



**CUPE LOCAL 500**

**RIVERVIEW HEALTH CENTRE UNIT**

**BYLAWS**

Voted on at General Meeting:  
December 17, 2007

Approved by National Office:  
April 28, 2008

## Equality Statement

Union solidarity is based on the principle that union members are equal and deserve mutual respect at all levels. Any behaviour that creates conflict prevents us from working together to strengthen our union.

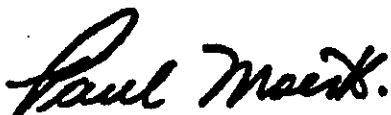
As unionists, mutual respect, cooperation and understanding are our goals. We should neither condone nor tolerate behaviour that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile or offensive environment.

Discriminatory speech or conduct which is racist, sexist, transphobic or homophobic hurts and thereby divides us. So too, does discrimination on the basis of ability, age, class, religion, language and ethnic origin.

Sometimes discrimination takes the form of harassment. Harassment means using real or perceived power to abuse, devalue or humiliate. Harassment should not be treated as a joke. The uneasiness and resentment that it creates are not feelings that help us grow as a union.

Discrimination and harassment focus on characteristics that make us different; and they reduce our capacity to work together on shared concerns such as decent wages, safe working conditions, and justice in the workplace, society and in our union.

CUPE's policies and practices must reflect our commitment to equality. Members, staff and elected officers must be mindful that all sisters and brothers deserve dignity, equality and respect.



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PAUL MOIST  
National President



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CLAUDE GÉNÉREUX  
National Secretary-Treasurer

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# RIVERVIEW HEALTH CENTRE

## BYLAWS

### 1. Name

The name of this organization shall be Riverview Health Centre Unit of Local 500.

### 2. Purpose

- (a) The purpose of this Riverview Health Centre Unit shall be to promote the interest of its membership, and generally advance the economic and social welfare of its members.
- (b) Riverview Health Centre Unit is a democratic Unit in which the members make the decisions and set the policies. At all levels, it is the rank-and-file members who determine by majority vote what the Unit does.

### 3. Definitions and Interpretations

- (a) Masculine pronouns shall be understood to include the feminine gender.
- (b) Article numbers at the end of Sections or Subsections refer to relevant Articles of the CUPE Constitution Revised November 2001 and/or Local 500 Policy and/or Local Bylaws (September 20, 1999) which should be read in conjunction with these Bylaws "and shall include such amendments as occur from time to time".
- (c) The Bylaws of Local 500 shall govern all matters not covered herein, and the principles enunciated in those Bylaws shall be the guide to any action deemed necessary by this Unit.

### 4. Membership Meetings - General and Special

- (a) Regular membership meetings shall be held every third (3<sup>rd</sup>) Tuesday of each month except July and August, **and on a date of suitability in December** and shall be posted on the bulletin board.
- (b) Special Membership meetings may be ordered by five percent (5%) of the members or by the President/Executive. The President shall immediately call a Special meeting when so ordered or requested and shall see that all members receive at least seven (7) days notice by bulletin board of the Special meeting and the subject to be discussed. No business shall be transacted at the Special meeting other than that which the meeting is called and notice given.

- (c) A quorum for the transaction of business at any General or Special meeting shall be seven (7) members including at least three (3) members of the Executive. A quorum of three (3) members of the Executive shall attend at the Executive meeting.
- (d) The Order of Business at General Membership meetings is as follows:
  - (i) Reading of the Equality Statement
  - (ii) Roll Call of Officers
  - (iii) Approval of Minutes
  - (iv) Matters Arising From the Minutes
  - (v) Treasurer's Report
  - (vi) Communications and Bills
  - (vii) Executive Meeting Report
  - (viii) Reports and Committees
  - (ix) Nominations, Elections or Installations
  - (x) Unfinished Business
  - (xi) New Business
  - (xii) Good of the Union
  - (xiii) Adjournment (Article B viii)

## 5. Duties of Officers

The officers of the RHC Unit shall be the President, Vice-President, Recording Secretary, Treasurer, Warden, and three (3) Trustees.

