



BYLAWS

Canadian Union of Public Employees Local 1004

**Approved by Membership
2026 06 18**

**Approved by CUPE National
2026 07 14**

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BYLAWS

CANADIAN UNION OF PUBLIC EMPLOYEES

LOCAL 1004

INTRODUCTION

CUPE Local 1004 has been formed to:

- Improve the social and economic well-being of all of its members;
- Promote equality for all members and to oppose all types of harassment and discrimination.
- Promote the efficiency of public services; and
- Express its belief in the unity of organized labour.

The following bylaws are adopted by Local 1004 in accordance with the CUPE National Constitution (Articles 13.3 and B.5.1), to protect the rights of all members, to provide for responsible governance of the Local Union, and to involve as many members of the Local Union as possible through the sharing of duties and responsibilities.

CUPE chartered organizations shall respect and apply the CUPE National Equality Statement and Code of Conduct to all the chartered organizations' activities. The CUPE National Equality Statement and Code of Conduct can be found in Appendix A and B to these bylaws.

Local 1004 has adopted a Financial Policy that shall apply usage of the Local's funds. The Financial Policy can be found in Appendix E to these bylaws.

Where these bylaws are silent, Local 1004 will follow the CUPE National Constitution.

ARTICLE 1 - NAME AND STATUS

The name of the Local shall be: Canadian Union of Public Employees, Local 1004 (Vancouver Civic Employees), or CUPE 1004.

- (a) This Union was chartered by the Trades and Labour Congress of Canada May 15, 1917 and by the Canadian Union of Public Employees on August 12, 1966.
- (b) This Union is affiliated to the Canadian Union of Public Employees, CUPE B.C., Metropolitan Vancouver District Council (CUPE), the Vancouver and District Labour Council and the B.C. Federation of Labour.
- (c) The office of this Union shall be in Vancouver, British Columbia.

ARTICLE 2 - OBJECTIVES

The Union has as its objectives:

- (a) The organization of workers generally, and in particular, all workers in the public service in the City of Vancouver.
- (b) The advancement of the social, economic, and general welfare of all workers.

- (c) The objectives of the Union are to be accomplished through the following methods:
 - (i) Negotiating fair wages and conditions on behalf of the members.
 - (ii) Promoting required desirable legislation.

ARTICLE 3 - JURISDICTION

The jurisdiction of Local 1004 shall be as follows:

- (a) That group of manual employees generally known as “Outside Workers” employed in the Engineering Department of the City of Vancouver.
- (b) The related employees of the Vancouver Board of Parks and Recreation.
- (c) The related employees of the cemetery operated by the City of Vancouver Community Services Group.
- (d) The employees of the Pacific National Exhibition (PNE).
- (e) The employees of the Parking Corporation of Vancouver (EasyPark).
- (f) The employees of the Federation of Post-Secondary Educators’ of British Columbia.
- (g) The employees of Co-Development Canada.
- (h) The employees of Café Etico.
- (i) The employees of BC Indigenous Housing Society.
- (j) The employees of SUCCESS Housing Society.
- (k) The employees of Capilano Student Union.
- (l) The employees of BCIT Staff and Faculty Association.
- (m) The employees of Douglas College Faculty Association.
- (n) The employees of Camosun College Faculty Association.
- (o) The employees of Vancouver Island University Faculty Association.
- (p) The employees of New Caledonia Faculty Association.
- (q) The employees of Langara College Faculty Association.
- (r) The employees of Kwantlen College Faculty Association.
- (s) The employees of Bowen Island Municipality.
- (t) The employees of A.S.T.C. Science World Society (Science World).
- (u) Such other employees who may choose to be represented by Local 1004.

ARTICLE 4 - INTERPRETATION AND DEFINITION

- (a) A “Unit” is the employees of one specific Employer for whom the Local Union is the certified bargaining agent.
- (b) A “Small unit” is a bargaining unit within local 1004 that is made up of fifty (50) members or less. Members from the small units come from Faculty Associations, Social Housing, and the municipal sector.
- (c) “Policy Manual” refers to a set of standing policies that the Local Union shall adopt or amend.

ARTICLE 5 - MEMBERSHIP

- (a) All members of the Vancouver Civic Employees Union as of August 12, 1966, on which date this Local Union became a chartered Local of the Canadian Union of Public Employees, shall be members of Local 1004 for as long as they are eligible and maintain themselves in good standing.
- (b) Eligible workers employed within the jurisdiction of Local 1004 shall be admitted to membership in the Union upon signing an application form and oath as required by the Union and paying the fees and/or dues as may be determined by the Union.
- (c) All members in good standing shall have the right to full participation in the affairs of the Local and will continue as a member in good standing while employed within the jurisdiction of the Local Union unless the member loses good standing under the provisions of the CUPE National Constitution.
- (d) Members are obligated to abide by the CUPE National Constitution and these bylaws as amended from time to time.
- (e) Members will provide the Union with their current address, personal phone contact number and where available, a personal e-mail address. The member will advise the Union of any changes to their contact information. This information will be protected and used to communicate with members as required.

The local may utilize the services of a second party to facilitate communications, in which case contact information may be shared with a service provider under contract to the Local Union to provide the technical services to support such communications.

Upon request, the Local Union will share the contact information with CUPE National or CUPE BC. The purpose of sharing this contact information with CUPE National or CUPE BC is so that the National Union or Provincial Division can communicate with members on important matters.

- (f) New members shall be obliged to take the following obligation:
"I promise to support and comply with the Constitution and Bylaws of the Union, to work to improve the economic and social conditions of other members and other workers, to defend and work to improve the democratic rights and liberties of workers; and that I will not purposely or knowingly harm or assist others in harming another member of the Union".
- (g) If a member is laid off, they shall remain a member in good standing for as long as they have recall rights.
- (h) A member who no longer holds a position under Local 1004's jurisdiction shall lose all membership rights in the Local.

ARTICLE 6 - UNION DUES AND ASSESSMENTS

- (a) All members shall pay the regular Union dues and assessments as determined by the membership.
- (b) Notice of motion to change the Union dues must be in accordance with these bylaws.
- (c) A simple majority of the members present and voting at a special meeting or Annual General Membership meeting is required to change the Union dues.
- (d) Each member shall pay dues regularly in the amount of two percent (2%) of gross earnings.

- (e) Applications for membership or readmissions in the Local Union will be accompanied by an initiation or readmission fee of five dollars (\$5.00) which shall be in addition to monthly dues. The Secretary-Treasurer shall issue a receipt. If the application is rejected, the fee shall be returned.

ARTICLE 7 - EXECUTIVE BOARD

- (a) The Executive Board shall consist of the following officers:

President, Recording Secretary, Secretary-Treasurer, Vice-President, one (1) Diversity Representative and ten (10) Lead Stewards.

