



CANADIAN UNION OF PUBLIC EMPLOYEES,

LOCAL 774

BYLAWS

March 2021

CUPE LOCAL 774 BYLAWS

Table of Contents

CUPE 774	Introduction.....	1
Section 1	Name	1
Section 2	Objectives	1
Section 3	Interpretation and Jurisdiction.....	2
Section 4	Affiliations.....	2
Section 5	Membership	2
Section 6	Fees, Dues and Assessments	3
Section 7	Meetings.....	4
Section 8	Quorum.....	5
Section 9	Rules of Order.....	5
Section 10	Elected Officers.....	5
Section 11	Signing Authority	6
Section 12	Duties of Elected Officers	6
	The President shall:	7
	The General Vice President shall:.....	9
	The Treasurer shall:	10
	The Recording Secretary shall:	11
	The Vice Presidents shall:	11
	The Shop Stewards shall:.....	12
	The Membership Officer shall:	12
	The Trustees shall:.....	12
Section 13	Duties of Standing Committees.....	13
Section 14	Elections	15
Section 15	Swearing in of New Members and Elected Officers.....	17
Section 16	Honorariums.....	18
Section 17	Code of Conduct	18
Section 18	Charges and Trials.....	19
Section 19	Other Rules and Regulations	19
Section 20	Delegates to Conferences, Conventions, and Workshops	19
Section 21	Amendments	19
Appendix 'A'	CUPE National Equality Statement.....	21

CUPE LOCAL 774 BYLAWS

Appendix 'B' Rules of Order.....	22
Appendix 'C' Ledgeview Golf and Country Club	25
Elections	25
Appendix 'D' Code of Conduct	26
Appendix 'E' Sickness and Gift Allowances	28

CUPE LOCAL 774 BYLAWS

CUPE 774 Introduction

Local 774 of the Canadian Union of Public Employees (CUPE) was formed to:

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

The following Bylaws are adopted by Local 774 in accordance with the CUPE National Constitution, to protect the rights of all members, to provide for responsible governance of the Local Union, and to involve as many members of the Local Union as possible through the sharing of duties and responsibilities.

Local 774 shall respect and apply the CUPE National Equality Statement to all of its activities. The CUPE National Equality Statement can be found in the CUPE Constitution. It is also attached as Appendix "A" of these bylaws.

Section 1 Name

The name of this Local shall be:

Canadian Union of Public Employees (CUPE), Local 774.

Local 774 consists of the following units:

- Schedule "A"
- Schedule "B"
- Schedule "C"
- Schedule "D"
- Ledgeview Golf and Country Club

Section 2 Objectives

The objectives of this Local are to:

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

CUPE LOCAL 774 BYLAWS

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

Section 3 Interpretation and Jurisdiction

- 3.1 Gender neutral pronouns shall be used throughout this document.
- 3.2 The Bylaws of this chartered Local shall not be inconsistent with any of the provisions of the CUPE Constitution.
- 3.3 Quoted Article numbers refer to relevant Articles of the CUPE Constitution which shall be read in conjunction with these Bylaws.
- 3.4 This Local shall include, but not be limited to, jurisdiction over employees of the City of Abbotsford, in accordance with the Letters Patent, and the Legdeview Golf and Country Club, the maintenance thereof, operations and/or general workers in this field.
- 3.5 All members of this Local, including members of Ledgeview Golf and Country Club, shall be bound by the CUPE Constitution and this Local's Bylaws and Policies.

Section 4 Affiliations

- 4.1 In order to strengthen the labour movement and work toward common goals and objectives, Local 774 shall be affiliated to, and pay per capita tax to, the following organization(s):
 - CUPE British Columbia Division
- 4.2 In order to strengthen the labour movement and work toward common goals and objectives, Local 774 may be affiliated to, and pay per capita tax to, the following organization(s):
 - Fraser Valley District Council
 - British Columbia Federation of Labour

Section 5 Membership

- 5.1 Any employee shall be eligible to become and remain a member of this Local. However, no person shall be eligible for membership or continued membership if

CUPE LOCAL 774 BYLAWS

they have the right to hire and fire within any operation for which the Local is, or may become, the bargaining agent.

- 5.2 Any employee signing an application for membership pledges to comply with the objectives, Bylaws and Policies of CUPE and this Local. In compliance with the above, the person shall be a member in good standing.

Section 6 Fees, Dues and Assessments

6.1 Initiation and Re-admittance Fees

Each application for membership in the Local shall be directed to the Treasurer, accompanied by a ten dollar (\$10) initiation fee, which will be deducted, from the employee's first pay period, in addition to their monthly dues. If the application is rejected, the fee shall be returned to the employee, via the employer.