All officers shall be elected by the membership.

- (a) **The President shall:**
  - (i) Enforce the CUPE Constitution and these Bylaws.
  - (ii) Preside or delegate an alternate to conduct meetings of the RHC Unit with the exception of the Executive meetings.
  - (iii) Function as one of the signing officers for cheques and ensure that the Unit funds are used only as authorized or directed by the Constitution Bylaws or voted on by the Membership (Article B 3.1).
  - (iv) Attend or delegate an alternate to attend all disciplinary hearings involving members of the RHC Unit.
  - (v) Attend or delegate an alternate to attend all grievance hearings involving members of the RHC Unit.
  - (vi) Act as one of the representatives on the negotiating committee.

- (vii) Have first preference as a delegate to conventions.
- (viii) Sit as the Unit's representative on the Local 500 Executive.
- (ix) Sit as member of the Riverview Labour Management Committee.**

(b) **The Vice-President shall:**

- (i) If the President is absent or incapacitated, will perform all duties of the President.
- (ii) Preside or delegate an alternate to conduct Executive meetings.
- (iii) If the office of President falls vacant, be acting President until a new president is elected **at the next regularly scheduled meeting or special meeting.**
- (iv) Render assistance to any member of the Executive as directed and have preference as a delegate to the conventions (Article B 3.3).
- (v) Sit as member of the Riverview Labour Management Committee.**

(c) **The Recording Secretary shall:**

- (i) Keep full, accurate and impartial account of proceedings of all General, and Executive and Special membership meetings. Each record of proceedings of the General meetings shall include a copy of the full financial report presented by the Treasurer.
- (ii) Answer correspondence and fulfill other secretarial duties as directed by the Executive.
- (iii) File a copy of all letters sent out and keep on file all communications.
- (iv) Prepare and distribute all circulars and notices to members. Have all records ready on reasonable notice for auditors and trustees.
- (v) All properties, assets, etc. be turned over to the successor at the end of the term of office (Article B 3.9).

(d) **The Treasurer shall:**

- (i) Be responsible for keeping all financial accounts of the Unit and shall be responsible for maintaining correct and proper accounts in accordance with good accounting practices.

- (ii) Receive all monies for the Unit and deposit such monies in the bank, trust company, or credit union in the name of the Unit or as authorized by the Unit.
- (iii) Ensure that all expenditures of the Unit shall be only for the purpose of the Unit and in all cases shall be made by cheque signed by the Treasurer and counter signed by the President or in the absence of the President, by the Vice-President or approved signing officer (Article B 4.4).
- (iv) Submit a written monthly financial report that will be submitted to each executive and regular membership meeting, detailing all income and expenditures for the period (Article B 3.6).
- (v) Submit the Local Unit's books and records to the Trustees for audit at least once every six (6) months, and in addition to providing all books, records invoices, other supporting document, and original bank statements, must also furnish the Trustees with a letter from the bank(s) where the funds of the Unit are deposited, attesting to the amount to the credit of the Unit at such bank(s). The Treasurer must, within reasonable time, respond in writing to any recommendations and concerns raised by the Trustees in accordance with Article B 3.12 (Article B 3.7).
- (vi) All properties, assets, etc. be turned over to the successor at the end of the term of office (Article B 3.9).

(e) **The Warden shall:**

- (i) Guard the inner door at membership meetings and admit no one but members in good standing or officers or officials of CUPE except on the order of the President and by consent of the members present.
- (ii) Record the attendance of all Central Council, Executive, General and Special meetings.
- (iii) Post notices on bulletin boards of all General meetings two (2) weeks prior to the designated date.
- (iv) Perform such other duties as assigned by the President or alternate.

