

BY-LAWS OF THE
CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 1123



OKANAGAN REGIONAL LIBRARY EMPLOYEES

Approved by National Office: July 4, 2024

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* * *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.*

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) All meetings shall be held in a hybrid fashion of in person and electronically. The electronic format shall be at the discretion of the Executive.
- c) 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.
- d) 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 President, provided, however, no business shall be transacted at such special meetings other than that for which the special meeting has been called. Special meetings requested by members shall be called within 7(seven) calendar days of such request.

ARTICLE 4 OFFICERS

- a) The Officers of the local shall consist of a President, Vice-President, Recording Secretary, Treasurer, Membership Officer and three (3) Trustees. (See Article 22)

ARTICLE 5 EXECUTIVE BOARD

- a) The Executive Board of the Local shall consist of the President, Vice-President, Treasurer, Recording Secretary and Membership Officer.
- b) The Executive Board, will meet at least monthly, and shall require a quorum of at least four (4) Executive Board members. (redundant is under Recording Secretary duties)
- 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 Executive Board member of this Committee fail to answer the roll call for three (3) consecutive regular meetings or three (3) consecutive Executive Board meetings without having submitted good reasons for such absence, as determined by the membership their position shall be declared vacant and shall be filled by a by-election at the following membership meeting, in accordance with Article 24 By Elections.

ARTICLE 6 DUTIES OF OFFICERS

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.

All signing officers of Local 1123 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.

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.
- 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 convention
- e) Annual Branch visits
- f) President to attend the following:
 - Okanagan Mainline District Council (CUPE)
 - North Okanagan Labour Council (CLC)

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, Vice-President shall be Acting President until a new President is elected at the next, immediate following, general meeting of the local.
- c) The 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.

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 file a copy of all letters sent out and keep on file all communication.
- d) Maintain and secure file cabinet(s) used by the Local.

- e) Prepare and distribute all circulars and notices to members.
- f) Collect mail addressed to the Local, open and distribute it appropriately and timely.
- g) Maintain correct addresses for and with all correspondents.
- h) Maintain and distribute annual list of Executive, Committee members, and Appointees to all appropriate contacts and affiliates.
- i) On termination of office, shall surrender all books, seals and other properties of the Local to their successor.
- j) 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.

(Article B.3.3)

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 Executive Board 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 Board.
- c) As the financial officer, shall ensure that only appropriate and approved expenses and bills are paid 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) 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 their successor in office. There shall be a sixty (60) day transition period to allow for an orderly change of office and signatories.
- k) 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.
- l) 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.
- m) Make a written financial report to each regular membership meeting, detailing all income and expenditures for the period.
- n) 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.

MEMBERSHIP OFFICER

- a) Guard the inner door at membership meetings and admit only members in good standing or officers and officials of CUPE, except on the order of the President and by consent of the members present;
- b) Maintain the participant list for online membership meetings and admit only members in good standing or officers and officials of CUPE, except on the order of the President and with the approval of the members present;
- c) Provide the President with the number of new members present;
- d) Maintain the record of membership attendance at meetings;
- e) Perform such other duties as may be assigned by the Board from time to time.
- f) In consultation with the Executive develop and maintain the format for voting procedures for in person, online or hybrid situations.

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) The terms of offices for Trustees shall be so that one serves for a period of three (3) years , one for two years and one for one year, as laid down in Article B.2.4 of the 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.
- f) 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.
- g) Make a written report of their findings to the first membership meeting following the completion of each audit.

ARTICLE 7 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.

- 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 Board and the members and may be assigned related duties by the Executive Board.
- 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 8 BARGAINING COMMITTEE

- a) The function of this Committee is to prepare collective bargaining proposals and to negotiate a collective agreement.
- b) A chairperson shall be elected by the committee members.
- c) 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.-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.
- d) 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 of those in attendance.
- e) All agreements, upon ratification by the membership shall be executed by the Local and signed by the signing officers.

