



BYLAWS OF THE

CANADIAN UNION

OF PUBLIC EMPLOYEES

LOCAL 1267

(DISTRICT OF MISSION)

Revised 2009-05-14

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PREAMBLE

This Local of the Canadian Union of Public Employees (CUPE) has been formed to:

- improve the social and economic well-being of its members without regard to gender, sexual orientation, age, colour, race or creed;
- promote efficiency in public employment; and
- manifest its belief in the value of the unity of organized labour.

These bylaws are adopted by the Local to:

- safeguard the rights of all members;
- provide for responsible administration of the Local; and
- involve as many members as possible through the sharing of duties and responsibilities.

SECTION 1 - NAME

The name of this Local shall be:

Canadian Union of Public Employees, Local 1267 (District of Mission)

SECTION 2 - OBJECTIVES

The objectives of the Local are to:

- a) secure adequate remuneration for work performed;
- b) improve the social and economic well-being of its members and of all workers;
- c) provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- d) encourage the settlement by negotiation and mediation of all disputes between its members and the employer; and
- e) support CUPE in reaching the goals set out in the CUPE Constitution.

SECTION 3 – GOVERNANCE

- a) These bylaws should be read in conjunction with the CUPE Constitution and are subordinate to the CUPE Constitution (including Appendix “B”) as it now exists or may be amended from time to time. In the event of any conflict between these bylaws and the CUPE Constitution, the latter shall govern. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.
- b) These bylaws shall not be amended, added to, or suspended except upon a majority vote of those present and voting at a regular or special membership meeting following at least seven (7) days notice at a previous meeting or at least sixty (60) days written notice.
- c) No change in these bylaws shall be valid or take effect until approved by the National President of CUPE. Validity shall take effect from the date of the letter of approval of the National President.
- d) All charges against members must be made in writing and proceed in accordance with the provisions of the CUPE Constitution.

SECTION 4 – INTERPRETATION

- a) Masculine pronouns shall be understood to include the feminine gender.

SECTION 5 – MEMBERSHIP

- a) Employees of the District of Mission shall be eligible for membership in the Local as set out in the collective agreement as it now exists or may be amended from time to time.
- b) Any person who is employed within the jurisdiction of this Local shall become a member.
- c) All members shall be required to pay initiation fees and dues. No initiation fee shall be charged any applicant for membership in this Local if said applicant has an honourable transfer from, and is a paid up member of, any other CUPE local.
- d) Those applying for membership in this Local shall have their name read out at the first regular membership meeting after their application has been submitted and the applicant will be automatically accepted as a member, unless there is an objection sustained by a majority vote of the members present.
- e) Each application for membership in the Local shall be accompanied by an initiation fee of ten dollars (\$10.00). If the application is rejected the fee shall be returned.
- f) New members shall be obliged to swear an oath as outlined in these bylaws.
- g) Upon request, a withdrawal card may be issued to a member leaving employment with the District of Mission.
- h) Upon request, a transfer card may be issued to a member leaving employment with the District of Mission to take up employment in another CUPE local.

SECTION 6 - MEETINGS

- a) All meetings of the Local shall be conducted in accordance with the basic principles of Canadian parliamentary procedure. Some of the rules to ensure free and fair debate are appended to these bylaws as Appendix “A”. 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.
- b) In situations not covered by Appendix “A”, the CUPE Constitution may provide guidance. If not, Bourinot’s Rules of Order shall be consulted and applied.
- c) Regular membership meetings shall be held **January, March, May, July, September and November**. The Executive Board shall give at least **five (5)** days notice of the date and location of the regular meeting.
- d) A quorum for the transaction of business at any regular membership meeting shall be **eight (8)** members including at least **three (3)** members of the Executive Board.
- e) In the absence of a quorum at any regular membership meeting, the Executive Board shall be empowered to process routine administrative business including regular payments for which the Local is liable.
- f) The order of business at regular members meetings is as follows:
 - 1. Roll Call of Officers
 - 2. Voting on New Members and Initiation

