

# CONSTITUTION

AND

BY-LAWS

-of-

CANADIAN UNION OF PUBLIC EMPLOYEES

LOCAL UNION NO. 30

(EDMONTON CIVIC EMPLOYEES)

(EPCOR Water Inc.)

(Fort Saskatchewan)

(Northlands)

(Bon Accord)

(Thorsby)

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## CONSTITUTION

### Article I – NAME

- Section 1. The name of this organization shall be: The Canadian Union of Public Employees, Local Union No. 30; Edmonton Civic Employees, **Northlands, EPCOR Water Inc, Bon Accord, Thorsby and Fort Saskatchewan.**

### Article II – OBJECTIVES

- Section 1. The increase of knowledge, skill and proficiency of its members in all matters of business.
- Section 2. To further the interest and welfare of its members by working toward improved working conditions and a higher standard of living.
- Section 3. To provide a planned security program for its members and dependants through approved insurances, pension, hospitalization and medical service group contracts.
- Section 4. To promote a harmonious relationship with management.
- Section 5. To establish a satisfactory system of settling grievances for members.
- Section 6. To foster a wholesome, fraternal spirit among members by assisting with promotion of social activities and other group activities of a recreational and cultural nature.

- Section 7. To advance and support the cause of worthy community interest and social well being.
- Section 8. “To support the Canadian Union of Public Employees in its objectives as set out in Article 2 of the Canadian Union of Public Employees Constitution.”

### **Article III – MEMBERSHIP**

- Section 1. Active – The active dues-paying membership of the Local shall be composed of any initiated workers employed within the jurisdiction covered by the Charter of the Local, of full-time official representative coming from the bargaining unit of the Local, or representative of the National Union, or on the same becoming a full-time officer or official of the Canadian Labour Congress.
- Section 2. Honourary – Honourary membership may be conferred upon any retiring, active member of Local 30 covered by Article III, Section 1, but such member will have voice by no vote.

### **Article IV – OFFICERS**

- Section 1. The officers of the Local shall be: President, General Vice President (City of Edmonton), General Vice President (**EPCOR Water Inc**), General Vice President (**Northlands**), **General Vice President (Fort Saskatchewan)**, Treasurer, **Assistant Treasurer**, Recording Secretary, Sergeant-At -Arms, and three (3) Trustees.

### **Article V – EXECUTIVE**

- Section 1. There shall be an Executive Board consisting of the President, General Vice President (City of Edmonton), General Vice President (**EPCOR Water Inc**), General Vice President (**Northlands**), **General Vice President (Fort Saskatchewan)**, Treasurer, **Assistant Treasurer**, Recording Secretary, Sergeant-at-Arms, and Chief Shop Stewards, The assigned National Representative(s) shall have full access to any and all functions of CUPE Local 30, with full voice but no vote.
- Section 2. There shall be an Executive Committee consisting of President, General Vice President (City of Edmonton), General Vice President (**EPCOR Water Inc**), General Vice President (**Northlands**), **General Vice President (Fort Saskatchewan)**, Treasurer, **Assistant Treasurer**, Recording Secretary, Trustees, Sergeant-At-Arms, and Shop Stewards.

### **Article VI – BOARD OF TRUSTEES**

- Section 1. The Board of Trustees shall consist of three members. Each year the Union shall elect one Trustee for a three-year period or in the case of

vacancies occurring, elect Trustees to fill only the unexpired terms in order to preserve overlapping terms of office.

## **Article VII – COMMITTEES**

- Section 1. **Negotiations Committee** – The Negotiations Committee shall consist of the President, Business Agents, National Representatives and one or more active members appointed by the Board and approved by the membership at a regular meeting.
- Section 2. **Member Assistance Committee** – The Member Assistance Committee shall be comprised of up to five (5) members in good standing and retirees appointed by the Executive Board and approved by the membership at a regular meeting.
- Section 3. **Education Committee** – The Education Committee shall be comprised of up to five (5) members in good standing and retirees appointed by the Executive Board and approved by the membership at a regular meeting.
- Section 4. **Meeting Attendance Committee** – The Meeting Attendance Committee shall be comprised of up to five (5) members in good standing and retirees appointed by the Executive Board and approved by the membership at a regular meeting.
- Section 5. **Grievance Committee** – The Grievance Committee shall be the Executive Board.
- Section 6. **Social Committee** – The Social Committee shall be comprised of up to six (6) members in good standing and retirees appointed by the Executive Board and approved by the membership at a regular meeting.
- Section 7. **Resolution Committee** – The Resolution Committee shall be comprised of up to five (5) members in good standing and retirees appointed by the Executive Board and approved by the membership at a regular meeting.
- Section 8. **Editorial Committee** – The Editorial Committee shall be comprised of up to five (5) members in good standing and retirees appointed by the Executive Board and approved by the membership at a regular meeting.
- Section 9. **Occupational Health & Safety Committee** – The Occupational Health & Safety Committee shall be comprised of up to five (5) members in good standing and retirees appointed by the Executive Board and approved by the membership at a regular meeting.