ARTICLE 9 STANDING COMMITTEES

The members at the annual May elections meeting shall elect the Chairperson of each standing committee. The Chairperson and the Executive may, with the concurrence of the membership, jointly appoint other members to serve on a committee. 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 Board.

1. GRIEVANCE COMMITTEE

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

2. JOB EVALUATION COMMITTEE

This Committee shall be comprised of two (2) elected members plus an elected alternate, any one of whom should be an Executive member, 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.

3. OCCUPATIONAL HEALTH & SAFETY COMMITTEE

The OH&S Committee shall be made up representatives as outlined in the collective agreement. 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. †

4. 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 10 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.

ARTICLE 11 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)
- North Okanagan Labour Council (CLC)
- The President shall be the delegate to both the Okanagan Mainline District Council and the North Okanagan Labour Council.

ARTICLE 12 LOCAL BUDGET

- a) It is the responsibility of the Executive Board to produce an 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 for approval by the membership. Funds are to be allocated but not limited to 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.
 - 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

The Officers may request assistance or information from any Committee or members in developing this budget.

ARTICLE 13 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.
- d) 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 initial 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 14 VOTING OF FUNDS

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 not include items covered in the Annual Budget, but budget items shall be reported by the Secretary-Treasurer to the membership for information purposes.

ARTICLE 15 DELEGATES TO CONVENTIONS, CONFERENCES & EDUCATIONALS

- a) 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.
- b) Representatives to educational institutions, seminars or conferences shall be appointed by the Educational Committee subject to final approval by the membership at a general meeting when possible.

- c) All attendees under this section must submit a written report of the event to the Education Committee within fourteen (14) days of their return from such function.
- d) Delegates elected or appointed to attend any school or conference who do not hold office or sit on a committee are encouraged to let their name stand at the next election for a related position on the Executive Board. The intent of sponsoring members in these events is to provide the Local with a depth of information and education in Union issues to improve the strength of our Union.
- e) 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 and this Local.
- f) 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 16 BYLAW 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 12.3(b) of the CUPE Constitution.

ARTICLE 17 ORDER OF BUSINESS / RULES OF ORDER

The agenda of each general meeting shall include:

- Call meeting to order
- Land Acknowledgement
- Equality Statement
- Roll call of officers
- New members and Initiations
- Approval of Previous minutes
- Matters Arising
- Treasurers Report
- Communications and Bills
- Committee Reports
- Nominations and Elections
- Unfinished Business
- New Business
- Good of the Union
- Adjournment

The rules of order shall be the Bourinot's Rules of Order of which an abbreviated form is found at the back of this document "Appendix E".

ARTICLE 18 NOMINATIONS FOR ELECTION

- a) Nominations for all elected offices shall be received at the General Meeting in June of each year.
- b) No member may be elected to more than one officer position
- c) 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 19 ELECTIONS

- a) The annual elections shall be held at a regular meeting in June of each year.
The position of President, Recording Secretary and membership officer shall be elected on even years.
The positions of Vice President and Secretary-treasurer shall be elected on odd years.

All terms but those of the trustees shall be for two (2) years.

Trustees positions shall be elected at the annual election in accordance with the expiration of their term.

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.

- b) The method of election shall be by secret ballot of the members present.
- c) 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.
- d) 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.

ARTICLE 20 BY-ELECTIONS

Should an office fall vacant pursuant to Section 5(d) of these by-laws or for any other reason, the resulting by-election should be conducted as closely as possible in conformity with this Section.

ARTICLE 21 INSTALLATION OF OFFICERS

- a) All duly elected officers shall take the oath of office (see page 14) and be installed at the meeting at which elections are held and shall continue in office for two (2) years.
- b) 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 but in no circumstances shall be more than 3 months.

ARTICLE 22 HONORARIUMS

President	\$220.00 per month
Recording Secretary	\$160.00 per month
Vice-President(s)	\$120.00 per month
Treasurer	\$180.00 per month
Membership Officer	\$120.00 per month

Delegate Expenses (Per Diem):

All per diems shall be in conjunction as per the CUPE BC Expense Policy and as it may be modified.

