

CUPE

BYLAWS

OF

**CANADIAN UNION OF PUBLIC
EMPLOYEES**

LOCAL #1445

RED DEER COLLEGE

**Amended May 16, 2017
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Canadian Office & Professional Employees Local #491

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PREAMBLE

In order to improve the social and economic welfare of its members without regard to gender, colour, race or creed, to promote efficiency in public employment and to manifest its belief in the value of the unity of organized labour, this Local of the Canadian Union of Public Employees (hereinafter referred to as CUPE) has been formed.

The following By-Laws are adopted by the Local pursuant to, and to supplement, Appendix "B" of the CUPE Constitution, to safeguard the rights of all members, to provide for responsible administration of the Local, and to involve as many members as possible through the sharing of duties and responsibilities.

SECTION 1 – NAME

The name of the Local shall be: Canadian Union of Public Employees, Local No. 1445, Red Deer, Alberta.

SECTION 2 – OBJECTIVES

The objectives of the Local are to:

- (a) Secure adequate remuneration for work performed and generally advance the economic and social welfare of its members and of all workers;
- (b) Support CUPE in reaching the goals set out in Article II of the CUPE Constitution;
- (c) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- (d) Encourage the settlement by negotiation and mediation disputes between the members and their employers.

SECTION 3 – INTERPRETATION AND DEFINITIONS

- (a) All pronouns shall be gender neutral.

SECTION 4 – MEMBERSHIP MEETINGS (REGULAR AND SPECIAL)

- (a) Regular membership meetings shall be held at least three (3) times per year, the third Tuesday of each of the following months: October, January and May, 12:30-2:00 p.m.
- (b) Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than eight (8) members. The President shall immediately call a special meeting when so ordered or requested, and shall see that all members receive at least twenty-four (24) 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.
- (c) A quorum for the transaction of business at any regular or special meeting shall be eight (8) members including at least three (3) members of the Executive Board.

- (d) The order of business at regular membership meetings shall be as follows:
- (1) Roll Call of Officers
 - (2) Reading of the Equality Statement
 - (3) Approval of Agenda
 - (4) Introduction of New Members and Initiation
 - (5) Approval of Minutes & Business Arising from Minutes
 - (6) Reports:
 - Executive Report
 - Treasurer's Report
 - Other reports as deemed necessary
 - (7) Nominations/Elections/Installations
 - (8) Unfinished Business
 - (9) New Business
 - (10) Information/Correspondence
 - (11) Adjournment
- (e) Regular meetings will not be held in July and August unless a special meeting is called as per 4(b) above.

SECTION 5 – VOTING OF FUNDS

Except for ordinary expenses and bills as approved at membership meetings, no sum over two hundred and fifty dollars (\$250.00) shall be voted for the purpose of a grant or contribution to a member or any cause outside CUPE, except by a motion at a membership meeting.

SECTION 6 – OFFICERS

The Officers of the Local shall be the President, Vice-President, Secretary-Treasurer, Recording Secretary, three (3) Trustees, Shop Stewards, and one (1) representative from the Negotiations Committee (during negotiations as a non-voting member). All Officers shall be elected by the membership. The Past President is included as a non-voting member of the CUPE Executive.

SECTION 7 – EXECUTIVE BOARD

- (a) The Executive Board shall comprise all officers, except Trustees.
- (b) The Board shall meet at least once every month.
- (c) A majority of the Board constitutes a quorum.

- (d) The Executive Officers shall hold title to any properties of the Local as trustees for the Local. They shall have no right to sell, convey, or encumber any properties without first giving notice and then submitting the proposition to a membership meeting and having it approved.
- (e) The 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.
- (f) All charges against member or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.
- (g) Should any Board member fail to answer the roll-call for three (3) consecutive regular membership meetings or three (3) consecutive regular Board meetings without having submitted good reasons for those failures that office shall be declared vacant and shall be filled by an election at the following membership meeting.

SECTION 8 – 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 1445 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.

