



BYLAWS

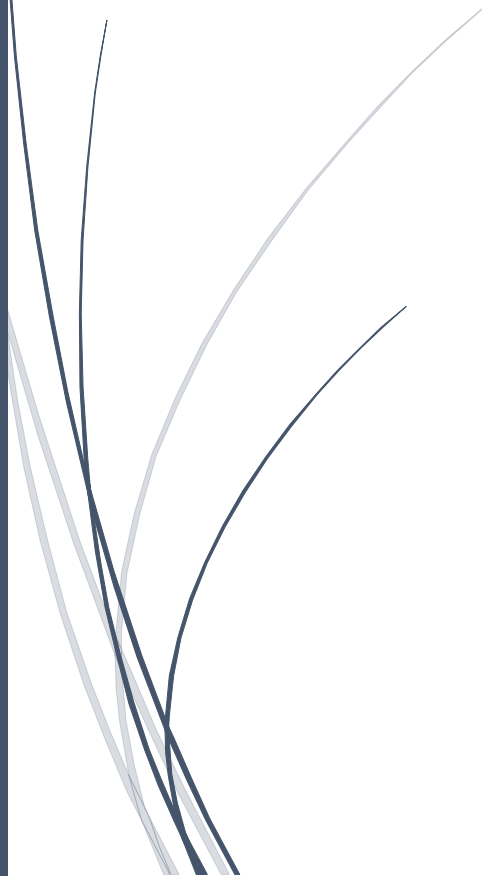
C.U.P.E. Local 2718



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2718

C U P E



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PREMBLE:

These statutes and regulations are established to allow union members to understand the structure and objectives of the Union and inform them of the responsibilities inherent to the trade union office.

These statutes and regulations inform members of their rights and obligations. They also define a framework with the aim of developing and promoting a union life where solidarity is the fundamental/underlying value.

Statutes and bylaws are designed, moreover, to ensure the seamless integration of union members, without discrimination on the grounds of social class, ethnic origin, colour, nationality, age, sex or gender, language, sexual orientation, place of origin, ancestry, religious beliefs, or mental or physical disability.

We invite members to carefully consider the following in order to fully participate in and benefit from union life.

OBJECTIVES :

1. Defend the rights and interests of all members, without distinction based on race, sex or gender, sexual orientation, language, or political or religious beliefs.
2. Strive for the improvement of working conditions and the well-being of all members.
3. Promote education, awareness and solidarity among members with respect to the union movement.
4. Encourage the active participation of all members in union activities.

C.U.P.E. 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 that is racist, sexist, transphobic, or homophobic hurts and divides us. As well does discrimination based on 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 lightly. The uneasiness and resentment it creates are not feelings that help us grow as a union.

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

C.U.P.E.'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.

The following bylaws are adopted by Local 2718 in accordance with the C.U.P.E. National Constitution (Articles 13.3 and B.5.1) to protect the rights of all members, provide for responsible governance of the Local Union, and involve as many members of the Local Union as possible through the sharing of duties and responsibilities.

ARTICLE 1 DEFINITIONS

1.01 FISCAL YEAR

January 1st to December 31st.

1.02 GENERAL ASSEMBLY

- a) The General Assembly is the supreme authority of C.U.P.E. Local 2718.
- b) It can either be a regular or special general assembly to which all members of the union are invited.

1.03 EXECUTIVE COMMITTEE

The Executive Committee is composed of the President, Treasurer, Recording Secretary, Vice-President Category 2, Vice-President Category 3, Vice-President Category 4, Health and Safety Officer and Grievance Officer.

1.04 UNION COUNCIL

This is a body that allows for wider representation between the general assemblies.

The union council is composed of the members of the Executive, the members of all existing committees, and shop stewards. This excludes the elections committee and trustees.

1.05 AD HOC COMMITTEE

A committee constituted and designated as such by the Executive Committee, as required.

1.06 STATUTORY COMMITTEE

A committee that is included in these Bylaws.

1.07 UNION

The Union of Employees of the C.I.U.S.S.S. de l'Ouest de l'Île de Montréal, C.U.P.E. Local 2718.

1.08 EMPLOYER

Le Centre intégré universitaire de santé et de services sociaux de l'Ouest de l'Île-de Montréal (C.I.U.S.S.S. O.D.I.M.).

1.09 BYLAWS

Operating rules of C.U.P.E. Local 2718

1.10 C.U.P.E.

Canadian Union of Public Employees

1.11 C.P.A.S.

Conseil provincial des affaires sociales

1.12 F.T.Q.

Fédération de travailleurs et travailleuses du Québec

1.13 C.L.C.

Canada Labour Congress

ARTICLE 2 NAME AND AFFILIATIONS

2.01 NAME

The name of this Union Local is the Canadian Union of Public Employees, Local 2718 and consists of the following bargaining units:

- AM-2001-8046 (Category 2 members, Prévost)
- AM-2001-8047 (Category 3 members, Prévost)
- AM-2001-8048 (Category 4 members, Prévost)
- AM-2001-8049 (Category 2 members, Laval)
- AM-2001-8050 (Category 4 members, Laval)

2.02 AFFILIATIONS

In order to strengthen the labour movement and work toward common goals and objectives, Local 2718 shall be affiliated with and pay per capita tax to the following organizations:

- F.T.Q.
- C.L.C.
- C.U.P.E. Québec
- C.P.A.S.

