



**CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 500**

COMMUNITY SERVICES UNIT

BYLAWS AND POLICIES

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**CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 500
COMMUNITY SERVICES UNIT**

BYLAWS

SECTION 1 - NAME

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

SECTION 2 - OBJECTIVES

The objectives of this Unit are:

- a) Secure adequate remuneration for work performed and generally advance the economic and social welfare of its members and of all workers;
- 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 and between members and members;
- d) eliminate harassment or harassment wherever it exists;
- e) Support CUPE in reaching all the other goals set out in Article II of the CUPE Constitution.

SECTION 3 - INTERPRETATIONS AND DEFINITIONS

Masculine pronouns shall be understood to include the feminine gender.

SECTION 4 - UNIT MEETINGS - REGULAR AND SPECIAL

- a) **Executive meetings shall be held each month on the third (3rd) Monday at 5:30 pm. Regular membership shall be held each month on the third (3rd) Monday at 6:00 pm. There will be no unit meetings conducted during the month of July and August.**
- b) If a statutory holiday intervenes, the Executive shall give a week's notice of any change in the date of the regular meeting. Executive meetings shall be held at the call of the President and/or designate. The executive shall consider any matters that may affect the Unit and shall report its findings and recommendations at the regular general meeting of the Unit.
- c) Special membership meetings may be ordered by the Executive. The President shall immediately call a special meeting when so ordered and shall see that all 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 6 members including at least four (4) of the existing Executive.
- d) The order of business at regular membership meetings is as follows:
1. Read Equality Statement
 2. Roll Call of Officers
 3. Reading of Minutes
 4. Matters Arising
 5. Treasurer's Report
 6. Communications and Bills
 7. Executive Committee Report
 8. Reports of Committees and Delegates
 9. Nominations, Elections or Installations
 10. Unfinished Business
 11. New Business
 12. Good of the Union
 13. Adjournment

SECTION 5 - OFFICERS

The Officers of the Unit shall be the President, Vice-President, five (5) Area Vice-Presidents, Secretary-Treasurer, Recording Secretary, and Warden. The five (5) Area Vice-Presidents shall be elected by the members in their area. All other Officers shall be elected by the membership at large.

The President and Treasurer shall be elected to two (2) year terms in odd years. The Vice-President and Secretary shall be elected to two (2) year terms in even years. The Area Vice-Presidents and Warden shall be a one (1) year term. Each year, one trustee shall be elected for a two (2) year term.

Information Pending for Names of Areas

The Area Vice-Presidents shall be from the following:

- Aquatics
- Libraries
- Community Development and Recreation
- Community Protection and Resources (Animal Services & Bylaw Enforcement)

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

a) Nomination:

- 1) Nominations shall be received at the regular membership meetings held in the months of September and October. To be eligible for the nomination to officer positions, a member shall have attended at least twenty five (25%) of the membership meetings held in the previous twelve (12) months.
- 2) 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.
- 3) To be nominated for the position of Area Vice-President, the member must be from the designated area.

b) Elections:

- 1) The voting shall take place at the regular membership meeting in October. The vote shall be by secret ballot.
- 2) Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
- 3) Only members from the designated area shall be eligible to vote for that Area Vice-President.
- 4) A majority of votes cast shall be required before any candidate can be declared elected, and second (2nd) and subsequent ballots shall be taken, if necessary, to obtain a majority. On the second (2nd) and subsequent ballots the candidate receiving the lowest number of votes in the previous ballot shall be dropped.

c) Installation:

- 1) All duly elected officers shall be installed at 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 (3) years.
- 2) The terms of office for Trustees shall be as laid down in Article B.3.10 of the CUPE Constitution.

d) By-Election:

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:

- 1) There shall be eight (8) delegates from the Community Services Unit.

- 2) The President, Vice-President, Secretary-Treasurer and Recording Secretary shall be delegates. 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 Officers, except Trustees.
- b) The Executive shall meet as required. The President shall be responsible for calling Executive meetings when deemed necessary.
- c) Four (4) Executive members constitute 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, Treasurer and Secretary.

