
Bylaws

Local Union

5524

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INTRODUCTION

Local 5524 of the Canadian Union of Public Employees has been 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 5524 in accordance with the CUPE National Constitution (Articles 12.3 and B.5.1) 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.

CUPE chartered organizations shall respect and apply the CUPE National Equality Statement to all of the chartered organizations' activities. The CUPE National Equality Statement can be found in Appendix A to these bylaws.

CUPE chartered organizations may also wish to adopt a Local Union Code of Conduct that would apply to membership meetings and other functions organized by the chartered organization. The Local Union Code of Conduct can be found in Appendix B to these bylaws.

SECTION 1 – NAME

The name of this Local Union shall be Canadian Union of Public Employees, Local 5524.

Local 5524 consists of the following bargaining units:

- Unit 0 – Sessional Faculty
- Unit 1 – Graduate Teaching Assistants and Research Assistants

SECTION 2 – OBJECTIVES

The objectives of Local 5524 are to:

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

- (d) Eliminate harassment and discrimination of any sort or on any basis; for the equality of treatment regardless of, but not limited to, class, race, colour, nationality, age, sex/gender, 2SLGBTQIA+ identity, language, place of origin, ancestry, religious beliefs, caste, mental and physical disability, or other demographics; and the active opposition of discrimination of same wherever it occurs or appears;
- (e) Establish strong working relationships with the public we serve and the communities in which we work and live; and
- (f) Support CUPE in reaching all of the objectives set out in Article II of the CUPE National Constitution.

SECTION 3 – REFERENCES

Numbers of articles at the end of sections or sub-sections in this document refer to relevant articles of the CUPE National Constitution which should be read together with these bylaws.

SECTION 4 – MEMBERSHIP

(a) **Membership**

An individual employed within the jurisdiction of Local 5524 can apply for membership in Local 5524 by signing an application.

(Article B.8.1)

(b) **Approval of Membership**

At the first membership meeting after the application has been submitted, the name(s) of the applicant(s) will be read out and unless a majority of members present at the meeting object, the applicant(s) will be accepted into membership.

(Article B.8.2)

(c) **Oath of Membership**

New members will take this oath:

“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.”

(Article B.8.4)

(d) **Continuation of Membership**

Once accepted, a member continues as a member in good standing while employed within the jurisdiction of the Local Union unless the member loses good standing under the provisions of the CUPE National Constitution.

(Article B.8.3)

Any member whose employment terminates may maintain their membership for a period of twenty-four (24) months from the date of termination, and shall be considered a member in good standing, with all rights and privileges except those restricted by Ontario Labour Law.

(e) **Member Obligations**

Members are obligated to abide by the CUPE National Constitution and these bylaws as amended from time to time.

Members will provide the Recording Secretary with their current address, home telephone contact number, and an e-mail address. The member will advise the Recording Secretary of any changes to their contact information. This information will be protected and used to communicate with members. Such communication will take the form of mail, e-mail blasts or telephone town halls.

In the case of a telephone town hall, the telephone number may be shared with a service provider under contract to the Local Union to provide the technical equipment to support such a virtual meeting.

Upon request, the Local Union will share the telephone contact information with CUPE National or Ontario. The purpose of sharing this telephone contact information with CUPE National or Ontario is so that the National Union or Provincial Division can conduct a telephone town hall with members on important matters.

SECTION 5 – AFFILIATIONS

In order to strengthen the labour movement and work toward common goals and objectives, Local 5524 shall be affiliated to and pay per capita tax to the following organization(s):

- The CUPE Ontario Provincial Division
- The Ontario Federation of Labour
- The Waterloo Region Labour Council
- CLC Labour Council

SECTION 6 – MEMBERSHIP MEETINGS

(a) Regular Membership Meetings

Regular membership meetings of Local 5524 shall be held on the third week of the following months, September, October, November, January, February, March, May, June, July. Notice of each regular membership meeting outlining the date, time, and location (including whether virtual, in-person, or hybrid) shall be given to members at least seven (7) days in advance of the meeting. Where virtual or hybrid meetings are held, all voting will be conducted electronically provided secrecy can be maintained, where mandated.

The Executive Board shall inform members of General Membership Meetings seven (7) days prior to a Meeting, by means of email notices, website, written notice, bulletin boards, or such other method as the Executive Board deems effective.