- (a) The President shall:
- enforce the CUPE Constitution and these By-Laws;
 - preside at all membership and Executive Board meetings and preserve order;
 - decide all points of order and procedure (subject always to appeal to the membership);
 - have a vote on all matters (except appeals against the President's rulings) and in case of a tie vote have the right to cast an additional vote to break the tie;
 - in the case of a tie vote during elections, 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;
 - ensure that all officers perform their assigned duties;
 - introduce new members and conduct them through the initiation ceremony;
 - sign all cheques and ensure that the Local's funds are used only as authorized or directed by the Constitution, By-Laws, or vote of the membership;

- have first preference as a delegate to conventions;
- be allowed necessary funds, not to exceed \$25.00 monthly, to reimburse self or any officers for expenses incurred on behalf of the Local;
- be empowered, with the approval of the Executive Board, to employ necessary stenographic or other assistance for special projects or where deemed necessary, to be paid for out of the Local's funds.

(b) The Vice-President shall:

- if the President is absent or incapacitated, perform all duties of the President;
- if the office of President falls vacant, be Acting President until a new President is elected;
- render assistance to any member of the Board as directed by the Board;
- be responsible for the upkeep of the job description and job posting book.

(c) The Secretary-Treasurer shall:

- receive all revenue, initiation fees, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union;
- sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences;
- 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;
- prepare all CUPE national per capita tax forms and remit payment;
- record all financial transactions in a manner acceptable to the Board and in accordance with good accounting practices;
- be bonded through the master bond held by CUPE National. Any Secretary Treasurer who cannot qualify for the bond shall be disqualified from office;
- pay no money unless supported by a voucher duly signed by the President or two other members of the Board, except that no voucher shall be required for payment of per capita fees to any organization to which the Local is affiliated;
- make full financial report to meetings of the Local Union's Executive Board.;
- make a written financial report to each regular membership meeting, detailing all income and expenditures for the period;
- 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.

(d) The Recording Secretary shall:

- keep a full and accurate account of the proceedings of all Executive and Membership meetings;
- preside over Executive and Membership meetings in the absence of both the President and Vice-President;
- pick-up, date and record all incoming correspondence on a daily basis to include in agenda package;
- prepare and distribute all agenda packages, circulars and notices to members;
- record all alterations to the By-Laws;
- answer correspondence and fulfill other secretarial duties as directed by the Board;
- file a copy of all letters sent out and keep on file all communications;
- have all records ready on reasonable notice for auditors and Trustees;
- on termination of office, surrender all books, seals and other properties of the Local to the successor.
- 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.

(e) The Trustees shall:

- act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary and the Standing Committee annually;
- report their findings in writing to the first membership meeting following the completion of each audit;
- submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed to ensure that the Local Union's funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct, and proper manner;
- be responsible to ensure that monies are not paid out without proper constitutional or membership authorization;
- ensure that proper financial reports are made to the membership;
- audit the record of attendance;
- inspect at least once a year any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local, and report their findings to the membership;

- use audit forms supplied by the National Office and send a copy to each yearly audit to the National Secretary-Treasurer in accordance with the provisions of the CUPE Constitution.
- (f) The Shop Stewards shall:
- upon receipt of letter of offer, greet and sign up new employee;
 - be knowledgeable of the collective agreement;
 - maintain contact with the members to provide ongoing union awareness and education;
 - sit on Executive Board to provide assistance to the Board as directed and required;
 - provide communications and information from the members in the Local to the Executive and from the Executive to the members.

SECTION 9 – FEES, DUES AND ASSESSMENTS

(a) Initiation Fee

Each application for membership in the Local shall be directed to the Secretary-Treasurer and shall be accompanied by an initiation fee (one-time payment) of \$2.00. The Secretary-Treasurer shall issue a receipt. If the application is rejected the fee shall be returned.

(b) Readmittance Fee

The readmittance fee shall be \$2.00.

(c) Monthly Dues

The monthly dues shall be 1.50% of basic pay with a minimum of \$1.00.

(d) Changes in the levels of the Initiation Fee, the Re-admittance Fee, or the Monthly Dues can be effected only by following the procedure for amendment of these By-Laws, with the additional provision that the vote must be by secret ballot.

