

BYLAWS



CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 500

EMPLOYEES OF CITY OF WINNIPEG CIVIC SERVICES UNIT

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SECTION 1 - NAME

The name of this Unit shall be Civic Services Unit of the Canadian Union of Public Employees, Local 500.

SECTION 2 - OBJECTIVES

The objectives of this Unit are:

- (a) support CUPE in reaching the goals set out in Article II of the CUPE Constitution;
- (b) provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- (c) encourage the settlement by negotiation and mediation of all disputes between the members and their employers;
- (d) Eliminate all forms of harassment wherever they exist.

SECTION 3 - INTERPRETATIONS AND DEFINITIONS

Masculine pronouns shall be understood to include the feminine gender.

SECTION 4 - MEMBERSHIP MEETING - REGULAR AND SPECIAL

- (a) Regular membership meetings shall be held each month on the Third Monday at 5:30 p.m., except the months of July and August. When necessary, the Unit Executive shall give a week's notice of any change in the date of the regular meeting.
- (b) Special membership meetings may be ordered by the Executive. The President shall immediately call a special meeting when so ordered and shall see that members receive at least twenty-four (24) 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 a majority of the existing Executive.
- (d) The order of business at regular membership meetings is as follows:
 - (i) Roll Call Of Officers
 - (ii) Read Equality Statement
 - (iii) Voting on New members & initiation

- (iv) Reading of the Minutes
- (v) Matters Arising from the minutes
- (vi) Secretary-Treasurer's Report
- (vii) Communications and Bills
- (viii) Executive Committee Report
- (ix) Reports of Committees and Delegates
- (x) Nominations, Elections or Installations
- (xi) Unfinished Business
- (xii) New Business
- (xiii) Good of the Union
- (xiv) Adjournment

SECTION 5 - OFFICERS

The Table Officers of the Unit shall be the President, Vice-President, Secretary-Treasurer, Recording Secretary and Warden. All Officers shall be elected by the membership.

The terms of the President & Secretary-Treasurer shall be two (2) year terms, elected in opposite years. The President shall be elected in odd numbered years, and the Secretary-Treasurer shall be elected in even numbered years. All other position terms shall be one (1) year.

SECTION 6 - NOMINATION, ELECTION AND INSTALLATION OF OFFICERS AND DELEGATES TO LOCAL 500 CENTRAL COUNCIL

(a) Nomination

- (i) Nominations shall be received at the regular membership meetings held in the month of September and October. To be eligible for the nomination to the position of President and Vice-President, a member shall have attended at least fifty percent (50%) of the membership meetings held in the previous twelve (12) months. To be eligible to be nominated for the positions of Secretary-Treasurer, Recording Secretary or Warden, a member shall have attended at least twenty percent (20%) of the membership meetings held in the previous twelve months (November to October, inclusive.). This may be waived if the member has a valid reason for non-attendance.
- (ii) For the nomination to be accepted, the member must be in attendance at the election meeting or have provided his or her consent in writing to the meeting.

(b) Conduct of Elections

- (i) The voting shall take place at the regular membership meeting in October. All elections are held by secret ballot. To be elected a candidate must receive a majority of votes cast (at least 50% plus 1).

- (ii) If no candidate receives a majority of votes cast, a second ballot will be held. The candidate who received the fewest votes on the first ballot will be removed from the second ballot. This process will continue until a candidate is elected by a majority of votes cast.
- (iii) The election for each office will be completed before nominations are accepted for the next office.

(c) Installation

- (i) All duly elected officers shall be installed at the close of the meeting at which elections are held and shall continue in office for the ensuing term or until a successor has been elected and installed, provided, however, that no term of office shall be longer than three years.
- (ii) The terms of office for Trustees shall be as laid down in Article B.3.10 of the CUPE Constitution. Each year one (1) trustee shall be elected for a three-(3) year term.

(d) By-Election

With the exception of the President, should an office fall vacant and/or not be filled in accordance with the above noted procedures, a by-election will be conducted at the subsequent meeting(s) until the office is filled.

