

CUPE Local By Law Amendments coming forward at the May 6, 2023 Regular General Meeting. The proposed amendments will be presented, debated and voted on at the meeting.

## SECTION 10 – STANDING COMMITTEES

### 997 PD Fund Committee

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

1. The Committee is comprised of 4 Members, appointed by the Executive Committee and approved by the Membership **at the next regularly scheduled General Membership meeting following appointment:**
  - 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.~~

**The Secretary of the PD Fund shall be the Vice President of the Local and will assist the Committee Members with the administration of the PD Funds processes. The Vice President will be a non-voting participant in the PD Fund Committee.**

2. **Committee Members shall be appointed for a 2-year term, commencing on September 1<sup>st</sup> of the year of appointment or earlier if filling a vacancy created by the resignation of a committee member. A subsequent 2-year term may be offered at the discretion of the Executive and approved by the membership.**
3. **The Secretary of the Fund shall receive and gather all pertinent PD Fund application information from the applicant / member and send it to the PD Fund Committee Members for approval.**
4. **Committee Members shall review the PD Fund application and associated information and are to respond, in writing to the Secretary of the Fund with their decision. When an application is denied, the committee will provide reasons for denial.**
5. **The Secretary of the Fund shall notify the applicant / member of the Committee's decision. If the application has been approved, the member will be sent the Confirmation of Approval (Appendix A), Expense Claim Form (Appendix B) and PD Evaluation Form (Appendix C). Appendices B and C are to be completed by the applicant and returned to the Secretary of the Fund upon completion of the Professional Development activity.**
6. **Upon receipt of the completed Appendices B and C, the Secretary of the Fund will complete the Office Use Only section, authorize it and send the complete package**

**including receipts to the President of the Local for their authorization.**

- 7. The President shall send the completed package to the Board, for payment to the applicant.**
- 8. The Secretary of the Fund shall maintain an electronic spreadsheet of all applications received along with all pertinent data such as completed forms and committee member decisions.**
- 9. The CUPE PD Fund shall be administered in compliance with article L26 of the Collective Agreements.**

## **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 ~~1.75~~ 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.