Employees who terminate their employment will pay a ten dollar \$10 readmittance fee if rehired.

6.2 Monthly Dues

The minimum monthly dues of the Local shall not be less than the total per capita tax levies to its affiliates.

Dues are to be deducted at the rate of 2% (.02) of the gross regular wages from all members included in the bargaining unit, commencing immediately upon employment.

The Local shall maintain a defence fund, held in a separate operating account. The defence fund is to be used for strike aversion measures beyond normal bargaining expenses, or in the case of a strike, to defray costs incurred to the Local, as a result of administering the strike. Any other use must be approved by the membership after a Notice of Motion is duly given and posted throughout the Local at least seven (7) days in advance of a General Meeting, or 60 days written notice.

6.3 Temporary Dues Increase

A further .15% (.0015) shall be deducted when the Local's defence fund falls below \$100,000 and ceased when \$100,000 is again reached.

6.4 Amendment of Fees

Changes in the levels of the initiation fee or monthly dues can be affected only by the procedure for amendment of these Bylaws (Section 21) with the additional provision that the vote must be by secret ballot.

Notwithstanding the above provisions, if an affiliate raises its per capita tax, these Bylaws may reflect the same by increasing membership dues by the same percentage.

6.5 Special Assessments

Special assessments may be levied in accordance with Article B.4.2 of the CUPE Constitution.

CUPE LOCAL 774 BYLAWS

- a) No assessment of any kind can be made by the Local unless voted by a majority of the members present at a General Meeting, or at a Special Meeting called for that purpose, for which members shall receive the appropriate seven (7) day advanced notice. The vote shall be by secret ballot, if so ordered by the members.
- b) An assessment may be levied only for a specific purpose and for a specific period, and the continuing assessment, unless adopted by referendum, must be reviewed at a General Meeting at least every six (6) months. Any assessment voted by the membership must be approved by the CUPE President in advance of being levied.

6.6 Non-Payment of Dues and Assessments

In the event a member suffers a temporary period of unemployment, sickness, or leave of absence, they shall not be required to pay a re-admittance fee, and shall not be required to pay arrears.

Section 7 Meetings

- 7.1 Executive Board Meetings shall be held monthly. General Meetings shall be held bi-monthly. The Executive Board shall give one (1) week's notice of meeting location, time and date.
- 7.2 All members attending a meeting shall register with the Membership Officer.
- 7.3 Special Meetings may be ordered by the Executive Board or requested in writing by no fewer than fifteen (15) members. The President shall immediately call a Special Meeting when so ordered, or requested, and shall ensure that all members receive at least twenty-four hours notice of the Special Meeting and the subject(s) to be discussed. No business shall be transacted at the Special Meeting other than that for which the meeting is called and notice given.
- 7.4 The order of business at a General Meeting is as follows:
 1. Call Meeting to Order
 2. Recognition of Traditional Territories
 3. Roll Call of Officers
 4. Application for Membership and Affirmation of Oath
 5. Reading of CUPE National Equality Statement
 6. Reading of Minutes of Previous Meeting
 7. Matters Arising from Minutes
 8. Treasurer's Report
 9. Communications and Bills
 10. Executive Board Reports
 11. Reports of Committees and Delegates

CUPE LOCAL 774 BYLAWS

12. Nominations, Elections and Installation
13. Unfinished Business
14. New Business
15. Good and Welfare
16. Adjournment

Section 8 Quorum

- 8.1 Quorum of the Executive Board Meetings shall be eight (8), including a minimum of three (3) Table Officers.
- 8.2 Quorum for a General or Special Meeting shall be fifteen (15) members, including five (5) members of the Executive Board. If a quorum is not present, then an information meeting may be held. Any matters necessary for the efficient operation of the Union, which were to be presented to the membership, may be enacted by Executive Board decision. If a quorum is not attained, the business of the Local normally requiring a membership vote may be considered “tabled.” Any tabled business may only be conducted at the subsequent meeting if a quorum is present. If a quorum is again not present, the business may be “tabled” in the same manner as that of the previous meeting.

Section 9 Rules of Order

All meetings of Local 774 will be conducted in accordance with the basic principles of Canadian parliamentary procedure. Some of the more important rules to ensure free and fair debate are appended to these bylaws as Appendix “B”. These rules shall be considered an integral part of the bylaws and may be amended only by the same procedure used to amend the bylaws.

In situations not covered by Appendix “B”, the CUPE National Constitution may provide guidance, but, if the situation is not dealt with there, *Bourinot’s Rules of Order* shall be consulted and applied.