(e) Notwithstanding the above provision, if the CUPE Convention raises minimum fees and/or dues above the level herein established, these By-Laws will be deemed to have been automatically amended to conform to the new CUPE minimum.

(f) Special assessments may be levied in accordance with the CUPE Constitution.

SECTION 10 – NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

- (a) Nomination, elections and swearing in of officers shall take place at the first regular membership meeting held in the Fall of each year. The vote shall be by secret ballot.
- (b) Term of Office — All duly elected officers shall be sworn in at the meeting at which elections are held and shall assume office immediately following said meeting. The term of office shall be for two years with the President and Recording Secretary being elected in the even years and the Vice President and Secretary Treasurer being elected in the odd years. Shop Stewards and other committee members shall be elected for one year terms. The term of office for Trustees shall be as per the CUPE National Constitution.
- (c) A majority of votes cast will be required before any candidate can be declared elected, and second and subsequent ballots will be taken if necessary to obtain a majority. On the second and subsequent ballots, the candidate receiving the lowest number of votes in the previous ballot will be dropped.
- (d) When two or more nominees are to be elected to any office by ballot, each member voting will be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.
- (e) Voting to fill one office shall be conducted and completed, and recounts dealt with before balloting may begin to fill another office.
- (f) By-elections — Should an office fall vacant pursuant to Section 7(g) of these By-Laws or for any other reason, the resulting by-election should be conducted for the remaining term of the vacant office.
- (g) 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 meeting.

SECTION 11 – DELEGATES TO CONVENTIONS

- (a) Except for the President's option (Section 8(a)), all delegates (members in good standing) to conventions shall be chosen by election at membership meetings.

SECTION 12- DELEGATES TO CONVENTIONS, SCHOOLS, SEMINARS & CONFERENCES EXPENSES

- (a) Except for the President [Section 8 (a)], all delegates to conventions shall be chosen by election at Membership meetings.
- (b) To be eligible for nomination, a member shall have attended at least fifty percent (50%) of the membership meetings held in the previous twelve (12) months unless a valid reason acceptable to the Local has been given for non-attendance.
- (c) Each delegate to a convention, or any other Union sponsored activity shall receive:
 - 1. payment of any loss of wages or pay,
 - 2. payment to cover eligible expenses
- (d) Carpooling will be encouraged up to a maximum of four (4) people, depending on the size of vehicle
- (e) Where a member incurs a cost for Child care expenses where the children are 13 years of age and under, when on Union business other than those normally incurred, the local shall reimburse the member as per Appendix D.4. Where the member is required to stay overnight, consideration (on a case by case basis) will be given where there are children over 13 years of age.
- (f) All delegates elected to conventions held within the City of Red Deer shall be paid or reimbursed for:
 - 1) an amount equal to any loss of salary incurred by attendance at the convention,
 - 2) a per diem allowance to cover eligible expenses related to the Union sponsored activity (as per Appendix D.1). When meals are provided as part of the Union function, only half (50%) of the per diem will be paid.
- (g) All delegates elected to conventions held outside the City of Red Deer, but within the Province of Alberta shall be paid or reimbursed for:
 - 1) an amount equal to any loss of salary incurred by attendance at the convention,
 - 2) a per diem allowance to cover eligible expenses related to the Union sponsored activity (as per Appendix D.2). When meals are

- provided as part of the Union function, only half (50%) of the per diem will be paid,
- 3) transportation expenses or a rental vehicle will be provided as per Appendix C, based on the official AMA mileage chart,
 - 4) accommodations/hotel expenses.
- (h) All delegates elected to conventions held outside the Province of Alberta shall be paid or reimbursed for:
- 1) an amount equal to any loss of salary incurred by attendance at the convention,
 - 2) a per diem allowance to cover eligible expenses related to the Union sponsored activity (as per Appendix D.3). When meals are provided as part of the Union function, only half (50%) of the per diem will be paid,
 - 3) transportation expenses or a rental vehicle will be provided as per Appendix C, based on the official AMA mileage chart,
 - 4) accommodations/hotel expenses.

