

BY-LAWS
OF THE
CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 1123
OKANAGAN REGIONAL
LIBRARY EMPLOYEES

Amended: June 10, 2009

TABLE OF CONTENTS

ARTICLE	PAGE
PREAMBLE	1
ARTICLE 1 NAME.....	1
ARTICLE 2 PRINCIPALS AND OBJECTIVES	1
ARTICLE 3 MEETINGS	2
ARTICLE 4 OFFICERS.....	2
ARTICLE 5 PRESIDENT	2
ARTICLE 6 VICE-PRESIDENT / 2nd VICE-PRESIDENT	3
ARTICLE 7 RECORDING SECRETARY	3
ARTICLE 8 TREASURER	4
ARTICLE 9 TRUSTEES.....	5
ARTICLE 10 SHOP STEWARDS.....	5
ARTICLE 11 EXECUTIVE COMMITTEE	6
ARTICLE 12 NEGOTIATIONS	7
ARTICLE 13 STANDING COMMITTEES	7
ARTICLE 14 SPECIAL COMMITTEES	8
ARTICLE 15 AFFILIATIONS.....	9
ARTICLE 16 LOCAL BUDGET	9
ARTICLE 17 INITIATION FEES, DUES AND ASSESSMENTS.....	10
ARTICLE 18 VOTING OF FUNDS	10
ARTICLE 19 DELEGATES TO CONVENTIONS, CONFERENCES & EDUCATION.....	10
ARTICLE 20 AMENDMENTS AND ALTERATIONS	11
ARTICLE 21 ORDER OF BUSINESS / RULES OF ORDER.....	11
ARTICLE 22 NOMINATIONS FOR ELECTION	12
ARTICLE 23 ELECTIONS.....	12
ARTICLE 24 INSTALLATION OF OFFICERS	13
ARTICLE 25 EXPENSES	13
APPENDIX "A".....	15
OATH OF OBLIGATION (New Member).....	15
OATH OF OFFICE (New Officers)	15
APPENDIX "B".....	16
RULES OF ORDER	16

*** Wherever the singular, masculine, or feminine is used in this document, it shall be considered as if the plural, feminine or masculine has been used where the context of the party or parties hereto so require.*

LOCAL 1123 BY-LAWS

PREAMBLE

This Local of the Canadian Union of Public Employees has been formed to create unity and solidarity towards improving the economic and social welfare among the members without regard to race, creed, colour, national origin, political or religious affiliation, sex, marital status or sexual orientation. These by-laws are designed to give continuity and strength to our Local, and give proper balance to the administration of the Local. The obligations of elected officers shall be included in these by-laws; however there should be diversity and sharing of duties and responsibilities to involve as many members as possible so as to safeguard the rights of all members.

ARTICLE 1 NAME

- (a) The name of this Local shall be: Canadian Union of Public Employees, Local 1123, Okanagan Regional Library Employees
- (b) This Local has the right to elect its own bargaining committee, executive committee members, grievance committee, trustees and job stewards.

ARTICLE 2 PRINCIPALS AND OBJECTIVES

- (a) To regard with high and equal value all of the various occupations of the membership
- (b) To improve the wages, working conditions, hours of work, job security and other conditions affecting all members. And to secure adequate remuneration for work done
- (c) To encourage the settlement of all disputes between the members and the employer's administration by negotiation, mediation and arbitration.
- (d) The advancement of the social, economic and general welfare of the membership through participation and preservation of free democratic trade unionism.
- (e) To support the Canadian Union of Public Employees in its objectives as set out in Article II of the Constitution.
- (f) To defend and extend the civil rights and liberties of the members, and to adopt and adhere to the "Equality Statement" of the Canadian Union of Public Employees.
- (g) To avail of the National Union any and all assistance as required.