The union may be affiliated with other union organizations.

2.03 FEES BREAKDOWN

- 0.85% of salary excluding overtime goes to C.U.P.E. National
- 0.09% of salary excluding overtime goes to C.P.A.S.
- The fees for the F.T.Q. and C.L.C. are taken out of the 0.85% sent to C.U.P.E. National

ARTICLE 3 HEAD OFFICE

The head office of the union is determined by the Executive Committee.

ARTICLE 4 MEMBERS

4.01 DEFINITION

Any individual employed by the employer within the jurisdiction of Local 2718 can apply for membership in Local 2718 by signing an application form.

4.02 MEMBER CATEGORIES

Members of Local 2718 are employees working for the C.I.U.S.S.S. O.D.I.M included in our 5 bargaining units and divided into three (3) categories:

- Category 2, para technical, auxiliary services and trades
- Category 3, clerical staff, technicians and administrative professionals
- Category 4, health and social service technicians and professionals

4.03 CONDITIONS OF MEMBERSHIP

To be a member in good standing of the union, you must:

- a) Be employed by the employer. In case of dismissal, the employee remains a member of the union provided that they have filed a grievance sustained by the union;
- b) Complete and sign the application form;
- c) Pay entry fees that are required by the Quebec Labour Code;
- d) Pay union dues;
- e) Abide by the C.U.P.E. National Constitution and these Bylaws, as amended from time to time.
- f) Members shall provide the Recording Secretary with their current address, home telephone contact number, and if available, an email address;
- g) Members shall advise the Recording Secretary of any changes to their contact information. This information will be kept confidential and used to communicate with members. Such communication will take the form of mail, email, bulletins/notices.

4.04 FEES AND ASSESSMENTS

a) Entrance Fees

Payment of entrance fees is a tangible confirmation of the desire to become a member of your Local Union and the Canadian Union of Public Employees. Each application for membership in the Local Union will pay an entrance fee of \$2,00 which shall be in addition to monthly dues.

b) Readmission Fee

The readmission fee shall be \$2,00

c) Assessments

Assessments may be levied in accordance with CUPE Constitution. Assessments do not mean or include regular monthly dues and are applied for 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.

4.05 NON-PAYMENT OF DUES AND ASSESSMENTS

A member who fails to pay dues and assessments for twelve (12) months is automatically suspended from membership. The suspension will be reported to the Executive Committee by the Treasurer. The member may return to membership in good standing by paying a readmission fee and any other penalty set by the Local Union.

4.06 MEMBERS RIGHTS

All members benefit from all privileges and advantages conferred on them by these Bylaws. Members also keep their rights when they are:

- Laid off with the right to be recalled;
- Dismissed with a grievance supported by the union;
- On a paid or unpaid leave of absence;
- On strike or locked out.

4.07 RIGHT TO VOTE

Any member in good standing is entitled to vote on any decision-making meeting convened by union authorities or in any referendum.

4.08 DOCUMENTATION

Upon request, members have a right to the following:

- A copy of the C.U.P.E. National Constitution and the Bylaws of Local 2718
- A copy of their Collective Agreement and any local agreements
- Access to the books and accounts of Local 2718 for examination by taking an appointment with the Treasurer

4.09 SUSPENSION OR EXPULSION

1. Suspension or expulsion from the Union by the general assembly is applicable to any member who:
 - Refuses to comply with these Bylaws;
 - Causes harm to the union or any of its members;
 - Neglects or refuses to comply with the decisions of the General Assembly;

Any suspended or expelled member loses all rights to union benefits and advantages until they are reinstated.

2. The suspension or expulsion procedure is described in Article B.XI of the Constitution of the Canadian Union of Public Employees. (See Appendix "A" of these Bylaws).
3. A suspended or expelled member has the right to appeal under the procedure provided in Article B.11.5 the Constitution of the Canadian Union of Public Employees.

ARTICLE 5 UNION DUES

All employees covered by the bargaining unit shall pay union dues. The rate established by the General Assembly is 1.75% of their regular salary, (excluding overtime).

The regular monthly dues may be amended at a regular or special general assembly. The vote must be by secret ballot. Notice of at least seven (7) days at a previous meeting or sixty (60) days in writing must be given.

ARTICLE 6 STRUCTURE OF THE UNION

6.01 THE GENERAL ASSEMBLY

The General Assembly is the Union's highest authority, including special, regular and emergency assemblies.

6.02 UNION COUNCIL

The Union Council is the authority of the Union between general meetings.

6.03 THE EXECUTIVE COMMITTEE

The Executive Committee is the authority of the Union between general meetings and meetings of the Union Council.

ARTICLE 7 GENERAL ASSEMBLY

7.01 RULES AND PROCEDURES

Bourinot's Rules of Order governing the conduct of all meetings.
A copy of the Bourinot's Rule of Order needs to be accessible in every union meeting.

7.02 COMPOSITION

The General Assembly consists of all Union members in good standing.