SECTION 13 - DELEGATES TO SCHOOLS, SEMINARS & CONFERENCES

- (a) The Executive of CUPE Local 1445 shall recommend to the General Membership, with an explanation, to send any member to attend a school, seminar, or conference that the member is involved in, or is the Local's delegate.

SECTION 14 – COMMITTEES

- (a) Negotiating Committee

This shall be a special ad hoc committee established at least six (6) months prior to the expiry of the Local's collective agreement and automatically disbanded when a new collective agreement has been signed. The function of the Committee is to prepare collective bargaining proposals and to negotiate a collective agreement. The Committee shall consist of no more than four (4) members, all elected at a membership meeting by secret ballot. The CUPE 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.

(b) Special Committees

Special ad hoc committees may be established for a specified purpose and period by the membership at a meeting. The members shall be elected at the same or another membership meeting or may, by specific authorization of the membership, be appointed by the President or the Executive Board. Two members of the Board may sit on any special committee as ex-officio members.

(c) Social Committee

The committee shall be elected by the members at a membership meeting and shall comprise between three (3) and four (4) members. It is the function of this committee to arrange and conduct all social and recreational activities of the Local, either on the Committee's own initiative or as a result of decisions taken at membership meetings. The Committee shall submit reports and proposals to the Executive Board or to the membership as required. A ceiling for the Committee's net expenditures shall be fixed annually by the membership but, other than that, all social and recreational events and activities shall be self-supporting. The Executive Board shall be held responsible for the proper and effective functioning of this Committee. The Committee may appoint a Secretary-Treasurer from among its members (See Appendix B for guidelines).

(d) Nominating Committee

This Committee consists of up to three (3) members and meets prior to the meeting in which elections are held to review the membership of the Executive Board and Committees. Contact is made with all CUPE members, including incumbents, to determine their interest in accepting nominations for vacant positions. All names are brought forward at the membership meeting in which elections are held. Nominations from the floor can also be accepted.

(e) CUPE Local 1445 Award Committee

This committee consists of three (3) members and should have previous recipients(s) of the CUPE Local 1445 Award among its membership. Members of the CUPE Local 1445 Award Committee are not eligible for the award the year(s) in which they serve on the Committee. The Committee looks after the specific details of the award (gift certificate or a gift/flowers along with the engraving of the plaques). The Committee follows the criteria set by the nomination/ratings form in choosing the recipient of the CUPE Local 1445 Award.

The Committee also ensures that each nominee for the award receives a rose bowl in recognition of their nomination (See Appendix B for guidelines).

SECTION 15 – RULES OF ORDER

All meetings of the Local shall 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 By-laws as Appendix A. These rules shall be considered as an integral part of the By-Laws and may be amended only by the same procedure used to amend the By-Laws.

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

SECTION 16 – RATIFICATION PROCESS

The ratification process is a two-part process consisting of the following:

- (1) Negotiations proposals shall be collected from the membership either orally or in writing, and brought to the membership for discussion and vote by a show of hands.
- (2) The memorandum of agreement shall be brought to the membership via a special meeting and shall be voted on by secret ballot.

SECTION 17 – AMENDMENT

- (a) These bylaws are always subordinate to the CUPE Constitution (including Appendix B) as it now exists or may be amended from time to time, and in the event of any conflict between these By-Laws and the CUPE Constitution the latter shall govern. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.
- (b) These bylaws shall only be amended, added to, or suspended upon a majority vote of those present and voting at a regular or special membership meeting if a notice of 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.
- (c) No change in these bylaws shall be valid and take effect until approved by 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 behavior 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 behavior 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.

Rules of Order

- (1) The President or, in the President's absence, the Vice-President, shall take the chair at all membership meetings. In the absence of both the President and the Vice-President, the Membership Secretary shall act as President, and in the Membership Secretary's absence a President pro-tem shall be chosen by the Local.
- (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. The chairperson 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, the member shall rise and respectfully address the presiding officer, but, except to state that the member rises to a point of order or on a question of privilege, the member 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, the member shall cease speaking until the point is determined; if it is decided the member is in order, they 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, the Presiding Officer may in addition give a casting vote, or may, if so 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) A 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 same.
- (22) If any member wishes to challenge (appeal) a decision of the chair, the member 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 the challenge. The chair may then state briefly the basis for the decision, following which the chair 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 business and proceedings of meetings are not to be divulged to any persons outside the Local or the Canadian Union of Public Employees.