General Membership Meetings shall not exceed 3 hours. Meetings can be extended by a 2/3 majority vote.

When a statutory holiday or a situation beyond the control of the Local Union arises which causes the cancellation of a regular membership meeting, the Executive Board shall reschedule the regular membership meeting and will give members seven days' notice of the date of the rescheduled regular membership meeting.

(b) Special Membership Meetings

Special membership meetings of Local 5524 may be required and shall be called by the Executive Board or may be requested in writing by no fewer than 25 members. The President shall immediately advise members when a special membership meeting is called and ensure that all members receive at least twenty-four (24) hours' notice of the special membership meeting, the subject(s) to be discussed, the date, time, and location. No business shall be transacted at the special membership meeting other than that for which the meeting is called and notice given.

(c) Quorum

The minimum number of members required to be in attendance for the transaction of business at any regular or special meeting shall be 15 members, plus at least three members of the Executive Board.

(d) Membership Meeting Agenda

The order of business at regular membership meetings is as follows:

1. Acknowledgment of Indigenous territory
2. Roll call of Officers
3. Reading of the Equality Statement

4. Voting on new members and initiation
5. Reading of the minutes
6. Matters arising from the minutes
7. Secretary-Treasurer's Report
8. Communications and bills
9. Executive Board Report
10. Reports of committees and delegates
11. Nominations, elections or installations
12. Unfinished business
13. New business
14. Good of the Union
15. Adjournment

(Article B.6.1)

(e) **Bargaining Unit Meetings**

Bargaining unit meetings may be called to deal with matters that affect only members of the bargaining unit. Such meetings are not to be used to replace regular membership meetings and will not make decisions that affect the Local Union as a whole or another bargaining unit. The President or Recording Secretary shall advise members of the bargaining unit seven days in advance of the meeting providing the time and location and an agenda.

The minimum number of members required to be in attendance for the transaction of business at any bargaining unit meeting shall be 10 bargaining unit members plus at least two members of the Executive Board. Members from other bargaining units in the Local Union may attend these meetings without vote but with voice and are not counted as part of quorum.

SECTION 7 – OFFICERS

The Officers of Local 5524 shall be the President, Vice-President, Secretary-Treasurer, Recording Secretary, Membership Officer, three (3) Trustees, Unit Vice Presidents, Unit Lead Stewards, and seven (7) stewards per Unit.

(Articles B.2.1 and B.2.2)

SECTION 8 – EXECUTIVE BOARD

- (a) The Executive Board shall include all Officers, except Trustees and the seven (7) stewards per Unit.

(Article B.2.2)

- (b) The Executive Board shall meet at least eight (8) times per year.

(Article B.3.14)

- (c) A majority of the Executive Board constitutes a quorum.
- (d) The Executive Board shall hold title to any real estate of the Local Union as trustees for the Local Union. They shall have no right to sell, convey or encumber any real estate without first giving notice and then submitting the proposal to a membership meeting and having it approved.
- (e) The Executive Board shall do the work delegated to it by the Local Union and shall be held responsible for the proper and effective functioning of all committees.
- (f) Should any Executive Board member fail to answer the roll call for three consecutive membership 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 membership meeting.

(Article B.2.5)

SECTION 9 – DUTIES OF OFFICERS

Each Officer of Local 5524 is encouraged to participate in CUPE educational courses to enhance their leadership skills and expand their knowledge and expertise.

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.

(Article B.3.9)

All signing Officers of Local 5524 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.

(Article B.3.5)

(a) **President**

The President shall:

- Enforce the CUPE National Constitution, these Local Union bylaws, and the Equality Statement.
- Interpret these bylaws as required.
- 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 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.

- Ensure that all Officers perform their assigned duties.
- Fill committee vacancies where elections are not provided for.
- Introduce new members and conduct them through the initiation ceremony.
- Sign all cheques, except for cheques made out to the president, and ensure that the Local Union's funds are used only as authorized or directed by the CUPE National Constitution, Local Union bylaws or vote of the membership.
- Be allowed necessary and reasonable funds to reimburse the President or any Officers for expenses incurred on behalf of the Local Union. Expense claims must be listed on a proper form outlining the expense, the reason for the expense, and with supporting receipt(s) attached.
- Have first preference as a delegate to the CUPE National Convention.