- Section 10. **Political Action Committee** – the Political Action Committee shall be comprised of up to six (6) members in good standing and retirees appointed by the Executive Board and approved by the membership at a regular meeting.
- Section 11. **Environment Committee** – The Environment Committee shall be comprised of up to five (5) members in good standing and retirees appointed by the Executive Board and approved by the membership at a regular meeting.
- Section 12. **Anti-Racism Committee** – The Anti-Racism Committee shall be comprised of up to five (5) members in good standing and retirees appointed by the Executive Board and approved by the membership at a regular meeting.
- Section 13. **Historical Committee** – The Historical Committee shall be comprised of up to five (5) members in good standing and retirees appointed by the Executive Board and approved by the membership at a regular meeting.

### **Article VIII – SHOP STEWARDS**

- Section 1. Each department or sub-department shall have one or more Shop Steward. The Stewards should be selected by active members of the department or sub-department concerned and approved by the Executive Committee. The Executive Board may appoint a Shop Steward in each and every department and sub-department should the members fail to elect one in thirty days. The members of the department or sub-department concerned may replace any Steward by a 2/3 vote. The Executive Board may replace any Steward who fails to attend three consecutive Shop Steward Meetings without good reason.

### **Article IX – REPRESENTATIVES & DELEGATES**

- Section 1. **Edmonton Association of Civic Employees:** Official delegates to the Edmonton Association of Civic Employees shall be: President or their Designate from the Executive Board and/or Staff, and one or more delegates up to the number allowed by the Association elected by the membership at the Annual Meeting.
- Section 2. **Edmonton District Labour Council:** Official delegates to the Edmonton and District Labour Council shall consist of an Executive Board member and one or more delegates up to the number allowed by the Council and shall be elected by the membership at the Annual Meeting.
- Section 3. **Edmonton Civic Employees' Charitable Assistance Fund:** One official delegate and alternate delegate to the Edmonton Civic Employees' Charitable Assistance Fund shall be Executive Board members and shall be elected by the membership at the Annual Meeting.
- Section 4. **Edmonton and District Council of CUPE** – Official delegates to the Edmonton and District Council of CUPE shall consist of an Executive Board

member and one or more delegates up to the membership allowed by the Council and shall be elected by the membership at the Annual Meeting.

Section 5. **Other Representatives and Delegates:** Other Representatives and/or Delegates as are deemed necessary from time to time may be elected by the membership at a regular General or Special Meeting of the Local.

### **Article X – TERMS OF OFFICE**

Section 1. Officers shall be elected as follows: (commencing July 2003):

Three **(3)** Year Term for the Full Time Position of President (Commencing 2003)

Two **(2)** Year Term for the position(s) of General Vice President (Commencing 2006)

Three **(3)** Year Term for the position of Treasurer (Commencing 2003)

**One (1) Year Term for the position of Assistant Treasurer (Commencing 2009) and then conversion to a three (3) year term (Commencing 2010)**

Two **(2)** Year Term for the position of Recording Secretary (Commencing 2003)

Two **(2)** Year Term for the position of Sergeant at Arms (Commencing 2003)

Two **(2)** Year Term for the position(s) of Chief Shop Steward (Commencing on the next election June 2008).

Section 2. Delegates and Committee Members elected or appointed at the Annual Meeting shall assume duties of office within seven consecutive days following the Annual Meeting. Other delegates shall be appointed annually, Committee members shall be appointed for a two **(2)** year term.

### **Article XI – AMENDMENTS**

Section 1. This Constitution may be amended by a 2/3 vote of those present and voting at any regular or Special Meeting of the Local, provided that a Notice of Motion has been recorded in the minutes of the preceding regular General Meeting or at least sixty (60) days written notice has been provided and approval is given by the National President.

## **BY-LAWS**

### **Article I – MEMBERSHIP**

- Section 1. Membership in the Canadian Union of Public Employees, Local Union No. 30 shall be designated as Active and Honourary.
- Section 2. Active Membership shall be composed of any initiated worker employed within the jurisdiction covered by the Charter of the Local, Business Agents or other full-time official representatives of the Local coming from the Bargaining Unit, or on the same becoming a full-time officer of the National Union or the Canadian Labour Congress.
- Section 3. Membership shall consist of those employees of the City of Edmonton, **EPCOR Water Inc., Northlands and Fort Saskatchewan** and any other group for whom the bargaining rights are vested in this Local.
- Section 4. Honourary Membership may be conferred upon retired, active members of the Local who had made an outstanding contribution to the Local. Candidates may be nominated by any Active Member, but must be approved by 2/3 of the members present at a regular meeting.
- Section 5. All active dues paying members in good standing may vote or hold office in the Local irrespective of their job classification. An employee of the Local hired from outside of the jurisdiction shall not have vote.

### **Article II – DUES AND INITIATION FEES**

- Section 1. An initiation fee of \$2.00 shall be required of all applicants. The fee shall be paid in advance.
- Section 2. The dues for all active members shall be the amount as passed by the membership at a General Meeting, provided a Notice of Motion has been recorded in the minutes of the preceding regular General Meeting. They shall be collected bi-weekly through the payroll deduction of check-off for union dues.

### **Article III – DUTIES OF OFFICERS**

Section 1.

