

# BYLAWS

## CANADIAN UNION OF PUBLIC EMPLOYEES

### LOCAL 3500



Address:

736B Seymour Street  
Kamloops, British Columbia  
V2C 2H3

Telephone:

250-377- 8446

1-877-376-1618  
cupe3500@telus.net

**Amended:** October 10, 2024

**Approved by National:** October 29, 2024

## **Table of Contents**

PREAMBLE .....	1
SECTION 1 - NAME .....	1
SECTION 2 - OBJECTIVES .....	1
SECTION 3 - INTERPRETATION & DEFINITIONS .....	2
SECTION 4 - MEMBERSHIP MEETINGS - Regular and Special .....	2
SECTION 5 - VOTING OF FUNDS .....	3
SECTION 6 – OFFICERS .....	3
SECTION 7 - EXECUTIVE BOARD .....	4
SECTION 8 - DUTIES OF OFFICERS .....	4
SECTION 10 - FEES, DUES AND ASSESSMENTS .....	10
SECTION 11 - NOMINATION, ELECTION AND INSTALLATION OF OFFICERS .....	11
SECTION 12 – DELEGATES .....	12
SECTION 13 – COMMITTEES .....	13
SECTION 14 – COMMUNICATION .....	22
SECTION 15 – GRIEVANCE / ARBITRATION / APPEALS .....	23
SECTION 16 - RULES OF ORDER .....	25
SECTION 17 - AMENDMENTS .....	25
APPENDIX "A" - RULES OF ORDER .....	26
APPENDIX "B" – KILOMETRE GRID .....	29

## **PREAMBLE**

Local 3500 of the Canadian Union of Public Employees (hereinafter referred to as CUPE) 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 3500 in accordance with the CUPE National Constitution (Articles 13.3 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.

## **SECTION 1 - NAME**

The name of this Local shall be: CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL NO. 3500 (School District #73, Kamloops/Thompson School Support Staff).

## **SECTION 2 - OBJECTIVES**

The objectives of Local 3500 are to:

- a) Secure the best possible pay, benefits, working conditions, job security, pensions and retiree benefits for its members;
- b) Advance the economic and social welfare of its members and all working people;
- 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 class, race, colour, nationality, age, sex/gender, language, sexual orientation, place of origin, ancestry, religious beliefs, or mental and physical disability and the active opposition of discrimination of same wherever it occurs or appears;
- 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 - INTERPRETATION & DEFINITIONS**

- a) Numbers of Articles at the end of sections or sub-sections refer to relevant articles of the CUPE Constitution, which should be read in conjunction with these by-laws.
- b) These by-laws shall be subordinate to the CUPE Constitution.
- c) Fiscal year for CUPE Local 3500 is January 1<sup>st</sup> to December 31<sup>st</sup>.

### **SECTION 4 - MEMBERSHIP MEETINGS - Regular and Special**

- a) Regular membership meetings shall be held the second (2<sup>nd</sup>) Saturday of each month except for July and August and shall be held in-person and virtually. Meetings shall start at 10:00 a.m. and run no longer than two hours except by majority vote. The Executive Board shall give one week's notice of any change in the date or location of the regular meeting.
- b) Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than ten (10) members. The President shall immediately call a special meeting when so ordered or requested and shall see that all members receive at least forty-eight (48) hours' notice of the special meeting and the subject(s) to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called, and notice given.
- c) A quorum for the transaction of business at any regular or special meeting shall be ten (10) members, including at least three (3) members of the Executive Board.
- d) The order of business at regular membership meetings is as follows:
  - 1 Call Meeting to Order
  - 2 Land Acknowledgement
  - 3 Reading of the Equality Statement
  - 4 Roll Call of Officers
  - 5 Membership Officer's Report
  - 6 New member's initiation
  - 7 Agenda Approval
  - 8 Adoption of previous meeting minutes
  - 9 Matters Arising
  - 10 Treasurer's Report
  - 11 Communications and Bills
  - 12 Executive Committee Report/President's Report
  - 13 Reports of Committees and Delegates
  - 14 Nominations, Elections, or Installations
  - 15 Unfinished Business

- 16 New Business
- 17 \*Good of the Union
- 18 Adjournment

\* The membership shall grant the chairperson the liberty to conduct Good of the Union business during the counting of ballots.

### **SECTION 5 - VOTING OF FUNDS**

- a) An annual budget must be provided to the membership for approval at the earliest convenience at the start of the fiscal year.
- b) Approved budgeted expenses shall be paid without membership approval. Any expenditure outside of the budget, up to \$500, can be paid at the discretion of the Executive Board.
- c) Any expenses outside the approved budget over \$500 must be approved through a Notice of Motion at a regular membership meeting.
- d) Any sum up to two hundred dollars (\$200.00) for the purpose of a grant, donation, or to support a cause related to a labour issue must be presented as a motion at a regular meeting.
- e) Any sum over two hundred dollars (\$200.00) for the purpose of grant, donation, or related to a labour issue must be presented as a notice of motion at a regular meeting.
- f) All non-operating subscriptions be approved by the membership.

### **SECTION 6 – OFFICERS**

The Officers of the Local shall be:

- President
- 1<sup>st</sup> Vice-President
- 2<sup>nd</sup> Vice-President
- Secretary-Treasurer
- Recording Secretary
- Membership Officer
- 3 Trustees

All officers shall be elected by the membership.