ARTICLE 3 MEETINGS

- (a) Union meetings shall be called by the President.
- (b) *There shall be no less than six (6) general meetings held each year. A quorum for the transaction of business at any regular meeting shall be ten (10) members including three (3) duly elected officers. Meetings shall start no later than 7:15 p.m. The venue for meetings shall rotate equitably between the North, South and Central regions of coverage of the Local, and a calendar of dates of meetings will be set by the Executive and distributed in June of each year.*
- (c) Special meetings shall be called upon order of the Executive Board or by the written request of five (5) rank and file members to the Executive Board, provided, however, no business shall be transacted at such special meetings other than that for which the special meeting has been called.

ARTICLE 4 OFFICERS

- (a) The Officers of the local shall consist of a President, Vice-President, 2nd Vice-President, Recording Secretary, Treasurer, Shop Stewards, and three (3) Trustees. Officers shall be elected by the membership attending and voting at the May General Meeting each year.
- (b) The Table Officers of the local shall be the President, Vice-President(s), Recording Secretary and Treasurer, whose terms shall be two (2) years.

ARTICLE 5 PRESIDENT

- (a) The President is the administrative head of the local union, and is responsible for carrying through the program of the local. The President is the person who speaks on behalf of the local union, and represents the Union when meeting with the employer or the public. The President shall be an ex-officio member of all Committees of the Local.
- (b) It shall be the duty of the President to preside over all meetings, to preserve order and enforce the Constitution and By-Laws. To see that all officers perform their respective duties; to fill vacancies on committees where elections are not provided for and to decide all questions of order, subject to an appeal by a member of the local (but shall not vote on such appeal). The President shall have a vote on all matters including elections of officers, and in the case of a tie vote he/she also has the right to cast the deciding ballot.
- (c) The President shall ensure the Local's funds are used only as authorized or directed by the Constitution, By-Laws, or vote of the membership; and shall be one (1) of the two (2) designated co-signers on all cheques along with the Treasurer.
- (d) The President will have first preference as a delegate to attend conventions.

ARTICLE 6 VICE-PRESIDENT / 2nd VICE-PRESIDENT

- (a) A Vice-President will perform all duties of the President if the President is absent or incapacitated.
- (b) If the office of President falls vacant during their elected term, a Vice-President shall be Acting President until a new President is elected at the next, immediate following, general meeting of the local.
- (c) One Vice-President shall be one (1) of the two (2) designated co-signers on all cheques issued upon the Local's funds, along with the Treasurer.
- (d) A Vice-President chairs the Executive Committee Meetings and both positions perform and/or oversee other duties as assigned by the President, which may include chairing designated committees.
- (e) If one office of Vice-President falls vacant, during their elected term, the 2nd Vice-President shall be Acting Vice-President until a new Vice-President is elected at the next, immediate following, general meeting. It will be at the discretion of the members present at such meeting to determine if the office of a 2nd Vice-President shall be refilled for this period.

ARTICLE 7 RECORDING SECRETARY

- (a) The Recording Secretary shall be responsible for keeping a full, accurate and impartial account of the proceedings of all regular or special membership and Executive Committee meetings, including all motions.
- (b) Shall record all amendments or alterations to the By-Laws.
- (c) Shall answer correspondence and fulfill other secretarial duties as directed by the President and/or Executive Committee including:
 - a. File a copy of all letters sent out and keep on file all communication.
 - b. Maintain and secure file cabinet(s) used by the Local.
 - c. Prepare and distribute all circulars and notices to members.
 - d. Collect mail addressed to the Local, open and distribute it appropriately and timely.
 - e. Maintain correct addresses for and with all correspondents.
 - f. Maintain and distribute annual list of Executive, Committee members, and Appointees to all appropriate contacts and affiliates.
- (d) The Recording Secretary is empowered, with the approval of the President, to employ such necessary assistance to perform his/her duties, which shall be paid for out of the Local's funds.

LOCAL 1123 BY-LAWS

- (e) On termination of office, shall surrender all books, seals and other properties of the Local to his/her successor.