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;
 - attend Local Executive meetings or name a designate to attend;

- have first preference as a delegate to the CUPE National Convention and CUPE Manitoba Convention.

b) The First 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 Unit as directed by the Unit.
- keep track of the Unit's outstanding grievances

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 fulfil 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;
- 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;
- on 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 bank or 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 once each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees;
- provide the Trustees with any information 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;
- on termination of office, surrender all books, records and other properties of the Unit to his successor;
- preside over membership and Executive meetings in the absence of the President and Vice-President.

e) The Warden shall:

- 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. That if the Warden position remaining vacant; the duties will be performed by the Recording Secretary position until the vacancy is filled.

f) The Area Vice-Presidents shall:

- Be responsible for Union business pertaining to their particular areas.
- 1st contact for members requiring information or to file a grievance
- Investigate issue/triage/determine urgency
- Talk to front line supervisor to resolve the situation
- Complete e-grievance forms and send to appropriate COW, CUPE Staff Representative and UNIT President

- Track grievances and follow up with CUPE Staff Representative/UNIT President with response
- Contact President/Staff Representative to advise whether to go to step 2
- 1st Contact to attend Attendance Management Meeting when requested

g) 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 at least once every calendar year;
- make a report of their findings to the first membership meeting following the completion of the 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;
- use audit forms supplied by CUPE Local 500.

SECTION 9 - COMMITTEES

a) Negotiating Committee:

The President or his/her designate shall represent the Unit on the Local 500 Negotiating Committee.

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 10 - 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 11 - 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.

APPENDIX "A" TO THE BYLAWS OF CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 500, COMMUNITY SERVICES UNIT

RULES OF ORDER

1. The President or, in his absence, the Vice-President, shall take the chair at all membership meetings. In the absence of both the President and Vice-President, the Recording Secretary shall act as President, and in his absence a President pro-tem 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 (5) 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 (15) minutes, except with the consent of the meeting.
3. The President shall state every question coming before the Local, and before allowing debate thereon, and again immediately before putting it to a vote, shall ask: "Is the Local ready for the question?" Should no member rise to speak, the question shall then be put.
4. A motion to be entertained by the presiding officer must 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, he shall rise in his place and respectfully address the presiding officer, but, except to state that he rises to a point of order or on a question of privilege, he shall not proceed further until recognized by the chair.
11. When two (2) 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, he shall cease speaking until the point is determined. If it is decided he is in order, he 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 the case of a tie, he may in addition give a casting vote, or if he chooses, 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 (3) 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 (15) 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, he must do so at the time the decision is made. If the challenge is seconded, the member shall be asked to state briefly the basis for his challenge. The Chairperson may then state briefly the basis for his 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 members who have voted in the majority may, at the same or next meeting, move reconsideration thereof.
24. Local's 500 business, and proceedings of meetings are not to be divulged to any persons outside the Local or the Canadian Union of Public Employees.

**CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 500**

COMMUNITY SERVICES UNIT

POLICIES

Accepted/Passed at Executive Meeting: March 21, 2016
(no revisions from 2013 edition)

1. CONFERENCES, CONVENTIONS AND SCHOOLS

1.1 Selection of Representatives for Conferences, Conventions and Schools

In order that all representatives at conventions are familiar with the Unit's practices, procedures, problems and policies they should be selected in the following manner:

a) From the eligible Table Officers in order of election:

President
Vice President
Treasurer
Recording Secretary
Warden

b) Area Vice Presidents

c) One (1) Year Trustee
Two (2) Year Trustee

From the eligible Shop Stewards
From the eligible Committee Chairpersons
From the eligible Committee members
From the eligible members

1.2 Who is Eligible to Attend Conferences, Conventions and Schools

A member must be in good standing at the time of selection, for the convention representatives.

Conventions

Any member who has attended seventy-five percent (75%) of all meetings that the member is eligible to attend prior to the regular general meeting of the Unit at which the call to the convention is read. In addition to the attendance requirement of the Unit, delegates to Central Council must also have attended at least seventy-five percent (75%) of Central Council meetings to be eligible to attend conventions and conferences. Some acceptable reasons for missing Central Council are: vacation, sick, working or on Union business.

A member sponsored by the Unit who elects to miss one-half ($\frac{1}{2}$) day or more of a convention, school or conference without just cause shall reimburse the Unit immediately for all monies paid to the member for lost wages and expenses for the period of absence. All absences shall be reported to the Unit Executive for their ruling on whether or not the absence was justified. Obtaining seventy-five percent (75%) shall mean the act of being present or excused for working, vacation, sickness or other Union business. Notification of excused absence must be given to an Executive member prior to meeting.

