

CUPE LOCAL 791

City of Kitchener Inside Workers

&

*Waterloo Wellington Local Health Integrated Network
(WWLHIN)*

BYLAWS

Office, Clerical & Technical Staff Union

City of Kitchener Inside Workers

And

Waterloo Wellington

Local Health Integrated Network

2017

Rules of Order

1. Before a vote, the President shall ask the local if they are ready for the question.
2. No one shall exit or enter the meeting and/or election while voting is in progress. The doors shall be closed until all ballot casting is complete and the ballots are removed from the meeting room by the scrutineers.
3. Every motion must be seconded.
4. A question may be divided when the sense will admit of it.
5. A motion cannot be withdrawn once debated, except by a majority vote.
6. A member who desires to speak shall not do so until recognized by the chair.
7. No Secretarian Discussion is permitted.
8. While speaking, adhere to the question under debate.
9. No member shall speak more than five (5) minutes at any one time or more than once on the same question until everyone wishing to do so, has had an opportunity.
10. When a question has been put, no other motion shall be in order except those specified in "Rules of Order" #17 of the by-laws.
11. A motion to adjourn is in order except (1) when a member has the floor, and (2) when members are voting.
12. A lost motion to adjourn shall not be in order again.
13. No member shall enter or leave a meeting without the consent of the Membership Officer.
14. All members shall consider business done by the local to be CONFIDENTIAL.

NOTE: The above is just a brief outline and for specifics, reference is to be made to the Constitution of the Canadian Union of Public Employees.

You Are The Union

A few “Do’s” calculated to test the sincerity of we who are the union.

- DO Study the Constitution
- DO Study the By-Laws
- DO Study the Collective Agreement
- DO Attend as many meetings as possible
- DO Get acquainted with your Union Stewards
- DO Learn the difference between a legitimate grievance and a complaint, whether such be frivolous or well founded.
- DO Memorize the order of business and follow it when attending meetings (When in doubt ask the guidance of the Chair)
- DO Think before we “Vote”

Preamble

The By-Laws outlined herein are the property of Local 791, C.U.P.E. and for the use of its MEMBERSHIP only, unless authorized by the Executive of this Local.

This Local Has Been Formed:

- In order to improve and maintain the SOCIAL and ECONOMIC WELFARE of its MEMBERS without regard to Gender, Colour, Race, Age, Religion, Sexual Orientation or Disability.
- To give clear evidence of its recognition of the Unity of Organized Labour.
- To support the Canadian Union of Public Employees in its objects as set out in Article II of the C.U.P.E. Constitution.

LOCAL 791, CANADIAN UNION OF PUBLIC EMPLOYEES does now establish these By-Laws for its governance.

INDEX

ARTICLE	SUBJECT
I	Name and Affiliation
II	Meetings
III	Officers, Executive, Duties of Officers
IV	Elections and Nominations to Office
V	Boards and Committees
VI	Fees and Dues
VII	Voting on Funds
VIII	Delegates and Expenses
IX	Order of Business
X	Property of the Local
XI	Out of Pocket Expenses
XII	Governing of and Amendments of the By-Laws

Please note that the index is by Article and not page number

ARTICLE I

NAME AND AFFILIATIONS

- 1.1 The name of the Local shall be: Local 791, C.U.P.E., City of Kitchener, Office, Clerical and Technical Staff and Waterloo Wellington Local Health Integrated Network
- 1.2 Local 791, C.U.P.E. shall be affiliated with the following Organizations listed and shall be subject to their Constitutions:
 - A) Ontario Division, C.U.P.E.
 - B) Canadian Labour Congress
 - C) Waterloo Regional Labour Council
 - D) Central Western Ontario C.U.P.E. District Council Local 9136

ARTICLE II

MEETINGS

- 2.1 General Membership Meetings shall be held on the SECOND TUESDAY of each month, except July and August at 17:30. (5:30 p.m.) at 207-120 Ottawa St N, Kitchener, Ontario N2H 3K5.
- 2.2 Executive Board Meetings shall be held MONTHLY prior to the General Membership Meeting.
- 2.3 The Executive Board shall have the Authority to reschedule any meeting within ONE MONTH of its original scheduled date. 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.
- 2.4 SPECIAL MEETINGS may be called by order of the EXECUTIVE BOARD or in the event of NEED for a SPECIAL MEETING for any of the BARGAINING UNITS, may be called by 50% of the MEMBERS of the BARGAINING of 50% of the LOCAL as a WHOLE. ONLY BUSINESS FOR WHICH THE SPECIAL MEETING HAS BEEN CALLED CAN BE DISCUSSED OR TRANSACTED. Twenty-Four (24) hours' notice for all Special Meetings must be given in writing to the Recording Secretary.