ARTICLE 8 TREASURER

- a. The Treasurer is the financial officer for the Local and all Committees of the Local. As such, the Treasurer shall assist and advise the Table Officers in the preparation of the budget of the anticipated regular expenses and receipts of the Local for the coming year prior to the beginning of the fiscal year. (Article 17)
- b. The Treasurer shall receive all revenue, initiation fees, dues, and assessments, keeping a record of each payment, and deposit promptly all monies received in the local's name in the Credit Union or bank approved by the Executive.
- c. As the financial officer, shall ensure that only appropriate and approved expenses and bills are paid by cheque drawn on the approved Local account and signed by the Treasurer and at least one (1) of the President or Vice-President. Shall maintain the record of signing officers annually, at elections, with the bank or Credit Union.
- d. The Treasurer will prepare all CUPE National per capita tax, forms and membership reports and will forward all financial obligations to the National Secretary-Treasurer no later than the 15th of each month.
- e. Shall record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices; and shall make a written financial report to the Local each month.
- f. The Treasurer shall, subject to the approval of the membership, invest the surplus funds of the Local in term deposits or securities in the name of the Local.
- g. The Treasurer shall be bonded for not less than ten thousand dollars (\$10,000.00) through the master bond held by the National office, and any Treasurer who cannot qualify for the bond shall be disqualified from office.
- h. Shall make all books and records of the Local available for inspection by the auditors and/or trustees on reasonable notice, and have the books audited *in August annually*. The Treasurer shall provide the trustees with any information they may need to complete the trustees report and forms as prescribed by CUPE National.
- i. The Treasurer shall maintain all membership information of the Local, and shall be responsible for the issuance of all membership cards.
- j. The Treasurer, with approval of the President, may hire such clerical or secretarial assistance as is deemed necessary to perform her duties. Such assistance shall be paid from the Local's funds and reported to the membership on a monthly basis as a separate item on the financial statement.

LOCAL 1123 BY-LAWS

- k. On termination of office, the Treasurer shall immediately prepare the records for audit, and so advise the Trustees. He/she shall thereafter surrender all books, records, seals, and other properties of the Local to his/her successor in office. There shall be a sixty (60) day transition period to allow for an orderly change of office and signatories.

ARTICLE 9 TRUSTEES

- (a) It shall be the duty of the three (3) Trustees to act as an auditing committee. They shall audit the books and accounts of the Treasurer at least annually in August, and upon termination of the standing Treasurer. Such audit shall include the inspection or examination of bonds, term deposits, and all other assets of the Local, as well as the records of membership. They shall be particularly responsible to ensure that monies are proper constitutional or membership authorization, and that proper financial reports have been made to the membership.
- (b) At the completion of their audit, the Trustees shall submit in writing to the President and Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure the Local's funds, records, and accounts are being maintained in an organized, correct and proper manner.
- (c) The Trustees shall submit a report to the next regular meeting of the Local following the audit on the condition of the funds and accounts, the number of members in good standing, the number initiated and withdrawn, together with such other information they may deem necessary to the efficient and honest administration of the Local, along with a copy of the recommendations and/or concerns submitted to the Treasurer and the Treasurer's written response
- (d) Audit forms as supplied by the National Office shall be used for all audit reports and a copy of each annual audit including a copy of the report to the Local membership along with a copy of the recommendations/concerns and the Treasurers response shall be sent to the National Secretary-Treasurer in accordance with the provisions of the CUPE Constitution, with a copy to the assigned National Servicing Representative.
- (e) Three (3) Trustees shall be elected at the 1998 election, one (1) for a term of one (1) year; one (1) for a term of two (2) years; and one (1) for a term of three (3) years. Commencing in 1999 and each year thereafter, one (1) Trustee shall be elected for a term of three (3) years, or in the case of vacancies occurring, a Trustee will be elected to fill only the unexpired term in order to preserve overlapping terms of office.

ARTICLE 10 SHOP STEWARDS

- a. Shop Stewards are to be nominated by those whose jurisdiction they represent. Their names are then to be submitted to the membership at the annual election for ratification. Jurisdiction may mean by branch, worksite, job category, or regional area as recommended by the Executive Committee. Stewards are accountable to their designated jurisdiction.