3. Reading of Minutes
 4. Matters Arising
 5. Treasurer's Report
 6. Communications and Bills
 7. Executive Committee Report
 8. Reports of Committees and Delegations
 9. Nominations, Elections or Installations
 10. Unfinished Business
 11. New Business
 12. Good of the Union
 13. Adjournment
- g) Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than three (3) members. The President shall call a special meeting when so ordered or requested. The Executive Board shall give at least twenty-four (24) hours notice of the date and location of the 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.
- h) Notice of regular and special **membership** meetings shall be posted in a conspicuous manner for all members to see.

SECTION 7 - OFFICERS

- a) The Officers of the Local shall be:
- President
 - Vice-President
 - Treasurer
 - Secretary
 - Chief Shop Steward
 - First Executive at Large
 - Second Executive at Large
 - Sergeant-at-Arms
 - First Trustee
 - Second Trustee
 - Third Trustee
 - Shop Stewards (10)
- b) Executive Board
- i) The Executive Board shall be comprised of all Officers, except the Trustees, Sergeant-at-Arms, and Shop Stewards.
 - ii) No members shall hold more than one position on the Executive Board.
 - iii) All Executive Board Officers shall be elected by the membership.
 - iv) The Executive Board shall meet at least once each month. A quorum shall be four (4) Officers.
- c) The Officers shall hold title to any real estate of the Local as trustees for the Local. They shall have no right to sell, convey, or encumber any real estate without approval of the membership.
- d) Should any Officer fail to perform his duties as outlined in these bylaws or fail to answer the roll call for three (3) consecutive regular membership meetings without having submitted to

the Executive Board acceptable reasons for those failures, his office shall be declared vacant **and shall be filled by an election at the following membership meeting.**

- e) Signatories
- i) The signatories for the Local shall be the President and Vice-President or such other Officer as the Executive Board may designate.
 - ii) For financial transactions, the signatories for the Local shall be the President, the Treasurer and such other Officer as the Executive Board may designate.

SECTION 8 - DUTIES OF OFFICERS

- a) The President shall:
- Attend all Executive Board, regular and special membership meetings;
 - Enforce the CUPE Constitution and these bylaws;
 - Preside at all membership 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, including elections, have the right to cast an additional vote to break the tie;
 - Ensure that all Officers perform their assigned duties;
 - Appoint committee members where elections are not provided for;
 - Introduce new members and conduct them through the initiation ceremony;
 - Cosign all cheques and ensure that the Local's funds are used only as authorized or directed by the Constitution, Bylaws, or vote of the membership;
 - Ensure that all notices of meetings are posted as required;
 - Be a delegate to the Fraser Valley District Council;
 - Have first preference as a delegate to all CUPE conventions;
 - Receive up to 12 **paid** days **off** per year to attend to the duties of the President.
- b) The Vice-President shall:
- Attend all Executive Board, regular and special membership meetings;
 - Preside at all Executive Board meetings;
 - If the President is absent or incapacitated, perform all duties of the President;
 - If the office of President falls vacant, be Acting President until a new President is elected;
 - Render assistance to any members of the Executive Board as directed by the Executive Board;
 - Receive up to 12 **paid** days **off** per year to attend to the duties of the Vice President.
- c) The Secretary shall:
- Attend all Executive Board, regular and special membership meetings;
 - Keep **a** full, accurate and impartial account of the proceedings of all regular or special membership and Executive Board meetings, **ensuring that these records include a copy of the full financial report represented by the Secretary-Treasurer.**
 - Answer correspondence and fulfill other **administrative and clerical** duties as directed by the Executive Board;
 - File a copy of all correspondence;
 - Have all records ready on reasonable notice for auditors and Trustees;
 - Preside over membership and Executive Board meetings in the absence of both the President and the Vice-President;
 - Chair the Bylaw Committee;