APPENDIX B - SOCIAL COMMITTEE GUIDELINES

Purpose:

1. To arrange and conduct social and recreational activities of the Local, either on the Committee's own initiative or upon request of the Executive and/or membership.

Annual events that are considered priorities include:

- Christmas or Winter Social
- CUPE Spring Fling/CUPE Local 1445 Award
- CUPE Volunteer Recognition

2. To coordinate member acknowledgements or condolences:

- retirements, farewells
- absences due to illness, death or immediate family emergencies (see definition in guidelines)
- volunteer service for CUPE Local 1445 (Executive, committee work)

Budget:

A maximum budget is recommended by the Executive and voted on annually by the membership. Separate budgets will be set for social activities and member gifts.

Record Keeping:

The committee will keep accurate records by submitting the following to the Secretary-Treasurer (when possible) in the same month as the expenditure occurred:

- CUPE Expense Claim form detailing expenditures with attaching receipts or invoices

Definitions:

Immediate family is defined as spouse or partner, children and parents.

Note: Using the standards below, the social committee will acknowledge significant events of CUPE members as it is made aware of them.

| Acknowledgement Standards | | | | |
|----------------------------------|---|--|--|---|
| Category | Member or Family Member | Explanation | Recognition or Gift | Amount |
| Illness | Current Member | For serious illness or emergency requiring hospitalization | Flowers only | 75.00 (including GST and delivery) |
| Illness | Current Member's immediate family member | For serious illness or emergency requiring hospitalization | Card | Discretion of committee |
| Death | Current Member | Donation at committee's discretion | Donation | 75.00(including GST and delivery) |
| Death | Current Member's immediate family | | Flowers only | 75.00(including GST and delivery) |
| Retirement or Farewell | Current Member | 1 year or less 2-4 years 5 years Over 5 years | Card Only Gift Card Gift Card Gift Card | Card Only 50.00 100.00 100.00 + 10.00 for every year of service over 5 years |
| Volunteer Recognition | CUPE Executive (President, Vice-President, Past-President, Treasurer, Recording Secretary, Shop Stewards) | Volunteer Service | Gift Card | 25.00 per year Given on an annual basis |
| Volunteer Recognition | CUPE committees (College wide and Local specific) | Volunteer Appreciation Event | Event | Up to 500.00 for the event |

*Appendix B: Social Committee Guidelines
Revised October 18, 2016*

APPENDIX C – MILEAGE FOR UNION BUSINESS

The rate for mileage travel on Union Business shall be forty-three cents (\$0.43) per kilometre.

APPENDIX D – DELEGATES TO CONVENTIONS, SCHOOLS, SEMINARS & CONFERENCES EXPENSES

- D. 1 All delegates elected to convention held within the City of Red Deer shall be paid a per diem allowance of fifteen dollars (\$15.00) per day.
- D.2 All delegates elected to convention held outside the City of Red Deer, but within the Province of Alberta, shall be paid a per diem allowance of fifty dollars (\$50.00) per day and twenty-five (\$25.00) dollars per half day. Eligible expenses for the per diem allowances include meals.
- D.3 All delegates elected to convention held outside the Province of Alberta, shall be paid a per diem allowance of seventy-five dollars (\$75.00) per day and thirty-seven dollars and fifty cents (\$37.50) per half day. Eligible expenses for the per diem allowances include meals.
- D.4 All other receipted expenses shall be submitted to the Treasurer for reimbursement.
- D.5 Child Care Expenses: for weekend (Saturday/Sunday) child care costs, the local shall reimburse the member up to seven dollars and fifty cents (\$7.50) per hour to a maximum of sixty dollars (\$60.00) per day, upon presentation of receipts.