Section 10 Elected Officers

- 10.1 Table Officers
 - President
 - General Vice President
 - Treasurer
 - Recording Secretary
 - Four (4) Vice Presidents
- 10.2 Executive Board

CUPE LOCAL 774 BYLAWS

- Table Officers
 - Twelve (12) Shop Stewards
 - Membership Officer
- 10.3 Other Elected Officers
- Three (3) Trustees

Section 11 Signing Authority

- 11.1 All legal documents and cheques issued by this Local shall require the signature of two of the following:
- Treasurer
 - President
 - General Vice President
- 11.2 The Treasurer is the primary cheque signatory.
- 11.3 Notwithstanding Section 11.1, the Recording Secretary may, on behalf of the Local, arrange and sign contracts for meeting rooms.
- 11.4 All signing Officers of Local 774 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.

Section 12 Duties of Elected Officers

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.

- 12.1 All Elected Officers of this Local shall be charged with upholding the Local's Bylaws, Policies, decisions, the CUPE Constitution, and the current Collective Agreement.
- 12.2 The Executive Board shall develop long range plans that will facilitate:
- effective collective bargaining and preparation of the Local's demands;
 - job action in support of collective bargaining;
 - timely elections in accordance with these Bylaws;
 - effective communication and unity within the membership; and
 - a positive public image.
- 12.3 Upon vacating a position, an Elected Officer shall promptly deliver all monies, books, papers and other property of the Local, to their duly elected successor, or to the President in the absence of a successor.

CUPE LOCAL 774 BYLAWS

- 12.4 Should an Executive Board member be unavailable, short term, to fulfill their duties, the Executive Board shall select an alternate to act in their absence.
- 12.5 Executive Board members shall attend all Executive Board, General, Special and other meetings as required.
- 12.6 Should any Executive Board member fail to answer the roll call for three consecutive General Meetings, or three consecutive Executive Board Meetings without having submitted good reasons, their office shall be declared vacant and shall be filled by an election at the following General Meeting.
- 12.7 Trustees may not hold an Executive Board position.
- 12.8 President

The President shall:

- ensure the Local is in compliance with the CUPE Constitution, the Local's Bylaws and Policies, and all applicable laws, acts, and legislations;
- understand, enforce and uphold the Collective Agreements, the Local's Bylaws and Policies, the CUPE Constitution, decisions, and signed agreements;
- ensure that Union members never stand alone in dealing with labour-related matters beyond their capabilities or understanding;
- liaise between the Employer and the membership;
- liaise with the Local's CUPE National Representative and CUPE BC;
- preside at all membership and Executive Board meetings and preserve order;
- prepare reports for General Membership, Executive Board, and required meetings;
- attend and prepare for Step No. 3 Grievance meetings, Mediation and Arbitration hearings, and Joint Consultation Committee meetings;
- chair the Joint Consultation Committee (JCC);
- oversee the Job Evaluation Committee, review Class Specifications when ready for sign-off, and may be required to participate in resolving disputes related to Job Evaluations or rating of positions;
- represent the Local on the Joint Employee and Family Assistance Program (EFAP);

CUPE LOCAL 774 BYLAWS

- make every effort to attend All Presidents' Meetings and Town Hall conference calls, as called by CUPE BC and CUPE National and meetings held by affiliated organizations;
- receive first preference as a delegate to conventions held by CUPE National, CUPE BC and other affiliated organizations;
- act as an advisor to the Elected Officers and membership when needed;
- ensure that all Elected Officers perform their duties in accordance with the Local's Bylaws;
- assist Elected Officers in preparing for meetings related to their assignments, including grievances, when required;
- research case law to assist Elected Officers in preparing arguments for grievances, disciplinary and accommodation meetings;
- represent the Local as spokesperson at press conferences, media interviews, etc.;
- swear in new members of the Local;
- proofread all draft City Policies affecting Union members and ensures that the Policies are not in violation of the Collective Agreement or denying members' rights;
- proofread amendments to the Local's Bylaws prior to forwarding to CUPE National for approval;
- ensure that the Local's funds are used only as authorized or directed by the CUPE Constitution, the Local's Bylaws, or as approved by the Executive Board or membership;
- negotiate and administers the Local's Long Term Disability (LTD) Plan and oversees group benefits;
- oversee campaigns carried out by the Local (and participates whenever possible);
- employ additional clerical assistance from within the Executive Board as necessary, covered by Union Recoverable Leave;

CUPE LOCAL 774 BYLAWS

- have the same right to vote as other members. In the case of a tie vote, the President may cast another vote or the President may refrain from casting an additional vote, in which case the motion is defeated;
- respond to messages, voice messages and emails in a timely manner; and
- perform other related duties as required.

