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BY - LAWS

of the

CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 997

We are the

Custodial/Maintenance; Office, Clerical, Technical Staff and Educational Assistants
of
Trillium Lakelands District School Board

As approved at the CUPE 997 Regular General Meeting of February 20, 2021
Approved by CUPE National President July 5, 2021

CUPE LOCAL 997 BY-LAWS

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YOU AND THE UNION

A few "do's" and "don'ts" calculated to test the sincerity of WE who are the Union.

DO …..

- ✓ study the Constitution;
- ✓ study the By-Laws;
- ✓ study the Agreement;
- ✓ attend as many meetings as possible;
- ✓ get acquainted with the 997 Communicator in your school (work place);
- ✓ learn the difference between a legitimate grievance and a complaint whether such be frivolous or well founded;
- ✓ know the Order of Business and follow it when attending meetings (when in doubt - ask the guidance of the Chair);
- ✓ think before WE vote!

DON'T …..

- ✗ talk Union business during working hours;
- ✗ say "Why doesn't the Union...?" instead of "Why don't we...?
- ✗ stay away from meetings and gripe about "unwise" decisions afterwards;
- ✗ think that if things are not to our liking that there just isn't anything WE as an individual can do about it;
- ✗ believe the Union is not vitally important to US. Next to OUR home and family, and OUR religious affiliation, the Union is OUR <u>most important interest.</u>
- ✗ hesitate to bring to the attention of the meeting YOUR problems, they are the Union's problems too.

PREAMBLE

These By-Laws are designed to give proper balance to the administration of the Local Union.

Duties and responsibilities of elected officers and members of Committees should be as widely dispersed as possible. It should not be left for the willing few to have to serve in multiple capacities. In other words, duties should be shared by the many rather than the few. While various committees have been designated as "Standing" Committees, this does not preclude the possibility of special committees being established from time-to-time as may be required and necessary.

In order to improve the social and economic welfare of its members without regard to sex, colour, race, creed, ability or sexual orientation, to promote efficiency in public employment and to manifest its belief in the value of the unity of organised labour, this Local of the Canadian Union of Public Employees (hereinafter referred to as CUPE) has been formed.

The following By-Laws are adopted by the Local pursuant to, and to supplement, Appendix "B" of the CUPE Constitution, to safeguard the rights of all members, to provide for responsible administration of the Local, and to involve as many members as possible through the sharing of duties and responsibilities.

Masculine pronouns shall be understood to include the feminine gender.

SECTION 1 - NAME

The name of this Local shall be:

Canadian Union of Public Employees, Local Number 997.

SECTION 2 - PRINCIPLES & OBJECTIVES

The principles and objectives of the Local are:

a) to place the various occupations of the membership upon a high plane of efficiency and skill;

b) to encourage the settlement of all disputes between the members and the employer's administration by mediation and arbitration;

c) to secure adequate remuneration for work performed;

d) by all legal and proper means to elevate the morale, intellectual and social conditions of all workers in general, and of this membership in particular;

e) to support the Canadian Union of Employees in its objectives as set out in Article II of the CUPE Constitution;

f) to support the improvement of the accessible, fully funded system of public education;

g) to manifest our belief in public services as a means of building caring communities.

SECTION 3 - REGULAR GENERAL MEETINGS

There shall be 3 Meetings per year: October, February and May, the location of each meeting will be within the geographic boundaries of the Trillium Lakelands District School Board. The Executive Committee will decide the specific location of each meeting.
Notwithstanding the above, the location of each meeting may be in person, through electronic means (virtual) or a combination of both.
The date and location shall be posted on the 997 Web Site by September 15th and posted in the first E-Bulletin of each school year.
Prior to each Regular General Meeting the meeting Agenda will be posted on the CUPE 997 website (www.cupe997.ca).
The meetings will commence at 10:00 a.m. with a 2:00 p.m. curfew. An extension may be made to the meeting curfew by 2/3 majority vote.

A quorum for the transaction of business at any General or Special Meeting shall consist of at least ten (10) members in good standing including at least three (3) members of the duly elected officers.

In the event a quorum is not present for any Regular General or Special Meeting, following 15 minutes after the scheduled start time for the beginning of the meeting, the Chairperson shall declare all business referred to the Executive Committee for their execution and shall adjourn the Meeting. Decisions made by the Executive Committee shall be brought forward and reported in the Executive Committee Report at the next Regular General Meeting.

The Executive will have the right to carry on the Local's business during any months in which there are no Regular General Meetings.