(Article B.3.1)

(b) **Vice-President**

The Vice-President shall:

- If the President is absent or not eligible, perform all duties of the President.
- Preside over membership and Executive Board meetings in the absence of the President.
- If the office of the President falls vacant, be Acting President until a new President is elected through a by-election.
- Render assistance to any member of the Executive Board as directed by the Executive Board.

(Article B.3.2)

(c) **Recording Secretary**

The Recording Secretary shall:

- 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.
- Record all amendments and/or additions in the bylaws and make certain that these are sent to the National President for approval prior to implementing.

- Answer correspondence and fulfil other administrative duties as directed by the Executive Board.
- Keep a record of all correspondence received and sent out.
- Prepare and distribute all notices to members.
- Have all records ready on reasonable notice for the Trustees or auditors.
- Preside over membership and Executive Board meetings in the absence of both the President and Vice-President.
- Be empowered, with the approval of the membership, to employ administrative assistance to be paid for out of the Local Union's funds.
- Performs other duties required by the Local Union, its bylaws or the National Constitution.

(Article B.3.3)

(d) **Secretary-Treasurer**

The Secretary-Treasurer shall:

- Receive all revenue, 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, except where the cheque is made out to the Secretary-Treasurer and ensure that the Local Union's funds are used only as authorized or directed by the CUPE National Constitution, Local Union bylaws or vote of the membership. In consultation with the Executive Board, designate a signing Officer during prolonged absences.
- Ensure that per capita tax is paid by direct remittance, or where per capita is not paid by direct remittance, prepare all CUPE National per capita tax forms and remit payment, no later than the last day of the following month.
- 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.
- Record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices.
- Make a 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.
- 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 cheque requisition or expense form or request for payment duly signed by the President and one other member of the Executive Board as determined by the Executive Board. No request shall be required for payment of per capita fees to any organization to which the Local Union is affiliated.
- 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.
- Provide the Trustees with any information the Trustees require to complete the audit, including forms provided by CUPE National.
- Where required, not later than February 28 each year, furnish each member, on the forms supplied by CUPE National, with a statement showing the net amount of tax-deductible dues paid by him during the preceding calendar year.
- Be empowered, with the approval of the membership, to employ necessary administrative assistance to be paid for out of the Local Union's funds.
- Notify all members who are one month in arrears and report to the Executive Board all members two or more months in arrears in the payment of union dues.

(Articles B.3.4 to B.3.8)

(e) **Trustees**

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 committees at least once every calendar year.
- Make a written report of their findings 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 in order to ensure that the Local Union's funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct, and proper manner.

- Be responsible to ensure that monies have not been paid out without proper constitutional or membership authorization.
- Ensure that proper financial reports have been given 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 Union and report their findings to the membership.
- Send to the National Secretary-Treasurer, with a copy to the assigned Servicing Representative, the following documents:
 - i. Completed Trustee Audit Program
 - ii. Completed Trustees' Report
 - iii. Secretary-Treasurer Report to the Trustees
 - iv. Recommendations made to the President and Secretary-Treasurer of the Local Union
 - v. Secretary-Treasurer's response to recommendations
 - vi. Concerns that have not been addressed by the Local Union Executive Board.

(Articles B.3.10 to B.3.12)

(f) **Membership Officer**

The Membership Officer shall:

- Guard the inner door at membership meetings and admit no one but members in good standing or Officers and officials of CUPE, except on the order of the President and with consent of the members present. In digital and hybrid meetings, they will ensure all attendees are members in good standing or invited guests.
- Maintain the record of membership attendance at meetings.
- Perform such other duties as may be assigned by the Executive Board from time to time.

(g) The **Unit Vice-President** shall, within their Unit:

- render assistance to the Executive Board, Committees or Members as directed by the Executive Board;

- convene the Unit meetings to hold votes concerning bargaining proposals, strikes, Unit specific elections and ratification of Collective Agreements;
- serve as Chair for membership meetings for their Unit;
- perform additional duties to ensure effective communications and mobilization of the membership of their Unit, in support of the Executive Board, Committees, or the Membership as directed.