12.9 General Vice President

The General Vice President shall:

- in the absence of the President, perform all the duties of the President and shall be accorded all rights, privileges and responsibilities of the President;
- if the position of President falls vacant, be Acting President until a new President is elected, pursuant to Section 14.7;
- serve as Chief Shop Steward for the Local;
- chair the Bylaw and Policy Review Committee;
- be a member of the Negotiating Committee;
- in conjunction with the President, develop and implement training of Elected Officers;
- render assistance to the President on rules of order, conduct and protocol;
- chair meetings pertaining to Bylaws, Rules of Order and conduct of internal Local business;
- be the keeper and custodian of the Bylaws and current Collective Agreement;
- chair the Event Committee;
- maintain the website and social media accounts;
- develop and implement improvements to administrative procedures within the Local;
- render assistance to any member of the Executive Board; and
- perform other related duties as required.

12.10 Treasurer

CUPE LOCAL 774 BYLAWS

The Treasurer shall:

- whenever possible, have accounting or relevant experience in financial matters. The Treasurer shall receive CUPE Treasurer training within a reasonable period of time following election to office;
- report a Balance Sheet and Income Statement to each Executive Board and General Meeting;
- receive all revenue, including initiation fees, re-admittance fees, dues, and assessments, and promptly deposit all monies with the Local's financial institution;
- prepare all CUPE National per capita tax forms and remit payment accordingly;
- annually report to the membership any assets of the Local including any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property;
- record all financial transactions in a manner acceptable to the Executive Board in accordance with generally accepted accounting principles (GAAP);
- make no payment unless duly approved by the President or, in their absence, two Table Officers, except that approval shall not be required for payment of per capita fees to any organization to which the Local is affiliated or for recurring monthly charges previously approved by the Executive Board;
- negotiate all financial contracts on behalf of the Local;
- make all books available for inspection by the Trustees and/or auditors on reasonable notice;
- ensure that the books are audited by the Trustees at least once each calendar year, and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees;
- provide the Trustees with any information they may need to conduct the Trustees' Audit Program;
- ensure the timely payment for products or services received by the Local;
- chair the Budget Committee;
- sign all cheques and ensure that the Local's funds are used only as authorized or directed by the CUPE National Constitution, Local's Bylaws, or as approved by the Executive Board or membership;
- 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;

CUPE LOCAL 774 BYLAWS

- present the annual Treasurer's report at the General Meeting in March for the prior year, and present the following year's budget at the General Meeting in November for discussion and approval by the membership at the General Meeting in January; and
- be granted one normal working day each month on Union leave to work exclusively on the Local's finances at the expense of the Local.

12.11 Recording Secretary

The Recording Secretary shall:

- notify the Executive Board of meeting time and location one week before Executive Board Meetings;
- keep full and accurate accounts of the proceedings of all Executive Board, General, and Special Meetings, including notes on discussions. Meeting minutes shall be made available to the Executive Board within two weeks of the meeting for its review, approved at the following meeting, and signed by the President;
- ensure the records include a copy of the full written financial report, as presented by the Treasurer at each meeting, as well as any Trustee reports;
- record all amendments and/or additions in the bylaws, and make certain that these are sent to the National President for approval;
- fulfill clerical duties as directed by the Executive Board, including correspondence and all acknowledgments in accordance with the Local's Bylaws and Policies;
- maintain the filing of all correspondence and communications;
- prepare and distribute all agendas, Notices of Motion, meeting minutes, and notices to members, in accordance with the Local's Bylaws;
- have all records ready on reasonable notice for any Trustee and auditors;
- assist with the maintenance of the website and social media accounts;
- keep on file an accurate and up to date membership list; and
- arrange for meeting facilities, including signing rental agreements for such facilities.

12.12 Vice Presidents

The Vice Presidents shall:

- receive Advanced Shop Steward training within a reasonable period of time following election;
- render assistance to any member of the Executive Board;
- police and render assistance in all matters of the Collective Agreement to members;

CUPE LOCAL 774 BYLAWS

- oversee and assist Shop Stewards with duties;
- be a member of the Negotiating Committee;
- handle complaints and investigations; and
- in conjunction with the CUPE National Representative, may represent the Local at arbitration, mediation and at applicable grievance meetings.