## **SECTION 7 - EXECUTIVE BOARD**

- a) The Executive Board shall comprise all officers, except Trustees.
- b) The Board shall meet at least once every month (excluding July and August).
- c) A Majority of the Board constitutes a quorum.
- d) The Executive Officers shall hold title to any real estate of the Local as trustees for the Local. They shall have no right to sell, convey, or encumber any real estate without first giving notice and then submitting the proposition to a membership meeting and having it approved.
- e) The Board shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of all committees.
- f) All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.
- g) If an officer fails to attend three (3) consecutive membership meetings or three (3) consecutive executive meetings without good and sufficient reason, as determined by the membership, their office will be declared vacant, and filled at the next meeting. Should the officer in question request reconsideration, they will be provided with the opportunity to provide their reasons to the membership for their consideration at the next membership meeting. Should the membership not accept the officer's explanation, a by-election shall occur at the next membership meeting.

## **SECTION 8 - DUTIES OF OFFICERS**

All Officers must give all properties, assets, funds and all records of the Local Union to their successors at the end of their term of office. All signing Officers of Local 3500 shall be bonded through the master bond held by CUPE National. Any Officer who cannot qualify for the bond shall be disqualified from having signing authority.

- a) The President shall:
  - enforce the CUPE Constitution and these by-laws;
  - preside at all membership meetings and preserve order;
  - decide all points of order and procedure (subject always to appeal by the membership);
  - have a vote on all matters (except appeals against their rulings) and in case of a tie vote in any matter, including elections, have the right to cast an additional vote to break the tie;
  - ensure that all officers perform their assigned duties;
  - fill committee vacancies as approved by the Executive Board where elections are not provided for;

- introduce new members and the swearing in at a regular meeting;
- approves all expenses and ensure that the Local's funds are used only as authorized or directed by the Constitution, by-laws, or vote of the membership;
- a signing officer for the local;
- direct all work for the employee of Local 3500;
- sits as the chair of the Personnel Committee;
- sit as an ex-officio for all committees;
- have first preference as a delegate to all conventions and All Presidents' Meetings;
- The President shall be an elected full-time officer of CUPE 3500 and will work and be paid at the rate of the highest paid CUPE Local 3500 member in accordance with Schedule A of the Collective Agreement. The President shall work the hours required to sufficiently conduct their duties, but at no time shall be eligible for overtime, or any other premiums. The President shall be entitled to vacation as prescribed under the Collective Agreement and under no circumstances shall receive any pay out for vacation. All holiday requests by the President shall be approved in advance by the Executive.

b) The 1<sup>st</sup> Vice-Presidents shall:

- If the President is absent or incapacitated, perform all duties of the President as directed by the Board;
- If the office of President falls vacant, be Acting President until a new President is elected; as directed by the Board;
- a signing officer for the local;
- render assistance to any member of the Board as directed by the Board;

c) The 2<sup>nd</sup> Vice-President shall:

- If the President and 1<sup>st</sup> Vice-President is absent or incapacitated, perform all duties of the President; as directed by the Board;
- If the First Vice President is absent or incapacitated, perform all duties of the 1<sup>st</sup> Vice-President; as directed by the Board;
- a signing officer for the local;
- be the chair of the Grievance Committee;
- sits as a member of the Personnel Committee;

- Render assistance to any member of the Board as directed by the Board.

d) 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 as presented by the Secretary-Treasurer. The record will also include Trustees' reports;
- record all alterations in the by-laws;
- file a copy of all letters sent out and keep on file all communications;
- prepare and distribute all circulars and notices to members upon Executive approval;
- any request for items to be struck from minutes shall have a line through the original documents;
- have all records (Executive and General meeting minutes and the Book of Motions) ready on reasonable notice for the Trustees.
- Minutes and Notice of Motions must be completed and sent out within 7 days after the meeting occurrence.
- Agenda and meeting packages must be sent by the Wednesday prior to the meeting.
- Any union designated account created, be set up using CUPE Local 3500 email addresses.
- on termination of office, surrender all books seals and other properties of the Local to their successor.

e) The Secretary-Treasurer shall:

- receive all revenue, initiation fees, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union;
- Sign all cheques e-transfers and bill payments and ensure that the local union's funds are used only as authorized or directed by the CUPE Constitution, local union bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences;
- Be responsible for maintaining, organizing, safeguarding, and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by the local union;
- Make a written financial report to each regular membership meeting, detailing all



income and expenditures for the period;

- prepare all CUPE National per capita tax forms and remit payment no later than the last day of the following month;
- record all financial transactions in a manner acceptable to the Board and in accordance with good accounting practices;
- be bonded through the master bond held by the CUPE National Office, and any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office;
- pay no money unless supported by a voucher duly signed by the President and one other member of the Board or any two other members of the Board, except that no voucher shall be required for payment of per capita fees to any organization to which the Local is affiliated;
- verify all long-distance phone calls before paying the telephone bill;
- Any union designated account created, be set up using CUPE Local 3500 email addresses.
- make all books available for inspection by the auditors and/or Trustees on reasonable notice, and have the books audited semi-annually;
- provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE;
- within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees;
- sits as a member of the Personnel Committee;
- on termination of office, surrender all books records and other properties of the Local to their successor.

f) The Trustees shall:

- act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary, and the Standing Committees semi-annually;
- 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;
- make a written report of their findings to the first membership meeting following the completion of each audit;

- be responsible to ensure that monies are not paid out without proper constitutional or membership authorization;
- ensure that proper financial reports are made to the membership;
- audit the record of attendance;
- inspect at least twice a year any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local, and report their findings to the membership;
- trustees will do a six (6) month interim audit;
- use audit forms supplied by the National Office and send a copy of the yearly audit to the National Secretary-Treasurer in accordance with the provisions of the CUPE Constitution.

g) The Membership Officer shall:

- guard the inner door at membership meetings and admit only members in good standing or officers and officials of CUPE, except on the order of the President and by consent of the members present;
- maintain the participant list for online membership meetings and admit only members in good standing or officers and officials of CUPE, except on the order of the President and with the approval of the members present;
- provide the President with the number of new members present;
- maintain the record of membership attendance at meetings;
- maintain a current membership list;
- perform such other duties as may be assigned by the Board from time to time.
- oversee voting and all voting procedures.
- Be required to notify the membership when any Executive Officer fails to attend 3 consecutive Membership meetings or 3 consecutive Executive meetings.