(h) The **Chief Steward** shall, within their Unit:

- chair all meetings held with the Unit Stewards, including, but not limited to, the Unit Grievance Committee as per Section 17 (b) (1) of these bylaws;
- arrange with CUPE National Representative to organize and conduct a Stewards Training session in the fall of each academic year;
- perform additional duties to ensure effective communications and mobilization of the membership, in support of the Executive Board, Committees, or the General Membership as directed;

(i) The **Stewards** shall, within their Unit:

- define, detect, prepare, and present grievances at the initial level;
- generally, know and police the Collective Agreement of their Unit, as well as provincial or federal legislation affecting labour and/or a particular job;
- provide communications and information from the members in the department to the Board and from the Board to the members, including distribution of union literature;
- greet and sign-up new employees, and encourage participation of all members of the department in the union's activities;
- maintain contact with members to provide ongoing Local awareness and education;
- carry out their duties in accordance with the mandate of this Local as set out in the Introduction and Section 2 of these by-laws.

SECTION 10 – NOMINATION, ELECTION, AND INSTALLATION OF OFFICERS

(a) **Nominations**

1. Nominations will be received at the regular membership meeting held in the month of October.

2. Nominations will be accepted from members in attendance at the nomination meeting or from those members who have allowed their name to be filed in writing at the meeting, witnessed by another member.
3. To be eligible for nomination, the nominee must have been accepted into membership and continue to be a member in good standing.

(Articles B.8.1, B.8.2, and B.8.3)

4. A member may accept nomination for a position while holding office in any position. If successful in the election, their resignation from their current position will take effect at that time.
5. No member will be eligible for nomination if they are in arrears of dues and/or assessments.

(b) Elections

1. The President, Recording Secretary, and Unit VPs are elected in odd numbered years. The Vice-President, Secretary-Treasurer, Membership Officer, Unit Lead Stewards, and the seven (7) Unit Stewards are elected in even numbered years. The Unit VPs, Unit Lead Stewards and the seven (7) Unit stewards shall be elected at a Unit Membership meeting held at least one (1) week after the membership meeting where elections are conducted.
2. At a membership meeting, at least one month prior to election day, the President will, subject to the approval of the members present, appoint an Elections Committee consisting of a Chief Returning Officer and assistant(s). The committee will include members of the Local Union who are neither Officers nor candidates for office. The Elections Committee shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential. The National Representative assigned to the Local Union shall serve as an advisor to the committee when requested by the Local Union.
3. The Elections Committee will determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Chief Returning Officer.
4. The Chief Returning Officer will be responsible for issuing, collecting, and counting ballots. The Chief Returning Officer must be fair and impartial and see that all arrangements are unquestionably democratic.
5. The voting will take place at the regular membership meeting in November. The vote will be by secret ballot and/or virtually with voting software to be determined by the Elections Committee. The Elections Committee will provide notice to the membership at least seven (7) days in advance of the election as

to what method of voting will be utilized. If the voting is to be done virtually, the voting platform shall provide each member a secure access or a personalized link to maintain the secrecy and integrity of the vote.

6. Voting to fill one office will be conducted and completed, and recounts dealt with before balloting may begin to fill another office.
 7. 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.
 8. 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.
 9. 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.
- (Article 10.4)
10. Any member may request a recount of the votes for any election and a recount will be conducted if the request is supported, in a vote, by at least the number of members equal to the quorum for a membership meeting as set out in Section 6 (c).
 11. All election complaints by members will be submitted in writing to the Chief Returning Officer as soon as possible but in no circumstances will a complaint be valid if it is filed later than seven days after the election. The Chief Returning Officer in conjunction with the Elections Committee will investigate the complaint and issue a ruling as soon as practical and report the ruling to the very next general membership meeting.

(c) **Bargaining Unit Elections**

Nominations and elections for bargaining unit positions will take place after the elections outlined in Section 10 (b). Bargaining unit nominations and elections will be conducted for the following positions:

- Unit Vice Presidents
- Unit Lead Stewards
- Seven (7) Unit Stewards

The voting will take place at a bargaining unit membership meeting by secret ballot. 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)

Installation of Officers

1. All duly elected Officers shall be installed at the meeting at which elections are held and shall continue in office for 2 year(s) or until a successor has been elected and installed, provided, however, that no term of office shall be less than one year and no longer than three years.