12.13 Shop Stewards

The Shop Stewards shall:

- receive Basic Shop Steward training within a reasonable period of time following election;
- define, prepare and present complaints at the initial level;
- generally know and police the Collective Agreement and Provincial or Federal legislation affecting labour at a particular job;
- represent members and provide communication and information between members and the Executive Board;
- greet new employees and encourage participation in Union activities;
- maintain contact with members to provide ongoing Union awareness and education; and
- ensure that the members adhere to the CUPE Constitution and Local's Bylaws.

12.14 Membership Officer

The Membership Officer shall:

- guard the inner door at all General and Special Meetings and only admit members in good standing or officials of CUPE, except on the order of the President and by the consent of the members present;
- conduct the voting of proposals brought forward by the Negotiating Committee;
- maintain the record of membership attendance at meetings;
- may act as Shop Steward if required training is completed; and
- have the right to request a CUPE membership card at General or Special Meetings.

12.15 Trustees

The Trustees shall:

- attend General and Budget Committee Meetings;
- audit the record of attendance;

CUPE LOCAL 774 BYLAWS

- act as an auditing committee on behalf of the members and audit the books, accounts and reports of the Treasurer, the Recording Secretary, and the committees at least once every calendar year;
- make a written report of their findings to the first General Meeting following the completion of each audit;
- be responsible to ensure that monies are not paid out without proper constitutional or Local authorization;
- ensure that proper financial reports are made to the membership;
- during elections, determine the form of the ballot and ensure that sufficient quantities are available;
- during elections, work with appointed scrutineers to issue, collect, and count the ballots;
- inspect at least once a year any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local Union and report their findings to the membership;
- submit in writing to the President and Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the funds, records, and accounts of Local are being maintained by the Treasurer in an organized, correct and proper manner; and,
- send to the CUPE National Secretary-Treasurer, with a copy to the CUPE National Representative, the following documents:
 - completed Trustee Audit Program; as prescribed from the CUPE National Secretary-Treasurer;
 - completed Trustees' Report;
 - Treasurer Report to the Trustees;
 - recommendations made to the President and Treasurer of the Local;
 - Treasurer's response to recommendations; and
 - any concerns that have not been addressed by the Executive Board.

Section 13 Duties of Standing Committees

- 13.1 With the exception of the elected committees, the Chair of each standing committee shall be appointed by the Executive Board. The Chair and/or the Executive Board may appoint other committee members, subject to the approval of the membership at the next General Meeting. The President may sit on any committee as an ex-officio member.
- 13.2 Reports shall be made at the General Meetings as required. Committees will operate and carry out duties as directed by the Executive Board.

CUPE LOCAL 774 BYLAWS

13.3 The Joint Consultation Committee (JCC)

The purpose of the Joint Consultation Committee is to promote the cooperative resolution of workplace issues, to respond and adapt to changes in the economy, to foster the development of work-related skills and to promote workplace productivity.

13.4 The Negotiating Committee

- a) The function of this committee is to prepare collective bargaining proposals and to negotiate a Collective Agreement. A committee shall be struck at least six months prior to the expiry of the existing Collective Agreement. The committee shall consist of six (6) members: the President, General Vice President, and four (4) additional members recommended by the Executive Board and confirmed at a General Meeting. The Executive Board may appoint an alternate committee member if a member cannot remain on the Negotiating Committee.
- b) The Negotiating Committee may begin bargaining with the employer four (4) months prior to the expiration of the existing Collective Agreement.
- c) The CUPE National Representative 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.
- d) Bargaining surveys must be distributed to the membership at least four (4) months prior to the expiration of the existing Collective Agreement. From the results of the survey, Negotiating Committee will formulate the bargaining proposals.
- e) Once a Memorandum of Agreement has been reached and signed by both parties, the Negotiating Committee shall determine the polling station(s) and date(s) for ratification vote(s). Once determined, the Memorandum of Agreement will then be presented to the membership at a Special Meeting.
- f) Voting shall take place within seven (7) business days of the presentation of the Memorandum of Agreement.
- g) The vote is to be conducted by the Membership Officer, with assistance from the Trustees, at the polling station(s). The Membership Officer shall be the custodian of the ballots. The CUPE National Representative shall oversee the counting of the ballots.
- h) The Negotiating Committee shall also be responsible for forming a Strike Committee when required.

CUPE LOCAL 774 BYLAWS

13.5 The Grievance Committee

The Grievance Committee shall consist of the President and the Vice Presidents. All grievances not settled at the Step 1, shall be submitted to a Vice President, or to the President. The President shall ensure the proper processing of all grievances; present them to the Executive Board as well as the membership and provide copies to the National Representative.