## **SECTION 9 - EXPENSES**

- a) Out of town kilometres for use of a personal vehicle to perform Union business or to attend Regular, Special and Executive Meetings shall be allowed on a capacity / occupancy ratio of 1/3 (1 person in vehicle = 1/3, 2 persons in vehicle = 2/3, 3 persons in vehicle = 3/3) at the same rate as that applicable under CUPE BC expense policy. An exception to this provision may be made providing it has Executive approval and such approval is recorded in the minutes. Kilometres are calculated according to Appendix B "Kilometre Grid" and based on return kilometre from the member's home or work, whichever is the shortest

distance.

- b) Committee members will not be paid kilometres to attend meetings unless they are attending meetings outside their geographical area in which case kilometres will not be pro-rated.
- c) Per diems paid to all delegates attending overnight conventions and seminars out of town shall be based on the rates applicable under CUPE BC expense policy (a copy of which can be made available upon request).
- d) Allowances for use of own vehicle by delegates attending overnight conventions and seminars out of town shall be as in (b) above. Where air travel is normal or has been authorized, a member opting to use their own vehicle shall be paid air fare or kilometres, whichever is less.
- e) When meals are being provided for a committee meeting any executive members sitting on the committees will have theirs covered.
- f) Out of pocket expenses for executive board members shall be:

Per month:

President	\$75.00
1 <sup>st</sup> Vice-President	\$150.00
2 <sup>nd</sup> Vice-President	\$150.00
Recording Secretary	\$100.00
Secretary-Treasurer	\$150.00
Membership Officer	\$ 75.00

- h) All Union book-offs, except those listed below, shall be approved in advance by the President. The executive members shall be allowed the following book-off allocations to perform their duties.
  - 1<sup>st</sup> Vice-Presidents – one (1) day per month
  - 2<sup>nd</sup> Vice-President – two (2) days per month
  - Recording Secretary – two (2) days per month
  - Secretary-Treasurer – three (3) days per month
  - Membership Officer – one (1) day per month
- i) The local shall have a credit card account with only one physical card. The card shall be kept in the local office and be used by only the president, or their designate.

Credit card use shall be limited to the following expenditures:

1. The booking of airline tickets.

2. Reserving and paying for hotel rooms.
3. Member's lunch and/or dinners for committees working on union business.
4. Expenses preapproved by the Executive and/or provided for under these bylaws.

The credit card is never to be used in situations:

1. To pay for any food or expenses when members are being paid a per diem.
2. To pay for any food or expenses of any members not specifically involved in conducting work for the local.
3. To pay for any sundry items such as coffee, lunches or snacks of members being represented by the local.
4. To pay for the lunches and or dinners of anyone not involved in the work of the committee(s) receiving lunch and or dinner.
5. Any Executive member entitled to an out-of-pocket expense except when serving on a committee.
6. The purchase of any alcohol.
7. For any personal reasons, whatsoever.
8. Any expense not mentioned in this section without the prior approval of the Executive, or where these bylaws so stipulate, the membership.

All credit card expenditures must be accompanied with a retailer's itemized receipt. Either attached to the receipt or written clearly on the back of the receipt must be the name of those for whom the expenditure was made and the event that warranted the expenditure, or the reason for the expenditure.

If an officer is found in breach of this Bylaw, the Union will use all means necessary to recover the costs.

The most current reconciled credit card statement shall be presented to the membership at the monthly membership meeting for their perusal.

## **SECTION 10 - FEES, DUES AND ASSESSMENTS**

### a) Initiation Fee

Each application for membership in the Local shall pay an initiation fee of five dollars (\$5.00) which is deducted from their first pay cheque.

### b) Monthly Dues

The monthly dues shall be two point zero eight percent (2.08%) on gross wages (amended May 2000).

Notwithstanding the above provisions, if any mandatory dues levies are assessed to the local, they will be dealt with by our local automatic levy (amended May 2000).

Changes in the levels of the Initiation Fee or the Monthly Dues can be affected only by following the procedure for amendment of these by-laws (see Section 17), with the additional provision that the vote must be by secret ballot.

Notwithstanding the above raises to minimum fees and/or dues above the level herein established; these by-laws will be deemed to have been automatically amended to conform to the new CUPE minima.

- c) Assessments may be levied in accordance with Article B.4.2. of the National Constitution.

## **SECTION 11 - NOMINATION, ELECTION AND INSTALLATION OF OFFICERS**

### a) Nomination

Nominations shall be received at the regular membership meetings held in the months of September and October. Nominations will be closed at the October meeting and the Election of Officers will take place at the November Membership meeting. To be eligible for nomination a member shall have attended at least fifty percent (50%) of the Regular membership meetings held in the previous twelve (12) months not including the month of elections or in the period he was a member, if less than a year. No nomination shall be accepted unless the member is in attendance at the meeting. Members in attendance at the September and October Regular Membership Meetings that are nominated for an Officer's position will be eligible to accept or decline the nomination at the meeting in which they are nominated. No member shall be eligible for nomination if he is in arrears of dues and/or assessments.

### b) Elections

1. The President shall be elected for a two-year term at the November General Meeting in odd numbered years. The remaining Executive board shall be elected for a two-year term at the November General Membership Meeting in even numbered years.
2. At a membership meeting at least one month prior to Election Day the President shall, subject to the approval of the members present, appoint an Elections Committee consisting of a Returning Officer and assistant(s). The Committee shall be members of the Local who are neither officers nor candidates for office. It shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.
3. The Executive Board shall determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer.
4. The Returning Officer shall be responsible for issuing, collecting, and counting ballots. They must be fair and impartial and see that all arrangements are democratic.