Conferences

To be eligible to attend conferences, members must have attended twenty-five percent (25%) of the general meetings in the year prior to the conference call.

1.3 Week-Long, Weekend or Evening Schools

The Unit shall endeavour to send anyone they can to weekend schools based on the Unit's ability to pay.

Registration fees shall be paid by the Unit for all attending members.

To be eligible to attend out-of-town schools or weeklong schools, members must have attended one weekend school or the CUPE winter school or any other course recognized by the Union with preference given to those who have not attended previously.

In Town School - \$20.00 per day
 \$10.00 per half day or evening

If meals are provided as part of the education, the per diem will be reduced by fifty percent (50%). When possible, per diems will be paid in advance.

1.4 Schools, Conferences and Convention Per Diems

Out of Town/In Province - \$50.00 per day for the duration of the convention and single room accommodation and one (1) day travelling time.

Out of Province - \$70.00 per day for the duration of the convention and single room accommodation and one (1) day travelling time.

In town -\$20.00 per day for the duration of the convention.

1.5 Attendance at Conventions or Schools

Members attending Conventions, Conferences and Schools are expected to be in attendance. Any problems that may arise will be dealt with by the Table Officers. Any decision of the Table Officers may be appealed to the General Membership meeting.

1.6 Labour Recognized Correspondence Course

The Community Services Unit will pay the registration fee of a Labour Recognized Correspondence Course subject to the approval of the Unit.

1.7 Schools, Conferences and Conventions

Any signed up member in good standing of the Unit who meets the attendance policy will be able to attend schools, conferences and conventions.

- a) Attendance means the act of being present for the entire meeting or absent with a valid reason acceptable to the Unit. The reason for absence must be given to the Unit by the next Unit meeting and if accepted, the member will be recorded as absent with valid reason. Some acceptable reasons for missing Central Council are: vacation, sick, working or on Union business.
 - b) In addition to the attendance requirement of the Unit, delegates to the Central Council must also have attended at least seventy-five percent (75%) of Central Council meetings to be eligible to attend conventions and conferences. Some acceptable reasons for missing Central Council are: vacation, sick, working or on Union business.
 - c) A member sponsored by the Unit who elects to miss one-half ($\frac{1}{2}$) day or more of a convention, school or conference without just cause shall reimburse the Unit immediately for all monies paid to the member for lost wages and expenses for the period of absence. All absences shall be reported to the Unit Executive for their ruling on whether or not the absence was justified.
- A) **CUPE National Convention:**
- A) The President will be given first preference and the remaining Table Officers will have next preference.
 - B) In the event an officer is unable to attend, members may be elected from the floor.
 - C) A maximum of five (5) for in-town conventions, and a maximum of two (2) for out-of-town conventions shall be sent.
 - D) Members will be sent by the Unit based on the Unit's ability to fund.
 - E) To be eligible to attend, members shall require thirty percent (30%) attendance at general meetings in the year prior to the convention call.

B) Canadian Labour Congress Convention:

The Unit will not sponsor members to the Canadian Labour Congress convention.

C) CUPE Manitoba Convention:

- 1) The President will be given first preference and the remaining Table Officers will have next preference.
- 2) In the event an officer is unable to attend, members may be elected from the floor.
- 3) A maximum of six for in-town conventions, and a maximum of two for out-of-town conventions shall be sent.
- 4) Members will be sent by the Unit based on the Unit's ability to fund.
- 5) To be eligible to attend, members shall require thirty percent (30%) attendance at general meetings in the year prior to the convention call.

D) Manitoba Federation of Labour Convention:

- 1) The President will be given first preference and the remaining Table Officers will have the next preference.
- 2) In the event an officer is unable to attend, members may be elected from the floor.
- 3) A maximum of six (6) for in-town conventions, and a maximum of two (2) for out-of-town conventions shall be sent.
- 4) Members will be sent by the Unit based on the Unit's ability to fund.
- 5) To be eligible to attend, members shall require thirty percent (30%) attendance at general meetings in the year prior to the convention call.

E) Schools:

- 1) The Unit shall endeavour to send anyone they can to weekend schools based on the Unit's ability to pay.
- 2) To be eligible to attend out-of-town schools or weeklong schools, members must have attended one (1) weekend school or the CUPE winter school in the year previous.

F) Conferences:

- 1) 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.