LOCAL 1123 BY-LAWS

- b. It is the duty of the steward to monitor the worksites (jurisdictions) for collective agreement violations and to provide an ear for the members whom they represent. The steward represents individuals as well as the collective whole.
- c. In complaints or grievance action it is the steward's duty to assess, to gather information, to follow-up, and to represent, along with the Union Grievance Committee/Executive, the best interests of the member(s) and the Union.
- d. Members are encouraged to use their steward to access information relative to the Union or their worksite, as a way to foster this, it is expected that the steward will take opportunities to learn of the workings of the Union through regular participation in the Stewards Committee and the Executive Committee, as well as attending Union education courses. It is mandatory that each steward attend the minimum of a two day Basic Stewarding course within the first year of their term as Steward.
- e. The stewards shall serve as a primary communications link between the Executive Committee and the members and may be assigned related duties by the Executive Committee.
- f. A Stewards Committee comprised of all Stewards and the President or their designate may meet at any time to review any and all issues within its jurisdiction as brought forward by the members or any Steward. The Committee shall appoint a secretary from their ranks to record the minutes. A report is to be presented at the following general meeting.

ARTICLE 11 EXECUTIVE COMMITTEE

- (a) The Executive Committee of the Local shall consist of the President, 1st Vice-President, 2nd Vice-President, Treasurer, Recording Secretary and Shop Stewards of the Local.
- (b) The Executive Committee, chaired by a Vice-President, will meet at least monthly, and shall require a quorum of at least four (4) Executive Committee (voting) members including at least two (2) Table Officers. The Recording Secretary shall note attendance and take the minutes of each meeting.
- (c) This Committee is to administer and carry out all work delegated to it by the Local, and carry on the business of the Local between general meetings.
- (d) Should any elected Table Officer member of this Committee fail to answer the roll call for three (3) consecutive regular meetings or three (3) consecutive Executive Committee meetings without having submitted good reasons for such absence, his/her position shall be declared vacant and shall be filled by an election at the following membership meeting.

ARTICLE 12 NEGOTIATIONS

- (a) The function of this Committee is to prepare collective bargaining proposals and to negotiate a collective agreement.

- (b) The Bargaining Committee shall consist of four (4) members, the President plus two (2) elected members of good standing, plus one (1) elected alternate member. This Committee may appoint or seek counsel of any other member or party as it deems necessary to compliment or effect the application of the bargaining package at any time during the span of the contract. The CUPE Servicing Representative assigned to the Local shall be a non-voting member of the Committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership. The Servicing Rep or Negotiations Chairperson shall provide reports on the progress of negotiations to the members and direct instructions from the rank and file to the Committee.

- (c) No proposals or agreements can proceed without first being submitted to the membership for their acceptance, rejection or amendment, which shall be voted upon at a Special Meeting and adopted by a simple majority.

- (d) All agreements, upon ratification by the membership shall be executed by the Local and signed by the signing officers.

- (e) Mail, telephone or email balloting may be arranged for members where travel distance to the voting site would prove an unreasonable hardship, or bona fide schedules prevent attendance at the meeting.

ARTICLE 13 STANDING COMMITTEES

The members at the annual May elections meeting shall elect the Chairperson of each standing committee. The Chairperson and the Executive Committee may, with the concurrence of the membership, jointly appoint other members to serve on a committee. Each Standing Committee shall meet a minimum of two (2) times per year and shall give a verbal and written report of activity to the members at a general meeting. The President shall be a member, ex-officio, of each committee. Each standing committee shall appoint from among its members a recording secretary charged to maintain and supply minutes to the Executive. All committees shall take direction from and be responsible to the Executive Committee.

- **GRIEVANCE COMMITTEE**

This committee shall process all grievances not settled at the initial stage and its reports shall be submitted to the Executive Committee. Grievances must be in writing on the forms provided by the National Office and be signed by the grievers(s). The Grievance Committee shall be comprised of the President, Vice-Presidents, Shop Steward involved, and the National Staff Representative.