- 2.5 Any Officer or Member requested to attend Union Meetings, during a regular work schedule, shall be compensated for lost wages by the Local.
- 2.6 Any Member(s) absent from any meeting due to Authorized Union Business or work schedule or illness shall receive full credit for said meeting.
- 2.7 The Quorum for the Executive Board Meeting shall be FIVE (5) and for the General Membership Meeting shall be TWELVE (12)
- 2.8 The Financial Year end shall be the thirty-first day of December

ARTICLE III **OFFICERS, EXECUTIVE BOARD, DUTIES OF OFFICERS**

3.1 The Officers of Local 791, C.U.P.E. shall be as follows:

- A) President
- B) Vice President (City)
- C) Vice President (LHIN)
- D) Secretary - Treasurer
- E) Recording Secretary
- F) Grievance Committee Chairpersons - One (1) from each Bargaining unit
- G) Membership Officer
- H) Members at Large from each bargaining unit
- I) Trustees (3) – **At least one from each bargaining unit if a member shows interest**

All officers must give all properties, assets, funds and all records of the Local Union to their successors at the end of their term of office.

All signing officers of Local 791 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.

3.2 **The Executive Board shall consist of the following Officers:**

Chairperson – President,

Members – President

Vice President(s) – 2 (one from the City and one from WWLHIN)

Secretary Treasurer

Recording Secretary

Grievance Committee Chairpersons – One (1) from each Bargaining unit

4 Members at Large – At least one (1) from each bargaining unit.

All Members of the Executive Board Shall Have One (1) Vote.

All Members of Local 791, may attend the Executive Board meetings and have voice but NO VOTE.

The Executive Board may enact any of its recommendations or business of the Local subject to ratification of such items by the General Membership at the subsequent General Membership Meeting.

3.3 **It shall be the duty of the President to:**

- *Preside at all meetings.*
- See that all officers perform their respective duties.
- Preserve order and enforce the Constitution and By-Laws.
- Fill Vacancies on Committees where elections are not provided for.
- Decide on questions of order, subject to an appeal by a member of the Local but shall not vote on such an appeal.
- Announce the results of all votes.
- Cast the tie-breaking vote when needed.
- Sign all orders on the Treasury for such money as shall, by the Constitution and By-Laws, or by vote of the Local, be ordered paid.
- Sign all recorded minutes of meetings, cheques and drafts on bank or credit union.
- Perform other duties as the Constitution and By-Laws of the Local may require.
- Authorize expenditures, upon submission of signed vouchers.

- Attend the Conventions of the Canadian Union of Public Employees and the Ontario Division of C.U.P.E. and have first preference at all other Labour Conventions.
- Be ex-officio of all committees whether standing or special.
- Be a member of all negotiating committees of the Local.
- Initiate all new members.
- After a business case has been approved, by the general membership, the President may be elected, by the general membership, to work in a full time/half time capacity for the local. In this case wages, benefits, pension will be paid by the local and at the employee's current wage as per the collective agreement. Details of invoicing the Local and backfilling positions will be in partnership with the City of Kitchener or WWLHIN and shall provide a written report of activities back to the membership on a monthly basis.

3.4

A) **Duties of Vice President(s) shall be to:**

- Perform the functions and duties of the President in the absence of the President.
- Be ex-officio of all committees whether standing or special.
- Act as President in case of a vacancy until a new President is elected.
- Act as chairperson of the bargaining unit from which the President is not from.
- Maintain files on membership, job postings and job descriptions.
- Record attendance on the record of the Recording Secretary, with the assistance of the Membership Officer
- Attend the Conventions of the Canadian Union of Public Employees and the Ontario Division of C.U.P.E. and have first preference at all other Labour Conventions.