President

- a) Enforce the CUPE Constitution and these By-laws.
- b) Preside or delegate authority according to the Constitution at all membership and Executive meetings and preserve order.
- c) He/she will be ex officio member of all Committees and initiate the first Committee meeting to establish a Chairperson and Secretary of such Committees.
- d) Decide all points of order and procedure (subject always to appeal to the membership).
- e) Have a vote on all matters (except appeals against his/her rulings) and in case of a tie in any matter, including elections, have the right to cast an additional vote to break the tie.
- f) Ensure that all officers perform their assigned duties.
- g) Fill Committee vacancies where elections are not provided for.
- h) Introduce new members at General Meeting.
- i) Sign cheques and ensure that the Local's funds are used only as authorized or directed by the Constitution, By-laws or vote of the membership.
- j) Shall be automatic delegate to all Conventions and Conferences.
- k) Ensure that any negotiations with staff, regarding wages and working conditions take place in a timely and forthright manner.
- l) Effectively deal with and resolve any staff grievances.

Section 2. General Vice President(s)

- a) General Vice President(s) – one from each bargaining unit (City of Edmonton, **EPCOR Water Inc, Northlands and Fort Saskatchewan**) shall be elected by secret ballot by the members of their respective bargaining unit in accordance with the Bylaws Election Procedure.
- b) If the President is absent, the Executive Board will select, from among the General Vice President(s), the Acting President. The selection will be made by a simple majority vote of the Executive Board.
- c) If the Office of the President falls vacant, the Acting President shall preside until a by-election can be held at the earliest opportunity.

### Section 3. Recording Secretary

The Recording Secretary shall keep a correct, full and impartial record of the proceedings of each meeting of the Local and each meeting of the Executive. He/she shall be prepared to present these minutes when called upon by the President or presiding officer and perform such other duties as the Local may direct.

### Section 4. Treasurer

- a) The Treasurer shall keep all financial accounts of the Local and shall maintain correct and proper accounts of all its members. He/she shall hold such information as confidential for the information of the Executive Board or as directed by the Local. He/she shall receive all initiation fees, dues, assessments and fines from members of the Local and deposit in such bank as the Local shall direct. He/she shall make all disbursements as ordered by the Local or as required to cover regular accounts as they become due. He/she shall prepare the necessary per capita tax forms and remit payments not later than the 15<sup>th</sup> day of each month, all financial obligations owing to the Canadian union; he/she shall also submit a financial report to the Local Union monthly.
- b) The Treasurer shall be properly bonded with a Faithful Performance Bond by a bonding company to an amount as recommended by the Trustees. Any Treasurer who cannot qualify for a bond shall be immediately disqualified from his/her office and the Local shall **proceed with a by-election to be held at the earliest opportunity.**
- c) The Treasurer shall make a financial report every six months at a General Meeting to the Local, such reports having been prepared by the Board of Trustees in conjunction with the Treasurer.
- d) The Treasurer is required to keep on file all receipts for money expended.

- e) The Treasurer shall submit his/her books and records quarterly to the Board of Trustees for audit and shall furnish the Board of Trustees with proof of balance in the bank where the funds of the Local are on deposit.
- f) The Treasurer shall hold in trust, in a safety deposit vault, any and all valuables, bonds, or confidential documents, which are property of the Local.
- g) The Treasurer shall, at the end of his/her term of office, turn over to his/her successor, all properties, and assets, including funds, books and records belonging to the Local.
- h) Expenses of the Local shall be only for the purpose of the Local and in all cases shall be made by cheque by the Treasurer and countersigned by the President, or such other officer as the Local may designate. However, a petty cash fund may be authorized by the Local sufficient for the transaction of the Local's cash requirements.
- i) The Treasurer shall at the end of his/her term avail him/her self for one (1) month for the purpose of training a new Treasurer and/or Assistant Treasurer during the transition period.
- j) The Treasurer shall bring recommendations for the placement of monies of the Local 30's Defence Fund to Local 30's Executive Board prior to making any changes to the investments held in trust for the membership.
- k) If the Treasurer is absent, **the Assistant Treasurer will assume full duties.**
- l) If the Office of the Treasurer falls vacant, the **Assistant** Treasurer shall preside until a by-election can be held at the earliest opportunity.

## **Section 5. Assistant Treasurer**

- a) **The Assistant Treasurer shall be properly bonded with a Faithful Performance Bond by a bonding company to an amount as recommended by the Trustees. Any Assistant Treasurer who cannot qualify for a bond shall be immediately disqualified from his/her office and the Local shall proceed with a by-election to be held at the earliest opportunity.**
- b) **The Assistant Treasurer shall upon request by the Treasurer assist in the following functions:**
  - **Preparations of annual T-4 slips,**
  - **Preparations of annual Executive Honorarium calculations and cheques.**

- **Preparations of monthly financial reports.**
  - **And any other functions as mutually agreed to by the Treasurer and Assistant Treasurer.**
- c) If the Office of the Assistant Treasurer falls vacant, the Executive Board will select an Acting Treasurer from among the Executive Board. The selection will be made by a simple majority vote of the Executive Board.**
- d) Perform such other duties as directed by the Executive Board.**

Section 6. Chief Shop Steward(s)

The Chief Shop Steward is representative of all members in CUPE Local 30 regardless of the Department they are elected from. As such members look to a Steward for their leadership, problem solving, and the promotion of CUPE Local 30.