SECTION 4 - ORDER OF BUSINESS – REGULAR GENERAL MEETING

1. Call to Order
2. Acknowledgment of Indigenous territory
3. Roll Call of Officers by Recording Secretary
4. Reading of Equality Statement
5. New Members
6. Read and Approve Minutes
7. Matters Arising
8. Treasurer's Report
9. Communications and Bills
10. Executive Committee Reports
11. Committee Reports
12. Nominations and Elections
13. Unfinished Business
14. New Business
15. Good of the Union
16. Adjournment

SECTION 5 - SPECIAL MEETINGS

Special meetings may be called by order of the Executive Committee or by a written request of twenty five (25) members, provided however, that no business shall be transacted at such Special Meetings other than that for which the Special Meeting has been called. As least twenty-four hours' notice of the

meeting and the subject(s) to be discussed shall be given to the members. Special meetings shall be held on a weekend whenever possible; except in the case of an emergency.

SECTION 6 - EXECUTIVE COMMITTEE AND OFFICERS

The Executive Committee shall be comprised of the President, Vice-President, Recording Secretary, Secretary-Treasurer, and bargaining units Chief Stewards (Custodial, Maintenance, Office/Clerical, Technical and Educational Assistants). Any five (5) of these shall constitute a quorum for the purpose of Executive meetings. The Executive Committee shall meet at least once every month September to June and on an as needed basis in July and August. The Executive Committee may meet prior to the Regular General Meeting, by Tele-Conference or release.

The Officers of the Union shall consist of the Executive Committee, three (3) Trustees and a Membership Officer.

Should any Executive Committee member fail to answer the roll call for three consecutive regular meetings or three consecutive regular Executive Committee meetings without having submitted good reasons, their office should be declared vacant and shall be filled by an election at the following membership meeting.

All charges against members or officials must be made in writing and dealt with in accordance with the provisions of Appendix F – Trial Procedure, of the National Constitution.

The Executive Committee and Officers, shall administer and carry out all work delegated to it by the Union. The Executive Committee shall receive, consider, and report on all Grievances as made by members, which must in all cases be in writing and signed by the complainant or complainants, as provided for in the Union Agreement.

Signing officers for the Union shall consist of the President and one of the following: Vice-President, Secretary-Treasurer or Recording Secretary. All cheques must be signed by the President and the Secretary Treasurer.

All signing Officers of CUPE Local 997 shall be bonded through the master bond held by CUPE National. Any signing Officer who cannot qualify for the bond shall be disqualified from having signing authority.

The Executive Officers shall hold title to any real estate of the Union as Trustees for the Union. They shall have no rights to sell, convey or encumber any real estate without submitting the proposition to a Special Meeting and such proposition is approved.

SECTION 7 - TERM OF OFFICE – EXECUTIVE COMMITTEE AND OFFICERS

The Term of Office shall be two years commencing on September 1 of the first and ending on August 31 of the second year. Trustees are elected for one, two or three year term, as per the CUPE National Constitution.

Effective at the May 2019 Regular General meeting the term of office for the President and Recording Secretary shall be three years. The term of office shall start on September 1 of the first and end on August 31 of the third year. All other Officers shall be elected for a 2 year term.

Effective at the May 2021 Regular General meeting the term of office for the Vice President, Secretary Treasurer, Chief Stewards and the Membership Officer shall be three years. The term of office shall start on September 1 of the first and end on August 31 of the third year.
See Schedule of Elections attached hereto as Appendix C.

Notwithstanding, no term of office shall be less than one year and no longer than three years.

SECTION 8 - DUTIES OF OFFICERS

The President shall:

- enforce the CUPE Constitution and these By-Laws
- be the chief spokesperson relating to all matters of the Union
- be the Chair of the Negotiations Committee
- be the Chair of the Grievance Committee and speak to grievances for all units
- chair all Executive, Regular General and Special meetings
- decide all points of order and procedure (subject always to appeal by the membership)
- have a vote on all matters (except appeals against their rulings)
- announce the results of all votes
- ensure that all officers perform their assigned duties
- fill committee vacancies where elections are not provided for
- enforce all fines and penalties
- have the power to call Special Meetings when requested by the Executive Committee or by ten (10) members in writing
- must sign all orders on the Treasury for such money as shall, by the Constitution and By-Laws, or by vote of the Union, be ordered paid
- sign all cheques and drafts on the bank and perform such other duties as the Constitution and By-Laws of the Union may require
- be allowed monthly, necessary funds to reimburse themself or any officers for lost time from work, and other expenses incurred on behalf of the Union on submission of signed vouchers, such amount not to exceed their salary monthly; such amounts, approved in the regular manner shall be included in the Secretary-Treasurer's Executive and Regular General Meeting report.
- authorizes and records all release for Executive and Committee Members
- have first preference as a delegate to the CUPE National and CUPE Ontario Conventions and have first choice on attending any Conferences, Educational Workshops while in office
- attend all Labour/Management meetings
- ex officio Member of all CUPE Local 997 Committees
- on termination of office, surrender all Local properties to their successor.