7.03 POWERS

The General Assembly is the supreme authority of C.U.P.E. Local 2718.
In particular, the functions of the regular or special general assembly are to:

- a. Adopt, modify and amend these bylaws;
- b. Takes into consideration any recommendations of the Executive Committee;
- c. Take any decision it deems necessary for the proper functioning of the Union;
- d. Adopt the budget and financial statements presented by the Treasurer.
- e. Must approve expenses over \$2,000.00 that were not part of the yearly budget presented and voted by the general assembly;
- f. Determine the Union's basic policy direction;
- g. Adopt union dues;
- h. Adopt the list of negotiation demands and ratify any agreement in principle related to the texts in the Collective Agreement;
- i. Accept or reject a strike mandate proposal;
- j. Give the trustees permission to destroy the last referendum ballots;
- k. Elect the members of the Election Committee;
- l. Elect the Trustees;
- m. Elect the Social Committee.

7.04 REGULAR GENERAL ASSEMBLY

- a) Regular general assemblies are held at least two (2) per year.
- b) The regular general assembly is convened by the Executive Committee at least fourteen (14) calendar days before the meeting.
- c) All subjects raised and requiring a vote will be submitted at the next assembly.

7.05 SPECIAL GENERAL ASSEMBLY

- a) The special general assembly is convened by the Executive Committee at least 48 hours in advance.
- b) At a special general assembly, only the matters appearing on the agenda may be discussed.
- c) Following a request to the Executive Committee and signed by 15% of Union members in good standing, a special general assembly may be convened. The request must specify the matters to be discussed. The Executive Committee must convene the assembly within seven (7) days of receipt of the request.
- d) An emergency meeting may be convened by the Executive Committee any time short of the prescribed period. The Executive Committee must use all means within its power to notify as many members as possible. Only subjects appearing on the agenda may be discussed at the meeting.

7.06 QUORUM

Quorum consists of 10% of union members in good standing, plus two Executive Committee members.

7.07 THE ORDER OF BUSINESS AT A REGULAR GENERAL ASSEMBLY IS AS FOLLOWS:

READING OF CUPE NATIONAL EQUALITY STATEMENT

- 1) Introduction of Executive Committee
- 2) Review of the minutes
- 3) Matters arising of the minutes and approval

- 4) Review and approval of the agenda
- 5) Reports of various committees
- 6) Nominations or elections
- 7) Varia
- 8) Adjournment

ARTICLE 8 EXECUTIVE COMMITTEE

8.01 COMPOSITION

The Executive Committee is composed of eight (8) members, including:

- The President
- The Recording Secretary
- The Treasurer
- The Grievance Officer
- The Vice-President of Category 2
- The Vice-President of Category 3
- The Vice-President of Category 4
- The Health and Safety Officer

8.02 MANDATE

The term of office of each member of the Executive Committee is three (3) years.

8.03 MANDATE

The mandate of the Executive Committee is to:

- a) Hold title to any property of the Local Union as trustees for the Local Union. It has no right to sell, transfer, or encumber any property without first giving notice and then submitting a proposal at a General Assembly and having it approved;
- b) Solve problems that require immediate decision;
- c) Determine the date of meetings, assemblies, and convene the members;
- d) Submit to the General Assembly any matter requiring a vote;
- e) Approve expenditures of less than \$2,000;

- f) Present a report on its activities to the General Assembly and the Union Council;
- g) Review and recommend to the General Assembly the policy to be followed in negotiations;
- h) Oversee the implementation of decisions adopted at the General Assembly;
- i) Have full authority over all Union publications;
- j) Comply with and enforce the union structure;
- k) Promote training and encourage all members of the Union structure to take the training necessary for the Union to carry out its mandate;
- l) Perform the work delegated to it by the Local Union and be accountable for the proper and effective functioning of all committees;
- m) Ensure that any vacancy in the structure is filled until the next scheduled election;
- n) Train all committees for the proper functioning of the Union;
- o) Comply with and enforce these Bylaws;

8.04 MEETINGS

Executive Committee meetings are held as often as necessary. The minimum number shall be eight (8) times per year.

8.05 QUORUM

A majority of the Executive Committee constitutes quorum.

8.06 ATTENDANCE AT MEETINGS

Should any Executive Committee member fail to attend three (3) consecutive executive meetings or three (3) general assemblies without having submitted a good and sufficient reason, their position shall be declared vacant.

In this case, the Executive Committee shall appoint a successor for the remaining term of office or trigger the election process in accordance with the election procedure provided in these Bylaws.

8.07 TEMPORARY OR PERMANENT VACANCY

1. If a temporary vacancy occurs in a position of the Executive Committee, Union Council, or a Statutory Committee, the Executive Committee can either:
 - a) If there is a temporary vacancy of 6 months or less, it goes to the Union Council, including Trustees/Election Committee.
 - b) Appoint a member in good standing to temporarily replace the position.
2. If a permanent vacancy occurs in a position of the Executive Committee, an election process is to be done if there is 6 months or more left in the remainder of the mandate.
3. However, the Executive Committee may appoint a member in good standing to cover any permanent vacancy until the next scheduled election.
 - a) In case of vacancy in the President's position, the Recording Secretary shall convene the Executive Committee within five (5) business days, and the Executive Committee meeting shall be held within ten (10) business days from the date of notice.

The Executive Committee shall apply the procedures set out in Article 8.07 paragraphs 1, 2 and 3.