(e) Delegates to Central Council

- (i) The number of delegates shall be determined according to the Local 500 Bylaws.
- (ii) The President and Vice-President shall be delegates. If the President of the Local is from the Civic Services Unit, he or she shall automatically receive delegate status from the Unit. Other delegates will be elected from the general membership immediately following the election of officers.

SECTION 7 - UNIT EXECUTIVE

- (a) The Unit Executive shall comprise all Table Officers.
- (b) The Executive shall meet as required. The President shall be responsible for calling Executive meetings when deemed necessary.
- (c) A majority of the Executive constitutes a quorum.
- (d) The Executive shall do the work delegated to it by the Unit and shall be held responsible for the proper and effective functioning of all committees.
- (e) All charges against members or Officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.
- (f) Should any Executive member fail to answer the roll call for three (3) consecutive regular membership meetings without having submitted good reason for those failures, his office shall be declared vacant and shall be filled by an election at the following membership meeting.
- (g) The authorized signing officers of the Unit are President, Vice-president and Treasurer.

SECTION 8 - DUTIES OF OFFICERS

- (a) The President shall:
 - enforce the CUPE Constitution and these bylaws;
 - preside at all membership and Executive meetings and preserve order;
 - decide all points of order and procedure (subject always to appeal to the membership);
 - have a vote on all matters (except appeals against his rulings) and in case of a tie vote in any matter have the right to cast an additional vote to break the tie;
 - ensure that all Officers perform their assigned duties;
 - fill committee vacancies where elections are not provided for;
 - introduce new members;
 - ensure that the Unit's funds are used only as authorized or directed by the Constitution, bylaws, or vote of the membership;

- Have first preference as a delegate to the CUPE National Convention.

(b) The Vice-President shall:

- if the President is absent or incapacitated, perform all duties of the President;
- if the office of President falls vacant, assume office for the remainder of the term;
- Render assistance to any member of the Executive as directed by the Executive.

(c) The Recording Secretary shall:

- keep full, accurate and impartial account of the proceedings of all regular or special membership and Executive meetings, ensuring that these records include a copy of the full financial report presented by the Secretary-Treasurer;
- record all alterations in the bylaws;
- answer correspondence and fulfill other secretarial duties as directed by the Executive;
- file a copy of all letters sent out and keep on file all communications;
- prepare and distribute all circulars and notices to members;
- have all records ready on reasonable notice for auditors and Trustees;
- preside over membership and Executive meetings in the absence of both the President and the Vice-President;
- be empowered, with the approval of the membership, to employ necessary stenographic or other assistance to be paid for out of the Unit's funds;
- Upon termination of office, surrender all books, seals and other properties of the Unit to his successor.

(d) The Secretary-Treasurer shall:

- receive all revenue, dues, and assessments, and deposit promptly all money with a credit union;
- throughout his/her term, and on behalf of the Unit membership, be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or vouchers for every disbursement made, as well as records and supporting documents for all income received by the Unit;

- record all financial transactions in a manner acceptable to the Executive and in accordance with good accounting practices;
 - make a written financial report to each regular membership meeting, detailing all income and expenditures for the period;
 - be bonded through the master bond held by the National Office, and any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office;
 - pay no money unless supported by a motion duly authorized by the Unit and/or the Executive or directed by the bylaws;
 - make all books available for inspection by the auditors and/or Trustees on reasonable notice, and have the books audited at least twice each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees;
 - provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE;
 - provide the Local with a yearly Trustee's Report to the Secretary-Treasurer of CUPE Local 500 no later than January 31st of each year;
 - provide the Local's Recording Secretary annually with the name of the Unit's credit union, account number and signing officers;
 - Upon termination of office, surrender all books, records and other properties of the Unit to his successor.
- (e) The Warden shall:
- Check and record all present at the meetings of the Unit and Executive and ascertain whether they are in good standing and entitled to be present. The Warden shall see that no one enters the meetings of the Unit or Executive while business is being transacted, unless they are in good standing or on the order of the Unit.
- (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 in the month of March of every calendar year.
 - make a report of their findings to the first membership meeting following the completion of each audit, in the month of April at the regular unit meeting.