The Vice President shall:

- shall perform the duties of the President in the absence of that officer, and, in case of the resignation or death of the President, shall perform the duties of the President until such vacancy is filled as provided in the Local Union Constitution
- keep informed of labour/management issues
- ex officio member of all committees
- present the Executive Committee Report at all Regular General Meetings
- on termination of office, surrender all Local properties to their successor.
- Other duties as assigned by the Executive

The Recording Secretary shall:

- keep full, accurate and impartial account of the proceedings of all General, Executive and Special meetings. These records must also include a copy of the full financial report (Executive Board Meetings) and the written financial report (membership meetings) presented by the Secretary-Treasurer. The record will also include Trustees' reports.
- record all motions, with the mover's and seconder's names, and record all alterations in the rules and By-Laws by motion of amendment
- prepare all Regular General, Executive Special Meeting Minutes for distribution to the Executive
- prepare and distribute other material to 997 Communicators and Executive as required
- fulfil such other secretarial duties as directed by the President
- ensure all correspondence received is responded to and a copy of all correspondence is on file
- have all books and papers ready at all times on reasonable notice for Auditors or Trustees
- be empowered, with approval of the President to employ such stenographic or other assistance as the President finds necessary, such assistance to be paid for out of Union funds
- on termination of office, surrender all books, seals and other properties of the Union to their successor.
- Other duties as assigned by the Executive

The Secretary Treasurer shall:

- receive all dues and assessments and keep a record of each member's payments
- promptly deposit all money with the Bank and receive a receipt for same
- prepare the necessary per capita tax forms and remit funds owing to the CUPE National Secretary-Treasurer by the last day of the following month
- prepare the necessary per capita form and remit funds owing to CUPE Ontario and the Labour Council on a quarterly basis
- notify all members and other employees within the bargaining unit who are one month in arrears and report to the Executive all members two months in arrears
- be bonded in an amount of not less than the amount in the treasury (Article B.3.9 stipulates that any Secretary Treasurer who cannot qualify for a bond shall be disqualified from office)
- record all transactions in a manner acceptable to the Executive and be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and or expense claims for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by the Local Union.
- make all books available for inspection by the Trustees and / or auditors on reasonable notice. Ensure that the books are audited at least once each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees
- prepare audit reports on the standard form supplied by CUPE National
- prepare and sign all vouchers for payment and pay no money except when such voucher is duly signed by the President, Vice-President or Recording Secretary (no voucher shall be required for payment of per capita tax to any organizations to which the Union is affiliated)
- sign all cheques and drafts on the bank and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences.
- be empowered with the approval of the President to employ such clerical assistance as the President finds necessary, such assistance to be paid for out of Union funds
- make a written financial report to each regular membership meeting, detailing all income and

expenditures for the period
- comply with the provisions of Article B.3.6, which require the submission of monthly reports to the Local,
- comply with the provisions of Article B.3.8, which require that all financial obligations owing to the National Union be forwarded in compliance with the National Constitution.
- on termination of office, surrender all books, records and other properties of the Local to their successor.
- Other duties as assigned by the Executive

The Chief Stewards shall:

- be the first contact person for members with work place problems, concerns or grievances
- assist the President with investigating grievances
- file in consultation with the President all first step grievances
- attend Labour Management Meetings as required
- be a member of the Negotiating Committee
- ensure communication and questions to and from Members within the Unit flow to and from the Local, the Executive and other units
- on termination of office, surrender all Local properties to their successor.
- Other duties as assigned by the Executive

The Trustees shall:

- act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary and the Standing Committees semi-annually
- make a written report of their findings to the first membership meeting following the completion of each audit
- submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct and proper manner
- be responsible to ensure that monies are not paid out without proper constitutional or membership authorization
- ensure that proper financial reports are made to the membership
- audit the record of attendance
- inspect at least once a year any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local, and report their findings to the membership
- send a copy of the completed audit report (on the prescribed form provided by the National Secretary-Treasurer), as well as a copy of their report to the Local Union membership along with a copy of their recommendations and/or concerns to the President and Secretary-Treasurer and the Secretary Treasurer's response, to the National Secretary-Treasurer of the Canadian Union of Public Employees, with a copy to the assigned servicing representative; (Article B.3.10 to B.3.12)
- on termination of office, surrender all Local properties to their successor.