The Chief Shop Steward is responsible for:

- a) Serving on the Executive Board of the local and as such attends and participates in Executive, Steward and Membership meetings of the local, along with Union/Employer mutual Committees where requested/appointed /elected;
- b) Initiating new members and encouraging Shop Stewards to initiate members;
- c) Providing a communication link between Shop Stewards and Members in their respective areas and the Executive Board and providing information about Union activities by distributing notices of meetings, agendas, minutes of meetings, union publications, information about important grievances, contract settlements, etc.
- d) Providing reports to the grievance Committee where applicable;
- e) Understanding and Interpreting the Collective Agreements of the Local and providing advice on disputes and the processes(s) for resolving those disputes;
- f) Utilizing the Union Office, and CUPE Resources and encouraging membership involvement in their Union;

- g) Obtaining the necessary Union Education to support their role(s);
- h) Promoting the Canadian Union of Public Employees and Local 30 and in general the Labour Movement and workers' interests;
- i) Such other responsibilities and duties that may arise from time to time to foster, promote and improve Trade Union principles in CUPE Local 30.

Section 7. Sergeant-at-Arms

Guard the inner door at membership meetings and admit no one but members in good standing or officers and officials of CUPE, except on the order of the President and by consent of the members present.

Assist in maintaining the record of membership attendance at meetings.

Perform such other duties as may be assigned by the Board from time to time.

Section 8. Board of Trustees

- a) Act as an Auditing Committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary and Standing Committees bi-annually.
- b) Report their finds to the first membership meeting following the completion of each audit.
- c) Be responsible to ensure that monies are not paid out without proper constitutional or membership authorization.
- d) Ensure that proper financial reports are made to the membership.
- e) Inspect at least bi-annually any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may be at any time owned by the Local, and report their findings to the membership.
- f) Use audit forms supplied by the CUPE National office and send a copy of each six-month audit to the National Secretary Treasurer in accordance with the provisions of the CUPE Constitution.
- g) They shall arrange a suitable bond for the Treasurer, Assistant Treasurer and signing officers.
- h) They shall arrange for an audit of all Local books and accounts by an accredited accountant once per year with the costs to be approved by the Executive Board and ratified at a regular General Meeting.
- i) They shall assist the Executive Board on matters of a financial nature when requested.

Section 9. Duties of Officers

- a) The Executive Officers of the Local shall negotiate a Collective Agreement with the clerical staff of the Local.
- b) The Executive Officers shall recommend salaries, expenses and benefits for the Business Agents for ratification of membership at the December meeting; for the ensuing year.
- c) The Executive Officers shall recommend salaries, expenses for Relief Business Agents for ratification of the membership.

Section 10. The Executive Board

- a) The Executive Board shall meet at least monthly and more often as may be required for the efficient conduct of the business of the Local.  
The Board shall be responsible for the satisfactory operation of the Local's business in the interval between meetings, general supervision of all Committees and adequate reporting of its actions to regular meetings of the Local. The Executive Board shall prepare and present an annual budget.
- b) No member of the Board of Trustees shall hold an elected position as a member of the Executive Board
- c) A quorum of the Executive shall be a minimum of five members.

Section 11. Stewards

- a) The Shop Steward shall attend regular Shop Steward Meetings. The Shop Stewards shall be responsible for the effectiveness of the Union Agreement with Management in his particular department or sub-department. He/she shall know the personnel in his/her work area and keep them informed on matters relating to Union business. He/she shall assist the employees in problems brought to his/her attention. Prior to the initiation of a grievance, he/she shall attempt to resolve the problem with the department concerned, but will attempt to foresee where grievances might occur and attempt to correct the situation before it develops. He/she shall attend all regular and special meetings of the Local unless circumstances prevent attendance, in which event he/she will endeavour to secure an alternate member representative from his/her department or sub-department. He/she will act as Union leader in his/her department or sub-department and solicit membership in the Local from non-members. He/she shall solicit attendance of members at regular and special meetings.

Section 12. Local Representatives or Business Agents

- a) Representatives or Business Agents shall be recommended for appointment by the Executive Committee and approved by the Local at a regular or Special General Membership meeting. The duties and conditions of employment shall be laid down by the Executive Board and shall be inscribed in the minutes of the General Membership meeting. The applicable employee benefits shall be as

enunciated in the Collective Agreements between the Local and the City of Edmonton, excluding salary. Such duties and conditions of employment shall not be inconsistent with the provisions of the Constitution and Bylaws of the Local.