5. The voting shall take place at the Regular Membership Meeting in November. The vote shall be by secret ballot.
6. Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
7. A simple majority of votes cast shall be required before any candidate can be declared elected. In case of a tie vote, the presiding officer may cast the deciding vote.
8. When two or more nominees are to be elected to any office by ballot, each member voting shall be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.
9. Any member may request a recount of the votes for any election and a recount shall 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 laid out in Section 4(c).
10. The Negotiating Committee is not changed during the year of Negotiations. Change will occur after Collective Agreement is signed.

c) Installation

1. All duly elected officers shall be installed at the meeting at which elections are held and shall continue in office for two (2) years or until a successor has been elected and installed.
2. At the first election of officers the Trustees shall be elected so that one shall serve for a period of three (3) years, one for two (2) years, and one for one (1) year. Each year thereafter, one (1) Trustee shall be elected for a three (3) year period or, in the case of vacancies occurring, elected to fill only the unexpired terms, in order to preserve overlapping terms of office.

d) By-Elections

Should an office fall vacant pursuant to Section 7(g) of these by-laws or for any other reason, the resulting by-election should be conducted as closely as possible in conformity with this Section.

## **SECTION 12 – DELEGATES**

- a) Except for the President's option (first preference as a delegate to all conventions and All Presidents' Meetings) all delegates shall be elected by simple majority at regular meetings. For delegates to be eligible they must have attended at least 50% of Membership Meetings in the previous 12 months or in the period they were a member, if less than one year.
- b) Delegates elected to attend matters held outside the city shall be paid expenses in accordance with Section 9 (Expenses).

- c) Representation at educational institutes and seminars shall be elected by simple majority at regular meetings.
- d) For delegates to be eligible to be a representative to attend a week long school members must have attended at least 50% of the membership meetings held in the previous 12 months or in the period they were a member, if less than one year. No nominations shall be accepted unless the member is in attendance at the meeting or provides a written acceptance of nomination.
- (e) Delegates are to provide a written and/or an oral 2 minute report.
- (f) On election of delegates, the runner up to the person or persons elected shall be designated alternate to those elected.

### **SECTION 13 – COMMITTEES**

The term of office on a committee shall be for two (2) years, and in the event of a vacancy, the executive may elect a member to the committee until the next regular election.

The following committees shall be elected: Bargaining, Labour/Management Liaison, Job Evaluation, Course Reimbursement, Social Media/Website, Shop Steward/Grievance, OH&S, Social, Bylaw Review, and Union Education.

1. Each committee shall elect their chairperson, except for the Grievance Committee which is chaired by the 2<sup>nd</sup> Vice President.
2. Special committees approved by the membership may be established and members of the committee(s) elected at regular membership meetings.

#### **Duties and Responsibilities of Committees:**

##### **1. Shop Steward/Grievance**

- The Shop Stewards/Grievance committee should be composed of the Shop Stewards of the local and 2<sup>nd</sup> Vice President.
- 2<sup>nd</sup> Vice President should be responsible for all Steward assignments and programs and shall sit as the chair of the Shop Steward/Grievance Committee.
- Shall meet a minimum of once every 2 months or as requested by the committee chair.
- In consultation with the Grievance Committee makes decisions on advancing grievances that have not been resolved in step 1 of the Grievance Procedure.
- Shall consult with the National Representative before advancing grievance.
- When a grievance is not settled the committee will decide whether the grievance should proceed to arbitration.
- Shall hear all submissions of the first appeal process.

- Submit report to Recording Secretary one week prior to general membership meeting so it can be included in the meeting distribution package.

Stewards shall be elected by the membership for 2-year term from the following departments.

**Shop Stewards**

3 CEA

1 AEW

1 Clerical/IT

1 Custodial

1 Maintenance

1 Grounds

1 Transportation

**Steward** shall:

- be the first line of contact for the membership regarding any individual or local issues.
- be required to attend steward/grievance committee meetings.
- In consultation with CUPE Local 3500 Education Committee, complete the CUPE Intro to Steward Part 1 & 2 as soon as possible after being elected.

2. **Bylaw-Review Committee**

Should consist of five (5) elected members (not including the president's option).

- Shall meet once annually to review the local bylaws and make recommendations via Notice of Motion to the membership of any proposed amendments.
- Shall review and report back to the membership any proposed amendments requested by a member or the executive on whether they conform to the CUPE National Constitution and the Locals Bylaws.
- Shall ensure through consultation with the president that all amendments have been promptly forwarded to the National Presidents office.
- Ensure that the Local Union's bylaws are written in clear language, and that the use of clear language does not change the intent or meaning of the bylaws.
- Submit report to Recording Secretary one week prior to general membership meeting so it can be included in the meeting distribution package.

3. **Union Education Committee**

Should consist of up to five (5) elected members (not counting the President's option).



- Make all necessary arrangements for courses and workshops hosted by CUPE Local 3500;
- Submit the Committee report to Recording Secretary one week prior to general membership meeting so it can be included in the meeting distribution package.
- Select members for education as outlined in the process below.

#### Members Attending CUPE Education

CUPE Local 3500 believes that the education of its membership is of critical importance to its functioning as a Local Union and to the labour movement as a whole.

While representing CUPE Local 3500 at any educational course, members are reminded that significant cost and planning were exerted to provide them with the privilege to attend and that they are expected to attend and fully participate in all aspects of the event. It is also expected that all delegates will act in a responsible, honourable manner as representatives of CUPE Local 3500 as per the CUPE Code of Conduct.

With this consideration, the following process has been developed for selecting CUPE Local 3500 members as participants in educational courses.

CUPE Local 3500 shall, within the education budget, send the approved number of members to CUPE and Canadian Labour Congress approved educational courses. Motions of workshops and the number of members to send will be brought to the membership for approval by the Committee. The Education Committee (EC) will make the selection of the delegates.