The Membership Officer shall:

- guard the inner door and admit no one but members in good standing, except on the order of the President and by consent of the members present
- Shall obtain the names of all those awaiting initiation, reporting such names to the President.

(The President shall introduce and conduct such candidates through the initiation ceremony.)
- take attendance at General Meetings
- perform such other duties as may be assigned from time to time
- on termination of office, surrender all Local properties to their successor.

SECTION 9 - NEGOTIATIONS

1. Prior to the expiration date of a collective agreement, the Negotiating Committee shall prepare a new proposed agreement following consultation with the membership.

2. The Negotiating Committee will endeavour to effect a new collective agreement before the expiration date of the current agreement, so that the new agreement may take effect the day following expiration of the current agreement, thus avoiding any necessity for retroactive adjustment.

Note: Central Bargaining guides the timelines with respect to Local Bargaining.

The Negotiations Committee shall be comprised of the President, the Chief Stewards from each of the bargaining units and the CUPE National Representative.

3. The CUPE Representative assigned to the Local shall be a non-voting member of the Committee and shall be consulted at all stages from formulating proposals, through negotiations to contract ratification by the membership.

4. In the event the Negotiations Committee is in active bargaining at the time of a change in Committee Members, as a result of the Elections process, the members of the Committee shall remain in place until the successful ratification of the collective agreements.

SECTION 10 - STANDING COMMITTEES

The Standing Committees shall be: Grievance, 997 Communicators, Good and Welfare, 997 PD Fund and Budget and Education-Workshop Committee

997 Communicators

- The 997 Members at each worksite will appoint at least one (1) 997 Communicator at the beginning of each school year. The 997 Communicator will:
- ensure distribution/circulation/posting of newsletters, agendas, and other information of interest to all CUPE Local 997 members at their worksite.
- keep up-to-date CUPE Local 997 information received via Committee Courier or by e-mail
- request home/alternate e-mail addresses of the CUPE members at their worksite and pass this information on to the President at the President's request.
- advise the President of the Local of members who are ill or in the event of condolences.
- upon resignation, or upon request by the Executive Committee the 997 Communicator will ensure all CUPE Local 997 Information is returned to the Recording Secretary of the Local or turned over to their successor

Good and Welfare

- The Good and Welfare Committee shall consist of no more than 5 members in good standing.
- It shall be the duty of the Good & Welfare Chairperson to arrange where applicable:

- In the event of the death of a 997 Member, their spouse, son, or daughter, a flower arrangement shall be sent to the family, not to exceed $100.00 OR donation to the charity of the family's choice.
- a representative of the Local to show respect at the wake

- Incidental expenses incurred during the performance of these duties shall be reimbursed.

997 PD Fund Committee

This Committee oversees the processes and approvals of all funds expended from the Professional Development Fund negotiated as part of our collective agreements.

The Committee is comprised of 4 Members appointed by the Executive Committee and approved by the Membership:

- 1 Custodial/Maintenance Representative
- 1 Office Clerical Representative
- 1 Technical Representative
- 1 Educational Assistant Representative

The Secretary of the PD Fund shall be one of the four Committee members.

Budget and Education-Workshop Committee

A Committee comprised of Executive Committee Members shall review on an annual basis the expenditures of the Local for the period of September 1 to August 31 and prepare budget guidelines for the next school year.

SECTION 11 - SPECIAL COMMITTEES

Special Committees may be set up either by election at any meeting or by appointment of the President as directed by the meeting and at least two Officers shall sit on all Special Committees.

SECTION 12 - INITIATION AND DUES

All new members will be issued an invitation to attend their first meeting. Employees may be accepted into membership prior to confirmation in employment should they so desire.

The Local Union will charge a new member a $1 initiation fee.

The Union Dues Check-Off will be the total of 1.50% of the member’s regular (basic) pay per month. All levies, per capita increase, or other special assessment beyond the current level approved by the CUPE National Convention shall be immediately added to the Local dues structure.

The local may, by a majority vote at a Regular Meeting, or at a Special Meeting called for that purpose amend the regular monthly dues, notice of at least seven days at a previous meeting or 60 days prior notice in writing must be given.

SECTION 13 - NON-PAYMENT OF DUES AND ASSESSMENTS

Any member in arrears for a period of three months shall be suspended and shall be reported to the Executive Committee by the Secretary Treasurer. Any member under suspension wishing to be reinstated shall upon application pay a reinstatement fee of $2.00 plus any dues and assessments in arrears.