#### **Article IV – DUTIES OF COMMITTEES**

- Section 1. **Negotiations Committee** – The Negotiations Committee shall represent the Local on all matters pertaining to negotiations and bargaining. The Committee shall provide the Local through study and survey, with the best possible information on trends and developments across the nation in respect of wage increases and working conditions and will give guidance to the membership on demand. The Committee shall report to the Local at regular or special meetings on the progress of negotiations.
- Section 2. **Member Assistance Committee** - The Member Assistance Committee shall be responsible for advising the Executive on matters pertaining to the welfare of members and their families. The Committee shall hear representations on behalf of members, conduct investigations as they deem necessary, and make recommendations to the Executive Committee or the membership at regular or special meetings. The Committee shall keep informed, through visits or other methods, on each case of need under their jurisdiction.
- Section 3. **Education Committee** – The Education Committee shall institute a program of education covering Union principles and methods, management and community relations for the Shop Stewards and the membership at large, which will be carried on throughout the year in cooperation with the Executive Committee; short courses, lectures, audio-visual, discussion groups or other mediums to be used in the program. The Committee shall cooperate with the Education Department of the Canadian Union of Public Employees.
- Section 4. **Meeting Attendance Committee** – The Meeting Attendance Committee shall develop ways and means of interesting membership in their responsibility to attend meetings. Working in cooperation with the Executive Committee they shall use whatever means are at their disposal to increase interest and attendance at Local Meetings.
- Section 5. **Grievance Committee** – Upon request the Grievance Committee shall review any grievance which is unresolved to the members satisfaction. The Committee's decision upon approval of the General Membership at a regular meeting is final.
- Section 6. **Social Committee** – The Social Committee shall be responsible for arranging and organizing all social functions of the Local.

- Section 7. **Resolutions Committee** – The Resolutions Committee shall be responsible for preparing resolutions to be submitted by the Local to the Canadian Labour Congress, Canadian Union of Public Employees, Alberta Federation of Labour, Canadian Union of Public Employees – Alberta Division Conventions or Conferences. All resolutions will be approved by the general membership.
- Section 8. **Editorial Committee** – The Editorial Committee shall be responsible for preparing the Local’s newsletter for the member’s information.
- Section 9. **Occupational Health and Safety Committee** – The Health and Safety Committee shall be responsible for informing the membership of changes in legislation, policies, health hazards, environmental problems or any other related safety measures for the membership protection.
- Section 10. **Political Action Committee** – The Political Action Committee shall be responsible for informing the Executive and membership on all matters of political awareness. The Committee will work in conjunction with the CUPE Alberta Division and the Alberta Federation of Labour Committees on Provincial and Federal political matters, and shall review and provide recommendations on all civic political matters as required.
- Section 11. **Environment Committee** – The Environment Committee shall be responsible for informing the Executive and membership on all matters of Environmental Awareness. The Committee will work in conjunction with CUPE National, the CUPE Alberta Division, the Alberta Federation of Labour and Canadian Labour Congress Environmental Committees as well as other groups that share our Environmental concerns. This Committee shall review and provide recommendations on all Environmental matters as required.
- Section 12. **Anti-Racism Committee** – The Anti-Racism Committee shall be responsible for informing the Executive and membership on all matters of Anti-Racism. This Committee shall promote ways of ensuring that every member of Local 30 be protected against any kind of discrimination or manifestation of racism with the facilitations of Educational programs to raise these issues through any and all channels available with the full endorsement of Local 30 membership.
- Section 13. **Historical Committee**- The Historical Committee shall be responsible for maintaining and recording any Historical events or documents’ relating to Local 30’s History. This Committee shall be responsible for educating the membership on History of Local 30 and it’s contributing members.

## **Article V – GENERAL MEETINGS**

- Section 1. **Regular General Meetings** – The regular meeting of the Local shall be convened at 4:30 P.M. on the afternoon of the fourth Wednesday of each calendar month unless otherwise ordered; further provided that the

meetings during July and August may be cancelled on the majority vote of the members at the June meeting.

Section 2. **Special General Meetings** – Special General Meetings of the Local shall be held at the call of the President, or at the request of at least 25 members (a quorum), at a time convenient to the majority of the members. Special Meetings shall consider only that business for which the meetings has been called as is set forth in the notices of such special meetings.

Section 3. **Annual General Meeting** – The Annual General meeting shall be convened at 4:30 P.M. the afternoon of the fourth Wednesday in the month of May in each year, unless otherwise ordered.

Section 4. A quorum for any regular general meeting, special general meeting or annual meeting of the Local shall be any twenty-five active members in good standing.

Section 5. Who may attend – Regular general meetings, special general meetings and annual general meetings may be attended by active or honorary members in good standing only. The Sergeant-at-Arms will be responsible for the effective check on membership at each regular or special meeting of the Local. Special departmental meetings may be attended only by the active members employed in the department or sub-department except Executive Board members. Departmental meetings do not require a quorum.

Section 6. **General Meeting Attendance** – Should any elected or appointed member to any office or position in the Local fail to attend three consecutive general meetings without having good and sufficient cause, his/her office shall be declared vacant and the position filled at the following meeting.

Section 7. **Place of General Meeting** – The regular general meetings of the Local shall be held in such building, hall or room as the membership may decide, provided that when any change of meeting place is decided by the membership or arranged by the Executive Committee due to the unavailability of the regular meeting place, that good and sufficient notice of change is posted for the information of all active members of the Local.

Section 8. **Regular General Meeting Agenda** – The regular general meeting of the Local will follow the following order of business, provided that changes in the order of business may be approved by the membership at any particular meeting.

- 1) Opening.
- 2) Roll Call of Officers.
- 3) Initiations.
- 4) Presentations.
- 5) Reading of Minutes of Previous Meeting.
- 6) Business Arising from Minutes.
- 7) Executive Recommendations.