#### PROCESS:

The selection process shall be as follows:

- 1) The Education Committee (EC) shall notify the membership, at least twice annually of upcoming available educational courses.
- 2) Members wishing to attend an educational course will notify the EC on the CUPE 3500 Educational Application Form within a reasonable time to be enrolled in that course. The application form shall be available through the Chairperson of the Educational Committee (CEC), or the Local 3500 office.
- 3) A member wishing to attend any weeklong school must have had prior participation in a CUPE approved educational course.
- 4) With as much advance notice as possible prior to the course date in question the CEC shall call a meeting of the Education Committee and present member applications for consideration and selection. It is understood that the committee will make every effort to ensure, that meetings are outside work hours whenever possible and that book-off costs are minimal.

- 5) The Committee shall select attendees by consensus, or by secret ballot if requested by any committee member. Members shall be selected in the following manner:
  - a) Executive members and/or trustees shall be given first consideration, as follows:
    - i) The member must not have attended the course in the last three (3) years.
    - ii) The member's reasons for wanting to attend the course.
    - iii) The member has, in the past honoured their attendance commitments and reported back to the membership on the benefits of the course.
  - b) Stewards shall be given next consideration, as follows:
    - i) The steward must not have attended the course in the last three (3) years.
    - ii) The steward's reasons for wanting to attend the course.
    - iii) The steward has, in the past honoured their attendance commitments and reported back to the membership on the benefits of the course.
  - c) The general membership in good standing with CUPE 3500 shall be given next consideration, as follows:
    - i) The member must not have attended the course in the last three (3) years.
    - ii) The member's reasons for wanting to attend the course.
    - iii) The member has, in the past honoured their attendance commitments and reported back to the membership on the benefits of the course.

When selections involve a committee member, they shall recuse themselves from the committee decision-making process.

When appeals involve an Executive or Committee Member, the individual shall recuse themselves from the executive decision-making process.

Local 3500 and the Education Committee will encourage and support the participation of women, equity-seeking groups, and new members to participate in educational courses.

All members who attend an educational course as a representative of CUPE Local 3500 shall be required to report back to the membership within sixty (60) days of completing the course. The Educational Report Form shall be available through the Chairperson of the Educational Committee, or the Local 3500 office.

## APPEALS

- 1) All Members who applied for selection shall be notified by the CEC in writing of the Committee's decision.
- 2) Members who feel they have been wrongfully not selected may appeal the decision to the Executive Board.
- 3) Such an appeal must be made within 48 hours of receiving the committee's decision.
- 4) The appeal must be in writing to the Executive Board and copied to the CEC. The member's appeal must clearly outline why they believe they should have been selected.
- 5) The CEC shall provide the Executive Board in writing the reasons for the committee's decision.
- 6) The decision of the Executive Board shall be made within 48 hours of receipt of the appeal. The member and the CEC shall be notified.
- 7) The decision of the Executive Board shall be final.

#### 4. **Bargaining Committee(s)**

Should consist of five (5) members (not including the president's option).

- This committee will be established at least one(1) year prior to the expiry of the local union's collective agreement.
- It will be disbanded when a new collective agreement has been signed and ratified. 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.
- A committee chair shall be voted on by the members of the committee.
- A bargaining survey will be sent to all members for their input prior to bargaining.
- Meetings for this committee shall be held on an as needed basis as deemed necessary by the chair and/or committee
- The committee shall take the results of bargaining proposal to the membership for ratification.
- Submit report to Recording Secretary one week prior to general membership meeting so it can be included in the meeting distribution package.

#### 5. **Course Reimbursement Committee**

- a) Should consist of three (3) elected members (not counting the President).

- To receive, review and approve or deny the course reimbursement application based on the criteria outlined on the application.
- Submit report to Recording Secretary one week prior to general membership meeting to be included in the General Meeting distribution package.
- Inform general membership quarterly via email of the Course Reimbursement program, including the Request for Course Reimbursement form attachment.
- These criteria can only be changed by approval of the membership.

b) Course Reimbursement Criteria

PURPOSE

To provide funding for educational opportunities that may benefit members to upgrade their skills within School District 73 and/or provide opportunities for advancement within School District 73.

Follow the guidelines and procedures below to apply for course reimbursement from the union through the Course Reimbursement Fund.

SCOPE

1. The employer has agreed to pay the full cost for the one successful attempt of any course of instruction that is required (employer initiated) and approved by the employer as outlined in Article 29(E) of the Collective Agreement.
2. Our Local will pay 90% of any course registration costs to a maximum of \$3,000.00 per calendar year. Note: A course is defined as 3 or more days.
3. Our Local will pay a book allowance and/or any associated prerequisites of the course (i.e. books, exams, etc.) up to a combined maximum of \$1500.00 per calendar year.
4. Our Local will pay 50% of registration costs for seminars, conferences, and/or workshops to a maximum of \$500.00 per calendar year. Note: A workshop is defined as 1-2 days.
5. The course reimbursement fund will pay for travel, for members, in their own vehicles, in accordance with the current relief dispatch rates for members working and living in outlying areas, to attend approved courses within School District 73 boundaries.

LIMITS

1. Members on leave of absence (excluding Educational Leave) as outlined under Article 22 H 2 & 3; 1-4 month leave and up to 1 year leave are not eligible to

access reimbursement funds.

2. New Hires, Category 4 (Relief) and all members with a minimum of 90 days worked are eligible for course reimbursement. The requirement is that you work a minimum of 24 hours per month.
3. New Hires requiring a course(s) to qualify to obtain initial employment in their job classification are not eligible to access reimbursement funds.

PROCEDURE – All applications must be approved in advance.