SECTION 14 - VOTING OF FUNDS

Except for ordinary expenses and bills as approved by the Regular General Meeting, no sum over $100.00 shall be voted for the purpose of a grant or contribution to any member or any cause outside CUPE, except by a notice of motion given in writing and dealt with at the following General Meeting.

The Executive Committee shall have the right to carry on the Local's business during the months in which there are no General Meetings.

SECTION 15 - CONFERENCES, CONVENTIONS AND EDUCATIONALS

(See also Appendix A)

CUPE NATIONAL CONVENTION and CUPE ONTARIO CONVENTION

The President shall have first choice of attending the CUPE National Convention (held biennially) and the Ontario Division Convention (held annually). Additional delegates will be sent according to Article VI.6.4 of the CUPE National Constitution and if the Local is in a financial position to do so. Delegates shall first be elected from the Executive Committee and Officers at a Regular General Meeting. In the event there are additional openings these shall be filled by election from the membership.

EDUCATIONAL – LEADERSHIP WORKSHOPS

Participation at Educational – Leadership Workshops shall be on the recommendation of the Executive, subject to final approval by the membership.

Delegates to Conferences –Conventions and participants of Educational-Leadership Workshops will be paid transportation expenses, a maximum per diem allowance of $85.00 per day for personal expenses and an amount equal to any loss of salary necessitated by attendance at the Conference –Convention – Educational. Accommodation will be provided including accommodation of a member's special needs, where required. (See Appendix A) No per diem will be provided for in-town events or for events that the member could reasonably return home unless the member is required to stay at the event over meal periods.

In cases where members are also care givers financial assistance will be given so that members may attend. All such caregiver expenses must be fully substantiated with receipts.
Delegates are authorized to make a donation in the name of the Local up to a maximum of $200.00 for special collections at any Convention or Conference. Strike appeals will be to a maximum of $100.00 for each strike.

All members who attend any Conference – Convention – Educational – Leadership Workshop shall submit a written report to the Executive Committee to be tabled at the next Regular General Meeting, following such event.

SECTION 16 - NOMINATIONS FOR ELECTION TO OFFICE

a. Nominations shall be received at the General Meeting in May for positions that are scheduled for re-election: (See Schedule of Elections attached hereto as Appendix C)
b. President Vice-President, Recording Secretary, Secretary-Treasurer, Trustees (as provided for in the Constitution), Membership Officer and Chief Stewards
c. The nominations and election of: President, Vice President, Recording Secretary, Secretary Treasurer, Trustee and Membership Officer shall be by members at large.
d. The nomination and election of Chief Stewards shall be by the unit and job classifications.

e. To be eligible for nomination, a member shall have attended at least 2/3 of the membership meetings held in the previous 12 months or during the period they have been a member, if less than a year, unless a valid reason, acceptable to the Local, has been given for non-attendance.
f. No nomination shall be accepted unless the member is in attendance at the nomination meeting or has allowed to be filed at such meeting their consent in writing and duly witnessed by another member. No member shall be eligible for nomination if more than thirty days in arrears of dues and/or assessment. No member may be elected to more than one office.
g. Nothing contained in (a) or (b) of this article shall be deemed to conflict with the provisions of Article XVII, Section 3 of the Constitution.

SECTION 17 - ELECTIONS

1. Elections will be held following the May Regular General Meeting Using secure electronic transfer

2. In view of the geographic diversity of the CUPE 997 membership and resultant difficulties in attending membership meetings, the election of all Officers will be conducted by secure electronic transfer only.

3. All Officers will be elected by plurality (the candidate with the most votes wins).

4. The Local shall utilize a system for secure electronic transmission which verifies each voter's identity and which maintains security.

5. Elections made by secure electronic transmission will conform to the following procedure:

    a. For the purposes of these Bylaws, "ballot" or "balloting" includes secure electronic transmissions.

    b. In no circumstance would an Executive member whose name is on the ballot have any role in the setup, organizing or arrangements of the election process. For clarity, a nominated Executive member retains their right to vote in the election in accordance with these by-laws.

    c. At the May Regular General Meeting, if an election is required one (1) Chief Returning Officer and two (2) Returning Officers will be appointed by the membership in attendance at the meeting.

    d. The Chief Returning Officer and Returning Officers (The Elections Committee) shall be responsible as soon as is reasonable following the May General Membership meeting for selecting the organization to host the electronic transmission election and for receiving the ballots or a summary thereof. The Elections Committee shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential. The National Representative assigned to the Local Union shall serve as an advisor to the committee when requested by the Local Union.