- Receive up to 12 **paid days off** per year to attend to the duties of the Secretary.
- d) The Treasurer shall:
- Attend all Executive Board, regular and special membership meetings;
 - Review all revenue, initiation fees, dues and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union;
 - Pay all accounts by cheque and ensure that the Local's funds are used only as authorized or directed by the Constitution, bylaws or vote of the membership;
 - Prepare all CUPE per capita tax forms and remit payments;
 - Record all financial transactions in a manner acceptable to the Executive Board and the Trustees and in accordance with good accounting practices;
 - Present a full financial report to meetings of the local's Executive **Board** and a written financial report at each regular membership meeting.
 - Be bonded through the master bond held by the National Office. Any Treasurer who cannot qualify for the bond shall be disqualified from office;
 - Provide all financial records and information for inspection by the auditors and/or Trustees on reasonable notice, and have the financial records audited semi-annually;
 - Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and vouchers for every disbursement made, receipts for all money sent to CUPE headquarters, as well as records and supporting documents for all income received by the local;
 - Prepare an annual budget for submission to the membership;
 - Manage and safeguard the assets of the Local;
 - Chair the Budget Committee;
 - Receive up to 12 **paid days off** per year to attend to the duties of the Treasurer.
- e) The Chief Shop Steward shall:
- Attend all Executive Board, regular and special membership meetings;
 - Chair all Shop Steward's meetings;
 - Chair the Grievance Committee;
 - Provide a written grievance report monthly to Executive Board meetings and to regular membership meetings;
 - Ensure all Shop Stewards perform their duties with an acceptable degree of competency;
 - Receive up to **12 paid days off per** year to attend to the duties of the Chief Shop Steward.
- f) The First and Second Executive-at-Large shall:
- Attend all Executive Board, regular and special membership meetings;
 - Perform duties as may be assigned by the Executive Board.
- g) The Trustees shall:
- Attend all regular and special membership meetings;
 - Act as an auditing committee on behalf of the members and audit the books and accounts of the Local semi-annually;
 - Report their findings to the membership meeting following the completion of each audit;
 - Ensure that the Local's funds are used only as authorized or directed by the Constitution, Bylaws or vote of the membership;
 - Inspect, at least twice a year, any stock, bonds, securities, office furniture and equipment, and title or deed to property that may at any time be owned by the Local and report their findings to the membership;

- Use audit forms supplied by the National Office and send a copy of each half-yearly audit to the National Secretary-Treasurer in accordance with the provisions of the CUPE Constitution;
 - Serve on the Budget Committee.
- h) The Sergeant-at-Arms shall:
- Attend all regular and special membership meetings;
 - Guard the door at membership meetings and admit only members in good standing or officials of CUPE, except on the order of the President and by consent of the members;
 - Keep the record of membership attendance at meetings;
 - Ensure that no member enters or leaves a meeting in accordance with the Rules of Order (Appendix “A”, number 24);
 - Ensure that the meeting room is set up;
 - Perform duties as may be assigned by the Executive Board.
- i) The Shop Stewards shall:
- Attend all regular and special membership meetings;
 - Attend all Shop Stewards meetings;
 - Familiarize themselves with the Collective Agreement and all federal and provincial workplace regulations;
 - Ensure that the provisions of the Collective Agreement are upheld, and notify the **Chief Shop Steward and/or** Executive Board of any apparent violations;
 - Gather all pertinent information relative to a grievance and process the grievance through the initial stages of the procedure contained in the Collective Agreement;
 - Take all grievances to the Chief Shop Steward **or, in his absence, the President** for clarification of language and procedures **prior to submitting the grievance(s)**;
 - Actively encourage all members to attend meetings of the Union;
 - Perform duties as may be assigned by the Chief Shop Steward **or Executive Board**.