- After a business case has been approved, by the general membership, the Vice President may be elected, by the general membership, to work in a full time/half time capacity for the local. In this case wages, benefits, pension will be paid by the local and at the employee's current wage as per the collective agreement. Details of invoicing the Local and backfilling positions will be in partnership with the City of Kitchener or WWLHIN and shall provide a written report of activities back to the membership on a monthly basis.

3.5 Duties of the Recording Secretary shall be to:

- 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 financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Secretary Treasurer. The record will also include the Trustees' report.
- Record all motions with the mover's and seconder's name in the minute book of the Local.
- Record all alterations in the Rules and By-Laws by motion or amendment.
- Fulfill secretarial duties as directed by the President.
- Answer all correspondence.
- Prepare all notices and circulars and distribute to the membership.
- Shall have books and papers ready for trustees.
- Surrender all books, seals and other property of the local upon termination of Office.
- Preside over meetings in the absence of the President and Vice Presidents.

3.6 **Duties of the Secretary-Treasurer shall be to:**

- Receive all revenue, initiation fees, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union.
- Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences.
- 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, including \$1.00 of each initiation fee on all members admitted, 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 28th 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)

3.7 Duties of the Grievance Chairperson shall be to:

- Chairperson of the locals Grievance Committee
- Attend all meetings where discipline and/or any grievable issues may be discussed.
- Sits on Labour Management Committee with the President and Vice President.
- Writes up grievances at all levels in coordination with the President and/or Vice President
- Maintains grievance files for the local.
- Assists members who have issues and files grievances in accordance with the Collective Agreement

3.8 Duties of Members at Large shall be to:

- Attend meetings as required by the President, Vice President and/or Grievance Chairperson
- Keep accurate notes, to be given to the President, of all meetings attended.
- Act as a steward to all members with concerns; directing questions to the President, Vice-President and/or Grievance Chairperson
- Maintain a mailing and email contact list of all members in their bargaining unit

3.9 **Duties of the Trustees shall be to:**

- 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)

3.10 **Duties of the Membership Officer shall be to:**

- Guard the inner door and admit no one but members in good standing or officers and
- officials of the Canadian Union of Public Employees except on order by the President and by consent of the members present.
- Make sure all doors are tiled during elections and/or ballot voting.
- Maintain the record of membership attendance at meetings.

ARTICLE IV **ELECTIONS AND NOMINATIONS TO OFFICE**

4.1 **Nominations**

- A) Nominations will be received at the regular membership meeting held in the month of May.
- B) 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.
- C) 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)
- D) 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.
- E) No member will be eligible for nomination if they are in arrears of dues and/or assessments.

4.2 **Elections**

- A) The President, WWLHIN Vice-President, Grievance Chair for the City, Member-at-large for WWLHIN and Recording Secretary are elected in odd years. The Vice-President City, Secretary-Treasurer, Grievance Chair for the WWLHIN, Member-at-Large for the City and Membership Officer are elected in even years. Stewards will be elected on a yearly basis for a 1-year term to a maximum of 10 for the City and 4 for WWLHIN.

- B) 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.
- C) 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.
- D) 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.
- E) The voting will take place at the regular membership meeting in June. The vote will be by secret ballot.
- F) Voting to fill one office will be conducted and completed, and recounts dealt with before balloting may begin to fill another office.
- G) 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.
- H) 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.
- I) 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 11.4)
- J) 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 **Article 2.7**.

- K) 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 regular membership meeting.

4.3 Installation of Officers

- A) 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)

- B) 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.

- C) The Oath of Office to be read by the newly-elected Officers is:

“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 11.6(b))

4.4 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.](#)

- 4.5 If an officer fails to attend three consecutive membership meetings or three consecutive executive meetings without good and sufficient reason, their office will be declared vacant and filled at the next meeting.

ARTICLE V

BOARDS AND COMMITTEES

5.1 The Standing Committees shall be as follows:

- A) Executive Boards
- B) Negotiating - Nominations and selection by Executive Board Appointment.
- C) By-Law - made up of Executive Board
- D) Health and Safety - appointed by Executive Board
- E) Labour Management
- F) Job Evaluation Maintenance Committee

Committee members must be willing, if not experienced in that field, to take training as directed by the Executive Board. Special Committees may be set up as the need arises and at least two (2) Executive Members shall sit on Special Committees.