    e. Each member in good standing shall be sent instructions for completing the ballot and these instructions shall be sent via email.

f. In a ballot to fill more than one position, each member must vote for the full number of positions to be filled or the ballot is spoiled.

g. The election will be open for a period of 5 calendar days. The "open" period to cast an electronic ballot shall be clearly communicated to the membership in the email specified at item (e) above. The election period shall end at 12 midnight on the 5th calendar day. During the "open period" members can cast their electronic ballot. Any ballots cast outside of the 5-calendar day "open period" will be deemed to be spoiled or voided.

h. The ballot shall be worded simply and clearly and shall state the position(s) to be elected and the name of each candidate running for each position. One box or selector button will appear beside each candidate allowing the member-voter to select their choice.

i. At the completion of voting, at the end of the "open period", The Elections Committee shall receive the ballots or a summary thereof.

j. In the event of a tie vote, a second and subsequent ballot(s) will be taken if necessary until a candidate receives more votes than any other candidate and can be declared elected.

k. The Elections Committee shall contact the candidates within 2 days following the end of the open period with the results of the election. A candidate may ask for a recount in writing within forty-eight hours of being informed of the results. The recount must be supported by the signatures of 10 members in good standing. If there is no recount request the election results are considered final. Candidates will be contacted and informed of the recount results as applicable.

l. The final results will be announced in a Bulletin to all CUPE 997 Communicators for posting in the workplace and will be posted on the 997 website.

m. The results report shall indicate the number of ballots issued, the number cast, the number void and spoiled, and the decision of the vote. This report shall be distributed as soon as possible following the results being determined as final.

BY-ELECTIONS

Should an office fall vacant, a by-election will occur by advertising the vacancy as soon as possible to the members, with the by-election being held at the next Regular General membership meeting.

The Executive Committee shall have the discretion to fill the vacant Office in the interim as per Section 16 c) and d).

SECTION 18 - INSTALLATION OF OFFICERS

1) All duly elected officers shall commence duties the first day of September following the elections and shall continue in office for two (2) years (effective May 2019 – transition to (3) year term of office *refer to Section 7 – Term of Office and Schedule of Elections attached hereto as Appendix C) or until a successor has been elected and installed, provided that no term of office shall be longer than three (3) years. All duly elected officers shall take their Oath of Office at the first Executive Meeting following the elections.

2) The terms of office for Trustees shall be as laid down in Article B.2.4 of the CUPE Constitution.

SECTION 19 - DEBATES AND RULES OF ORDER

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

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

SECTION 20 - AMENDMENTS AND ALTERATIONS

The By-Laws of the Local Union at all times will be subordinate and subject to the provisions of the Constitution and By-Laws of the Canadian Union of Public Employees, as such Constitution and By-Laws now exist or may from time to time hereafter be altered or amended; and in the event of any conflict, the Constitution and By-Laws of the Canadian Union of Public Employees shall govern.

The Local may, by a majority vote at a Regular Meeting, or at a Special Meeting called for that purpose, make such additional by-laws or changes as it may deem advisable, provided that the amendments or additional bylaws do not conflict with the CUPE Constitution and at least seven days' notice at a previous meeting or at least sixty (60) days, written notice has been given.

The amended bylaws do not come into effect until they have been approved in writing by the National President.

SECTION 21 - OUT- OF- POCKET EXPENSES

The "per annum" allowance for miscellaneous expenses for the Executive Officers of Local 997 shall be as follows, paid semi-annually:

President*	$1,200.00
Vice-President*	$1,100.00
Secretary-Treasurer	$1,000.00
Recording Secretary	$500.00
Chief Stewards	$1,000.00
Membership Officer	$50.00

Trustees shall receive an Out-of-Pocket Expense allowance of $50.00 if in attendance on the date of the Year End Audit.

*The President shall be on full time release as negotiated from time to time with the employer and approved by the membership.
*The Vice-President shall be on part time release as negotiated from time to time with the employer and approved by the membership.

SECTION 22 - STANDING MOTIONS

1. That a donation of $50.00 will be sent to all striking locals when a strike appeal is received from unions outside of CUPE.

2. That a donation of $100.00 will be sent to all striking locals when a strike appeal is received from CUPE Locals.

3. Upon the request by the school a cheque in the amount of $100.00 will be given to one (1) graduating student at each secondary school. Our preference is for this award to be given to a student who has struggled and succeeded with the help of Special Education. The award to be presented, preferably by a CUPE 997 Member, at the graduation ceremonies.