- 8) Treasurer's Report.
- 9) Trustee's Report.
- 10) Election of Officers.
- 11) Correspondence.
- 12) Unfinished Business.
- 13) New Business
- 14) Committee and Delegate Reports.
- 15) Installation of Officers.
- 16) Good and Welfare.
- 17) Adjournment.

## **Article VI – OTHER MEETINGS OF THE LOCAL**

Section 1. Should any elected or appointed member to any office or position in the Local fail to attend three consecutive meetings pertaining to his/her office, without having good and sufficient cause, his/her office shall be declared vacant and the position filled at the following meeting.

## **Article VII – ELECTION PROCEDURES**

Section 1. **Election of Officers**

- 1) In order to be eligible as an Officer of the Local, a candidate must have been a member in continuous good standing for not less than one year prior to being elected and have attended a minimum of five (5) of the last ten (10) previous General Meetings. This provision may be waived on behalf of members on approved Union Business by the Executive Board.
- 2) Nomination of candidates will be called for at the Annual General Meeting. Elections shall be held within 15 days following the Annual General Meeting.
- 3) The presiding Election Officer will state clearly the number of members to be elected to each position and will describe in detail the duties of members elected and the term of Office, as described in the Local's Bylaws.
- 4) Any active member in good standing may appear and nominate for office any member present, provided he or she is in good standing, or any active member in good standing not present if his/her acceptance of nomination is presented in writing.
- 5) Following three calls – "Are there any further nominations?" by the presiding Officer, in the case of each position to be filled, he or she will declare nominations closed.
- 6) The presiding Officer will ask each nominee, commencing with the last one named and following the list in reverse, "If elected, are you

willing to serve in this capacity?” Any nominee who answers “No” will have his or her name deleted from the list. Any nominee who answers “Yes” will have his or her name left on the list of candidates for the position.

- 7) In the case where there is only one candidate for the office, the Recording Secretary shall be instructed to cast the unanimous vote for the candidate. The presiding Officer shall then declare the candidate elected.
- 8) In the case of two or more nominations for any office, election shall be by secret ballot – one member, one ballot.
- 9) The Candidate or Candidates shall be elected by the most votes cast (the candidate(s) achieving the highest number of ballots in his/her favor is declared elected). In the event of a tie vote, a secondary election of those achieving the tie for that position shall be held prior to the next General Meeting.

The following Election Procedures will be followed:

- A Committee of three Election Officers will be appointed by the Executive Board, by consensus or majority vote. The Election Officers must include at least one CUPE National Representative, or other designates from the Labour Community and at least one member at large. Executive Officers will not be named as Election Officers.
- Elections will be conducted by “Quadrant Balloting” with the exception of Chief Shop Stewards which shall be accomplished by Department /Branch wide balloting. (I.e. Community Services, Asset Management and Public Works, Transportation and Streets, Planning and Development) along with a two consecutive day polling station at the union office, appropriate polling stations shall be arranged by the Executive Board in each quadrant of the City (North, South, East, West) as well as at an appropriate site at **Northlands, EPCOR Water Inc. and Fort Saskatchewan**. Commencing in the year 2004, at least thirty (30) days written notification must be given to the membership announcing the particulars of the nomination and election process.
- Polling Stations shall be open from 6:00 a.m. to 8:00 p.m. (with the permission of the Employer(s) if applicable), on each date chosen, or such other time as the majority of the Executive Board determines appropriate given the circumstances involved.
- Union members working for **EPCOR Water Inc., Northlands and Fort Saskatchewan** shall have independent Polling Stations. Members of the Civic Unit may vote at any polling station with the exception of **Northlands, EPCOR Water Inc. and Fort Saskatchewan**.

- Only one voters' list shall be used for the Civic Unit and one voters' list each for **EPCOR Water Inc. Northlands and Fort Saskatchewan**.
  - Members wishing to cast a ballot may only do so by showing their CUPE Local 30 Membership Card to the Balloting Officer. At that time, the Member's name will be matched to the Voter's List and a Ballot given to the Member. The Member will have access to privacy in order to mark their ballot. Once the Ballot is marked, the member will return the folded ballot back to the Balloting Officer who will insert the secret ballot into the locked ballot box in full view of the member.
  - Under no circumstance shall a member be permitted to leave the Polling Station without first having their ballot deposited in the ballot box.
  - Candidates are permitted one Scrutineer each. Scrutineers are permitted to witness the counting of the ballots. However, they are not entitled to disrupt the process. Scrutineers are to stay clear of the private Polling Station at all times, except for the purpose of casting their own ballot.
  - At the closing of the Polling Station(s), the Election Officer(s) will transport the locked Ballot Boxes back to the designated location for counting.
  - The final results of the Election(s) will be announced in writing to the membership within 5 days of the election taking place.
- 10) No member may accept more than one Nomination for Office per Election. No member may hold more than one elected position on the Executive Board.
  - 11) No Officer may accept nomination for another office without first resigning his elected office.
  - 12) The Business Agents will not be eligible for any other office in the Local while in the employ of the Local.
  - 13) In the case of vacancies occurring, a by-election will be held at the earliest opportunity.
  - 14) All nominees shall have the right to select his/her own scrutineer.

## Section 2.

### Delegates

- 1) In order to be eligible as a delegate of the Local, a candidate must have been in continuous good standing for not less than one (1) year prior to being nominated, and must have **attended a minimum of five (5) of the last ten (10) previous General Meetings**. This

provision may be waived on behalf of shift workers or members on approved Union Business or Medical Absence by the Executive Board.