5.2 Duties of the Executive Board shall be to:

- Administer and carry out work delegated to it by the Local.
- Consider and report on all Grievances as submitted by the Grievance Committees.
- Consider all charges against members.
- Donating at conventions, conferences will be a \$250.00 maximum with the promise to take it back to the membership for more.
- With approval of Executive Board, donations can be made to members of CUPE within our District Council area, who have submitted a Personal Appeal in case of serious illness.

All charges against members or officials must be in writing and dealt with in accordance with the provisions of the National Constitution.

5.3 The Negotiating Committee shall consist of the following:

- City of Kitchener (Inside) - Five (5) Members
- WWLHIN - Three (3) Members
- The National Representative(s) of the Union shall be a non-voting member of the committee.

- The Negotiating Committee shall prepare a survey, distribute to the Membership and tabulate the results of the survey in order to formulate contract demands and amendments to the Collective Agreement(s).
- The Negotiating Committee shall present the Package at a Regular Membership Meeting for approval by the Membership.
- The Negotiating Committee shall be appointed from the local's sub - unit(s).
- A vote of the Membership for Strike Action, if necessary, shall be called immediately after. The Negotiating Committee shall endeavour to affect a new Collective Agreement before the expiry of the old Agreement.

5.4 The Grievance Committee shall be comprised of the Stewards.

The Grievance Committee Chairperson and Stewards shall be elected separately from each unit(s).

Duties of the Grievance Committee shall be to:

- Process all grievances not settled at the initial stage as per the Collective Agreements.
- Submit reports to the Executive Board and then to the General Membership as well as send a copy to the National Representative.
- Prepare and follow the procedure as laid out in the By-Laws of Local 791 as follows:

5.5 The By-Law Committee shall consist of the table officers of the executive and will consider and make recommendations on proposed By-Law changes.

5.6 The Health and Safety Committee shall function as per the Collective Agreement(s) and the Occupational Health & Safety Act. The Chair position for each unit will be appointed by the Executive Board. All committee members will be elected.

BY-LAW REGULATIONS

Challenges against Grievance Decisions of Local 791 Grievance Committee and Executive Board.

1. The Grievance Committee and Executive Board will report to the Members present at such meeting and they will be informed of the reasons for the decision of the Grievance Committee and of the Executive Board and to ask such questions as may be necessary to determine whether proper procedures were followed at both levels in accordance with local union policies and practices.
2. In addition, the grievor(s) shall have the opportunity to present a written or oral statement of **support to the general membership of why the grievance should move to arbitration.**
3. When the Chairperson is satisfied that the grievor(s), spokesperson(s), for the Grievance Committee and/or Executive Board, and the members present have had a reasonable opportunity to discuss the Grievance Committee's report and the Executive Board's decision, the following question shall be put to the floor:

"Shall the decisions of the Grievance Committee and the Executive Board in the Grievance(s) at hand be sustained?"

The decision of the General Membership Meeting on the question shall become the decision of Local 791 on the matter and the grievor(s) shall be so informed.
4. A record of these proceedings shall be recorded in the Minutes.

ARTICLE VI

DUES STRUCTURE

6.1 Initiation Fee

Payment of initiation 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 be directed to the Secretary-Treasurer and will be accompanied by an initiation fee of 1 dollar which shall be in addition to monthly dues. The Secretary-Treasurer shall issue a receipt. If the application is rejected, the fee shall be returned.

(Articles B.4.1 and B.8.2)

6.2 Readmission Fee

The readmission fee shall be 1 dollar.

(Article B.4.1)

6.3 Amending Monthly Dues

The regular monthly dues may be amended at a regular 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)]

6.4 The Dues shall be 1.75% of the Members base rate of pay, exclusive of overtime or any bonuses.

6.5 Any Special Assessment of Dues, except any imposed by the Local, shall be automatically added to the regular dues rate.

6.6 SPECIAL ASSESSMENTS by the Local shall be passed at a General Membership Meeting to which appropriate notice has been given subject to the approval of the NATIONAL PRESIDENT as per the NATIONAL CONSTITUTION.