Grievances must be in writing on the forms provided by CUPE, signed by the complainant(s) and by an Executive Board member. Any changes to the status of a grievance must be communicated to the member(s) in question, by the Executive Board in a timely manner prior to reporting at a General Meeting.

13.6 Budget Committee

The Treasurer shall Chair the Budget Committee and consist of the President and other members as appointed by the Executive Board, subject to approval by the membership at the next General Meeting. It shall be the duty of this committee to draw up an operational budget for the Local.

13.7 Bylaw and Policy Review Committee

The General Vice President shall Chair the Bylaw and Policy Review Committee. It shall be the function of this committee to prepare amendments to the Local's Bylaws and Policies, for submission to the Executive Board prior to approval by the membership.

13.8 Events Committee

The General Vice President shall Chair the Events Committee. The Events Committee is a standing committee with goals of ensuring the visibility of the Local to its members and the community in multiple formats.

13.9 Job Review Committee

It shall be the function of this committee to review and approve Union job descriptions and remuneration. The President and General Vice President will be members of the Committee. Any additional members will be appointed or named by the Executive Board.

13.10 Ad Hoc Committees

Special Ad Hoc Committees may be established for a specified purpose and period. Members of the committees shall be elected at a General Meeting, or may be appointed by the President or the Executive Board.

Section 14 Elections

Elections for Ledgeview Golf and Country Club shall be conducted according to Appendix "C" attached to these bylaws.

14.1 Eligibility

Only members in good standing shall be eligible for election to office. A member may accept nomination for more than one position, or for a position while

CUPE LOCAL 774 BYLAWS

currently holding office in another position. If successful in the election, then the candidate's name is dropped from subsequent voting to fill another office, or in the case where the member already holds a position, their resignation from this position will take effect at that time.

14.2 Terms of Office

All Executive Board members shall have two (2) year terms. Trustees shall have three (3) year terms, served on a rotation basis.

14.3 Timing of Elections

Elections for eligible positions shall take place annually at the General Meeting in March. A Notice of Elections shall be posted thirty (30) days prior. Nomination forms will be available during that time from any member of the Executive Board.

The election of Executive Board members shall be staggered for the purpose of continuity.

The following Executive Board positions will be elected in **even**-numbered years:

- President
- Recording Secretary
- Vice President, Schedule "A"
- Vice President, Schedule "B"
- 6 Shop Stewards

The following Executive Board positions will be elected in **odd**-numbered years:

- General Vice President
- Treasurer
- Vice President, Schedule "C"
- Vice President, Schedule "D"
- 6 Shop Stewards
- Membership Officer

14.4 Nominations

Written nominations bearing the candidate's consent and witnessed by another member, may be submitted to the Recording Secretary in the 30 days leading up to the Elections at the General Meeting in March.

Nominations may also be taken from the floor at the Elections with the candidate's written consent, or verbal consent, if candidate is in attendance.

14.5 Election Balloting

Election voting shall be by secret ballot.

An Elections Committee will be struck which must only include members who are neither Elected Officers nor candidates for office. This committee shall determine the form of the ballot and ensure that sufficient quantities are available. In

CUPE LOCAL 774 BYLAWS

addition, they shall be responsible for issuing, collecting, and counting the ballots. They must be fair and impartial and see that all arrangements are democratic.

A simple majority of votes cast shall be required before any candidate can be declared elected. 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

Voting to fill one office shall be conducted and completed, and recounts dealt with before balloting may begin to fill another office, unless deferred.

14.6 Installations

All duly elected officers shall be installed at the end of the meeting at which they are elected, and shall continue in office for their elected term, or until a successor has been elected and installed.

14.7 Vacancies

Where an office falls vacant for any reason six months or more prior to the expiry of a term, a by-election shall be held to fill the position.

Where an office falls vacant for any reason less than six months prior to the expiry of a term, the Executive Board shall appoint a member to complete the term, subject to a vote by the membership at the next General Meeting.

Section 15 Swearing in of New Members and Elected Officers

15.1 All new members will be required to take an oath before the members assembled at a General Meeting, or in writing should they not be present at that meeting. The oath and pledge being:

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

15.2 All incoming Elected Officers shall be required to swear an oath of office before the members assembled at a General Meeting, or in writing should they not be present at the meeting. The oath and pledge being:

“I (_____) do most sincerely promise, that I will truly and faithfully, to the best of my ability, perform the duties of my office, for the ensuing term as prescribed in the Constitution and laws of the Canadian Union of Public Employees, and as an officer of this union, will at all times endeavor, both by

CUPE LOCAL 774 BYLAWS

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 CUPE Local 774 in my possession to my duly elected successor in office.”