LOCAL 1123 BY-LAWS

- **JOB EVALUATION COMMITTEE**

This Committee shall be comprised of two (2) elected members plus an elected alternate, any one of whom should be a table officer, where possible. The Committee shall represent the Union and its members on the Joint Job Evaluation Committee with representatives of the employer, and in the application and integrity of the JJEC portion of the collective agreement. The Committee shall make monthly reports on the progress of evaluations to the Executive and/or membership meetings. No agreements which would alter any of the terms of reference as detailed in the collective agreement can be made without submission to the general membership for ratification, and upon ratification shall be executed by the Local and signed by the signing officers of the Local.

- **OCCUPATIONAL HEALTH & SAFETY**

The OH&S Committee shall be made up of three (3) elected representatives plus one (1) elected alternate. Three (3) reps shall be elected at the 2001 Elections, one for a term of one year, one for a term of two years, and one for a term of three years. Commencing in 2002, one OH&S representative shall be elected for a term of three years. The alternate may be elected annually. Each Representative shall attend the CUPE Level One, health and safety course within the first 12 months of being elected, if the term of election is greater than one year. This is in addition to any mandatory Committee courses as may be required by the WCB. The Committee shall appoint from its members a Co-Chair to the Joint Committee. The Co-Chair shall ensure the local's issues are placed on the agenda, ensure equal participation on the Joint Committee by the union Reps, ensure all committee recommendations are forwarded to the appropriate level of concern and responded to within the required 21 days, ensure that the minutes accurately reflect the intent and discussion of each meeting and the circulation and posting of minutes in all worksites. The Co-Chair will also ensure worker representation during workplace inspections, investigation of accident/incidents, worker complaints, when a member uses their right to refuse unsafe work, and when a WCB representative is present in a workplace. The Co-Chair may assign any of the above duties to any member of the OH&S Committee with the exception that the alternate may only observe and assist a duly elected "full" member. The alternate may serve as the secretary to the Committee to provide minutes of the quarterly meetings.

ARTICLE 14 SPECIAL COMMITTEES

Special Committees may be set up by election at a meeting or by appointment by the President as directed by the members. A Vice-President shall be an ex-officio to any Special Committee where a conflict of interest would exist with the office or person of the President. Any Special Committee shall be accountable to the Executive Committee and shall accordingly submit a written and verbal report to both the Executive and General meetings. Special Committees shall have a term defined by the Executive, but in no case shall exceed one year. Special Committees may include, but not be limited to: WOMEN'S ISSUES, COMMUNICATIONS NEWSLETTER, FIGHTBACK.

- **INTERNAL REVIEW** .Upon the written application to the Executive Board by any three (3) members of the local, a committee to review any administration practices of the executive of

LOCAL 1123 BY-LAWS

Local 1123 shall be struck. The CUPE National Representative assigned to the local shall be immediately notified to guide such internal review as is deemed required. The National Representative, in conjunction with the committee chair, shall file a report to the Executive and the members at the next general meeting or special meeting, as is required, to address any concerns arising from the internal review. A Vice-President shall be ex-officio to any internal review where a conflict of interest would exist with the office or person of the President.

- **EDUCATION COMMITTEE** .It shall be the duty of the Committee to arrange for representation of the Local at any appropriate and available educational school, seminar, or conference and submit recommendations accordingly to the Executive Committee and/or the membership meetings. In recommending attendance, the Committee will be expected to work closely with the Treasurer to budget for the expenses anticipated. The Committee will assist such delegates with arrangements for attendance at such functions, instruct delegates in the preparation of reports on attended courses or conferences and maintain a reference file of these reports, and evaluate the worth or success of educational programs as they relate to the needs of the Local. The Education Chairperson shall be elected from the members in good standing and may have no more than three (3) appointees. The Committee shall appoint its secretary from among its members.