1. Complete part one (1) of the Request for Course Reimbursement Form, along with a course outline, and submit to the CRC at least four (4) weeks prior to course commencement. Email your application to: [cr.cupe3500@gmail.com](mailto:cr.cupe3500@gmail.com)
2. Applicant will receive a response via their personal email address.
3. Prior to reimbursement, the original itemized receipt and proof of successful completion must be submitted.
4. Reimbursement to be paid through the Finance Department from the CUPE Course Reimbursement Fund and processed within 30 days of approval.

c. Course Reimbursement Appeal Process

If a member's request for reimbursement has been denied by the CRC, they may appeal the decision through the following process.

First Appeal

1. To request a reconsideration, notify the chairperson of the committee via email to [cr.cupe3500@gmail.com](mailto:cr.cupe3500@gmail.com) within 7 days of receiving the denial email. The request must include specific reasons for reconsideration.
2. The chairperson shall call a committee meeting within 7 days of receipt of the appeal for reconsideration.
3. The committee may ask for more information from, or a meeting with, the member.
4. The chairperson shall, within 24 hours of the meeting, notify the member of the decision of the committee via email.

Should the member wish for further reconsideration, they may appeal the decision to the Local Executive through the following process.

Final Appeal

1. The member shall notify the chairperson of the committee via email to [cr.cupe3500@gmail.com](mailto:cr.cupe3500@gmail.com) within 7 days of receiving the second denial, requesting a final appeal. The request must include specific reasons for reconsideration.

2. The chairperson shall forward the member's email reconsideration request to the Local President and include previous pertinent information.
3. The Local President shall call a meeting of the Executive Board within 7 days of receipt of the appeal for the Board's reconsideration.
4. The Board may ask for more information from, or a meeting with, the member.
5. Within 24 hours, the President shall notify the member via email of the decision of the Board.
6. The decision of the Board shall be final and, unless new and cogent information arises, there will be no further appeal.

6. **Job Evaluation Committee**

Should consist of three (3) elected members, one of whom is an alternate.

- This committee falls under the guidelines of our Collective Agreement.

7. **Labour Management Committee**

Should consist of five (5) elected members (not counting the president's option).

- This committee falls under the guidelines of our Collective Agreement.

8. **District Joint Health and Safety (OH & S) Committee**

Should consist of three (3) members. 2 members being elected by the membership (1 delegate and 1 alternate), and the third position to be filled by the president.

- Work to educate members on the importance of workplace health and safety;
- Work to eliminate all workplace hazards, be they physical, environmental, social, or mental health and promote safe work procedures and environments;
- Participate on Joint Worksite Health and Safety Committee;
- Immediately bring to the attention of the employer any workplace hazard that has the potential to cause members' illness or injury;
- Assist in the organization of, or participate in, the annual April 28th Day of Mourning ceremony;
- This committee falls under the guidelines of our Collective Agreement.
- Will sit on the Union Site Safety Committee

9. **Union Site Safety Committee**

Should consist of three (3) members. Two (2) of those members will be the delegate and the alternate elected to the District Joint Health and Safety Committee, and 1 Member-At-Large, elected separately by the membership, to assist in the fulfillment of committee duties.

- The delegate shall act as chair of the committee, and the alternate delegate shall chair when the delegate is not available.
- The committee shall meet once every 3 months at a minimum.
- Shall ensure CUPE representation on all site safety committees.
- The committee shall ensure all site representatives receive appropriate education annually.
- Shall act as a resource for site safety representatives.
- Shall investigate all site representatives' complaints of improper process and forward their findings to the employer and/or local for appropriate disposition.
- 
- Work to educate members on the importance of workplace health and safety.
- Work to eliminate all workplace hazards, be they physical, environmental, or social and promote safe work procedures and environments.
- Immediately bring to the attention of the employer any workplace hazard that has the potential to cause members illness or injury.
- Assist in the organization of, or participation in, the annual April 28<sup>th</sup> Day of Mourning ceremony.
- The committee falls under the guidelines of our Collective Agreement.

10. **Southern Interior District Council (SIDC) Delegates**

- Should consist of elected members based on our membership (see SIDC delegate criteria in their Bylaws)
- Elect a member from the delegates to report back to the membership after council meetings.

11. **Kamloops District Labour Council (KDLC) Delegates**

- Should consist of elected members based on our membership (see KDLC delegate criteria in their Bylaws).
- Local reports given at council meetings shall be done by the President or another

delegate designated by the President.

- Elect a member from the delegates to report back to the membership after council meetings.

## 12. **Personnel Committee**

The Personnel Committee shall be comprised of the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President and Secretary Treasurer. The committee is responsible for all labour relations issues, the committee will adhere to all applicable legislation as amended from time to time by the Province of British Columbia. All meetings will be called by the chair and held in camera.

## 13. **Social Committee**

Should consist of five (5) elected members (not counting the President and Secretary Treasurer option).

- 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 suggestions taken at membership meeting;
- Extend the Local Union's condolences in the event of the death of a member or one of their immediate family (as defined in our collective agreement Article 22 (c)) and make other appropriate gestures in accordance with custom or the wishes of the family concerned up to \$100.00.
- Recognition of Service shall only be granted to all CUPE members upon retirement from School District #73
- Submit report to Recording Secretary one week prior to general membership meeting so it can be included in the meeting distribution package.

## 134. **Social Media/Website Committee**

- Should consist of 2 elected member (not counting the 2<sup>nd</sup> VP)
- Update and maintain CUPE Local 3500 Website and any social media platforms.
- All information must be pre approved by the executive board.
- Any union designated account created, be set up using CUPE Local 3500 email address.

## **SECTION 14 – COMMUNICATION**

- a) Members who wish to have a particular issue addressed, or taken forward as a grievance must, whenever possible, submit the issue in writing to their Shop Steward including all particulars and relevant articles of the Collective Agreement believed to have been



breached, along with suggested resolutions to the issue. Should assistance in documenting the issue be required, Shop Stewards will aid members when necessary. However, this does not preclude members from talking to their stewards about any issues or concerns they wish to clarify before formally addressing them in writing.