- 15.3 Any officer failing to take the pledge of office shall be disqualified as an officer of the Local, and the office shall be declared vacant by the Executive Board.

Section 16 Honorariums

- 16.1 The President shall earn PGRD_431 or their regular salary, whichever is greater and benefits from the employer while on local business, at eight (8) hours per day or forty (40) hours per week, to a maximum of three (3) days per week. If additional days are required on a regular basis, the executive board, with explanation from the president, will bring a recommendation to the General membership for approval.

President	\$325 per month
General Vice President	\$230 per month
Treasurer	\$230 per month
Recording Secretary	\$230 per month
Schedule Vice Presidents	\$195 per month
Shop Stewards	\$65 per month
Membership Officer	\$65 per month

Section 17 Code of Conduct

- 17.1 Each member of this Union is bound, in the spirit of solidarity, to uphold, protect and respect the rights of every other member. No member shall, by their unfair representation or biased reporting, cause any member to be disciplined by the employer.
- 17.2 Any member who fails, or refuses, to perform job action prescribed by the Executive Board and approved by the membership's strike vote, shall automatically forfeit all strike benefits accorded members of the Local, unless exemption has been granted by the Executive Board.
- 17.3 Any member who refuses to perform picket duty will remain a member in good standing.
- 17.4 The Code of Conduct shall also apply, and can be found attached as Appendix "D" to these bylaws.

Section 18 Charges and Trials

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

Section 19 Other Rules and Regulations

- 19.1 No agreement which changes any terms or provisions of any existing Collective Agreement shall be entered into by any Local representative unless approval has been granted for such action by the majority of the membership at an appropriate General or Special Meeting for which proper notification and Notice of Motion have been given.
- 19.2 All new Letters of Understanding and/or Letters of Agreement affecting the Local that arise between bargaining sessions must be ratified by the Local membership through the formal ratification process upon renewal of the Collective Agreement.

Section 20 Delegates to Conferences, Conventions, and Workshops

- 20.1 Where possible, the membership shall be informed of all conventions, in order to allow their names to stand as a delegate. Except for the President's preference (Section 12.8), all delegates shall be chosen by the Executive Board. The number of delegates must be approved by the membership.
- 20.2 Delegates to the Fraser Valley District Council and affiliated Labour Councils may be appointed by the Executive Board if offices are not filled by election at the affiliate's Annual General Meeting.
- 20.3 All members on Union business requiring a whole day or more outside the City of Abbotsford shall be paid transportation, accommodation and compensation for any loss of salary incurred by attendance at such meetings, and a per diem as per the Local's Policies.
- 20.4 Delegates to all Conventions, Conferences, and Workshops shall be required to make a report at the General Meeting immediately following. Where there is more than one delegate, a composite written report may be submitted.
- 20.5 Any member who has been sponsored to attend a function (convention, conference, workshop, etc.) on behalf of the Local, who does not attend part or all of said function, without prior consent or authority of the Executive Board, may be required to reimburse the Local for costs associated with said sponsorship.

Section 21 Amendments

- 21.1 These Bylaws are subordinate to the CUPE National Constitution (including its Appendix "B") as it now exists or may be amended from time to time. In the event

CUPE LOCAL 774 BYLAWS

of any conflict between these Bylaws and the CUPE National Constitution, the latter shall govern. The National President has the sole authority to interpret the CUPE National Constitution.

- 21.2 These bylaws shall not be amended, added to, or suspended except upon a majority vote of those present and voting at a General or Special Meeting, for which written notice of the intention to propose the amended or additional bylaws was given at least seven (7) days before, at a previous membership meeting or sixty (60) days before in writing. No bylaw conflicting with the CUPE Constitution or the current Collective Agreement shall be brought to a vote.
- 21.3 No change in these Bylaws shall be valid or take effect until approved by the National President of CUPE. The validity will date from the letter of approval of the National President.

Appendix 'A' CUPE National Equality Statement

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

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

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

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

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

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

Appendix 'B' Rules of Order

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

CUPE LOCAL 774 BYLAWS

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

CUPE LOCAL 774 BYLAWS

25. After a question has been decided, any two members who have voted with the majority can move reconsideration, provided that a motion for reconsideration is made at either the meeting where the decision proposed for reconsideration was made, or at the very next meeting.
26. Members are allowed to leave a meeting with the permission of the Vice-President; however in no case will a member leave during the reading of minutes, the initiation of new members, the installation of Officers, or the taking of a vote.
27. The Local's business and the proceedings of meetings are not to be divulged to any persons outside the Local, or the Canadian Union of Public Employees.