ARTICLE 15 AFFILIATIONS

Local 1123 shall affiliate with and maintain affiliation with CUPE-BC (Division), the B.C. Federation of Labour, the Okanagan Mainline District Council (CUPE). Affiliation with the North Okanagan Labour Council (CLC) shall be reviewed annually by the Executive and voted upon by the membership at the last general meeting of each calendar year. Members are to be elected/appointed annually to serve as Local representatives to the following:

Okanagan Mainline District Council (CUPE) .one member

North Okanagan Labour Council (CLC) .one member (if affiliated)

ARTICLE 16 LOCAL BUDGET

- (a) It is the responsibility of the Officers to produce a core annual budget with which to guide the expenditures of the Local. The Annual budget will be presented at the general meeting prior to the end of the fiscal year.
- (b) Funds are to be allocated for the following:
 - i. *Convention Fund* .to cover CUPE BC, CUPE National, and BC Federation
 - ii. *Conference Fund* .to cover annual, bi-annual and special conferences
 - iii. *Education Fund* .to cover Union sponsored opportunities for improved member's education in Union related fields.

LOCAL 1123 BY-LAWS

- iv. *Donations Fund* to cover traditional annual donations (specified), plus a three hundred dollar (\$300.00) (maximum per year) fund for one time donations to Union based promotions such as may arise at conventions. Use of this fund to be ratified by the membership at the next following meeting.
 - v. *Fightback/Defence Fund* to provide start-up funding for campaigns
- (c) The Officers may request assistance or information from any Committee or members in developing this budget.

ARTICLE 17 INITIATION FEES, DUES AND ASSESSMENTS

- (a) The initiation fee shall be \$2.50. This fee is automatically deducted from each employees first pay cheque.
- (b) Union dues are 2% of gross bi-weekly earnings.
- (c) Except where the minimum dues are raised by an amendment to the CUPE Constitution, or when the National or B.C. Division invokes a special assessment, any change in the local union dues or assessments can only be made following recommendation of the Executive at a general meeting and voted on at a subsequent General or Special meeting for which Notice of Motion has been given of not less than seven (7) days at a previous meeting or sixty (60) days written notice. A two thirds (2/3) majority of the members present and voting is required to carry such motion.

ARTICLE 18 VOTING OF FUNDS

- (a) Any amount other than the regular expenses for the operation of the Local, exceeding one hundred dollars (\$100.00) must be voted on at a general meeting. This shall include items covered in the Annual Budget.

ARTICLE 19 DELEGATES TO CONVENTIONS, CONFERENCES & EDUCATION

- (b) Local 1123 President and any member selected to serve on a Provincial or National Committee shall be given first consideration to attend the CUPE BC and National Conventions. Any remaining delegates must have attended at least four (4) general meetings held in the previous twelve (12) months and shall be elected at a general meeting.
- (c) Representatives to educational institutions, seminars or conferences must have attended at least four (4) general meetings in the previous twelve (12) months, and shall be on the recommendation of the Executive Committee, subject to final approval at a general meeting when possible.

LOCAL 1123 BY-LAWS

- (d) All attendees under this section must submit a written report of the function to the Education Committee within fourteen (14) days of their return from such function.
- (e) Delegates elected or appointed to attend any school or conference who do not hold office or sit on a committee should let their name stand at the next election. The intent of sponsoring members in these functions is to provide the Local with a depth of information and education in Union issues to improve the strength of our Union.
- (f) Delegates of Local 1123 to any convention, conference, seminar, school, event or function, Union or otherwise, shall be expected to adhere to the Code of Conduct as prescribed by the sponsoring body.
- (g) For all delegates sponsored by the Local, the Local will cover registration, accommodation, meals, and transportation expenses, and reimburse to the Employer an amount equal to any loss of salary/benefits, which would be incurred by attendance to conventions.