SECTION 9 - DELEGATES

- a) Except for the President’s option to attend CUPE conventions, all delegates to conventions shall be elected at regular membership meetings.
- b) Delegates to affiliated Labour Councils shall be elected at the **regular membership meeting in November**. Following each Council meeting the delegation shall provide a report at the **next** regular membership meeting.
- c) Representation at educational institutes and seminars shall be on the recommendation of the Executive Board.
- d) Delegates who are remunerated by the Local for attendance at educational courses must abide by the policy as outlined in Appendix “C” of these Bylaws.

SECTION 10 - NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

- a) Elections of Officers shall take place at the regular membership meeting in **November**.
- b) At the regular membership meeting in September, the President shall appoint an Elections Committee which shall include members of the Local who are not candidates for office. The

Committee shall have full responsibility for voting arrangements and the counting of ballots and shall treat information submitted to it as confidential.

- c) Nominations shall be received in writing prior to the elections, or verbally at the regular membership meeting at which elections are held. 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.
- d) Nominees for an office shall indicate either in writing or by voice, a willingness to stand for election to office.
- e) Terms of Office:
 - i) In even numbered years the President, Treasurer, Second Executive-at-Large **and** Sergeant-at-Arms shall be elected for a two-year term. **The** Parks, Recreation and **Culture** Shop Steward #1, RCMP Shop Steward #1, Municipal Hall & Fire Hall Shop Steward #1, Public Works and Forestry Shop Stewards #1 and #2, shall be elected for a **one-year** term.
 - ii) In odd numbered years the Vice-President, Secretary, Chief Shop Steward **and** First Executive-at-Large shall be elected for a two-year term. **The** Parks, Recreation and **Culture** Shop Steward #2, RCMP Shop Steward #2, Municipal Hall & Fire Hall Shop Steward #2, Public Works and Forestry Shop Stewards #3 and #4, shall be elected for a **one-year** term.
 - iii) Each year, one Trustee shall be elected for a three-year term. When a vacancy occurs, one Trustee will be elected to fill the unexpired term as outlined in the CUPE Constitution.
- f) Voting:
 - i) Voting shall be by secret ballot.
 - ii) A majority of votes shall be required before any candidate can be declared elected, and second and subsequent ballots shall be taken, if necessary, to obtain a majority.
 - iii) Voting to fill one office shall be conducted and completed, and recounts dealt with, before voting may begin to fill another office.
 - iv) A motion to destroy the ballots must be approved by a majority at the conclusion of elections.
- g) Upon completion of the election, the newly elected Officers shall come forward and clearly and audibly speak the Oath of Office as written in these Bylaws.
- h) Should any position fall vacant during a term of office, a by-election shall be conducted as closely as possible in conformity with this section.
- i) Except for Executive Board positions, any position not filled at the **November** elections may be filled by appointment at the discretion of the Executive Board.

SECTION 11 – FINANCES

- a) The fiscal year of the Local shall be January 1 to December 31.
- b) An annual budget shall be prepared and presented to the membership at the **September** general meeting for consideration and adoption at the **November** general meeting.

- c) The annual budget shall include all projected ordinary expenses as well as any projected extraordinary expenses. Adoption of the budget by the membership shall authorize the Executive Board to pay all ordinary expenses up to the limits set in the budget. Before paying any extraordinary expenses, or any ordinary expenses beyond the limits set in the budget, the Executive Board shall require the approval of the membership.
- d) An annual financial report shall be presented to the membership at the January regular **membership** meeting.
- e) Monthly Dues
- i) Each member's monthly dues shall be calculated on gross earnings at a rate of:

CUPE National General Fund	0.85%
CUPE BC General Fund	0.08%
CUPE BC Defence Fund	0.05%
CUPE BC Colleen Jordan Fund	0.01%
Other Affiliations	0.03%
The Local's portion, a maximum of	<u>0.65%</u>
TOTAL	<u>1.67%</u>
 - ii) If CUPE National or CUPE B.C. raises or lowers the fees listed above, or adds new fees, each member's dues will be deemed to have been automatically amended to conform.
 - iii) Special assessments may be levied in accordance with the CUPE Constitution.
- f) Expenditures
- i) Expenditures of the Local shall be only for the purposes of the Local, as authorized in these bylaws, or as authorized by a majority vote of the membership at a regular or special meeting of the Local. No sum over two hundred dollars (\$200.00), unless approved in the annual budget, shall be paid to any cause outside CUPE, except by a Notice of Motion given in writing and dealt with at the following membership meeting.
 - ii) All expenditures shall be made by cheque.
 - iii) All expenditures shall be supported by a voucher duly signed by the President or two other members of the Executive Board.
- g) Reimbursements and per diems:
- i) Delegates elected to conventions shall be paid transportation expenses (at economy, tourist or coach rates), and a per diem allowance of **one hundred dollars (\$100.00)** for expenses.
 - ii) Mileage allowance for members performing union duties (**including attending union education**) outside of Mission shall be the same as the current collective agreement.
 - iii) Each delegate approved to attend union education shall receive **twenty (\$20.00)** per day for incidentals.
 - iv) When a member files a WCB appeal the Local will pay the cost of filing and may pay the cost of any relevant material. If the appeal is successful any costs incurred by the Local that are reimbursed by WCB, shall be repaid to the Local by the claimant.
- h) Bursary Fund
- Bursaries may be awarded to a maximum of two thousand dollars (\$2,000.00) per year. The monies may be distributed among one to three applicants at the discretion of the **Bursary** Selection Committee, with a maximum of \$1,000.00 granted to any one applicant;

- Applications shall be accepted between May 15 and June 15 of each calendar year from any member or any member's child;
- The monies shall be paid out when receipt for enrolment has been received, and may be up to 18 months after the awarding of the bursary;
- The **Bursary** Selection Committee shall be appointed by the Executive Board **or President**.

i) Out-of-pocket expenses:

- The President shall receive **\$175.00** per month
- The Vice-President shall receive **\$175.00** per month
- The Treasurer shall receive **\$145.00** per month
- The Secretary shall receive **\$145.00** per month
- The Chief Shop Steward shall receive **\$145.00** per month
- The First Executive-at-Large shall receive **\$65.00** per month
- The Second Executive-at-Large shall receive **\$65.00** per month
- The Sergeant-at-Arms shall receive **\$35.00** per month
- The Trustees shall receive **\$45.00** each per audit
- Shop Stewards shall receive \$25.00 per month **when they attend the monthly Shop Steward meeting**.

⌘) Out-of-pocket expenses shall be reviewed on an annual basis. **When the membership receives a contract pay increase the out-of-pocket expenses shall increase accordingly and shall be rounded-up to the nearest full dollar.**

ii) Out-of-pocket expenses will only be paid to Officers performing the duties as outlined in Section 8 of these bylaws.

iii) **Out-of-pocket expenses may be suspended or cancelled if an Officer fails to answer the roll call for three (3) consecutive regular membership or three (3) Executive Board meetings without having submitted to the Executive Board acceptable reasons for those failures.**

j) Retirement gifts

Any member retiring as per the **Municipal Pension Plan Rules**, after a minimum of 5 years of membership, shall receive from the Local **a monetary gift as follows:**

- Up to the tenth year of membership, **\$30.00** per year; plus
- For the eleventh to twentieth years of membership, **\$40.00** per year; plus
- For all subsequent years of membership, **\$50.00** per year, to a maximum of **\$1,750.00**.

k) **Resignation** gifts

Any member voluntarily **resigning** their employment, after a minimum of 5 years of membership, **or permanently transferring to an exempt position within the District of Mission**, shall receive from the Local **a monetary gift as follows**:

- Up to the tenth year of membership, **\$15.00** per year; plus
- For eleventh to twentieth years of membership, **\$20.00** per year; plus
- For all subsequent years of membership, **\$25.00** per year, to a maximum of **\$875.00**.