(Article B.2.4)

2. The terms of office for Trustees shall be so that one serves for a period of three years, one for two years, and one for one year, as laid down in Article B.2.4 of the CUPE 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.

3. The Oath of Nomination and Office:

- (a) A candidate who accepts nomination for election must clearly communicate or affirm this oath:

“I promise to support and comply with the Constitution, goals, principles and policies of the Canadian Union of Public Employees.”

(Article 10.7 (a))

- (b) A candidate who is elected to office must clearly communicate or affirm this oath:

“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.”

(Article 10.7 (b))

(e)

By-elections

Should an office fall vacant for any reason, the resulting by-election should be conducted as closely as possible in conformity with this section. The term of office for any position filled through a by-election will be the term that the vacated position was initially elected to fulfill.

SECTION 11 – FEES, DUES, AND ASSESSMENTS

(a) **Monthly Dues**

The monthly dues shall be 2.25% of regular wages.

(Article B.4.3)

(b) **Amending Monthly Dues**

The regular monthly dues may be amended at a general or special membership meeting. The vote must be by secret ballot. Notice of at least seven days at a previous meeting or 60 days in writing must be given.

(Article B.4.3)

(c) **Assessments**

Assessments may be levied in accordance with the CUPE National Constitution. Assessments do not mean or include regular monthly dues and are applied for a specific purpose or specific length of time. Membership approval is required, and the assessment will only be applied after the National President approves the assessment.

(Article B.4.2)

SECTION 12 – NON PAYMENT OF DUES AND ASSESSMENTS

A member who fails to pay dues and assessments for three months is automatically suspended from membership. The suspension will be reported to the Executive Board by the Secretary-Treasurer. The Executive Board will report all suspensions to the next membership meeting. The member may return to membership in good standing by paying a readmission fee and any other penalty set by the Local Union. The readmission fee cannot be less than the initiation fee of the Local Union.

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 B.8.6)

SECTION 13 – EXPENDITURES

(a) **Payment of Local Union Funds**

Funds can only be spent for valid purposes of the Local Union under the following circumstances:

- When the expenditure is authorized by a budget approved by a majority of members present and voting at a regular or special membership meeting;

- When these bylaws approve the expenditure; or
- Through a vote of the majority of members present and voting at a regular or special membership meeting.

(Article B.4.4)

(b) **Payment of Per Capita Tax and Affiliation Fees**

Authorization to pay per capita tax to CUPE National, to CUPE Ontario Provincial Division or any labour organization the Local Union is affiliated with, is not required.

(c) **Payment of Local Union Funds to Members or Causes Outside of CUPE**

In the case of a grant or a contribution to a member(s) or a cause(s) outside of CUPE greater than \$200, a notice of motion must be made at a regular membership meeting and then approved at the following regular or special membership meeting before the grant or contribution can be paid out. The approval meeting must be no earlier than seven days after the meeting where notice of motion has been given.

- (d) No Officer or member of Local 5524 will be allowed to spend any Local Union funds without first having received authorization under Section 13 (a) of these bylaws.

SECTION 14 - HONORARIUMS

Local Union Officers shall be provided an honorarium as follows:

President	\$250/ per month
Vice-President	\$250/ per month
Secretary-Treasurer	\$250/ per month
Recording Secretary	\$250/ per month
Membership Officer	\$250/ per month
Unit Vice President (One per Unit)	\$250/ per month
Lead Steward (One per Unit)	\$250/ per month
Stewards (Seven per Unit)	\$150/per month
Three (3) Trustees	\$500 per year.

In the event of a strike, each trustee shall receive an additional \$250 for the separate audit of the strike fund and strike documentation.

NOTE: These honorariums will only be paid once the Local has a balance of \$75,000 in the general account.

SECTION 15 – CHILD CARE, DEPENDENT CARE, AND ELDER CARE

Caring for children, dependents or the elderly are barriers to actively participating in the union or to attending membership meetings. Local 5524 is committed to removing barriers within its control so that all members have equal access to participation.