4. Upon request from the Adult Education Community Learning Centre, the Executive Committee may award a cheque in the amount of $100.00 to one graduating student from each TLDSB Adult Education Centre. Our preference is for this award to be given to an Adult Education Centre graduating student, who has an overall average of 80%; demonstrated strong leadership skills; is continuing with their full time education through a public accredited Community College or University and to be presented at the graduation ceremonies by a CUPE 997 Member.

5. Upon request from the, Virtual Learning Centre, the Executive Committee may award a cheque in the amount of $100.00 to one graduating student of the Virtual Learning Centre provided the recipient is a permanent resident of a Trillium Lakelands District School Board community. Our preference is for this award to be given to a Virtual Learning graduating student, who has an overall average of 80%; demonstrated strong leadership skills; is continuing with their full time education through a public accredited Community College or University.

6. Retirement Gift: $100.00 for full-time or part-time employees.

7. That Local 997 make donations up to a maximum of $1000.00 annually and no more than $100 to any one local charity, i.e. food banks, school breakfast clubs, toy drives, Women's shelters, United Way, etc. and that the donation be presented by an elected officer. The exact charities to be decided at any Regular General membership meeting. The limits specified above can only be exceeded for exceptional circumstances such as emergency situations including floods, earthquakes, and tornadoes or by unanimous vote of the CUPE 997 Executive.

8. That Local 997 be affiliated to: CUPE Ontario Division, Ontario School Board Council of Unions Canadian Labour Congress, Kawartha CUPE Council and Lindsay Labour Council.

9. On an annual basis 2 bursaries in the amount of $500.00 each shall be awarded to a son/daughter/ dependent of a CUPE 997 Member in good standing.

   Recipients shall be students who are entering or returning to full time studies at an accredited post-secondary public Canadian college or university.

   A notice providing the deadline date, rules and regulations will go out to all 997 Communicators in January of each year and will be posted on the 997 Web Site. The 997 Member and student applicant must submit the completed CUPE 997 Bursary Application Form, no later than April 15th. The Bursary Application form will be available from the CUPE 997 Office and website. Only

one application per member /per student (dependent) will be accepted per year and one award per student / dependent per lifetime.

The President of CUPE Local 997 will randomly draw the names of 2 winners from the submitted applicants and 2 alternates at the May Regular General Meeting of the Local. The alternate winner's names drawn will be used if one or both of the winners become ineligible.

The selected applicants will be contacted by telephone by the President or designate. Upon proof of successful completion of the first semester, the student will be provided with a cheque in the amount of $500.00

10. CUPE Local 997 shall forward a donation of $50.00 in response to "Personal Appeals" correspondence from School Board Locals or Locals serviced by the CUPE Peterborough Office and a donation of $25.00 to all other CUPE Locals.

APPENDIX A - Expense Guidelines

	* Mileage	Per Diem	Receipts	Accommodation	Details
Regular General *Special Meetings	No No	No No	No No	No No	
*Executive members that attend Special Meetings held at multiple locations during the same day are eligible for mileage and meal expenses as noted under Meetings below.					
Executive Meetings	No	No	No	No	Held before Regular General Meetings
Executive Meetings	Yes		Yes		Not held before Regular General Meetings

CONVENTIONS, CONFERENCES

Conventions	Yes	$85.00 per day*	Not required	Yes	*half day or less – $42.50
Conferences	Yes	$85.00 per Day*	Not required	Yes	*half day or less – $42.50

SEMINARS, WORKSHOPS, EDUCATIONALS

- per diem shall be adjusted where any meals are included

- ½ day	Yes	$ 15.00	Not required	No	
- all day	Yes	$ 30.00	Not required	As determined by Executive	Dependent on travel distances and weather conditions
- evening/overnight	Yes	$ 85.00 per day	Not required	Yes	

MEETINGS

Less than 4 hours	Yes		Required	No	See below re maximum allowed amounts
- all day	Yes		Required	As determined by Executive	Dependent on travel distances and weather conditions. See below re maximum allowed amounts.
- evening/overnight	Yes		Required	Yes	See below re maximum allowed amounts

- ❑ Where a meeting occurs over a meal period, reimbursement shall be provided as follows:
  - receipts must be submitted
  - the Local will not reimburse for liquor or incidental expenses (e.g.: movie rentals)
  - maximum allowable amounts: Breakfast - $20.00 – Lunch - $25.00 – Dinner - $40.00

* Mileage – per employer's rate – Car pooling is to be arranged whenever possible.