- b) However, if the vacancy occurs in the President's position during the negotiation period, the Executive Committee shall appoint a successor on an interim basis until the local collective agreement is signed. After that, the Executive Committee must take a decision in accordance with the provisions set out in paragraph 1, 2 or 3.

8.08 ROLE OF THE PRESIDENT

- a) Chairs the regular or special general assembly, Union Council meeting, or Executive Committee meetings, and maintains order;
- b) Enforces the C.U.P.E. National Constitution, the Local Union Bylaws, and the Equality Statement;
- c) Represents the Union in its official transactions;
- d) Co-signs cheques with the Treasurer and ensures that the Local Union's funds are used only as authorized or directed by the C.U.P.E. Constitution, Local Union bylaws, or by vote of the membership.

- e) Has the same right to vote as other members. In the case of a tie vote, the President may cast another vote or may refrain from casting an additional vote, in which case the motion is defeated.

- f) Is an ex-officio member of all committees, conferences and delegations;

- g) Signs every agreement with the employer;

- h) Approves demands from Union officers for liberation days while assuring these officers have an adequate number of days to fulfill their responsibilities. The President is to consult the executive members as often as possible; and executive must support process as a consultation matter;

- i) Monitors the implementation of the Bylaws and ensures that Union officers perform their assigned duties;

- j) Is the sole authority to interpret these Bylaws, subject to appeal;

- k) Decides all points of order and procedure, subject to appeal by the membership;

- l) Ensures that all Union Committees function properly;

- m) Coordinates the work of the Executive Committee;

- n) Applies these Bylaws and C.U.P.E. National constitution;

- o) Complies with and enforces the Union structure;

- p) Reports on his/her activities at all meetings of the Union structure;

- q) Co-signs the minutes;

- r) On termination of office, surrenders all books, records and other property of the Local Union to his/her successor.

8.09 **ROLE OF THE TREASURER**

- a) Receives all revenues, initiation fees, dues, and assessments, keeping a record of each member's payment, and depositing all monies promptly with a bank or credit union;
- b) Prepares all C.U.P.E. National per capita tax forms and remits payment no later than the last day of the following month;
- c) Throughout his/her term, and on behalf of the Local Union membership, is responsible for maintaining, organizing, safeguarding and keeping on file, all supporting documents, authorizations, invoices and/or vouchers for every disbursement made, receipts for all monies sent to C.U.P.E. head office, as well as records and supporting documents for all revenues received by the Local Union;
- d) Must pay the annual insurance premiums on behalf of C.U.P.E. Local 2718 including, but not limited to, the master bond held by C.U.P.E. National;
- e) Makes all books available for inspection by the auditors and/or trustees on reasonable notice, and has the books audited at least once each calendar year and within a reasonable time and responds in writing to any recommendations and concerns raised by the Trustees;
- f) Provides Trustees with any information they may need to perform their duties;
- g) Prepares the budget estimates at the beginning of each year;
- h) Presents a complete financial report at each meeting of the Executive Committee and a written financial report at each regular general assembly. This report shall mention specifically all revenues and all expenses for the period;
- i) Co-signs cheques with the President and ensures that the Local Union's funds are used only as authorized or directed by the C.U.P.E. Constitution, Local Union Bylaws, or vote of the membership;
- j) Maintains complete records, including a copy of accurate and unbiased financial reports of the proceedings of all meetings of all levels of the Union;
- k) Chairs the general assembly or Executive Committee meetings in the absence of the President;
- l) Abides by these bylaws and the C.U.P.E. National Constitution;
- m) Performs all the tasks entrusted to him/her by the President or the Executive Committee;

- n) Maintains an up-to-date inventory of property belonging to the Union;
- o) On termination of office, surrenders all books, records and other property of the Local Union to his/her successor.
- p) The Grievance Office, Treasurer and Health and Safety officer are allowed to be a part of other committees.

8.10 **ROLE OF THE RECORDING SECRETARY**

- a) Convenes meetings of the various bodies, in accordance with the procedures and conditions of these bylaws;
- b) Writes and dispatches authorized correspondence, keeping copies for records;
- c) With respect to confidentiality, makes the minutes and documents of the Union available to members upon request;
- d) May be a member of a statutory or ad hoc committee;
- e) Keeps full, accurate, and impartial accounts of the proceedings of all general assemblies and Executive Committee meetings. These records must also include a copy of the full financial report (Executive Committee meetings) and the written financial report (General Assembly) presented by the Treasurer;
- f) The records must also include Trustees' reports;
- g) Records all amendments and/or additions in the Bylaws and makes certain that these are sent to the C.U.P.E. National President for approval;
- h) Answers correspondence and fulfills other administrative duties as directed by the Executive Committee;
- i) Keeps a record of all correspondence sent and received;
- j) Has all records ready on reasonable notice for the Trustees or auditors;
- k) Performs other duties required by the Local Union, its' Bylaws or the National Constitution;
- l) On termination of office, surrenders all books, records and other property of the Local Union to his/her successor.