- 2) Delegates to National Conventions, National Conferences, and National Seminars shall be nominated from the Executive Committee and elected by the members at a regular General Meeting or Special Meeting.
- 3) Delegates to Provincial Conventions, Provincial Conferences, and Provincial Seminars may include three (3) delegates from the membership at large and shall be elected by the members at a regular General Meeting or Special Meeting.

### Section 3. Delegates to Schools

- 1) All members in good standing are eligible to attend in- town Union approved school.
- 2) To be eligible for an **out-of-town** Union approved school the member must have attended an **in-town** Union approved school or program.

### Section 4. Election of Delegates

- 1) Any active member in good standing may appear and nominate any member present who qualifies under Sections 1, 2, and 3, or any member not present if his or her acceptance of nomination is presented in writing and he or she qualifies under Sections 1, 2, and 3.
- 2) Following three calls – “Are there any further nominations?” by the presiding Officer, he or she will declare nominations closed.
- 3) The presiding Officer will ask each nominee, commencing with the last one named and following the list in reverse – “If elected, are you willing to serve in this capacity?” Any nominee who answers “No” will have his or her name deleted from the list. Any nominee who answers “yes” will have his or her name left on the list of candidates for the position.
- 4) In the case where there is only one candidate for the position of the same or less number of candidates as positions, the Recording Secretary shall be instructed to cast the unanimous ballot or ballots for the candidate or candidates. The presiding Officer shall then declare that candidate elected.

- 5) In the case where there are more nominations than positions, an election shall be held and a vote taken by secret ballot - one member, one ballot.
- 6) The candidate or candidates with the highest number of votes taken shall be declared elected.
- 7) In addition to delegates, alternate delegates may be elected. The candidate with the highest number of votes to be elected delegate or delegates, will be considered the first alternate delegate, the next highest to be the second alternate delegate and so on. In the case of a tie number of votes, the first alternate delegate shall be named with another vote if necessary. Any delegate not able to attend shall be replaced by the first alternate delegate.

## **Article VIII – DELEGATE EXPENSES**

### Section 1.

#### **Convention/Conference Delegate Expenses**

- 1) Salary while on Local business shall be paid at the current regular rate of pay of the delegate.
- 2) Registration fees shall be paid by the Local.
- 3) Travelling expenses for out-of-town Conventions/Conferences shall be paid on the basis of the most economical mode of transportation available in terms of time and expenses involved, however delegates using their vehicles for Union Business will be compensated the Revenue Canada mileage rate as established in January of each fiscal year.
- 4) Hotel expenses shall be paid on a single room basis.
- 5) Out-of-pocket expenses for in-town business shall be a minimum of \$25.00 per day. Out-of-pocket expenses for out-of-town business but still in Alberta shall be a minimum of \$60.00 per day. Out-of-pocket expenses for business outside the province of Alberta shall be \$75.00 per day.
- 6) Out-of-pocket expenses may be increased up to a maximum of \$50.00 per day in-town or \$100.00 per day out-of-town, at the discretion of the Executive Board, who will take into consideration the factors of locale, meals, type of meeting, entertaining expected, etc. Recommendations to increase these daily out-of-pocket expenses shall be ratified at a regular General Meeting.

## Section 2.

### School Delegate Expenses

- 1) Delegates shall be reimbursed for salary lost when such Schools are held during a member's normal work week.
- 2) Registration fees shall be paid by the Local.
- 3) Travelling expenses for out-of-town delegates shall be paid using the AMA Mileage Chart as a guide in the most direct and economical manner.
  - a) Car – Delegates using their vehicles for Union Business will be compensated the Revenue Canada mileage rate as established in January of each fiscal year.
  - b) Air fare – up to economy rates will be paid. (Must be approved by the Treasurer prior to booking.)
  - c) Ground travel – Delegates using buses and taxis for Union Business shall be paid up presentation of receipts.
  - d) Parking – Parking will be paid upon presentation of receipts.
- 4) Hotel expenses shall be paid on a single room basis when not included in the School's Registration fees.
- 5) Out-of-pocket expenses
  - a) Out-of-pocket expenses for business in-town shall be \$25.00 per day.
  - b) Out-of-pocket expenses for business out-of-town, but still in Alberta shall be \$60.00 per day.
  - c) Out-of-pocket expenses for business outside the province of Alberta shall be \$75.00 per day.
  - d) Where meals are provided as part of the Registration Fees, daily out-of-pocket expenses shall be \$20.00 per day for in-town and \$40.00 per day for out-of-town. For outside the province of Alberta it shall be \$55.00 per day.

### **Article IX – AMENDMENTS**

These Bylaws may be amended by a 2/3 vote of those present and voting at any regular or special meeting of the Local, provided that a Notice of Motion has been recorded in the minutes of the preceding regular General Meeting or at least sixty (60) days written notice has been provided and approval given by the National President.