- 2) To be eligible to attend conferences, members must have attended thirty percent (30%) of the meetings in the year prior to the conference call.

2. HONORARIUMS

The honorarium for the Table Officers of the Community Services Unit shall be as follows:

| | <u>2014</u> |
|----------------------|-------------|
| President | \$950.00 |
| Vice-President | \$800.00 |
| Secretary Treasurer | \$600.00 |
| Recording Secretary | \$600.00 |
| Warden | \$200.00 |
| Area Vice-Presidents | \$450.00 |
| Trustees | \$25.00 |

Honorariums are to be paid in two (2) payments, April and October of each year. If an officer is unable to serve their part of the term and meetings due to special reasons (leave of absence etc.) no honorarium will be paid for those months the officer is unable to serve.

Expense sheets shall be submitted to the Secretary-Treasurer one (1) month prior to the April/October Unit meetings.

3. PER DIEMS

- 3.1 \$10.00 per evening meeting(s) (This Excludes monthly unit meetings)
 \$10.00 per half day meeting
 \$20.00 per full day meeting

If there are two (2) meetings in the evening, the evening rate will apply.

The Community Services Unit will not pay for parking. Free parking is available on the 2nd floor of the parking lot next to the Union Centre.

- 3.2 Meeting per diems shall be paid to Unit Table Officers and Unit Shop Stewards for attendance at Union related meetings or business so long as per diems are not received from any other source.
- 3.3 Per diems shall be paid twice a year - April and October
- 3.4 Per diems to be paid at every sixth (6th) general membership meeting, i.e. April, October. Per diem sheets handed in at the fifth (5th) general membership meeting, i.e. March, September.
- 3.5 Under no circumstances shall any member receive payment for meetings attended beyond a six (6) month period. Attendance for the purpose of this clause shall mean the act of being present at the meeting.
- 3.6 Per Diems will no longer pay for Executive and members for attending monthly Unit meeting

4. TRANSPORTATION

Within a radius of 250 miles of Greater Winnipeg, first class train or bus transportation will be paid by the Unit.

Outside 250 mile radius, economy class air transportation or group rate shall be paid (or the equivalent) using Air Canada's rates; and where it is impossible to obtain these rates, then the first class air fares shall be paid.

The above shall apply to both conventions and schools.

Within the Greater Winnipeg area no transportation will be paid.

5. AUDIT

Twice a year, the Trustees shall audit the books of the Unit with the Secretary-Treasurer.

Further to the above, the Secretary-Treasurer shall arrange any meetings as may be required and deemed necessary.

6. CHILD CARE EXPENSES

Reimbursement will be as follows:

- a) \$30.00 per full day
- b) \$15.00 per half day
- c) \$15.00 per evening meeting
- d) \$50.00 per day for 24 hour child care (out of town functions)

This shall be paid monthly on receipt of a verified statement.

7. DEATH AND SICKNESS POLICY

A card shall be sent to the family of a deceased member.

If a member is in hospital, or at home, a get well card will be sent. It will be the duty of any member of the Unit to present himself/herself in person at the first available General Meeting to confirm member being off sick or else to contact one of the Unit Table Officers.

8. DONATIONS

8.1 Charities

All donations made by the Community Services Unit must be approved at the General Membership meeting.

- 8.2 The total amount donated by the Community Services Unit will not exceed a yearly maximum of one thousand dollars (\$1,000).

9. MISCELLANEOUS

- 9.1 The Community Services Unit will send annually the name of the Bank or Credit Union, account number and signing officers to the Recording Secretary of Local 500 for their files.
- 9.2 In the event that a Community Services Unit member is on a committee of the Unit and is required to work at the time the committee is meeting, then that member may appoint another member to represent him/her at the meeting.
- 9.3 The President shall be authorized to arrange leaves of absence necessary for any member or members to perform Union business, providing he has the concurrence of any four (4) Table Officers. This shall only be done where time does not permit the calling of a Table Officers' meeting.
- 9.4 Lost wages shall be paid by the Community Services Unit to any Community Services Unit members doing Union business, attending conventions or schools. Lost wages will be deemed to include only actual money lost to the member. A member taking holidays or compensating time shall be paid for this the same as lost wages. The lost wages should also include shift premium that the employee would have received for those evenings/weekends they would have worked.

For the purposes of this article, regular lay off shall not be included.

Any overtime pay lost due to Union business will not be paid by the Unit.