The Lead Stewards shall be representatives from the following work units:

- 1 - City (Fleet & Manufacturing Services, Cemetery and Yards Branch)
- 1 - City (Sanitation & Landfill)
- 1 - City (Sewers and Neighbourhood Energy Utility)
- 1 - City (Streets including Kent Yard and Traffic, Electric Operations and Design)
- 1 - City (Waterworks)
- 1 - Parks & (Horticulture & Urban Forestry)
- 1 - Parks (Maintenance & Property Management, Golf Courses, Railroad and Lifeguards)
- 1 - PNE
- 1 – Science World
- 1 – Diversity Representatives
- 1 - Small Units (including members of SUCCESS Housing, BC Indigenous Housing Society, CoDev, Café Etico, FPSE, Capilano Student Union, all Faculty Associations, EasyPark and Bowen Island Municipal Employees)

- (b) Executive Board positions will be elected in odd and even number years for a two (2) year term. Elections will open in February of that year. Members may run for only one (1) position at a time. If they are not elected, they may put their name forward for the next position being contested. However, once a member is elected to any Executive Board position, their name will not appear on any further Executive Board ballots.

Odd Years

President
Secretary-Treasurer
1 – City (Fleet & Manufacturing Services & Cemetery)
1 – City (Sewers)
1 – City (Waterworks)
1 – Parks (Horticulture, etc.) -
1 – Science World
1 – Small Units

Even Years

Vice-President
Recording Secretary
1 – City (Sanitation and Landfill)
1 – City (Streets)
1 – Parks (Maintenance, etc.)
1 – PNE
1 – Diversity Representative

Steward and Committee Elections

- (c) Steward and Committee elections will use a plurality voting system. Nominations and elections for Steward positions will take place in odd number years for a two (2) year term with nominations opening following the election of the Executive Board. To be eligible for nomination for a Steward position within Local 1004, the nominee must be a member in good standing. Stewards will be elected as follows:

- Two (2) Fleet Manufacturing Services
- One (1) Cemetery
- Four (4) Sewers
- Four (4) Waterworks
- Three (3) Sanitation
- Four (4) Streets
- Four (4) Transfer Landfill Operation
- One (1) Parks Maintenance and Real Estate and Facilities Management
- One (1) Parks Horticulture
- One (1) Parks Urban Forestry
- Two (2) Aquatics
- One (1) Golf
- Four (4) PNE
- Four (4) Science World
- One (1) Easy Park
- One (1) FPSE
- One (1) Langara Faculty Association
- One (1) CNC Faculty Association
- One (1) Success
- One (1) VIU Faculty Association
- One (1) BC Indigenous Housing Society
- One (1) BCIT Faculty Association
- One (1) CoDev/Café Etico
- One (1) Camosun College Faculty Association
- One (1) Capilano Students Union
- One (1) Douglas College Faculty Association
- One (1) Kwantlen Polytechnic Faculty Association

Where there are multiple shifts of a work unit, a meeting for each shift will be held to elect a steward for their shift.

Where the President, in consultation with the relevant Lead Steward, deem it necessary to have more than the allocated Stewards for a particular work group, additional Stewards may be elected for a particular work group.

- (d) Table Officers of this Union shall be the President, Recording Secretary, Secretary-Treasurer, and Vice-President.
- (e) The President will be a full-time, paid Officer of CUPE Local 1004, booked off their job for the term of office at their regular rate of pay, or the equivalent of the City of Vancouver Class No. 9038 - Pay Code GR387, whichever is greater.

ARTICLE 8 - DUTIES OF OFFICERS

- (a) *THE EXECUTIVE BOARD* shall be the governing body of the Local Union between membership meetings, subject to the National Constitution, the Bylaws of this Local and policies and decisions established by the membership.
- (b) The Table Officers will be responsible for preparing all agendas for membership and Executive Board meetings. They shall serve as the Administrative Committee between meetings of the Executive Board, subject to the direction and control of the Board.

- (c) During the temporary absence of any member of the Board, the president, subject to concurrence by the Executive Board, may appoint a substitute.
- (d) Should any Officer fail to attend three consecutive membership meetings or three (3) consecutive regularly scheduled meetings of the Executive Board without good reason acceptable to the Executive Board that office shall be declared vacant and shall be filled as set out in Article 10.
- (e) The Executive Board is authorized to pass motions to make expenditures in accordance with the annual budget passed by the members. They may also make expenditures outside of the annual budget to a maximum amount of \$1000 by motion provided they are reported to the next membership meeting.
- (f) Officers shall hand over properties, assets, funds and all records of the Local Union to their successors at the end of their term of Office.
- (g) The President, Vice-President, Recording Secretary and Secretary-Treasurer shall be signing officers. Any two (2) of these four (4) may sign on behalf of the Local Union, one of which must be the Secretary-Treasurer, unless the Secretary-Treasurer is on leave or otherwise unable to act on behalf of the Local Union.
- (h) Signing Officers of Local 1004 shall be bonded through the master bond held by CUPE National. Any signing Officer who cannot qualify for the bond shall be disqualified from holding that signing authority position. Bonding amounts will conform to the minimum guidelines as established by the National Secretary-Treasurer and distributed to all chartered organizations annually.
- (i) *THE PRESIDENT*
The President shall:
 - (i) enforce the CUPE National Constitution and these Local Union Bylaws and the Equality Statement and the Code of Conduct;
 - (ii) interpret these bylaws as required;
 - (iii) generally oversee the operation of the Union and shall serve as the Chief Executive Officer of the Union. They shall sign all official documents of the Union, and preside at all meetings of the Local Union and preserve order;
 - (iv) decide all points of order and procedure (subject always to appeal to the membership);
 - (v) have a vote on all matters (except appeals against their rulings). In the case of a tie vote, the President may cast another vote or the President may refrain from casting an additional vote, in which case the motion is defeated;
 - (vi) ensure that all Officers perform their assigned duties;
 - (vii) appoint members to fill vacant positions on committees where such vacant positions are not filled by election. Such appointments shall be subject to approval by the Executive Board;
 - (viii) ensure that the Local's funds be used only as authorized or directed by the CUPE Constitution, Local Bylaws, or vote of the membership;
 - (ix) be allowed necessary and reasonable funds to reimburse the President or any Officers for expenses incurred on behalf of the Local Union. Expense claims must be listed on a proper form outlining the expense, the reason for the expense, and with supporting receipt(s) attached;

- (x) serve as ex-officio member of all committees of the Local, including Bargaining Committees;
- (xi) attend as a delegate to the CUPE National, British Columbia Division and other affiliated labour organization conventions. If the President is unable to attend then an alternate will attend;
- (xii) function as the Chief Executive Officer of the Local, and shall exercise supervision over the affairs and employees of the Local;
- (xiii) be the primary spokesperson for the Local for the purpose of communicating with the media;
- (xiv) appoint Sergeant-at-Arms as required;
- (xv) provide a monthly activity report to members and prepare, in conjunction with the Recording Secretary, a monthly Member's Update;
- (xvi) may sit at all Occupational Health & Safety meetings for all Bargaining Units;
- (xvii) may sit at all Labour Management meetings for all Bargaining Units.