- if required, the trustees can request a half (1/2) day LOA to complete the Audit which is to be done at the Union Centre.
- 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.

SECTION 9 – HONOURARIA

All honoraria shall be paid annually in the month of October as follows:

President	\$ 1000 per year
Vice-President	\$ 700 per year
Recording Secretary	\$ 700 per year
Secretary-Treasurer	\$ 700 per year
Warden	\$250 per year
Trustee	\$250 per year

SECTION 10 - SCHOOLS, CONFERENCES AND CONVENTIONS

Any signed up member in good standing of the Unit will be able to attend schools, conferences and conventions in accordance with the following:

- (a) CUPE National Convention
- The Table Officers will be given first preference.
 - In the event an officer is unable to attend, members may be elected from the floor.
 - This will exclude any members sent by Central Council.
 - Members shall be sent by the Unit based on the Unit's ability to fund.
 - To be eligible to attend, members shall require fifty percent (50%) attendance at general meetings in the year prior to the convention call.
- (b) CUPE Manitoba Convention
- The Table Officers will be given first preference.
 - In the event an officer is unable to attend, members may be elected from the floor.

- (iii) This will exclude any members sent by Central Council.
- (iv) Members will be sent by the Unit based on the Unit's ability to fund.
- (v) To be eligible to attend, members shall require fifty percent (50%) attendance at general meetings in the year prior to the convention call.

(c) Manitoba Federation of Labour Convention

- (i) The Table Officers will be given first preference.
- (ii) In the event an officer is unable to attend, members may be elected from the floor.
- (iii) This will exclude any members sent by Central Council.
- (iv) Members will be sent by the Unit based on the Unit's ability to fund.
- (v) To be eligible to attend, members shall require fifty percent (50%) attendance at general meetings in the year prior to the convention call.

(d) Schools

- (i) The Unit shall endeavour to send anyone they can to two-day union schools based on the Unit's ability to pay.
- (ii) To be eligible to attend out-of-town schools or weeklong schools, members must have attended one two-day union school or the CUPE winter school in the year previous.
- (iii) Table Officers are automatically eligible to attend out of town or weekend schools.

(e) Conferences

The Unit shall consider sending members to conferences based on the needs of the Union, the interests of the members and the ability of the Unit to pay.

- (i) Per diems: Will be paid to members attending conferences, courses etc as per Local 500 by-laws current rate
- (ii) Mileage: will be paid as per Local 500 by-laws current policy

SECTION 11 - COMMITTEES

(a) Negotiating Committee

The President or his/her designate shall represent the Unit on the Local 500 Negotiating Committee. The designate shall be elected by the Executive of the Unit.

(b) Special Committee

A special ad hoc committee may be established for a specified purpose and period by the membership at a meeting. The members shall be elected at the same or another membership meeting or may, by specific authorization of the membership be appointed by the President or the Executive. Two (2) members of the Executive may sit on any special committee as ex-officio members.

(c) Standing Committees

The Unit's representatives for the CUPE Local 500 Standing Committees shall be determined at a General Membership meeting the month following the annual Unit elections. The Unit will endeavour to have representation on each standing committee.

SECTION 12 - RULES OF ORDER

The Constitution of the Canadian Union of Public Employees and the Canadian Labour Congress shall govern all matters not covered herein, and the principles enunciated in the Constitution shall be the guide to any action deemed necessary by this Unit.

SECTION 13 - AMENDMENTS

Proposed amendments to these bylaws shall be forwarded in writing to the Recording Secretary to be read at the next general membership meeting as a notice of motion. Upon the reading of the notice of motion, it shall lay on the table to be dealt with at the following general membership meeting. These bylaws to be amended shall require a majority (50% + 1) of votes of the membership present and upon final approval of CUPE Local 500 Executive.

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