- ❑ Regarding required accommodations as specified in Appendix A – Expense Guidelines:
  When possible Local 997 will endeavor to arrange for pre-paid accommodations leaving the member checking into the room only responsible for incidentals like in-room movies, room service etc.
  It should be noted this may not always be possible.

APPENDIX B - RULES OF ORDER

1. The President will be the Chairperson at all membership meetings. In the absence of the President, the Vice-President will be the Chairperson at the membership meeting. In the absence of the President and Vice-President, the Recording Secretary will be the
   Chairperson at the membership meeting. In the absence of the President, Vice-President and Recording Secretary, members at the membership meeting will select a Chairperson by majority vote. Quorum rules must be met.

2. Members are not allowed to speak about an issue for more than five minutes. Members can only speak to an issue once unless there is agreement by the members at a meeting, or where all those wishing to speak have had the opportunity to speak.

3. The Chairperson of a committee who is making a report or the mover of a motion may speak for up to fifteen minutes. With the agreement of the members present, the fifteen minutes may be expanded.

4. The Chairperson will state every motion presented at a membership meeting before allowing debate on the motion. Before putting a motion to a vote, the Chairperson will ask: “Is the Local ready for the motion?” If no member rises to speak, the motion will be voted upon.

5. A motion must be moved and seconded. The mover and seconder must rise and be recognized by the Chairperson.

6. A motion to amend a motion, or a motion to amend an amendment are allowed, however a motion to amend an amendment to an amendment is not allowed.

7. An amendment to a motion or an amendment to an amendment to a motion that is a direct negative to the main motion is never permitted.

8. On motion, the regular order of business at a membership meeting may be suspended where two-thirds of those present vote to do so. The regular order of business should only be suspended to deal with urgent business.

9. Motions other than those named in Rule 19, or motions to accept or adopt the report of a committee, will, if requested by the Chairperson, be put in writing prior to beginning debate and vote.

10. At the request of a member, and upon a majority vote, a motion which contains more than one action or issue can be divided.

11. The mover of a motion can withdraw the motion upon the consent of the seconder prior to the end of debate. Once debate has ended on a motion, the motion can only be withdrawn upon unanimous vote of the members present.

12. A member who wishes to speak on a motion, or a member who wishes to move a motion, shall rise and respectfully address the Chairperson. The member shall not proceed until the member is recognized by the Chairperson except where the member rises to a point of order or on a question of privilege.

13. The Chairperson will keep a speakers list and in all cases will determine the order of speakers including those circumstances where two or more members rise to speak at the same time.

14. A member, while speaking, will speak only to the issue under debate. Members shall not personally attack other members. Members will refrain from using language that is offensive or in poor taste. Members will generally not speak in a manner that reflects poorly on the Local Union or other members.

15. A member that is called to order will stop speaking until the point of order is determined. If it is decided that the member is in order, then the member may continue speaking.

16. Religious discussion of any kind is not permitted.

17. The Chairperson will not take part in any debate. Where the Chairperson wishes to speak on a resolution or motion, or where the Chairperson wishes to move a motion, the Chairperson must rise from the chair and hand the chair over as outlined in Rule #1.

18. The Chairperson will have the same right to vote as other members. In the case of a tie vote, the Chairperson may cast another vote or the Chairperson may refrain from casting an additional vote, in which case the motion is defeated.

19. When a motion is before the members, no other motion is in order except a motion to 1) adjourn; 2) put the previous question; 3) lay on the table; 4) postpone for a definite time; 5) refer; or 6) divide or amend. These six motions shall have precedence in the order indicated. Motions 1 through 3 shall be decided without debate.

20. The Chairperson will ask “Will the main question be now put?” where a motion for the previous question is moved and seconded. If approved, the Chairperson will then take votes on the motion and amendments to the motion (if any) in order of priority. If an amendment or an amendment to an amendment is approved, then members will be asked to vote on the motion as amended.

21. A motion to adjourn is in order except when a member is speaking or when members are voting.

22. A motion to adjourn, if lost, is not in order if there is further business before the Local Union, until fifteen minutes have elapsed.

APPENDIX C - SCHEDULE OF ELECTIONS

Position	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
President		X			X			X			X			X			X		
Vice President		X		X			X			X			X			X			X
Recording Secretary		X			X			X			X			X			X		
Secretary Treasurer		X		X			X			X			X			X			X
Chief Stewards		X		X			X			X			X			X			X
Membership Officer		X		X			X			X			X			X			X
Trustee A	X			X			X			X			X			X			X
Trustee B		X			X			X			X			X			X		
Trustee C			X			X			X			X			X			X	