8.11 **ROLE OF THE VICE-PRESIDENTS**

- a) Represent the members affiliated with their respective categories;
- b) May assist the President in his/her duties;
- c) May be a member of a Statutory or Ad Hoc committee;
- d) Report on their duties at the Executive Committee meetings and the General Assembly;
- e) Can call category meetings after approval from the Executive Committee;
- f) Encourage members to attend meetings and participate in Union activities;
- g) Must submit to the Executive Committee any matter examined in their sector that is useful, likely to interest the Union, or to be approved by the Executive Committee;
- h) Perform any other duties as assigned by the President or the Executive Committee;
- i) Abide by these Bylaws and the C.U.P.E. National Constitution;
- j) On termination of office, surrender all books, records or union property of the Local Union to their successors.

8.12 **ROLE OF THE GRIEVANCE OFFICER**

- a) Under the authority of the Executive Committee, is responsible for processing grievances for the entire Local Union;
- b) Writes up grievances;
- c) Handles any investigation matters diligently;
- d) Communicates information as needed with members concerning their files;

- e) May assist the President in his/her duties;
- f) Must organize preparatory meetings at the joint Grievance Committee and organize joint Grievance Committee meetings;
- g) Is an ex-officio member of the Grievance Committee;
- h) Advocates for the rights of unionized workers and the implementation of the National and Local Collective Agreements;
- i) Encourages members to attend meetings and participate in Union activities;
- j) Must submit a written report at each Executive Committee meeting, indicating the number of active grievances with respect to confidentiality, the number of new complaints, the number of complaints that have been settled, and the number of planned arbitrations;
- k) Keeps an up-to-date calendar of scheduled arbitrations;
- l) Performs any other duties assigned by the President or the Executive Committee;
- m) Reports on his/her activities to the Executive Committee, the Union Council and the General Assembly;
- n) Abides by these Bylaws and the C.U.P.E. National Constitution;
- o) On termination of office, surrenders all books, records or union property of the Local Union to his/her successor.

8.13 **ROLE OF THE HEALTH AND SAFETY OFFICER**

- a) Under the authority of the Executive Committee, is responsible for cases related to health and safety. These cases can be linked to:
 - C.N.E.S.S.T.
 - Salary insurance
 - Parental leave (maternity, paternity)
 - S.A.A.Q.

- b) Handles any investigation matters diligently and confidentially;
- c) Works to educate members on the importance of workplace health and safety;
- d) Communicates information as needed with members concerning their files;
- e) May assist the President in his/her duties;
- f) Is an ex-officio member of the Health and Safety Committee;
- g) Advocates for the rights of unionized workers and the implementation of the National and Local Collective Agreements;
- h) Encourages members to attend meetings and participate in union activities;
- i) Makes sure to sign representation mandates with members who wish to be represented;
- j) Submits a written report at each Executive Committee meeting, indicating the number of active files, the number of new cases, the number of files that have been set, and the number of hearings scheduled of the Tribunal administrative du travail (T.A.T.);
- k) Keeps an up-to-date calendar of scheduled hearings;
- l) Performs any other duties assigned by the President or the Executive Committee;
- m) Reports on his/her activities to the Executive Committee, the Union Council and the General Assembly;
- n) Abides by these Bylaws and the C.U.P.E. National Constitution;
- o) On termination of office, surrender all books, records or union property of the Local Union to his/her successor.

ARTICLE 9 UNION COUNCIL

9.01 COMPOSITION

The Union Council is composed of the members of the Executive Committee, members of all existing committees (except Trustees and Election committee), and Shop Stewards.

9.02 MEETINGS

Meetings shall be held at least two (2) times per year.

9.03 QUORUM

Two thirds (2/3) of Union Council members shall constitute quorum.

9.04 MANDATE

- Represents members and informs them between General Assembly's;
- Makes recommendations as it deems appropriate to the Executive Committee;
- Takes any necessary decisions that have not been taken at the General Assembly.

9.05 UNION COUNCIL MEETING

The members of the Union Council are convened by the Executive Committee.

- The Union Council may be convened by a petition signed by 25% of members of the Union Council.

9.06 ATTENDANCE AT MEETINGS

If a member of the Union Council does not respond to the convocation for two (2) meetings without a valid reason in a period of 12 months, he or she shall be removed from office by the Executive Committee.

9.07 VACANCY

In case of temporary or permanent vacancy, Section 8.07 applies.

9.08 **ROLE OF SHOP STEWARDS**

- a) Represent the interests of the members of the sites they represent;
- b) Report, when applicable, to Executive Committee on the activities of the group they represent;
- c) Note violations of the Collective Agreement;
- d) Examine problems in their group, with a view to informing the Union Executive of the nature of these problems, taking a stand and, when necessary, propose specific solutions to solve such problems;
- e) Must inform and mobilize workers around these problems, in cooperation with the Union Executive;
- f) See to the regular operations of their group, try to build solidarity within the union, and more particularly within the group, and ensure the circulation of information;
- g) Together with the Union Executive, they may speak on behalf of their group to management. However, it is clearly understood that shop stewards may not meet with and/or come to an agreement with management on their own. Only the Executive Committee is authorized to consent in principle to schedule agreements, subject to ratification by the general membership. Furthermore, they cannot sign any document alone on behalf of the Union;
- h) Record members' attendance at meetings and submit them to the Recording Secretary to be kept on file;
- i) Perform all other duties entrusted to them by the President, the Vice-President or the Executive Committee;
- j) Attend the bi-annual Union Council meeting;
- k) To be nominated, a member must advise the recording secretary in writing at least (1) one week prior to the general assembly;
- l) Abide by these Bylaws and the C.U.P.E. National Constitution;
- m) Add a shop steward to all points of service, including all residential units;
- n) On termination of office, surrender all books, records or union properties of the local to their successors.