6.7 The Local Union shall keep a STRIKE RESERVE FUND in an interest-bearing account or certificates and shall endeavor to maintain a level of \$100,000.00. The Local Union shall allocate monies to the fund, if necessary in its Annual Budget.

6.8 If the STRIKE RESERVE FUND falls below the level of \$75,000.00 the DUES shall be raised to 2% for a period not to exceed two years. (To be reviewed every 6 months)

ARTICLE VII

VOTING ON FUNDS

Except for General Operating Expenses, reimbursement for out-of-pocket expenses, per capita taxes and also where allowed anywhere in the by-laws, all funds shall be voted on by the general membership at a general membership meeting.

ARTICLE VIII

DELEGATES AND EXPENSES

- 8.1 All Delegates to Conventions, ~~or~~ Conferences; **or Schools;**
- A) **Executive members shall be given first priority to conventions and conferences**
 - B) **If there is any vacancy or more delegates are approved, those positions shall be filled by members in good standing.**
 - C) **Any attendee shall give a report on the proceedings at the general membership meeting following the convention, conference or school.**
- 8.2 All Delegates shall be paid the following:
- Reasonable transportation costs. The Executive will determine the most economical means and delegates or representatives shall be reimbursed for travel at that rate regardless of the mode of transportation utilized (use mileage as standard). Where travel accommodation, regardless of the mode of transportation, is required, documentation needs to be presented at the time of the bookings.
 - Private accommodation.
 - There shall be a per diem allowance of \$100.00/day for out of town union functions for meals and expenses.
 - When all meals are provided, there shall be a per diem of \$30.00/day for miscellaneous expenses.
 - There shall be a per diem allowance of \$50.00/day
 - In town for meals and expenses. If meals are provided, there shall be no per diem.
 - Mileage allowance of average of all units work sites as set by employer per kilometer - driver only.
 - Parking - standard parking rates with receipts.

8.3 All committees will have expenses reimbursed upon Executive Board approval. The Negotiating Committee shall be reimbursed for meals or other reasonable expenses during Negotiations.

ARTICLE IX **ORDER OF BUSINESS**

The Order of Business shall be as per the National Constitution

ARTICLE X **PROPERTY OF THE LOCAL**

The Executive Board of the Local shall hold title to all property of the local and shall be subject to the wishes of the membership.

ARTICLE XI **OUT OF POCKET EXPENSES**

Out of Pocket expenses shall be paid as per the following schedule:

President	\$200.00/month
Vice President(s)	\$200.00/month
Recording Secretary	\$175.00/month
Secretary Treasurer	\$175.00/month
Grievance Chairperson(s)	\$175.00/month
Membership Officer	\$50.00/month
Members at Large	\$100.00/month
Trustees	\$50.00 per audit

Two (2) parking transponders will be paid for by the Local to use when required.

Delegates to Waterloo Regional Labour Council, Labour Association, and CUPE Council shall receive \$30.00 in town and \$50.00 out of town (includes meal allowance).

No pyramiding of Out of Pocket expenses

ARTICLE XII

GOVERNING OF AND AMENDMENTS OF THE BY-LAWS

- A) The By-Laws of the Local shall at all times be subordinate and subject to the provisions of the Constitution of the Canadian Union of Public Employees, such as Constitutions and By-Laws exist or may from time to time hereafter be altered or amended; and in the event of any conflict, the Constitution of the Canadian Union of Public Employees shall Govern. Matters of interpretation of these By-Laws shall be subject to the provisions of ARTICLE 9.2C of the C.U.P.E. CONSTITUTION.
- B) Any changes in these By-Laws shall not be Valid until approved by the National President of the Canadian Union of Public Employees in accordance with ARTICLE XIII, SECTION 3, of the C.U.P.E. CONSTITUTION.
- C) A Local Union can amend or add to its bylaws only if 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.
- D) Amendments, including any changes whatsoever to these By-Laws, shall be made only on Notice of Motion and in all cases a TWO-THIRDS majority voting in favour of the Motion shall be required.

APPROVED IN ORIGINAL FORM BY THE NATIONAL PRESIDENT.