Appendix 'C' Ledgeview Golf and Country Club

Per [Section 1](#), members employed by the Ledgeview Golf and Country Club form a separate unit of CUPE Local 774. Members shall be bound by the CUPE Constitution and this Local's Bylaws and Policies, per Section 3.5.

The administration of Union business for the unit shall be performed by the duly elected Officer with the assistance of the Local's President. In their absence, the National Representative may also assist.

Elections

1. With the assistance of the Local 774 President and the CUPE National representative an Elections Committee shall be struck. The committee must only include members who are neither Elected Officers nor candidates for office and will conduct independent election(s) to sit on the Local's Executive Board. The meeting will be held in June or July of even years, and results will be reported at the following Executive Board Meeting, as well as the following General Meeting.
2. Only members in good standing shall be eligible for election to office. Anyone who cannot qualify for a CUPE National bond shall be ineligible.
3. A Notice of Elections shall be posted thirty (30) days prior to the election. Nominations may be taken from the floor at the Election Meeting with the candidate's written consent witnessed by another member, or verbal consent, if candidate is in attendance.
4. Election voting shall be by secret ballot. A simple majority of votes cast shall be required before any candidate can be declared elected. 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.
5. The duly elected officer shall be installed at the end of the meeting at which they are elected, and shall continue in office for their elected term, or until a successor has been elected and installed.
6. If the office falls vacant for any reason six months or more prior to the expiry of a term, a by-election may be held to fill the position. If the office falls vacant for any reason less than six months prior to the expiry of a term, the Executive Board shall appoint a member to complete the term.

Appendix 'D' Code of Conduct

Local 774 is committed to ensuring that all of its meetings and activities are safe environments where members are encouraged to speak. Existing members are encouraged to welcome, mentor and support new members and equity-seeking members.

Local 774 strives to promote core values which include the principles of solidarity, equality, democracy, integrity, and respect. We are committed to mobilizing our energy and skills to work together to promote these values and to attain these goals in our union, our communities, and globally.

Local 774 is committed to creating a union which is inclusive, welcoming, and free from harassment, discrimination and all types of bullying and intimidation. Local 774 needs to ensure that it provides a safe environment for members, staff and elected officers to carry out our work. Local 774 expects that mutual respect, understanding and co-operation will be the basis of all our interaction.

This Code of Conduct for Local sets out standards of behaviour for members at meetings, and all other events organized by Local 774. It is consistent with the expectations outlined in the Equality Statement, CUPE National Constitution and these bylaws. It does not apply to complaints arising in the workplace, as those are dealt with through the grievance procedure and/or the applicable workplace harassment policy.

As members of Local 774, we commit to one another and to the union to be governed by the principles of the Code of Conduct and agree to:

- abide by the provisions of the Equality Statement;
- respect the views of others, even when we disagree;
- recognize and value individual differences;
- communicate openly;
- support and encourage each other;
- make sure that we do not harass or discriminate against each other;
- commit to not engaging in offensive comment or conduct;
- make sure that we do not act in ways that are aggressive, bullying, or intimidating; and
- take responsibility for not engaging in inappropriate behaviour due to abuse of alcohol or other drugs while participating in union activities, including social events.

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

CUPE LOCAL 774 BYLAWS

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

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

This Code of Conduct is designed to create a safe, respectful and supportive environment within CUPE. It is meant to enhance the rights and obligations outlined in the Bylaws of Local 774, the CUPE National Constitution, the Equality Statement, and applicable human rights legislation, not replace them.

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

CUPE LOCAL 774 BYLAWS

Appendix 'E' Sickness and Gift Allowances

ITEM	EXPLANATION	GIFT
Sickness	For a member away for 10 working days or hospitalized for 5 working days, limited to once per member per year	Card
Parting Gift*	For a member willingly leaving their employment, based on a minimum of two years' service	Base = \$50.00 After 2 nd year, \$5.00/year, to a maximum of \$150.00
Retirement Gift*	For a member retiring from their employment, based on a minimum of three years' service	Base = \$50.00 After 3 rd year, \$10.00/year, to a maximum of \$200.00
Death	Death of a member	Card and Flowers or money in lieu to designated charity in name of deceased. Up to \$150.00
Death	Death of immediate family of member, i.e. spouse, and/or other family member of significance	Card
Disaster or Crisis	For a member experiencing fire, flood, etc., requiring some kind of financial assistance	Each case to be presented to the Executive Board for a decision
*Only one parting or retirement gift will be given, whichever is greater, but not both.		