- b) All issues brought forth in such a manner will be addressed without prejudice or discrimination, in good faith, and with the utmost possible discretion and confidentiality by union representatives.
- c) The line of communication for addressing issues and or grievances will be as follows:  
  
Shop Steward > Vice President > Grievance Chair / President > National Representative
- d) Once a member has formally submitted a concern, it shall be investigated in a timely manner by the Shop Steward and taken up the aforementioned line of communication as far as necessary in order to resolve the situation in the best manner possible.
- e) Any member who, for whatever reason, wishes to bypass their Shop Steward and go directly to the Vice President, must first submit their reasoning in writing, whenever possible, to the Vice President for approval to do so.

## **SECTION 15 – GRIEVANCE / ARBITRATION / APPEALS**

The decision to file a grievance and to proceed to any step of the grievance procedure, including arbitration, rests exclusively with the Local Union and not the individual member. To ensure that decisions are fair and not arbitrary, the following appeal process is available to members.

If a member feels they have an issue that warrants a grievance and/or arbitration, they must first discuss the issue with their assigned Steward. The Steward will then consult with the Grievance Chair and advise the member on the merits of taking the matter forward. If the decision is to not take the matter forward, the following appeal process may occur.

### **First Appeal**

1. A member who wishes to appeal a decision not to proceed with a grievance or arbitration will notify the Grievance Chair within 7 (seven) days of receiving this decision from their Steward.
2. The Grievance Chair will add the matter to the agenda of the next Grievance Committee Meeting.
3. The Grievance Chair will take any and all necessary steps with employer to ensure the matter is not lost due to any timelines outlined in the grievance procedure of the collective agreement.
4. The Grievance Committee shall request the opinion of the National Representative.

5. At that meeting, the assigned Steward will present their reasons for not advancing the matter to grievance or arbitration.
6. The Member will then be asked to present their case along with their reasons for why they feel the matter should be advanced, and any other information they feel is relevant.
7. The member will then be excused from the meeting.
8. The Grievance Committee will then conduct a secret ballot vote to decide on whether to advance the matter or not.
9. The member will be notified of the decision by the Grievance Chair and their right to advance the matter for a final appeal

### Final Appeal

1. Should a member wish, they may advance the matter to a final appeal before the Local Executive.
2. To do so, they must notify the Grievance Chair within 7 (seven) days of receiving the decision on the first appeal.
3. The Grievance Chair will then have the matter placed on the agenda of the next Executive meeting.
4. The Grievance Chair will take any and all necessary steps with the employer to ensure the matter is not lost due to any timelines outlined in the grievance procedure of the collective agreement.
5. Prior to the meeting, the Executive shall request the opinion of the National Representative.
6. At that meeting, the Grievance Chair will present the Grievance Committee's reasons for not advancing the matter to grievance or arbitration.
7. The Member will then be asked to present their case along with their reasons for why they feel the matter should be advanced, and any other information they feel is relevant.
8. The member will then be excused from the meeting.
9. The Executive will then conduct a secret ballot vote to decide on whether to advance the matter or not.
10. The member will be notified of the decision by the President.
11. The decision of the Executive is final; and unless new and cogent evidence arises there will be no further appeal.

## **SECTION 16 - RULES OF ORDER**

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

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

## **SECTION 17 - AMENDMENTS**

- a) These by-laws are always subordinate to the CUPE Constitution (including Appendix "B") as it now exists or may be amended from time to time, and in the event of any conflict between these by-laws and the CUPE Constitution the latter shall govern. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.
- b) These by-laws shall not be amended, added to, or suspended except upon majority vote of those present and voting at a regular or special membership meeting following seven days' notice at a previous meeting or at least sixty days written notice.
- c) No change in these by-laws shall be valid and take effect until approved by the National President of CUPE. The validity shall date from the letter of approval of the National President.

## APPENDIX "A" - RULES OF ORDER

---

---

1. The President or, in their absence, the Vice-President, shall take the chair at all membership meetings. In the absence of both the President and 1<sup>st</sup> Vice-President, the 2<sup>nd</sup> Vice-President shall act as President, and in their absence a President pro-team shall be chosen by the Local.
2. No member, except the Chairperson of a committee making a report or the mover of a resolution, shall speak more than five minutes, or more than once on the same question without the consent of the meeting or until all who wish to speak have had an opportunity. Chairpersons and movers of a resolution shall be limited to fifteen minutes, except with the consent of the meeting.
3. The President shall state every question coming before the Local, and before allowing debate there on, and again immediately before putting it to a vote, shall ask: "Is the Local ready for the questions?" Should no member rise to speak, the question shall then be put.
4. A motion to be entertained by the presiding officer shall be moved and seconded; both mover and seconder must rise and be recognized by the chair.
5. A motion to amend, or to amend an amendment, shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment, or amendment to an amendment, which is a direct negative of the resolution shall be in order.
6. On motion, the regular order of business may be suspended, by a two-thirds vote of those present, to deal with any urgent business.
7. All resolutions and motions other than those named in Rule 17, or those to accept or adopt the report of a committee, shall, if requested by the presiding officer, be presented in writing before being put to the Local.
8. At the request of any member, and upon a majority vote of those present, a question may be divided when the sense will admit of it.
9. Any member having made a motion can withdraw it with the consent of the seconder, except that any motion, once debated, cannot be withdrawn except by a majority vote of those present.
10. When a member wishes to speak on a question or to make a motion, they shall rise in their place and respectfully address the presiding officer, but, except to state that they rises to a point of order or on a question of privilege, they shall not proceed further until recognized by the chair.
11. When two or more members rise to speak at the same time, the presiding officer shall decide which one is entitled to the floor.
12. Every member, while speaking, shall adhere to the question under debate and avoid all

personal, indecorous, or offensive language, as well as any poor reflection on the Local or member thereof.