ARTICLE 10 TRUSTEES

10.01 COMPOSITION

There are three (3) trustees.

10.02 PROCEDURE FOR ELECTION OF TRUSTEES

- a) There are three (3) Trustees. They are elected by the members at the General Assembly;
- b) The first Trustee is elected for a term of three (3) years; the second is elected for a term of two (2) years and the third is elected for a term of one (1) year. Thereafter, each year, a Trustee is elected at a regular or special general meeting for a term of three (3) years;
- c) A member who is elected must step down from any other union position or Union Committee;
- d) To be nominated, a member must advise the Recording Secretary, in writing, at least one (1) week prior to the General Assembly;
- e) If only one member is a candidate, he or she is elected by acclamation;
- f) If the vote is by secret ballot, two (2) members of the Election Committee count the ballots. Nominees may delegate one person to observe the counting of votes;
- g) Trustees are elected by all the members present at the General Assembly meeting.

10.03 ROLE OF TRUSTEES

- a) Act as auditors on behalf of the members and verify once (1) per fiscal year, the books and accounts of C.U.P.E. Local 2718;
- b) Submit a written report to the regular general assembly following the end of the fiscal year;
- c) Submit, in writing to the President and Treasurer all recommendations and/or concerns they believe is necessary to ensure that the books, funds, records and accounts of the Local Union are kept in order by the Treasurer;
- d) Have a responsibility to ensure that no monies are spent without proper authorization, provided for in the Bylaws or granted by members;

- e) Ensure that appropriate financial reports are sent to members;
- f) At least once a year, inspect stock, bonds and securities, union office furnishings, equipment, property titles or deeds that may at any time be held by the Local Union and in report to the members;
- g) Forward to the Secretary-Treasurer of C.U.P.E. National, with a copy to the Union representative assigned at the Local Union a full audit report (on the prescribed form supplied by the C.U.P.E. National Secretary-Treasurer) and a copy of their report to members of the Local Union and a copy of their recommendations and/or concerns submitted to the President and Treasurer of the Local Union;
- h) On termination of office, surrender all books, records or union properties of the local to their successors.

ARTICLE 11 UNION COMMITTEES

The Union Committees are Statutory or Ad Hoc. They perform all the required mandates related to the interests of members and issues of the Union.

11.01 UNION STATUTORY COMMITTEES

The statutory committees are defined by these Bylaws.

- The Grievance Committee
- The Health and Safety Committee
- The Labour Relations Committee
- The Bylaws Committee
- The Election Committee
- The Social Committee
- The Trustee Committee

APPOINTMENT AND ELECTION

The members of the Election Committee, Bylaws Committee and Social Committee are elected by the members at the General Assembly.

Members of other committees are elected as per the rules provided in article 18.

11.02 UNION AD HOC COMMITTEES

1. The "Ad Hoc" committees are created as needed by the Executive Committee. It is up to the Executive Committee to:
 - a) Determine the composition of Ad Hoc Committees;
 - b) Appoint or elect their members;

- c) Define the committee's mandates;
 - d) Determine the terms of office;
2. A member of the Executive Committee must oversee the ad hoc committee created.

At all times, the Executive Committee may change the composition, mandate and duration of an Ad Hoc Committee.

11.03 ELIGIBILITY OF COMMITTEE MEMBERS

Any union member in good standing is eligible to be an Ad Hoc or Statutory Committee member.

ARTICLE 12 GRIEVANCE COMMITTEE

12.01 COMPOSITION

This Committee is composed of the Grievance Officer and the President as a set committee but may include anyone at anytime if that person can bring substance to the content.

12.02 MEETINGS

This committee will meet on a need to meet basis as opposed to monthly set meetings.

12.03 DUTIES

This committee will prepare a report on the status of all grievances to be reported to the Executive Committee, the General Assembly and the National Representative.

ARTICLE 13 HEALTH AND SAFETY COMMITTEE

13.01 COMPOSITION

This committee is composed of the President, an Executive Committee member, and the Health and Safety Officer; may include another member of the Union Council in place of an Executive Committee member.

13.02 MEETINGS

The committee will meet on a need to meet basis as opposed to monthly set meetings.

ARTICLE 14 SOCIAL COMMITTEE

14.01 COMPOSITION

This committee is composed of the President and three (3) members.

14.02 PROCEDURE FOR ELECTION

Members of the committee are elected by the members at a General Assembly.

- a) To be nominated, a member must advise the Recording Secretary in writing at least (1) week prior to the General Assembly.

14.03 TERM OF OFFICE

The term of office for the members of the committee is three (3) years.

14.04 MANDATE

- a) Under the Executive Committee's authority, it is the function of this committee to arrange and conduct all social and mobilisation activities of the Local Union either at the committee's own initiative or as a result of decisions taken at membership meetings;
- b) The committee shall submit reports and proposals to the Executive Committee and to the membership as required. A budget for the committee's expenditures shall be proposed annually and voted on at the General assembly. Other than that, all social and mobilisation events and activities shall be self-supporting;
- c) The Executive Committee shall be held responsible for the proper and effective functioning of this committee.