- (a) When it is practical and demand warrants, Local 5524 will provide on-site child care at all Local Union membership meetings. Where on-site child care is not provided, and in the case of dependent care or elder care, members will be reimbursed to a maximum of the living wage for the area for each hour of required care. Reimbursement will be provided upon receipt of the completed expense form found on the Local's website or requested through the Local Executive.
- (b) Any member who is on authorized Local 5524 business shall be eligible for child care, dependent care, and/or elder care expenses where required. Upon receipt of the completed expense form found on the Local's website or requested through the Local Executive, claims shall be reimbursed to a maximum of the living wage for the area for each hour of care required.
- (c) Claims will not be paid for a spouse, partner or a family member who normally provides care without charges. Claims will not be paid for periods of time where a member would normally have paid for care such as during normal hours of work at their job.

SECTION 16 – DELEGATES TO CONFERENCES, CONVENTIONS, AND EDUCATIONALS

- (a) Except for the President's option [Section 9 (a)], all delegates to conventions, conferences, and educationals shall be chosen by election at membership meetings.
- (b) Delegates to the Waterloo Region CLC District Labour Council shall be elected annually. A member responsible for reporting back to the Local Union membership shall be appointed by the President from among these delegates, and the member appointed shall report at each Local Union membership on proceedings at recent meetings of the Council. The Local Union will reimburse the member's employer for any loss of wages.
- (c) All delegates attending conventions, conferences or educationals where the delegate has to travel more than 100kms shall be paid transportation and accommodation expenses at economy rates as determined by the Secretary-Treasurer, and a per diem allowance of \$80.00 dollars for meals and expenses. The Local Union will reimburse the member's employer for any loss of wages. Each member attending any conventions, conferences or educationals under this section shall submit a completed expense form found on the Local website or requested through the Local Executive,

- (d) Delegates to conventions, conferences, and educationals held where a delegate has to travel less than 100kms shall have no travel allowance. There shall be a per diem allowance of \$25.00 dollars for meals and expenses incurred by attendance at the convention, conference or educational. The Local Union will reimburse the member's employer for any loss of wages.
- (e) Local 5524 will provide members with their per diem allowance prior to their attending the convention, conference or educational.
- (f) Any member that uses their personal vehicle for any Union related travel, they will be provided mileage at the current CUPE National Rate.
- (g) Local 5524 encourages the participation of women and all equity-seeking groups in their delegation to conventions, conferences, and educationals.

SECTION 17 – COMMITTEES

(a) Special Committees

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

1. Bargaining Committees

For each unit within the local, there will be a special committee established at least 12 months prior to the expiry of the Local Union'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.

Each unit committee shall consist of eight (8) members, all elected at the respective unit membership meeting. Units will make best efforts to elect a member from each faculty, one from the satellite campuses, one member-at-large. Each Unit will encourage participation from traditionally under-represented, equity seeking, groups including international students and workers (especially non-citizen and non-permanent residents). To accomplish this goal, the unit may elect additional members-at-large who declare membership in these under-represented groups when they are not otherwise present on the committee.

The National Representative assigned to the Local Union 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 unit bargaining committees may choose to hold their bargaining and committee meetings jointly.

All members of Local 5524's Bargaining Committee shall attend CUPE's collective bargaining educationals. Each member of the committee shall receive an honorarium of \$250 per month from the establishment of the committee until bargaining has completed. The honorarium will not be paid during any period where the unit is on strike.

(b) Permanent Committees

The Chairperson of each permanent committee will be elected by the members at a membership meeting. Permanent committees will have a term of two years. The Chairperson and the Executive Board may, with the approval of the membership, jointly appoint other members to serve on a committee. Committees will provide written reports to each regular membership meeting. The Vice-President shall be a member, ex-officio, of each committee.

There shall be 6 permanent committees as follows:

1. Grievance Committee

There will be one grievance committee per Unit. This committee will:

- Oversee the handling of all Unit grievances.
- Receive copies of all Unit grievances.
- Prepare a report on the status of all Unit grievances to be submitted to the Executive Board, the National Representative, and to the membership meeting.
- When a grievance is not settled in the initial steps provided for in the collective agreement, this committee will decide whether or not the grievance should proceed to arbitration.
- If the decision is to not proceed, the grievor(s) may appeal the decision to the Executive Board.

The committee members will be the Lead Steward and seven (7) stewards. The committee shall appoint its secretary from among its members. The National Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted at all stages.