- l) A draw for a door prize to the value of **\$50.00** will take place at the conclusion of each **regular membership** meeting. To be eligible, the member must be present at both the current and previous meeting (**or excused for union duties**) **or another draw will take place until a winner is declared**.
- m) At the **November regular membership** meeting there will be **five (5) \$50.00** gift **certificates** drawn, and there will be no requirement to have attended the previous **regular membership** meeting.

SECTION 12 - COMMITTEES

a) Standing **and Provisional** Committees

The Chairperson of each committee shall be appointed by the President **in consultation with the Executive Board**. The Chairperson may, with the **agreement** of the **President**, jointly appoint other members to serve on a committee.

b) Standing Committees:

- Grievance Committee
- Education Committee
- Health and Welfare Committee
- Social Committee
- **Website** Committee
- Budget Committee
- **Labour Management Committee**
- **Occupational Health & Safety Committee**

c) **Provisional** Committees:

- **Bargaining Committee**
- **Political Action Committee**
- **Bylaw Committee**

d) Special Committees

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

APPENDIX "A" TO THE BY-LAWS OF CUPE LOCAL 1267RULES 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 Secretary shall act as President, and in his absence a **temporary** President 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 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 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 required 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 this place and respectfully address the presiding officer, but, except to state that he rises to a point of order to on a question of privilege, he shall not proceed further until recognized by the chair.
11. When two 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 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 questions, (3) to *lie* 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 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 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 be in order again, if there is further business before the Local, until fifteen 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 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 (2) members who have voted in the majority may, at the same or next meeting, move reconsideration thereof.
24. No members shall enter or leave a meeting during the reading of the minutes, the initiation of new members, the installation of officers, or the taking of a vote; and no members shall be allowed to leave without the permission of the Vice-President.
25. The Local's business and proceedings of meetings are not to be divulged to any persons outside the Local or the Canadian Union of Public Employees.

APPENDIX "B" TO THE BY-LAWS OF CUPE LOCAL 1267

New Member's Oath

"I _____ solemnly promise and declare that I will support and obey the Constitution of this Union; that I will strive to improve economic and social conditions for my fellow members and for working people generally; that I will defend and strive to extend the democratic rights and liberties of all working people; that I will not purposely or knowingly wrong, or assist in wronging a member of the Union."

Newly Elected Officer's Oath

"I _____, do most sincerely promise, that I will truly and faithfully, to the best of my ability, perform the duties of my office, for the ensuing term, as prescribed in the Constitution and laws of the Canadian Union of Public Employees, and as an officer of this Union will at all times endeavour, both by counsel and example, to promote the harmony and preserve the dignity of its sessions.

APPENDIX "C" TO THE BYLAWS OF CUPE LOCAL 1267

EDUCATION POLICY

This policy addresses any *educational courses* that are paid for by the local. As CUPE 1267 members are paying the wages, accommodation, registration fees and all other related costs for a member to attend a course, the following criteria must be met:

- Attendance and courses shall be approved by the ***President in consultation with the*** Executive Board.
- Courses taken must benefit the membership as a whole;
- Newly involved members ***are*** restricted to Level 1 and Level II courses;
- Restrict Level IV courses to proven interested members;
- Must be active within the Local (i.e. executive, shop steward, regular attendance at meetings);
- Use the knowledge gained actively within the Local;
- Submit a ***written or verbal*** report to the membership on course attended.

Any member who receives lost wages in order to attend education seminars and conferences will be required to donate an equal number of hours service to CUPE Local 1267.

Members who choose to be absent from all or part of such function, conference, seminar, class etc., where all expenses have been paid for by the Local, without prior consent or authority of the Executive, may be required to reimburse the Local for costs associated with the said sponsorship.

APPENDIX "D" TO THE BYLAWS OF CUPE LOCAL 1267

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.

Discrimination 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 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.

Paul Moist, National President

Claude Genereux, National Secretary-Treasurer