### **Article X – RULES OF ORDER**

- Section 1.
- 1) The President or in his/her absence, a General Vice President, shall take the Chair at the time specified, at all regular and special meetings of the General Membership. In the absence of the President and General Vice Presidents, a member of the Executive Board shall act as Chair of the Meeting. In the event of a General Vice President or Member of the Executive Board acting as Chair, it shall be done by the consensus of Board Members present or at the very least on a rotational basis by alphabetical order.
  - 3) The President shall state every question coming before the Local and before allowing debate thereon and immediately putting it to a vote, ask "Is the Local ready for the question?" Should no member rise to speak and the Local indicates readiness, the question shall then be put. After the President has risen, no member shall be permitted speak upon it.
  - 4) A motion to be entertained by the presiding Officer must be seconded, and the mover as well as the seconder must rise and be recognized by the Chair.
  - 5) A motion to amend or amend an amendment shall be in order, but no motion to amend and an amended motion shall be permitted. No amendment or amendment to an amendment shall be in order, which is a direct negative of the resolution.
  - 6) On motion, the regular order of business may be suspended by a 2/3 vote of those present to deal with any urgent business.
  - 7) All resolutions and motions other than those named in Rule 17, or to accept or adopt the report of a Committee shall, if requested by presiding Officer, be presented in writing before 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, but a motion once debated can not be withdrawn except by a majority vote of those present.
  - 10) When a member desires to speak on a question or offers a motion, he or she shall rise in his or her place and respectfully address the presiding Officer but shall not proceed further until recognized by the Chair, except to state that he or she rises to a point of order or on a question or privilege.
  - 11) When two or more members rise at the same time to speak, the presiding Officer shall decide which one is entitled to the floor.

- 12) Every member, while speaking, shall adhere to the question under debate, avoid all personal, indecorous or offensive language, as well as any reflection on the Local or member thereof.
- 13) If a member, while speaking, is called to order, he or she shall cease speaking until the point is determined, when, if decided in order, he or she may again proceed.
- 14) No "religious discussion" shall be permitted in the meeting at any time.
- 15) No member shall speak more than five minutes at any one time or more than once on the same question until all members wishing to speak have had an opportunity to do so, when he or she may be allowed to speak a second time, which will close debate.
- 16) The president shall take not part in debate when presiding, but may yield the Chair to a Vice President in order to speak on any question before the Local, or to introduce a new question.
- 17) The presiding Officer shall have the same rights as other members to vote on any question. In case of a tie he or she may give a casting vote or, if he or she chooses, refrain from voting in which case the motion does not prevail and the decision is in the negative.
- 18) When a question has been put, no motion shall be in order except:
  - a) to adjourn;
  - b) to lay on the table;
  - c) the previous question;
  - d) to refer;
  - e) to postpone for a definite time;
  - f) to divide or amend, which motion shall have precedence without debate.
- 19) A motion for the previous question, when regularly moved and seconded shall be put in this form: "Shall the main question now be put?" If adopted, the President shall proceed to take the vote on the resolution and amendment thereto (if any) according to their priority. If an amendment or any amendment to an amendment is adopted, then the original motion, as amended, shall be put to the Local.
- 20) A motion to adjourn is in order except:
  - a) when a member has the floor;
  - b) when members are voting.
- 21) 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.

- 22) Before the presiding Officer declares the vote on a question, or after a vote has been declared lost or carried by acclamation and before the Local proceeds to another order of business, any member may ask for a division. A standing vote shall then be taken and the Recording Secretary shall count the same.
- 23) If any member shall feel himself or herself personally aggrieved by the decision of the Chair, he or she may appeal to the Local from such decision.
- 24) When the decision of the Chair is challenged and seconded, the Chairman shall relinquish the Chair. The challenger shall briefly state the reason for the challenge. The Chairman shall then state the reasons for his decision, after which, without further debate, the question shall be put thus: "Shall the decision of the Chair stand as the decision of the Local?" It shall require a majority vote to decide except that in the event of a tie, the Chair is sustained.
- 25) After a question has been decided, any two members who have voted in the majority may at the same or next meeting move reconsideration thereof.
- 26) No member shall enter or leave a meeting during the reading of minutes, initiation of new members, installation of officers, or the taking of a vote, a no member shall be allowed to leave without the permission of the presiding Officer.
- 27) All business conducted by the Local shall be confidential.
- 28) All rules and proceedings of debate not herein provided for shall be decided in accordance with "Bourinot's Rules of Order".
- 29) During a vote, all doors shall be sealed.

## **Article XI – BENEFITS**

### Section 1.

#### **Retiring Honorariums**

- 1) To be entitled to any retiring honorarium members must have been an initiated member in good standing for one year.
- 2) For membership in good standing for one (1) to ten (10) years, two (2) Annual Banquet Tickets, for membership in good standing of ten (10) years or more, two Annual Banquet Tickets, and an appropriate gift as recommended by the Executive Committee and ratified by the General Membership.

### Section 2.

#### **Post-Death Benefits**

Upon the death of any active member in good standing, his or her current widow, widower, dependent children, common-law spouse or relative responsible for funeral arrangements will receive \$1000.00 benefit. The Union will also provide flowers or a donation of up to One Hundred (\$100.00) dollars in the memory of a deceased member.

Section 3.

**Hospital Benefits**

When a member of the Union is confined to hospital, he/she will be provided with a fruit basket, or magazines.

**Final Approval by Paul Moist, CUPE National President**

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