(f) **The Trustees shall:**

- (i) Act as auditing committee on behalf of the members and audit the Treasurer's books at least **twice a year in the months of April and October respectively.**

- (ii) Report their findings to the first General Membership meeting following the completion of each audit.
- (iii) Be responsible to ensure that monies are not paid out without proper constitutional or membership authorization.
- (iv) Ensure that proper financial reports are made to the membership.
- (v) Audit the record of attendance.
- (vi) Inspect at least twice a year any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may, at any time, be owned by the Unit and report their findings to the first membership meeting following the completion of the audit (Article B 3.10 to B 3.12).

**6. Nominations, Elections and Installations of Office**

(a) **Nominations**

- (i) Nominations shall be received at the General Membership meeting held in September. To be eligible for nominations, a member shall have attended at least three (3) General Membership meetings held in the previous twelve (12) months or in the period he was a member, if less than a year. No nomination shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting his consent in writing, duly witnessed by another member.

(b) **Elections**

- (i) Elections shall be held at the General Membership meeting held in **October** each year.
- (ii) Each candidate must have a clear majority of ballots cast to be declared elected. The vote shall be by secret ballot.
- (iii) Voting to fill one office shall be conducted and completed and recounts dealt with before balloting may begin to fill another office.

(c) **Installations**

- (i) All duly elected officers shall be installed at the meeting at which elections are held as specified under Section 7.
- (ii) The term of office for Trustee shall be: one three (3) year trustee, one two (2) year trustee, and one (1) year trustee (Article B 3.7).



**7. Terms of Officers Elected shall be**

- (a) President - two (2) years,  
Vice-President - one (1) year,  
Recording Secretary - one (1) year,  
Treasurer - one (1) year,  
Warden - one (1) year,  
Trustee - three (3) years, two (2) years, one (1) year.
- (b) Any Treasurer who cannot qualify for a bond shall immediately be disqualified from his office and the Unit shall proceed with the election of a replacement.
- (c) All vacancies in office, excluding annual elections, shall be filled at the following meeting at which the vacancy takes effect.

**8. Executive**

- (a) The Executive shall be composed of President, Vice-President, Treasurer, Secretary **and** Warden.
- (b) The Executive shall meet on the second Tuesday of each month or otherwise at the discretion of the Executive.
- (c) Should any Executive member fail to answer the roll call for three (3) consecutive General or Executive meetings without having good reason for those failures, his office may be declared vacant and shall be filled by election at the following General Membership meeting (Article B 2.5).
- (d) Voting at Executive meetings shall be limited to the Executive.
- (e) Attendance at the Executive meetings may include the Table Officers, Trustees, Active Shop Stewards and invited guests.

**9. Committees**

- (a) The committees established by the RHC Unit shall have the power and exercise authority to them on its behalf. A member of the Executive of the Unit shall be ex-officio members of all committees.
- (b) Special Ad Hoc committees may be established for a specified purpose and period by the membership at the meeting. The members shall be elected at the same or at 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) Any member elected to an Ad Hoc committee of the Unit who fails to attend the General Membership or Executive meetings without having submitted good reasons for same, may be replaced by the will of the membership (Article B 2.5).
- (d) Elections of committees shall be held in May each year.
- (e) Committees are as follows:
  - (i) Health and Safety (3)
  - (ii) Reclassification (2)

**10. Honorariums**

All honorariums shall be paid annually in **October**. Honorariums are subject to review every two (2) years. Honorariums will be pro-rated when a member serves for a partial term of office.

President	\$ 495
Vice-President	400
Recording Secretary	400
Treasurer	400
Warden	350
Trustees	75

**11. Per Diems**

Elected members who attend Executive or General Membership meetings, Central Council and/or special Riverview Unit related/initiated meetings and/or committees that are called, shall be compensated a minimum of \$10 per meeting except **where necessary expenses are paid by another body**. In the event that there is no quorum, the attending members shall receive a per diem as stated. Per diems will be paid every three (3) months.