ARTICLE 15 BYLAW COMMITTEE

15.01 COMPOSITION

The Bylaw Committee is composed of (1) one member from each category and the President.

15.02 PROCEDURE FOR ELECTION

Members of the Bylaw Committee are elected by the members at a General Assembly.

- To be nominated, a member must advise the Recording Secretary in writing at least (1) one week prior to the General Assembly.

15.03 TERM OF OFFICE

The term of office of the members of the Bylaws Committee is three (3) years.

15.04 MANDATE

- a) Review the Bylaws annually and make recommendations to the Executive Committee on proposed amendments;
- b) Review any proposed amendments received from the Executive Committee or membership of the Local Union to ensure that the amendments will conform to the remainder of the Bylaws and the C.U.P.E. National Constitution;
- c) 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;
- d) The National Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted as needed during the review process.

ARTICLE 16 LABOUR RELATIONS COMMITTEE

The Labour Relations Committee oversees the application of the collective agreement.

16.01 COMPOSITION

This committee is composed of the President and the Vice-President of the respective category.

16.02 MANDATE

- Consult members;
- Discuss issues concerning labour matter with the employer;
- Ensure that the employer respects the collective agreement;
- It reports to the Executive Committee and the Union Council and the membership existing difficulties concerning our working conditions and efforts to resolve them;

16.03 VACANCY

- If a vacancy occurs, the Executive Committee will appoint a replacement from the same categories.

ARTICLE 17 ELECTION COMMITTEE

17.01 COMPOSITION

The Election Committee is composed of 3 members.

17.02 PROCEDURE FOR ELECTION

To be nominated, a member must advise the Recording Secretary in writing at least (1) one week prior to the General Assembly.

Members of the Election Committee are elected by the members at a General Assembly.

17.03 TERM OF OFFICE

The first elected member of the Election Committee is for a term of (3) three years, the second elected member is for (2) two years and the third elected member is for a term of (1) one year. Thereafter each year, an election committee member is elected at a regular or special assembly for a term of (3) three years.

17.04 MANDATE

- a) The members of the Election Committee can not be members of the Executive Committee, the Union Council or be a candidate for election in a position;
- b) The members of the Election Committee must elect a chair and a secretary of election among them.
- c) The role of the chair is to ensure the smooth conduct of elections and particularly:
 - Receive and announce nominations
 - Monitor the polling
 - Count the ballots
 - Proclaim the results
 - Validate and authenticate the results
- d) The role of the election secretary is to:
 - Assist the chair of elections
 - Take notes of the election

- e) The Election Committee organizes elections and ensures that they take place in accordance with these Bylaws.

17.05 VACANCY

If members need to be replaced temporarily, depending on the circumstances a member in good standing can be appointed to temporarily replace the position.

ARTICLE 18 ELECTIONS

18.01 VOTING MEMBERS

All members in good standing of the union can vote.

The list of members in good standing of the Local is updated and is submitted to the Election Committee at least 7 calendar days before the vote.

18.02 TERM OF OFFICE

The term of office of an Executive Committee position, Grievance Officer, Health and Safety Officer and Shop Stewards are three (3) years.

However, following the general election of 2020, the following positions will be up for election in 2022. The members then elected shall be for a period of three (3) years:

- Vice-President, Category 2 ;
- Recording Secretary;
- Vice-President, Category 4 ;
- Health and Safety Officer;

The third year, in 2023, the following positions will be up for election:

- President;
- Treasurer
- Vice-President, Category 3;
- Grievance officer;

18.03 ELECTION OF THE EXECUTIVE COMMITTEE, GRIEVANCE OFFICER AND HEALTH AND SAFETY OFFICER

a) The following positions are elected by all members in good standing of the local:

- President
- Treasurer
- Recording Secretary
- Grievance Officer
- Health and Safety Officer

- b) The following Executive Committee positions are elected only by the membership they represent, and the candidates must also be from the same category:
 - Vice-President, Category 2
 - Vice-President, Category 3
 - Vice-President, Category 4

- c) The following Shop Steward positions are elected only by the membership they represent, and the candidates must also be from the same unit or department:
 - Category 2 Shop Stewards, (1) position available in transport and one (1) position in the Intervention Agent's stationary department. (1) One position available for a Resident Night Supervisor, (1) one position available in the kitchen and (1) one position available in maintenance.
 - Category 3, (1) one position available.
 - Category 4 Shop Stewards, (1) position available in each unit. (1) available for recall

18.04 EXECUTIVE COMMITTEE, GRIEVANCE OFFICER, HEALTH AND SAFETY OFFICER ELECTION PROCEDURE

- a) At the Executive Committee's request, the election must be called by the election's president between May 1st and May 31st on years where an election is necessary.
- b) A communication indicating the positions available, the dates for each step of the process is displayed in designated areas; including social media and email communication.
- c) The period allowed for nominations of the available position is fourteen (14) days;
- d) Each nomination must be proposed and supported by a member in good standing;
- e) A member can only apply for one position. However, a member may apply for an available position while holding office;
- f) The ballot will be done electronically;
- g) Should there be only one candidate for a given position, this candidate is automatically acclaimed;