(j) VICE-PRESIDENT

The Vice-President shall:

- (i) In the absence of the President, perform all the duties of the President and shall be accorded all rights, privileges and responsibilities of the President;
- (ii) Preside over membership and Executive Board meetings in the absence of the President;
- (iii) If the office of the President falls vacant, be Acting President until a new President is elected through a by-election;
- (iv) Render assistance to any member of the Executive as directed by the Executive Board;
- (v) Shall be members of their bargaining unit Labour-Management Committee ex officio.
- (vi) Attend as a delegate to the CUPE National, British Columbia Division and other affiliated labour organization conventions. If the Vice-President is unable to attend, then an alternate will attend.
- (vii) Attend and Chair meetings of the Grievance Committee and Lead Steward meetings.

(k) RECORDING SECRETARY

The Recording Secretary shall:

- (i) Ensure the local's communications are kept regular and up to date, whether it be electronic or hard copy;
- (ii) Prepare, in conjunction with the President, a monthly Member's Update;
- (iii) Keep full, accurate, and impartial account of the proceedings of all regular or special membership and Executive Board meetings, recording all motions and their disposition as well as all other items of business dealt with by the meeting. 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;
- (iv) Record all amendments and/or additions in the bylaws, and make certain that these are sent to the National President for approval prior to implementing;

- (v) Answer correspondence and fulfill other administrative duties as directed by the Executive Board;
- (vi) Keep a record of all correspondence received and sent out;
- (vii) Prepare and distribute all notices to members, electronically and otherwise;
- (viii) Shall be members of their bargaining unit Labour-Management Committee ex officio
- (ix) Have all records ready on reasonable notice for the Trustees or auditors;
- (x) In the absence of both the President and Vice-President, perform all duties of the duties of the President and shall be accorded all rights, privileges and responsibilities of the President.
- (xi) Be empowered, with the approval of the Executive Board, to employ administrative assistance to be paid for out of the Local Union's funds;
- (xii) Shall act as the Privacy Officer to insure the Local's adherence to provincial and federal privacy and freedom of information statutes.
- (xiii) Perform other duties required by the Local Union, its bylaws or the National Constitution;
- (xiv) Attend as a delegate to the CUPE National, British Columbia Division and other affiliated labour organization conventions. If the Communication's Officer is unable to attend then an alternate will attend.

(I) SECRETARY - TREASURER

The Secretary-Treasurer shall:

- (i) Receive all revenue, initiation fees, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a credit union;
- (ii) Sign all cheques, unless on leave or unable to act on behalf of the Local Union, 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;
- (iii) In the absence of the President, Vice-President and Recording Secretary, perform all duties of the President and shall be accorded all rights, privileges and responsibilities of the President.
- (iv) Ensure that per capita tax is paid by direct remittance, or where per capita is not paid by direct remittance, prepare all CUPE National per capita tax forms and remit payment no later than the last day of the following month;
- (v) 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;
- (vi) Record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices;
- (vii) Make a full financial report to meetings of the Local Union's Executive Board;
- (viii) Make a written financial report to the membership every month, detailing all income and expenditures for the period;

- (ix) Pay no money unless supported by a cheque requisition or expense form or request for payment duly signed by the President and one other member of the Executive Board as determined by the Executive Board.
- (x) 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;
- (xi) Provide the Trustees with any information the Trustees require to complete the audit, including forms provided by CUPE National;
- (xii) Where required, not later than February 28th each year, furnish each member, on the forms supplied by CUPE National, with a statement showing the net amount of tax-deductible dues paid by them during the preceding calendar year;
- (xiii) Be empowered, with the approval of the Executive Board, to employ necessary administrative assistance to be paid for out of the Local Union's funds;
- (xiv) Shall be members of their bargaining unit Labour-Management Committee ex officio.
- (xv) Attend as a delegate to the CUPE National, British Columbia Division and other affiliated labour organization conventions. If the Secretary-Treasurer is unable to attend then an alternate will attend.

(m) LEAD STEWARDS

The Lead Stewards shall:

- (i) Ensure that unit meetings are held as necessary and report back to the Executive Board with any recommendations decided at the unit meetings.
- (ii) Report back Executive Board decisions and other Union business to their members;
- (iii) Participate in work unit meetings;
- (iv) Attend Executive Board meetings;
- (v) Represent their unit on the Executive Board;
- (vi) Support the Steward(s) and Occupational Health and Safety (OHS) representatives in their unit and ensure that steward and OHS vacancies are filled;
- (vii) Meet with unit Stewards and OHS Representatives on a regular basis;
- (viii) Ensure Stewards acquaint new members with the Union;
- (ix) Attend classes in Union education wherever possible;
- (x) Shall be members of their bargaining unit Labour-Management Committee ex officio.

(n) DIVERSITY REPRESENTATIVE

The Diversity Representative will:

- (i) self-identify as part of the following equity-seeking groups: Indigenous, racialized, women, LGBTQ2I+, person with a disability.
- (ii) Bring the perspectives, priorities and concerns to the debates and discussions to the Executive Board

- (iii) Research and educate the executive board and membership on issues of discrimination and harassment;
- (iv) Promote leadership of equity-seeking workers at the Local Union level and in the broader labour movement
- (v) Increase and support the active participation of equity-seeking workers in the Local Union and the broader labour movement.
- (vi) Strive to eliminate racism and discrimination in the workplace, in the broader labour movement, and society through education and participation in human rights and anti-racism activities both in and outside of the labour movement.
- (vii) May attend as a delegate to the CUPE National, British Columbia Division and other affiliated labour organization conventions.

ARTICLE 9 - TRUSTEES

- (a) There shall be three (3) Trustees and they shall audit the books of the Secretary-Treasurer and shall exercise general supervision over the assets and property of the Local Union. They shall first be elected so that one shall serve for a period of three (3) years, one for two (2) years and one for one (1) year. Thereafter, all trustees shall be elected for three (3) year terms. No member who has been a signing Officer for the Local Union is eligible to run for Trustee, until at least one (1) full term of office has elapsed.
- (b) The Trustees shall:
 - (i) 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 committees at least once every calendar year;
 - (ii) Make a written report of their findings to the first membership meeting following the completion of each audit;
 - (iii) 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;
 - (iv) Be responsible to ensure that monies have not been paid out without proper constitutional or membership authorization;
 - (v) Ensure that proper financial reports have been given to the membership;
 - (vi) 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 Union, and report their findings to the membership;
 - (vii) Send to the National Secretary-Treasurer, with a copy to the assigned Servicing Representative, the following documents:
 - a. Completed Trustee Audit Program
 - b. Completed Trustees' Report
 - c. Secretary-Treasurer Report to the Trustees
 - d. Recommendations made to the President and Secretary-Treasurer of the Local Union

- e. Secretary-Treasurer's response to recommendations
- f. Concerns that have not been addressed by the Local Union Executive Board.