To those members delegated to attend conferences, conventions, educational schools, etc., shall be paid \$20 per day for in-town conferences, etc., and \$40 per day for out-of-town conferences, etc.

**12. Voting of Funds**

- (a) All expenses and bills over the sum of fifty dollars (\$50.00) shall be approved by motion dealt with at the General Membership meeting. The Executive shall, however, have the authority to approve and allocate funds approved by motion dealt with at an Executive meeting, in the event that such funds need to be allocated prior to the next regularly scheduled General Membership meeting. The Executive shall limit this authority to approving funds for courses or emergency measures such as may occur re strikes, fight-back campaigns, conventions, etc.

These funds shall not exceed the cost of per diems, Leave of Absences, transportation and accommodation for each member and will be submitted at the next General Membership meeting.

**13. Parking**

When a per diem is paid, the parking reimbursement will be eliminated. Reimbursement by the Unit will require a parking receipt.

**14. 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:

➤ President, Vice-President, Secretary, Treasurer, Warden, Trustees, Shop Stewards, as approved by the General Membership and the Unit's ability to fund.

**(a) CUPE National Conventions**

- (i) The Table Officers to be given first preference, beginning with the President.
- (ii) In the event any officer is unable to attend, members shall be elected from the floor to a maximum of **three (3)** for in-town conventions, and up to a maximum of **two (2)** for out-of-town conventions. This will include any members sent by Central Council.
- (iii) All members sent by the Unit to go on Unit's ability to fund.
- (iv) To be eligible to attend, members shall have attended **fifty percent (50%)** of General Membership meetings.

**(b) Canadian Labour Congress Conventions**

- (i) The Table Officers to be given first preference beginning with the President.
- (ii) In the event any officer is unable to attend, members may be elected from the floor.
- (iii) This will include any members sent by Central Council.
- (iv) All members sent by the Unit to go on Unit's ability to fund.
- (v) To be eligible to attend, members shall have attended **fifty percent (50%)** of general membership meetings.

(c) **Manitoba Division of CUPE**

- (i) The Table Officers to be given first preference beginning with the President.
- (ii) In the event any officer is unable to attend, members may be elected from the floor to a maximum of **four (4)** for in-town conventions, and up to a maximum of **two (2)** for out-of town conventions.
- (iii) This will include any members sent by Central Council.
- (iv) All members sent by Unit to go on Unit's ability to fund.
- (v) To be eligible to attend, members shall have attended **fifty percent (50%)** of general membership meetings.

(d) **Manitoba Federation of Labour Convention**

- (i) The Table Officers to be given first preference beginning with the President.
- (ii) In the event any officer is unable to attend, members may be elected from the floor to a maximum of **four (4)** for in-town conventions and to a maximum of **two (2)** for out-of-town conventions.
- (iii) This will include any members sent by Central Council.
- (iv) All members sent by the Unit to go on Unit's ability to fund.
- (v) To be eligible to attend, members shall have attended **fifty percent (50%)** of general membership meetings.

**15. Delegates to Central Council**

- (a) There shall be eight (8) delegates from the elected officers.
- (b) Delegates can be elected from the floor in the event of an officer stepping down.

**16. Union Representative from the Riverview Health Centre Unit (Executive or Steward)**

As of April 16, 2003, a representative from the Riverview Health Centre Unit, designated by the Executive, may be allocated a half day Leave of Absence to staff the union office. This will enable a union member to conduct union related business, meetings with members, etc. Reimbursement for LOA will be paid from Riverview Health Centre Local 500 Unit.

## **17. Amendments**

Proposed amendments to these Bylaws shall be forwarded in writing to the Recording Secretary prior to the Executive meeting of the Unit to be read at the 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 two-thirds (2/3) of the votes of the membership present. As per Section 15 (b) of CUPE Local 500's Bylaws, these Bylaws and/or amendments must be submitted to the Local's Council for approval. Upon approval of CUPE National Office, the Bylaws shall be final.

jk/cope 491  
Jun 12, 2008