13. If a member, while speaking, is called to order, they shall cease speaking until the point is determined; if it is decided they are in order, they may again proceed.
14. No religious discussion shall be permitted.
15. The President shall take no part in debate while presiding but may yield the chair to the vice-president in order to speak on any question before the Local, or to introduce a new question.
16. The presiding officer shall have the same rights as other members to vote on any question. In case of a tie, they may in addition, give a casting vote, or, if they choose refrain from breaking the tie, in which case the motion is lost.
17. When a motion is before the Local, no other motion shall be in order except (1) to adjourn, (2) to put the previous question, (3) to lay on the table, (4) to postpone for a definite time, (5) to refer, (6) to divide or amend, which motions shall have precedence in the order named. The first three of these shall be decided without debate.
18. A motion for the previous question, when regularly moved and seconded, shall be put in this form: "Shall the main question be now put?" If it is adopted, the President shall proceed to take the vote on the resolution and amendments thereto (if any) according to their priority. If an amendment or an amendment to an amendment is adopted, the original resolution, as amended, shall be put to the Local.
19. A motion to adjourn is in order except, (1) when a member has the floor, and (2) when members are voting.
20. A motion to adjourn, having been put and lost, shall not be in order again, if there is further business before the Local, until fifteen minutes have elapsed.
21. After the presiding officer declares the vote on a question, and before the Local proceeds to another order of business, any member may ask for a division. A standing vote shall then be taken, and the Secretary shall count same.
22. If any member wishes to challenge (appeal) a decision of the chair they must do so at the time the decision is made. If the challenge is seconded, the member shall be asked to briefly state the basis for their challenge. The chairperson may then briefly state the basis for their decision, following which the chairperson shall immediately and without debate put the question: "Shall the decision of the chair be sustained?" A majority vote shall decide except that in the event of a tie the chair is sustained.
23. After a question has been decided, any two (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 Vice-President.

25. The Local's business, and proceedings of meetings, are not to be divulged to any persons outside the Local or the Canadian Union of Public Employees.
26. Voting by secret ballot will take place by request. There will be no debate or vote on the question.
27. Smoking will not be allowed at any regular or special membership meeting.

## APPENDIX “B” – KILOMETRE GRID

Distances are in km and are based on return travel	Barriere	Blue River	Chase	Cleanwater	Harper Mtn.	Helfley Creek	Kamloops	Kelowna (via Vernon)	Logan Lake	McQueen Lake	Merritt	Penantan	Quaaout Lodge	Rayleigh	Savona	Skeetchestn	Sun Peaks	Vancouver (via Coq)	Vavenby	Vernon	Victoria (via Coq)	Westwold	
Barriere	X	328	250	116	148	86	140	474	240	190	298	214	286	104	232	280	149	856	166	374	1020	258	
Blue River	328	X	578	211	512	408	464	798	562	514	622	532	610	426	556	604	471	1150	158	698	1344	582	
Chase	250	578	X	366	162	170	114	342	240	164	292	188	32	150	206	254	233	830	420	246	994	130	
Cleanwater	116	211	366	X	300	196	252	594	358	302	430	326	398	216	344	392	259	968	54	486	1136	370	
Harper Mtn.	148	512	162	300	X	104	56	390	172	98	226	26	194	62	140	188	167	768	320	282	928	166	
Helfley Creek	86	408	170	196	104	X	56	398	182	106	234	120	202	20	148	196	63	772	250	290	936	174	
Kamloops	140	464	114	252	56	56	X	342	126	50	178	74	146	36	92	140	119	716	306	234	880	118	
Kelowna (via Vernon)	474	798	342	594	390	398	342	X	466	390	518	414	278	376	432	480	458	1056	646	106	NA	230	
Logan Lake	240	562	240	358	172	182	126	466	X	176	96	200	272	162	86	134	244	636	432	360	802	232	
McQueen Lake	190	514	164	302	98	106	50	390	176	X	228	110	196	86	142	190	168	766	358	284	932	168	
Merritt	298	622	292	430	226	234	178	518	96	228	X	252	324	214	216	264	296	538	484	344*	702	344	
Pinantan	214	532	188	326	26	120	74	414	200	110	252	X	220	96	264	316	178	790	366	294	776	178	
Quaaout Lodge	286	610	32	398	194	202	146	278	272	196	324	220	X	182	238	290	264	862	452	236	1026	180	
Rayleigh	104	426	150	216	62	20	36	376	162	86	214	96	182	X	128	176	83	752	270	270	916	154	
Savona	232	556	206	344	140	148	92	432	86	142	216	264	238	128	X	48	210	726	398	326	890	210	
Skeetchestn	280	604	254	392	188	196	140	480	134	190	264	316	290	176	48	X	258	766	446	374	934	58	
Sun Peaks	149	471	233	259	167	63	119	458	244	168	296	178	264	83	210	258	X	834	302	352	998	236	
Vancouver (via Coq)	856	1150	830	968	764	772	716	1056	636	766	538	790	862	752	726	766	834	X	1022	886*	222	834	
Vavenby	166	158	420	54	320	250	306	646	432	358	484	366	452	270	398	446	302	1022	X	540	1186	424	
Vernon	374	698	246	486	282	290	234	106	360	284	344*	294	236	270	326	374	352	886*	540	X	1108*	116	
Victoria (via Coq)	1020	1344	994	1136	928	936	880	NA	802	932	702	776	1026	916	890	934	998	222	1186	1108*	X	998	
Westwold	258	582	130	370	166	174	118	230	232	168	344	178	180	154	210	258	236	834	424	116	998	X	
* Via Kelowna																							