ARTICLE 10 - NOMINATION, ELECTION, AND INSTALLATIONS

- (a) When an election is held, the Executive Board, subject to the approval of the members will appoint an Elections Returning Officer.

The Elections Returning Officer will supervise the elections ensuring that there is a secure and confidential voting system in place for all elections, review the report of the electronic ballots cast and declare the elected candidate(s) in each contest who receives more than fifty (50%) percent of votes. When more than one candidate is to be elected to an office, each member voting will be required to vote for the full number of candidates to be elected or their electronic ballot will be declared spoiled.

The Elections Returning Officer will announce the voting results as soon as reasonably possible. Those declared elected shall take the oath of office as per the National Constitution and will be installed within two weeks of the announcement of the election results.

- (b) **NOMINATIONS**

The Nomination period will be open for five (5) days. Nominations will be received as follows:

- Nominator sends an email to the Elections Returning Officer and the nominee stating what position they are nominating the individual for;
- The Elections Returning Officer replies to the nominee and nominator confirming that the nominee accepts the nomination;
- The Elections Returning Officer replies to the nominee and nominator and the Union Office confirming that the nominee has accepted the nomination
- Names of all nominees will be emailed to all members and posted on the local's website.
- Once nomination period is closed, an election is held, or the position is filled by acclamation. There will be a voting period of five (5) days.
- Any candidate may submit a two hundred (200) word statement and photo by the close of the nomination period. The material will be included on the voting platform

- (c) To be eligible for nomination for any position within Local 1004, the nominee must:

- (i) have been accepted into membership and continue to be a member in good standing
- (ii) a table officer may be nominated by any Local 1004 member in good standing;
- (iii) A Lead Steward must be nominated by another member in good standing from their own unit;

- (d) **ELECTIONS**

The Election shall be conducted electronically by secret ballot using a preferential voting system where members will have the option of ranking one or more of the candidates in order of preference. To be elected, the candidate must receive a majority (more than half) of the votes.

An instant run-off system of counting votes will be used when ballots are initially counted for each voter's top choice.

- (i) If a candidate has more than half of the vote (majority) based on first choices, that candidate is elected.
- (ii) If no candidate has more than half of the vote (majority), the candidate with the least number of votes will be dropped from the list.
- (iii) The next preference from the dropped candidate that has not been elected or eliminated will be counted and added to the remaining candidate's totals.
- (iv) If this results in a candidate receiving more than half of the vote, the candidate is elected. This process continues until a candidate has more than half of the votes.
- (e) Permanent and temporary employees of CUPE Local 1004 who are members in good standing are eligible to run for election to any Executive Board position. If successful in the election, their resignation from their current position will take place at that time.
- (f) A member may accept nomination for a position while holding office in any position. If successful in the election, their resignation from their current position will take effect at that time.
- (g) In the event that there is only one (1) nominee for any position the Elections Returning Officer will declare that person elected by acclamation.
- (h) The President, Vice-President, Recording Secretary, Secretary-Treasurer and Trustees shall be voted for by the entire membership.
- (i) Candidates for the position of Lead Steward are only eligible to run for the unit in which they are employed in. If, after elected to office, the member relocates to a new unit for more than three months, their position will be considered vacant. Only members of a unit as defined in Section 7 may vote for the Lead Steward from the same unit.
- (j) The Elections Returning Officer will have authority to investigate and rule upon any election complaints. All election complaints by members will be submitted in writing to the ERO within seven (7) days of the election result being announced. Should a candidate request a review of the results of their Election, the Elections Returning Officer will conduct this process with the presence of the CUPE National Representative or a CUPE designate. The decision of the Elections Returning Officer shall be final and binding upon all parties.
- (k) Those declared elected shall take the oath of office as follows:

"I promise to support and comply with the Constitution of this Union, to work to improve the economic and social conditions of other members and other workers, to defend and work to improve the democratic rights and liberties of workers and that I will not purposely or knowingly harm or assist in harming another member of the Union."
- (l) In the event of a by-election, the election timelines established in this section will be adhered to.
- (m) Officers of the local who are absent from three consecutive membership meetings or three consecutive regular Executive meetings without a legitimate excuse, or absent for a period exceeding four (4) months, may be subject to having their office declared vacant by the Executive Board.
- (n) Any table officer who accepts temporary employment outside of Local 1004 jurisdiction for any period less than four (4) months will be relieved of their duties, responsibilities and rights as an Officer for the period of employment. Any officer who accepts employment outside Local 1004 jurisdiction for a period exceeding four (4) months will have their office declared vacant. It is

recognized that this would not apply when being seconded by CUPE National for a temporary position.

ARTICLE 11 - MEMBERSHIP MEETINGS

- (a) Regular membership meetings shall be held a minimum of four (4) times a year in person, virtually or hybrid at a time and place designated by the Executive Board. The May membership meeting shall be the Annual General Membership Meeting. Notice of each regular membership meeting outlining the date, time and location will be given to members at least fourteen (14) days in advance of the meeting.

Members attending virtually will have voice and vote. Virtual attendees will count towards quorum requirements.

Should a secret vote be required during a hybrid meeting, the vote will be conducted electronically for all participants. The electronic voting platform used will ensure secure access, either using a password or personalized link, guarantee the secrecy of the vote at all times and ensure that the integrity of the vote is maintained.

- (b) A quorum shall be twenty-five (25) members (including two (2) table officers and four (4) other Executive Board members) in good standing.
- (c) In the event a quorum is not attained, the Executive Board shall pay all bills and shall carry out the regular business of the Union until the next meeting.
- (d) All decisions of the Executive Board which have been acted upon shall be reported to the members at the next regular membership meeting. A motion to endorse the actions of the Executive shall be put forward at that meeting.
- (e) At the opening of the Annual General Membership or a regular membership meeting the presiding officer shall take the chair and conduct the business in the following order:
1. Acknowledgement of Indigenous territory
 2. Roll Call of Officers
 3. Reading of Equality Statement
 4. Voting on New members and Initiation
 5. Reading of the Minutes
 6. Matters arising from the Minutes
 7. Secretary-Treasurer's Report
 8. Communications and bills
 9. Executive Board Report
 10. Reports of Committees and Delegates
 11. Nominations, Elections and Installations
 12. Unfinished Business
 13. New Business
 14. Good of the Union
 15. Adjournment
- (f) In order to provide information to members working on various shifts, up to two stewards per unit may be granted by the President a leave of absence to attend a membership meeting if their regular working hours would otherwise prevent them from attending.

