their office for meetings of the Admin Committee, Executive Board, BC Fed., etc. and committee meetings on behalf of CUPE BC away from the office.

When daily per diem is not in effect regular in town per diem will apply as per the Constitution. ($17.00 per day.)

**9.DAYS IN LIEU**

In cases where CUPE BC business causes Executive Board members and/or Trustees to lose both of their consecutive regularly scheduled days off, they will be allowed to book off days in lieu at CUPE BC's expense. Prior authorization of the Secretary -Treasurer is required for book off of days in lieu.

**10.CONVENTION COMMITTEES**

Convention committee members will have wages and rooms paid for those days the committee is required to meet prior to Convention convening. Per diem for days committee meets when Convention is not in session will be - $86.00. The following per diems will apply to the Credentials, Resolutions and Sergeant-at-Arms Committees when Convention is in session:

a. Chairperson - $35.00 per day.

b. Committee Members - $30.00 per day.

c. Hotel room at prevailing rates and loss of wages as required. Convention Committee members who wish to forfeit per diem may have this amount donated to the Colleen Jordan Humanity Fund.

Resolutions Committee – When required to meet prior to the start of convention, lunch will be provided. When required to meet prior to daily convening of convention and through the lunch break food will be provided.

**11. RECEIPTED EXPENSES**

Where receipted expenses are being submitted, a credit card/debit slip will not be accepted on its own. An itemized receipt from the agency must also be included (e.g. hotels, BC Ferries, etc.) If no receipt is available due to special circumstances a declaration providing an explanation may be accepted, signed by the member and authorized by the Secretary-Treasurer. These declarations may be reviewed by the Trustees.