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 after work hours child care to enable a member to participate in Union meetings. No per diem shall be provided without the member providing an appropriate receipt from a non-family member.

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

APPENDIX "A"

OATH OF MEMBERSHIP (B.8.4)

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

OATH OF OFFICE (10.7(b))

"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."

APPENDIX "B"

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, language and ethnic origin.

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

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

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

APPENDIX "C"

In Memorium Donations for CUPE 1123 Members

Members

1 – 5 years	card
6 – 10 years	\$25 donation
11 – 20 years	\$50 donation
21 years +	\$75 donation

Members who sat on a Committee

1 – 5 years	\$75 donation
6 – 10 years	\$100 donation
11 – 20 years	\$125 donation
21 years +	\$150 donation

Members who sat on a Committee & Executive

1 – 5 years	\$100 donation
6 – 10 years	\$125 donation
11 – 20 years	\$150 donation
21 years +	\$175 donation

Executive have the discretion to extend the timeline to those who have volunteered extensively with the Local and have died after some time after their retirement/resignation.

APPENDIX "D"

CODE OF CONDUCT

The mandate of our union, the Canadian Union of Public Employees (CUPE), is to organize and defend workers and to promote economic and social justice for our members and for all workers. In carrying out our work, we in CUPE strive to promote our core values which include the principles of solidarity, equality, democracy, integrity, and respect. We are committed to mobilizing our energy and skills to work together to promote these values and to attain these goals in our union, our communities, and globally.

CUPE is committed at all levels to creating a union which is inclusive, welcoming, and free from harassment, discrimination, and all types of bullying and intimidation. CUPE needs to ensure that we provide a safe environment for members, staff, and elected officers to carry out our work. CUPE's expectation is that mutual respect, understanding, and co-operation will be the basis of all our interaction.

This Code of Conduct sets out standards of behaviour for participants at national convention, conferences, schools, meetings, and any other union events organized by CUPE National, Local 1123, or any other CUPE chartered body. It is consistent with the expectations outlined in the Equality Statement and the CUPE National Constitution.

This Code of Conduct is intended to deal with complaints of inappropriate behaviour at events organized by CUPE National and at events, meetings, and activities by other CUPE bodies. It does not apply to complaints arising in the workplace, as those are dealt with through the grievance procedure and/or the applicable workplace harassment policy.

As CUPE members, staff, and elected officers, we commit to one another and to the union to be governed by the principles of the Code of Conduct and agree to:

- 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.
- Take responsibility for not engaging in inappropriate behaviour due to use 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 the 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 them 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. A complaint shall be brought to the attention of an ombudsperson when there is one available. Should an ombudsperson not be available, a person properly appointed and designated to be in charge shall receive the complaint.
3. The ombudsperson or the person in charge will work to seek a resolution. If this fails to resolve the matter, the ombudsperson shall report the matter to the person in charge. The person in charge has the authority to expel members from the event for serious or persistent offenses.
4. If the complaint involves a national staff member, it shall be referred to the appropriate director for investigation and the complaint shall be dealt with in accordance with the applicable staff collective agreement. If the complaint involves a staff member employed by another CUPE chartered organization, the complaint shall be referred to the person responsible for their employment.
5. If the person in charge is a party to the complaint, an alternate will be designated to assume the role.
6. In a case where a member has been expelled from a National event, the National President shall receive a report on the matter. For other events, the presiding officer shall receive a report on the matter.
7. For events organized by CUPE National, the National President shall determine if further remedial action is appropriate, including restricting a member's participation in future events organized by CUPE National. For other events, the presiding officer shall consult the National President.

This Code of Conduct is designed to create a safe, respectful, and supportive environment within CUPE. It is meant to enhance the rights and obligations outlined in the CUPE National Constitution, the Equality Statement, and applicable human rights legislation, not replace them.

This Code of Conduct does not replace a member's right to access the trial provisions under Appendix F of the CUPE National Constitution.

APPENDIX "E"

RULES OF ORDER

1. The President or, in their 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.
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 their 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.
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 their challenge. 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.
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