- (g) Minutes of all regular and special membership meetings shall be written up in an impersonal and factual manner; debates shall not be recorded. At each regular membership meeting the minutes of the previous membership meeting and the minutes of any subsequent special membership meeting shall be presented. If no errors, omissions or corrections are raised, the presiding officer shall declare the minutes adopted as presented. Any errors, omissions or corrections shall be noted by the presiding officer and they shall instruct the Recording Secretary to make any changes to the minutes deemed necessary. No debate shall be permitted on the acceptance of the minutes and the ruling of the presiding officer shall be final.

When a membership meeting must be cancelled due to circumstances beyond Local 1004's control, the Executive Board will schedule a new date for the meeting and provide members fourteen (14) days' notice of the rescheduled meeting date.

- (h) Notices of Motion must be provided to the membership at least thirty (30) days in advance in writing or at least seven (7) days in advance at a membership meeting.
- (i) In the case of any motion(s) greater than \$1000, a notice of motion must be made at a regular membership meeting and then approved at the following regular or special membership meeting before the grant or contribution can be paid out. The approval meeting must be no earlier than seven days after the meeting where notice of motion has been given.

ARTICLE 12 - UNIT MEETINGS

- (a) Bargaining Unit meetings may be called by the President or Lead Steward to deal with matters that affect only members of the bargaining Unit. Bargaining Unit meetings may be held in person, virtually and/or hybrid.

The President or Lead Steward shall notify the members of the bargaining unit seven (7) days in advance of the meeting providing the agenda, date, time and place of the meeting. Lead Stewards or Stewards from a bargaining unit may chair the unit meetings. Where no Lead Steward or steward is available the Executive Board may appoint a Lead Steward or steward to conduct the meeting.

Should a secret vote be required during a hybrid meeting, the vote will be conducted electronically for all participants. The electronic voting platform used will ensure secure access, either using a password or personalized link, guarantee the secrecy of the vote at all times and ensure that the integrity of the vote is maintained.

- (b) Unit meetings may not make decisions that affect the Local Union as a whole or another bargaining unit.
- (c) Lead Stewards and/or Stewards will be provided with necessary book-off to hold and attend unit meetings.
- (d) Members of the Executive Board shall be permitted to attend the meetings and the Lead Steward shall report to the Executive Board on the issues raised by the meeting.
- (e) A summary of action items may be forwarded to the Executive Board. Any actions taken by the Executive will be reported back to the unit by the Unit Chair or Steward.

ARTICLE 13 - EXECUTIVE BOARD MEETINGS

- (a) The Executive Board will meet in person, virtually and/or hybrid at least eight (8) times per year.

Should a secret vote be required during a hybrid meeting, the vote will be conducted electronically for all participants. The electronic voting platform used will ensure secure access, either using a password or personalized link, guarantee the secrecy of the vote at all times and ensure that the integrity of the vote is maintained.
- (b) A majority of the Executive Board, including at least two (2) Table Officers constitutes a quorum.
- (c) The Executive Board shall hold title to any real estate of the Local Union as trustees for the Local Union. They shall have no right to sell, convey, or encumber any real estate without first giving notice and then submitting the proposal to a membership meeting and having it approved.
- (d) The Executive Board shall do the work delegated to it by the Local Union and shall be held responsible for the proper and effective functioning of all committees.

ARTICLE 14 - SPECIAL MEETINGS

- (b) Special membership meetings may be required and will be called by the Executive Board or may be requested in writing by at least fifty (50) members. The president will advise the members when a special meeting is called and ensure that all members receive at least twenty four (24) hours' notice of the special meeting, the subject(s) to be discussed, the date, the time and location of the meeting. No business will be transacted at the Special Meetings other than that for which the Special Meeting has been called and notice given.
- (c) A quorum at a special meeting shall be twenty-five (25) members (including two (2) table officers and four (4) other Executive Board members) in good standing. If quorum is not met, another meeting can be rescheduled.

ARTICLE 15 - WITHDRAWAL CARDS

- (a) Upon request the Local shall issue a withdrawal card to members when being laid off and their recall rights have elapsed.
- (b) Upon request the Local shall issue a withdrawal card to a member leaving the employ of the Employer covered by the certification of the Union to take up employment elsewhere within the certification of another Union affiliated to or chartered by a central labour body recognized and approved by the CUPE National Executive Board.
- (c) The withdrawal card shall state that the holder was in good standing when they left the employment under jurisdiction of the Local and shall entitle them to re-establish their membership in the Local without the payment of another initiation fee if they again work within the certification of the Local.

ARTICLE 16 - TRANSFER CARDS

Upon request, the Local shall issue a transfer card to a member in good standing who transfers his membership to another CUPE Local.

ARTICLE 17 - DELEGATES

- (a) Delegates to organizations to which this Union is affiliated shall be appointed on an annual basis the month following elections of officers.
- (b) The Table Officers are entitled as delegates to Conventions.
- (c) Except as above, the Executive Board shall appoint delegates to Conventions, conferences and educationals who will be chosen from active members, i.e. committee members, stewards, etc. All such appointments will be open to any member in good standing.
- (d) The Local Union encourages the participation of women and all equity-seeking groups in their delegation to conventions, conferences, and educationals.
- (e) All delegates to conventions and conferences must adhere to the Local 1004 delegate policy statement.

ARTICLE 18 - TEMPORARY EXEMPT STATUS

Members who work temporarily in exempt positions may not represent the Local on any committee for the duration of their appointment to the exempt position.

ARTICLE 19 - COMMITTEES

(a) *Bargaining Committee*

- (i) This will be a special committee established at least six (6) months prior to the expiry of the applicable collective agreement and automatically disbanded when a new collective agreement has been signed.
- (ii) The function of the committee is to prepare collective bargaining proposals and to negotiate a collective agreement.
- (iii) The committee's members will be elected by electronic ballot. In the case of "Small Units" where all members are together, the Executive Board may approve an in-person vote.
- (iv) Temporary and permanent vacancies shall be filled by the elected alternates. Any vacancies will be filled by election as soon as feasible.
- (v) Where no person is nominated for vacant position(s) or bargaining has reached a crucial phase (example- declared impasse, mediation, or job action), the Executive Board may appoint committee member(s), if required.
- (vi) The Local President or designate will sit ex-officio on bargaining committees.
- (vii) The National Representative assigned to the Local Union 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.
- (viii) All members of a bargaining committee will attend collective bargaining training.

(b) *Grievance Committee*

- (i) The Grievance Committee will be composed of the Vice-President, the Lead Steward from the relevant unit and three (3) Stewards (who are not members of the Executive Board)

to be elected by their fellow stewards in November of the odd year at a Steward's meeting. Two alternates will also be elected at this time.