ARTICLE 20 AMENDMENTS AND ALTERATIONS

- a. These by-laws shall not be amended, added to, or suspended, to include any proposed changes whatsoever, except upon ratification by a two thirds (2/3) majority of those present and voting at a regular or special meeting following at least (7) days notice at a previous meeting or at least (60) days written notice has been given.
- b. The material put forth in these by-laws may be changed or amended, from time to time, if there tends to be a conflict with the constitution of the Canadian Union of Public Employees.
- c. Any changes in these By-laws shall not be valid until approved by the National President of the Canadian Union of Public Employees in accordance with Article XIII Section 13.3 (b) of the CUPE Constitution.

ARTICLE 21 ORDER OF BUSINESS / RULES OF ORDER

The agenda of each general meeting may include:

Call meeting to order
Roll call of officers
New members and Initiations
Read and approve minutes / matters arising
Treasurers Report
Communications and Bills

LOCAL 1123 BY-LAWS

Committee Reports
Nominations and Elections
Unfinished Business
New Business
Good of the Union
Adjournment

- The Rules of Order of CUPE 1123 shall be Robert's Rules of Order

ARTICLE 22 NOMINATIONS FOR ELECTION

- a. Nominations for all elected offices shall be received at the General Meeting in May of each year.
- b. No member may be elected to more than one officer position
- c. To be eligible for election as a table officer, a member shall have attended at least three 3 regular meetings held in the previous twelve (12) months.
- d. At the close of elected term of office, incumbents will promptly turn over all monies, books, papers, or other property of this Union Local to the successor of the position.
- e. The member must be in attendance at the nominations meeting, or have filed written consent, duly witnessed by one (1) other member, to have their name stand for nomination.

ARTICLE 23 ELECTIONS

- The annual elections shall be held at a regular meeting in May of each year.
Effective May 2005, the positions of President, Recording Secretary and 2nd Vice-President will be elected for one (1) year. The positions of Treasurer and 1st Vice President will be elected for two (2) years. Thereafter, all table officer positions will be elected for two (2) year terms. All other positions shall be elected annually.
- For the purpose of conducting the Annual Elections, the President or National Staff Representative shall conduct, or select a Returning Officer to conduct the elections. The Returning Officer shall be a member of the Local and not a candidate for office.
- At a membership meeting at least *two (2) months* prior to elections, the President shall, subject to the approval of the members present, appoint a Nominations/Elections Committee. This committee should include members of the Local who are neither officers nor candidates for office. The committee shall have full responsibility for receiving of nominations and voting arrangements, which will be treated with the utmost confidentiality.

LOCAL 1123 BY-LAWS

- The method of election shall be by secret ballot of the members present.
- A simple majority of votes cast shall be required before any candidate can be declared elected, and second and subsequent ballots shall be taken, if necessary, to obtain such a majority.

ARTICLE 24 INSTALLATION OF OFFICERS

- All duly elected officers shall be installed at the meeting at which elections are held and shall continue in office for one (1) year (Table Officers: two (2) years) or until such time as a successor has been elected and installed.
- In the event that any elective office becomes vacant during the normal period between elections, a special election shall be held to fill the vacancy at the next general meeting. The Executive has the right to appoint and fill the vacancy until the next regular meeting.

ARTICLE 25 EXPENSES

Out of Pocket Allotment:

President	\$110.00 per month
Recording Secretary	\$80.00 per month
Vice-President(s)	\$50.00 per month
Treasurer	\$90.00 per month

Delegate Expenses (Per Diem):

- \$75.00 per day for out of town Conventions requiring overnight stays
- \$50.00 per day for local (Okanagan) Conventions requiring overnight stays
- \$25.00 per day meal allotment for local one-day schools/workshops
- \$20.00 per day out-of-pocket allotment for those attending “all inclusive” functions

Attendance at General/Special Meetings:

Travel expenses for attendance at General or Special meetings for out of town members shall be per kilometer at the rate currently payable by the Okanagan Regional Library. A per diem of up to five dollars (\$5.00) per hour to a maximum of four (4) hours shall be available for child care to enable a member to participate at any meeting.