- h) Within seven (7) calendar days after the nomination period, the Election Committee inform members and candidates about:
 - The names of candidates by position;
 - Rules applying for campaign. Every candidate must have their publicity approved by the election committee's president;
 - The period where candidate carry out their campaign;
- i) Once the election committee receives a nomination, the election committee must contact the nominee for them to accept;
- j) The voting period must take place between 7 and 21 days following the end of the nominations;
- k) The candidate with most votes is declared the winner by the Election Committee's president;
- l) In the case of a tie vote, the elections committee president declares tie and proceeds to hold a runoff ballot; in case of a tie the runoff ballot will be completed by electronic process;
- m) The election committee's president shall inform members of the results by posting the winners' names in designated areas for a period of 7 days;
- n) All election complaints will be submitted in writing to the election committee's president as soon as possible but never later than twenty-four (24) hours after the election;
- o) The election committee will investigate the complaint and will present the ruling in the next general assembly;
- p) In the case of a member working various categories, he/she may vote for their respective representatives.

ARTICLE 19 CONVENTIONS, CONFERENCES AND SEMINARS

Members recognize the importance for union officers to participate in conventions, conferences and seminars of the different organizations to which the union is affiliated.

The union should send the number of delegates they are entitled to with respect of its financial resources.

In addition to union officers, the executive committee may appoint additional members who will act as observers.

The Executive Committee decides on the composition of its delegation.

ARTICLE 20 PROCEDURE TO AMEND THE BYLAWS

The General Assembly may modify and amend the present Bylaws, in compliance with the C.U.P.E. National Constitution.

A motion to amend these bylaws cannot be discussed unless notice of the intention to propose the amended or additional bylaws was given at least seven days (7) before at a previous general assembly or sixty (60) days before in writing, stipulating which article the motion seeks to amend and the exact contents of the proposes amendments.

To amend the Bylaws, a vote at two-thirds (2/3) of the members in the General Assembly is needed at the General Assembly.

The amended or additional bylaws do not come into effect until they have been approved in writing by the National President.

ARTICLE 21 REFUND POLICY EXPENDITURE

21.01 AUTOMOBILE EXPENSES

Employees are entitled to the rate established by the Québec Conseil du Trésor that given year.

21.02 TRAVEL EXPENSES

If an employee is attending a conference or out of region training, they are entitled to \$85.00 per day for meals.

If an employee is liberated for a shift, they are entitled up to \$20.00 per day for meals.

Employees must provide receipts for meals and travel expenses.

21.03 LODGING EXPENSES

If an employee is required to stay at a hotel, they are entitled to a reimbursement of the actual expenses incurred, in addition to a daily allowance of \$5.85.

The employee must book a regular rate standard room.

In the circumstance that there are no standard rate rooms available in the area, the employee will require approval from the executive committee to book another type of room.

If an employee stays with a relative or friend, they are entitled to a reimbursement of \$22.25 per day.

21.04 The life of the Bylaws government authorizes rates, union to adjust rates, informed by treasurer.



CANADIAN UNION OF PUBLIC EMPLOYEES
SYNDICAT CANADIEN DE LA FONCTION PUBLIQUE
EXPENSE VOUCHER

COMPTE DE DEPENSES

Name/ Nom :	Date Submitted Date de présentation :
Address/ Adresse :	Reason for Expense/ Raison des dépenses :

Date Expense Incurred / Date des dépenses encourues	Full Details of Expense Détails des dépenses	Receipt "R" Attached Réçu_"R" Inclus	TOTAL

Please attach necessary receipts and mark "R" in appropriate column where a receipt applies.
Veuillez joindre vos reçus et inscrire "R" dans la colonne réservée à cet effet.

<p>CERTIFICATE – CERTIFICAT</p> <p>This is to certify that the amounts shown On this statement were incurred by me on behalf of C.U.P.E. and/or its Local 2718.</p> <p>Je certifie que les montants ci-dessus ont été dépensés par moi pour le compte du SFCP et/ou de la section locale 2718.</p> <p>Signature: _____</p> <p>Payment recommended by: Paiement recommandé par: _____</p> <p>Approved by: Approuvé par: _____</p> <p>Paid by Cheque No.: / Payé par cheque No.: _____</p> <p>Date: _____</p>	<p>Distribution of Charges Répartition des Frais</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%; padding: 5px;">Account/Compte</th> <th style="width: 10%; padding: 5px;">\$</th> <th style="width: 10%; padding: 5px;">Cents</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr> <td style="padding: 5px;">TOTAL:</td> <td> </td> <td> </td> </tr> </tbody> </table>	Account/Compte	\$	Cents																									TOTAL:		
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ARTICLE 22 SITUATIONS NOT PROVIDED IN THESE BYLAWS

Situations not provided in these Bylaws shall be treated according to the C.U.P.E. National constitution.

In the event of any discrepancy or inconsistency of a provision of the current bylaws, C.U.P.E. National constitution prevails.

In case of unforeseen situations in these bylaws or the C.U.P.E. National constitution, Bourinot's rules apply.

APPENDIX "A"
PROCEDURE GOVERNING THE TRIAL
(C.U.P.E. NATIONAL CONSTITUTION)

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

APPENDIX "B"
ORGANIGRAM

C.U.P.E. 2718

(Canadian Union of Public Employees)

Breakdown of Categories

WWW.C.U.P.E.CA