- (ii) The committee shall have the duty to hear on behalf of the membership all cases properly referred to it. It shall hear all cases with impartiality.
- (iii) The committee shall sit when a member wishes to appeal the recommendation of the business agent not to proceed to the next step in the grievance process.
- (iv) The grievor and the grievor's Steward shall be invited to provide information as requested by the committee and to address the committee should they so choose.
- (v) The committee shall have access to a legal opinion on the case in question if they feel that it is necessary.
- (vi) All decisions of the committee shall be by a simple majority vote.
- (vii) The National Representative assigned to the Local Union and the relevant Business Agent shall be non-voting members of the committee and shall be consulted at all stages.

(c) *Bylaw Committee*

- (i) This committee will:
 - Review the bylaws annually, or as required, and make recommendations to the Executive Board on proposed amendments to be brought to the Membership to be voted on;
 - Review any proposed amendments received from the Executive Board or membership of the Local Union to ensure that the amendments will conform to the remainder of the bylaws and the CUPE National Constitution;
 - Ensure that the Local Union's bylaws are written in clear language, ensuring that clear language does not change the intent or meaning of the bylaws.
- (ii) The committee members will consist of at least one (1) Table Officer who shall be the chairperson and four (4) members. The committee shall appoint its Secretary from among its members. The National Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted during the review process.

(d) *Occupational Health and Safety (OH&S) Committees*

- (i) Members elected or appointed to represent CUPE 1004 on OH&S committees should meet for a minimum of 30 minutes prior to the commencement of an OH&S meeting.
- (ii) Before members of the committee agree to any changes to the terms of reference for their committee such changes will be provided by the members of the committee to the Unit Chair and Business Agent for review before they are voted on by the committee.

(e)

- (i) The Executive Board may create, appoint or disband any committee to further the aims and objectives of the Union.
- (ii) The executive shall appoint an Executive Board member as the committee chair. The committee may elect a co-chair from other members.
- (iii) The terms of reference for the committee will be approved by the Executive Board.

- (iv) Requests to join committees will be made through the Executive Board.
- (v) The budget of the committee will be funded through the annual budget.

The chair of each committee shall report to the Executive Board and the membership following each committee meeting.

ARTICLE 20 - PER DIEMS, HONORARIUMS, EXPENSES

- i. Per diems, honorariums, and expenses shall be as specified in the Local 1004 Financial Policy. Such information will be made available to any member at the office of the Local Union and at all membership meetings.
- ii. Where requested, the Local Union will provide members with their per diem allowance prior to their attending the convention, conference, or educational.

ARTICLE 21 - COMPLAINTS AND TRIALS

All charges against members or Officers must be made in writing and dealt with in accordance with the Trial Procedure provisions of the CUPE National Constitution

ARTICLE 22 - STEWARDS

- (a) Stewards are official representatives of CUPE Local 1004 and are authorized to speak and act on behalf of CUPE Local 1004 while acting as an advocate for a member or as an officially designated representative to a committee or attend Labour-Management meetings, subject always to:
 - (i) support of a majority of fellow members of their work unit;
 - (ii) membership in good standing; and
 - (iii) compliance with the Local Union's bylaws and policy and the CUPE National Constitution.
- Stewards who are not in compliance with one or more of the above may be removed by a two-thirds vote of the Executive Board or the work unit they represent.
- (b) Stewards will serve for a two (2) year term.
 - (c) Where there are not Stewards, the President, in consultation with the relevant Lead Steward, is authorized to appoint one or more member(s) as Stewards until elections are held.
 - (d) It will be the duty of the job Steward to know their unit's collective agreement and the Local Union's Constitution and Bylaws.
 - (e) Stewards will meet at such intervals as deemed necessary by the Executive Board, but no less than four (4) times per year. Such meetings will be chaired by the Local President or designate.

ARTICLE 23 - CIVIL COURTS

Any member appealing to civil courts to decide a controversy within this Local Union, without first exhausting all the provisions of the Constitution and Bylaws shall forfeit membership in this Local Union.

ARTICLE 24 - PUBLIC STATEMENTS

- (a) No member shall make public statements or give information to the press or other news media in respect to what transpires at meetings of this Local Union.

- (b) The Executive Board may from time to time authorize a member or other person to act in a public relations capacity, to issue press releases and/or make appropriate public statements.

ARTICLE 25 - CHANGES IN WAGES AND CONDITIONS

- (a) All proposed changes in the Collective Agreement covering wages or working conditions, arising out of contract negotiations, must be given at least seven (7) days notice in writing and it shall require a majority to adopt. All voting on wage schedules shall be by secret ballot and shall be conducted electronically. A decision to conduct a strike vote may be adopted by a simple majority of the members voting.

In the case of "Small Units" where all members are together, the Executive Board may approve an in-person vote.

- (b) A meeting to discuss changes to the Collective Agreements shall be held at such times as may be deemed advisable by the Executive Board, for the purpose of making recommendations to a general membership meeting for the reopening of the Collective Agreements. All members of the Executive Board, assigned Representatives and all recognized Job Stewards shall be notified to attend. In addition, the Executive Board may lay down conditions for such other representation as from the branch, occupational groups and the jobs in the jurisdiction of the Union.

ARTICLE 26 - EMPLOYMENT OF STAFF

- (d) CUPE Local 1004 may hire staff as needed. The terms and conditions of employment for each person proposed for employment will be fully and clearly stated in a motion passed by the Executive Board.

An Executive Board Member cannot serve as an acting Business Agent.

- (b) Staff complaints are to be directed to the Staff Advisory Committee.

ARTICLE 27 - AMENDING BYLAWS

- (a) *CUPE Constitution*

These bylaws are always subordinate to the CUPE Constitution (including Appendix B) as it now exists or may be amended from time to time, and in the event of any conflict between these bylaws and the CUPE Constitution, the latter shall govern. The National President has the sole authority to interpret the CUPE Constitution.

- (b) *Additional Bylaws*

- (i) CUPE Local 1004 may amend or add to these bylaws and/or enact additional bylaws provided that they do not conflict with the National Constitution. The amended or additional bylaws do not come into effect until they have been approved in writing by the National President. The effective date will be date from receipt of the letter of approval from the National President.
- (ii) Amended or additional bylaws will be approved by majority vote at a regular membership meeting or at a special meeting called for that purpose.
- (iii) Notice of the intention to propose the amended or additional bylaws will be provided to the membership at least seven (7) days before at a previous membership meeting or

thirty (30) days before in writing. It shall state the time and place of the meeting; and, it shall state the proposed changes and/or additions to the existing bylaws.

- (iv) Any changes to the bylaws must be approved by more than half of the members voting.

ARTICLE 28 - SUPPLYING CONSTITUTIONS AND BYLAWS

Copies of the CUPE National Constitution and the bylaws of this Local, containing the most recent amendments, shall be made available to all members at the office of the Local Union and electronically.

ARTICLE 29 - RULES OF ORDER

- (a) 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 C. 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 C 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.