2. Education Committee

This committee will:

- Gather information about appropriate courses, the availability of courses, and make recommendations to the Local Union on whether or not members should be attending.
- Assist delegates in the preparation of reports to the membership on seminars and conferences and maintain a reference file of these reports.
- Cooperate with the National Union Development Department and National Communications Branch of CUPE, and with the regional Education Representative, in implementing both the Local Union's and CUPE's policies in these fields.
- The committee members will be the elected chairperson and two (2) members. The committee shall appoint its secretary from among its members.

3. Equity and Anti-Discrimination Committee

This committee will:

- Advise and give guidance to Officers, committee members, and the general membership on all issues that affect all equity-seeking groups, including women, 2SLGBTQIA+ people, Indigenous (including First Nations, Métis, and Inuit), Black, Racialized, and/or disabled workers in the workplace and the union movement.
- Promote leadership of equity-seeking workers at the Local Union level and in the broader labour movement.
- Increase and support the active participation of equity-seeking workers in the Local Union and the broader labour movement.
- Strive to eliminate discrimination in the workplace, Local Union, broader labour movement, and society through education and participation in human rights and anti-discrimination activities both in and outside of the labour movement.
- The committee members will be the elected chairperson and eight (8) members. The committee shall appoint its secretary from among its members.

4. Health and Safety Committee

This committee will:

- Work to educate members on the importance of workplace health and safety.
- Prepare and present reports to the regular membership meetings.
- Participate on the Main Campus Joint Health and Safety Committee (JHSC) at their workplace.

- Ensure that the worker representatives on the JHSC meet separately from the employer to prepare for meetings with the employer.
- Promote safe work procedures and environments so as to prevent illness and injury as a result of workplace factors.
- Immediately bring to the attention of the employer any workplace hazard that has the potential to cause members' illness or injury.
- Work to eliminate all workplace hazards, be they physical, environmental or social.
- Gather timely feedback from members to identify ongoing and emerging health and safety issues, concerns, risks, and other challenges to be presented at regular membership meetings and brought to the attention of the employer and JHSC.
- At least one member of this committee should be designated as a "Certified Worker Representative" in accordance with the legislation in their respective jurisdictions (provincial, federal).
- The committee members will be the elected chairperson and four (4) members. The committee shall appoint its secretary from among its members.

5. Bylaw Committee

This committee will:

- Review the bylaws annually and make recommendations to the Executive Board on proposed amendments.
- Review any proposed amendments received from the Executive Board or membership of the Local Union to ensure that the amendments will conform to the remainder of the bylaws and the CUPE National Constitution.
- Ensure that the Local Union's bylaws are written in clear language, ensuring that clear language does not change the intent or meaning of the bylaws.
- The committee members will be the elected chairperson and five (5) members. The committee should contain equal representation of bargaining units within the local. The committee shall appoint its secretary from among its members. The National Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted during the review process.

6. Social and Events Committee

This committee will:

- Arrange and conduct all social, cultural, and recreational activities of the Local Union, either on the committee's own initiative or as a result of decisions taken at membership meetings.
- Plan union events including orientations; education, information and discussion sessions; and other union activities requiring coordination.
- The committee shall submit reports and proposals to the Executive Board or to the membership as required.
- A budget for the committee will be fixed annually by the membership but, other than that, all social, cultural, and recreational events and activities shall be self-supporting.
- The committee members will be the elected chairperson, Membership officer, and two (2) members, and may appoint a Secretary-Treasurer from among its members.

c) Ad hoc committees

- The union may create additional ad hoc committees upon voting at a general membership meeting. The committee shall exist for a period of time as determined by the members but will not exceed one year. The committee upon its creation must have a specific mandate and if the general membership determine that mandate is completed, the committee will be dissolved.

SECTION 18 – COMPLAINTS AND TRIALS

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.

(Articles B.11.1 and Appendix F)

SECTION 19 – RULES OF ORDER

All meetings of the Local Union 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 C. These rules shall be considered as 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 C to these bylaws, 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 20 – AMENDMENTS

(a) CUPE Constitution

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 bylaws and the CUPE Constitution, the latter shall govern. The National President has the sole authority to interpret the CUPE Constitution.