Officers/Committee Members:

Transportation and meal expenses shall be paid to all Officers and Committee members on Union business when necessitated by attendance over a normal meal period. Receipts must be submitted to the Treasurer for repayment. All members receiving expenses shall give due consideration to cost effective use of Union

LOCAL 1123 BY-LAWS

funds. Any expense funding which is not used must be returned to the Treasurer within fourteen (14) days of receipt.

APPENDIX "A"

OATH OF OBLIGATION (New Member)

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

OATH OF OFFICE (New Officers)

“I (Insert Name here) do most sincerely promise, that I will truly and faithfully, to the best of my ability, perform the duties of my office, for the ensuing term, as prescribed in the Constitution and laws of the Canadian Union of Public Employees, and as an officer of the Union will at all times endeavor, both by counsel and example, to promote the harmony and preserve the dignity of its sessions,”

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

APPENDIX "B"

RULES OF ORDER

1. The President or, in his absence, the Vice-President or the Second Vice President, shall take the chair at all membership meetings. In the absence of both the President and Vice-presidents, the Recording Secretary shall act as President, and in his 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 question without the consent of the meeting or until all who wish to speak have had an opportunity. Chairpersons and movers of a resolution shall be limited to fifteen minutes, except with the consent of the meeting.
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.
4. A motion to be entertained by the presiding officer must be moved and seconded; both mover and seconder must rise and be recognized by the chair.
5. 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.
6. On motion, the regular order of business may be suspended by a two-thirds vote of those present, to deal with any urgent business.
7. All resolutions and motions other than those named in Rule 17, or those to accept or adopt the report of a committee, shall, if requested by the presiding officer, be presented in writing before being put to the Local.
8. At the request of any member, and upon a majority vote of those present, a question may be divided when the sense will admit of it.
9. 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.
10. When a member wishes to speak on a question or to make a motion, he shall rise in his place and respectfully address the presiding officer, but, except to state that he rises to a point of order or on a question of privilege, he shall not proceed further until recognized by the chair.

LOCAL 1123 BY-LAWS

11. When two or more members rise to speak at the same time, the presiding officer shall decide which one is entitled to the floor.
12. 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.
13. If a member, while speaking, is called to order, he shall cease speaking until the point is determined; if it is decided he is in order, he may again proceed.
14. No religious discussion shall be permitted.
15. The President shall take no part in debate while presiding, but may yield the chair to the Vice-President in order to speak on any question before the Local, or to introduce a new question.
16. The presiding officer shall have the same rights as other members to vote on any question. In case of a tie, he may in addition give a casting vote, or, if he chooses, refrain from breaking the tie, in which case the motion is lost.
17. 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.
18. A motion for the previous question, when regularly moved and seconded, shall be put in this form: "Shall the main question be now put?" If it is adopted, the President shall proceed to take the vote on the resolution and amendments thereto (if any) according to their priority. If an amendment or an amendment to an amendment is adopted, the original resolution, as amended, shall be put to the Local.
19. Motion to adjourn is in order except (1) when a member has the floor, and (2) when members are voting.
20. A motion to adjourn, having been put and lost, shall not be in order again, if there is further business before the Local, until fifteen minutes have elapsed.
21. After the presiding officer declares the vote on a question, and before the Local proceeds to another order of business, any member may ask for a division. A standing vote shall then be taken and the secretary shall count it.
22. If any member wishes to challenge (appeal) a decision of the chair, he must 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 his challenge. The Chairperson may then state briefly the basis for his decision, following which the Chairperson shall immediately and without debate put the question:

LOCAL 1123 BY-LAWS

“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.

23. 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.
24. No member shall enter or leave a meeting during the reading of the minutes, the initiation of new members, the installation of officers, or the taking of a vote; and no member shall be allowed to leave without the permission of the Vice-President.
25. The Local’s businesses, and proceedings of meetings, are not to be divulged to any persons outside the Local or the Canadian Union of Public Employees.¹

¹ Source: *CUPE National “Model Bylaws”*