ARTICLE 30 - AUTHORIZED EXPENSES

Members shall be fully compensated by the Union for loss of wages incurred within Local 1004's jurisdiction and for any other expenses properly incurred on behalf of the Local Union.

ARTICLE 31 – CUPE LOCAL 1004 POLICIES

The Executive Board may establish policies, as required, to govern the affairs of the Local. Such policies will apply to members and officers.

Policies cannot be adopted, amended or deleted without the recommendation of the Executive Board and approval by a majority vote at regular or at a special membership meeting called for that purpose and notice of the intention to propose the amended or additional policies was given at least seven (7) days before at a previous membership meeting or thirty (30) days before in writing.

ARTICLE 32 - RECALL OF OFFICERS

- (a) Members may recall any Officer of CUPE Local 1004 in the following manner:
 - (i) The recall process for Table Officer and/or Trustee is initiated by the submission of a petition signed by at least 1000 members, or 40% of the membership, whichever is less.
 - (ii) The recall process for individual Unit Chairs is initiated by the submission of a petition signed by 40% of the members in the unit represented by that Unit Chair.
 - (iii) Each page of the petition must indicate the reasons for recall and a statement that indicates the members who have signed it are in agreement with the recall proposal and the reasons for it. All signatories must be members in good standing.
 - (iv) The petition for recall must be conducted within 30 days and contain the date, member's printed name, signature, branch, department or work site, and bargaining unit.

- (v) The petition must be delivered to the Recording Secretary within 14 days. If the Recording Secretary is cited in the recall petition, the petition will be delivered to the President. If the President and the Recording Secretary are cited in the recall petition, the petition may be delivered to any Officer of CUPE Local 1004 not cited for recall in the petition.
- (vi) Within seven days of receipt of the recall petition, the officer(s) cited for recall will be notified in writing, with a copy of the petition.
- (vii) Notification of the proposed recall of an officer or officers will be communicated to members through Unit Meetings and website immediately following the termination of the seven day notice period.
- (viii) The recall procedure will incorporate the procedure for nomination and election to fill vacancies, except that the officer or officers being recalled will not be required to vacate their office until the election has concluded.
- (ix) Recall of Table Officers and/or Trustees will be invoked if supported by a vote of two-thirds of the members voting electronically.
- (x) Recall of Unit Chair(s) will be invoked if supported by a vote of two-thirds of the members of the sector voting electronically.
- (b) Recalled Officers will be prohibited from running for office for the remainder of the term of office from which they had been recalled.

ARTICLE 33 - CUPE 1004 DEFENSE FUND

- (a) CUPE Local 1004 will maintain a Defense Fund of \$200,000 which is distinct from the Local's operating account and term deposits.
- (b) Commencing at the beginning of the 2018 fiscal year, 0.02% of dues-eligible wages will be directed into the Defense Fund with the remaining 1.98% of dues-eligible wages will continue to be directed to the CUPE 1004 current operating account (or General Fund).
- (c) When the Defense Fund reaches \$400,000, the 0.02% dues allocation will stop and will return to the Local's operating accounts. Deposits to the Defense Fund will resume when the balance falls below \$300,000.
- (d) The President and Secretary-Treasurer will review the account annually and make recommendations to the Executive Board and the General Membership regarding adjustments in the minimum and maximum account balances.
- (e) Defense Fund monies may be spent with notice of motion to the Membership according to the following criteria:
 - (i) Strike support, not including strike pay or strike benefits, for CUPE 1004 members engaged in Union authorized job action activities, or
 - (ii) Strategic arbitration, legal expenses and public relations expenses to combat regressive Employer policies and actions that negatively impact Local 1004 members.

APPENDIX A
CUPE NATIONAL EQUALITY STATEMENT



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.

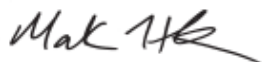
Discriminatory speech or conduct which is racist, sexist, transphobic or homophobic hurts and thereby divides us. So too, does discrimination on the basis of ability, age, class, religion, language and ethnic origin.

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 persons deserve dignity, equality and respect.




MARK HANCOCK
National President


CANDACE RENNICK
National Secretary-Treasurer



APPENDIX B

CUPE NATIONAL CODE OF CONDUCT

The mandate of our union, the Canadian Union of Public Employees (CUPE), is to organize and defend workers and to promote economic and social justice for our members and for all workers. In carrying out our work, we in CUPE strive to promote our core values which include the principles of solidarity, equality, democracy, integrity, and respect. We are committed to mobilizing our energy and skills to work together to promote these values and to attain these goals in our union, our communities, and globally.

CUPE is committed at all levels to creating a union which is inclusive, welcoming, and free from harassment, discrimination and all types of bullying and intimidation. CUPE needs to ensure that we provide a safe environment for members, staff and elected officers to carry out our work. CUPE's expectation is that mutual respect, understanding and co-operation will be the basis of all our interaction.

The Code of Conduct sets out standards of behaviour for participants at national convention, national conferences, schools, meetings, and all other events organized by CUPE National. It is also applicable to structures of CUPE – locals, Provincial and Service Divisions, District Councils, Provincial Unions, Councils of Unions, Provincial Councils of Unions, and Provincial Sectoral Groups. It is consistent with the expectations outlined in the Equality Statement and the CUPE National Constitution.

This Code of Conduct is intended to deal with complaints of inappropriate behaviour at events organized by CUPE National and at events organized by CUPE National and at events, meetings and activities by other parts of CUPE referenced above. It does not apply to complaints arising in the workplace, as those are dealt with through the grievance procedure and/or the applicable workplace harassment policy.

As CUPE members, staff, and elected officers, we commit to one another and to the union to be governed by the principles of the Code of Conduct and agree to:

- Abide by the provisions of the Equality Statement.
- Respect the views of others, even when we disagree.
- Recognize and value individual differences.
- Communicate openly.
- Support and encourage each other.
- Make sure that we do not harass or discriminate against each other.
- Commit to not engaging in offensive comment or conduct.
- Make sure that we do not act in ways that are aggressive, bullying, or intimidating.
- Take responsibility for not engaging in inappropriate behaviour due to use of alcohol or other drugs while participating in union activities, including social events.

Harassment is objectionable behaviour which may include actions, language, gestures, and/or written material, and which the harasser knows or ought reasonably to know is abusive and unwelcome. Bullying is a form of harassment which is serious ongoing behaviour which targets an individual or group and which threatens that person or persons' mental and/or physical well-being.

A complaint regarding the Code of Conduct will be handled as follows:

1. If possible, a member may attempt to deal directly with the person alleged to have engaged in behaviour contrary to the Code, by asking them to stop such behaviour. If that is not possible, or if it does not resolve the problem, a member may bring forward a complaint.
2. At national convention, national conferences, schools, meetings, and all other events organized by CUPE National, a complaint shall be brought to the attention of an ombudsperson.