(Articles 8.2(c), 12.3 and B.5.1)

(b) Additional Bylaws

A Local Union can amend or add to its bylaws only if:

- I. the amended or additional bylaws do not conflict with the CUPE Constitution;
- II. the amended or additional bylaws are approved by majority vote at a regular membership meeting or at a special membership meeting called for that purpose; and
- III. notice of the intention to propose the amended or additional bylaws was given at least seven days before at a previous membership meeting or 60 days before in writing.

(Articles 12.3 and B.5.1)

(c) Effective Date of Amended or Additional Bylaws

The amended or additional bylaws do not come into effect until they have been approved in writing by the National President. The National President will decide whether to approve the amended or additional bylaws within 90 days of receiving them and will withhold approval only where they conflict with the CUPE Constitution.

(Articles 12.3 and B.5.1)

SECTION 21 – PRINTING AND DISTRIBUTION OF BYLAWS

Members will receive a copy of Local 5524 bylaws, either in paper format, upon request, or via the Local Union website. Members may request a copy of the bylaws in a format that meets specific requirements to enable them to access these bylaws.

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

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 5524, 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 C – RULES OF ORDER

1. The President, or in their absence, the Vice-President, shall take the Chair at the time specified, at all regular and special meetings. In the absence of both the President and the Vice-President, the Recording Secretary shall act as Chair.
2. The President shall state every question coming before the Local, and before allowing debate thereon, and immediately before putting it to a vote, shall ask: "Is the Local ready for the question?" Should no member rise to speak, and the Local indicates readiness, the question shall then be put. After the President has risen, no member shall be permitted to speak on the motion.
3. A motion to be entertained by the presiding officer must be seconded, and the mover and the seconder must rise and be recognized by the Chair.
4. A motion to amend, or to amend an amendment, shall be in order but no amendment to an amendment which is a direct negative of the resolution shall be in order.
5. On motion, the regular order of business may be suspended, by a two-third (2/3) vote of those present, to deal with urgent business.
6. All resolutions and motions other than those named in Rule 18, or those to accept or adopt the report of a committee, shall, if requested by the presiding officer, be presented in writing before being put to the Local.
7. 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.
8. Any member having made a motion can withdraw it with consent of the seconder, but a motion debated cannot be withdrawn except by a majority vote of those present.
9. When a member desires to speak on a question, or offers a motion, they shall rise in their place and respectfully address the presiding officer; but they shall not proceed further until recognized by the Chair, except to state that they rise to a point of order or question of privilege.
10. When two or more members rise to speak at the same time, the Chair shall decide which one is entitled to the floor and may choose to keep an ordered list of speakers.
11. Every member while speaking shall adhere to the question under debate and avoid all personal, indecorous, or offensive language, as well as any reflection of the Local or any member thereof.
12. If a member, while speaking, is called to order, they shall cease speaking until the point is determined, when, if decided in order, they may again proceed.

13. No question of a sectarian character will be discussed.
14. No member, except the Chair of a committee making a report, or the mover or seconder of a resolution, shall speak more than five (5) minutes at any one time or more than once on the same question until all members wishing to speak have had an opportunity to do so, when they may be allowed, by permission of the Chair, to speak a second time.
15. The President shall take no part in debate while presiding but may yield the Chair to the Vice-President, or the Recording Secretary if the Vice-President is absent, in order to speak on any question before the Local, or to introduce a new question.
16. The Chair shall have the same rights as other members to vote on any question. In case of a tie, they may give a casting vote, or, if they choose refrain from voting, in which case the motion does not prevail, and the decision is in the negative.
17. When a question has been put, no motion shall be in order except: (1) to adjourn; (2) 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 (3) of these shall be decided without debate.
18. 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.
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 (15) minutes have elapsed.
21. Before the Chair declares the vote on a question or after a vote has been declared lost or carried by acclamation and before the Local proceeds to another order of business, any member may ask for a standing vote or in the case of virtual meetings, an official vote count. A standing vote, or an official vote count, shall then be taken and the Recording Secretary shall count same.
22. Two delegates can appeal the decision of the Chair. The Chair can explain the decision, but no debate is permitted. The vote is on the question: "Do you agree with the decision of the Chair?"
23. After a question has been decided any two (2) 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 Membership Officer.
25. All business done in the Local shall be strictly confidential to all outside the Local.
26. All rules and proceedings of debate not herein provided for shall be as defined in the Constitution of the Canadian Union of Public Employees.