3. At a meeting, event, or activity held by a structure of CUPE, should an ombudsperson be available, the same process would be used. Should an ombudsperson not be available, a person properly appointed and designated to be in charge shall receive the complaint.
4. If the complaint involves a staff member, it shall be referred to the appropriate director for investigation and the complaint shall be dealt with in accordance with the applicable staff collective agreement. If the complaint involves a staff member employed by another part of CUPE, the person responsible for their employment will be the one to whom a complaint is referred and the relevant collective agreement, should it exist, would be applicable.
5. Once a complaint is received where an ombudsperson is being used, the ombudsperson will work to seek a resolution.
6. If this fails to resolve the matter, the ombudsperson shall report the matter to the person in charge, who shall determine whether there is need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses.
7. At CUPE National events where an ombudsperson is not available, a person properly appointed and designated to be in charge shall receive the complaint. Depending on the nature of the problem, the person in charge may attempt to resolve it through conflict resolution. If this fails to resolve the matter, the person in charge shall determine whether there is a need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses. The same process is to be used for other parts of CUPE where an ombudsperson is not available.
8. For National events, if the person in charge is a party to the complaint, the director or designate shall assume that role. For all other parts of CUPE, an alternate will be designated to assume the role.
9. In a case where a member has been expelled from an event, the National President shall receive a report on the matter. For all other structures of CUPE, the presiding officer shall receive a report on the matter.
10. For events organized by CUPE National, the National President shall determine if further remedial action is appropriate, including restricting a member's participation in future events organized by CUPE National. A similar process may be applicable to the other parts of CUPE, done in consultation with the National President.

This Code of Conduct is designed to create a safe, respectful and supportive environment within all parts of CUPE. It is meant to enhance the rights and obligations outlined in the CUPE National Constitution, the Equality Statement, and applicable human rights legislation, not replace them.

All chartered organizations are subject to this Code of Conduct, to apply to conventions, conferences, schools, and meetings which they organize.

The above Code of Conduct arises from the National Women's Task Force (NWTF) report, and Resolution 209 adopted at the 2007 National Convention.

APPENDIX C

LOCAL 1004 CODE OF CONDUCT

Local 1004 is committed to ensuring that all of its meetings and activities are safe environments where members are encouraged to speak. Existing members are encouraged to welcome, mentor and support new members and equity-seeking members.

Local 1004 strives to promote core values which include the principles of solidarity, equality, democracy, integrity, and respect. We are committed to mobilizing our energy and skills to work together to promote these values and to attain these goals in our union, our communities, and globally.

Local 1004 is committed to creating a union which is inclusive, welcoming, and free from harassment, discrimination and all types of bullying and intimidation. Local 1004 needs to ensure that it provides a safe environment for members, staff and elected officers to carry out our work. Local 1004 expects that mutual respect, understanding and co-operation will be the basis of all our interaction.

This Code of Conduct for Local 1004 sets out standards of behaviour for members at meetings, and all other events organized by Local 1004. It is consistent with the expectations outlined in the Equality Statement, CUPE National Constitution and these bylaws. It does not apply to complaints arising in the workplace, as those are dealt with through the grievance procedure and/or the applicable workplace harassment policy.

As members of Local 1004 we commit to one another and to the union to be governed by the principles of the Code of Conduct and agree to:

- Abide by the provisions of the Equality Statement;
- Respect the views of others, even when we disagree;
- Recognize and value individual differences;
- Communicate openly;
- Support and encourage each other;
- Make sure that we do not harass or discriminate against each other;
- Commit to not engaging in offensive comment or conduct;
- Make sure that we do not act in ways that are aggressive, bullying, or intimidating; and
- Take responsibility for not engaging in inappropriate behaviour due to abuse of alcohol or other drugs while participating in union activities, including social events.

Harassment is objectionable behaviour which may include actions, language, gestures, and/or written material, and which the harasser knows or ought reasonably to know is abusive and unwelcome. Bullying is a form of harassment which is serious ongoing behaviour which targets an individual or group and which threatens that person or persons' mental and/or physical well-being.

A complaint regarding this Code of Conduct will be handled as follows:

1. If possible, a member may attempt to deal directly with the person alleged to have engaged in behaviour contrary to the Code, by asking the person to stop such behaviour. If that is not possible, or if it does not resolve the problem, a member may bring forward a complaint.
2. Once a complaint is received, a designated Officer of the Local Union will work to seek a resolution.

3. If this fails to resolve the matter, the designated Officer of the Local Union shall report the matter to the person in charge, who shall determine whether there is need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses.

This Code of Conduct is designed to create a safe, respectful and supportive environment within CUPE. It is meant to enhance the rights and obligations outlined in the Bylaws of Local 1004, the CUPE National Constitution, the Equality Statement, and applicable human rights legislation, not replace them.

This Code of Conduct does not replace a member's right to access the trial provisions of the CUPE National Constitution.

APPENDIX D 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. In the absence of the President and Vice-President, the Recording Secretary will be the Chairperson. In the absence of the President, Vice-President and Recording Secretary, the Secretary-Treasurer will be the Chairperson. Quorum rules must be met.
2. Members are not allowed to speak about an issue for more than three (3) minutes. Members can only speak again to an issue once all those wishing to speak for the first time 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 five (5) minutes. With the agreement of the members present, the time may be expanded.
4. The Chairperson will state every motion presented at a membership meeting before allowing debate on the motion.
5. A motion must be moved and seconded. The mover and seconder must 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 (2) 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 (6) 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 (15) minutes have elapsed.
23. After the Chairperson declares the vote results on a question, and before the Local Union proceeds to another order of business, any member can ask for a standing vote. A standing vote will be taken and the Recording Secretary will count the standing vote.
24. If a member wishes to appeal a decision of the Chairperson, the member must appeal at the time the decision is made. If the appeal is seconded, the member will be asked to state briefly the basis for the appeal. The Chairperson will then state briefly the reasons for the decision. Following immediately and without debate, the Chairperson will ask, "Will the decision of the chair be upheld?" A majority vote shall decide. In the event of a tie vote, the decision of the chair is upheld.
25. At a membership meeting where a question has been decided any two (2) members who voted with the majority can give notice of a motion to reconsider a decision of the membership at the next membership meeting. The motion to reconsider requires the support of a two-thirds (2/3) majority of members who vote. If two-thirds (2/3) majority of members support reconsideration, the question will be placed in front of the membership for debate and a subsequent vote.

The Local Union's business and the proceedings of meetings are not to be divulged to any persons outside the Local Union or the Canadian Union of Public Employees.

APPENDIX E FINANCIAL POLICY

This Financial Policy is based on the CUPE National Constitution and CUPE Local 1004 Bylaws to govern the operations of CUPE Local 1004 and provide guidance to members, staff, and elected officers to carry out their responsibilities.

ARTICLE 1 - FINANCES

1.1 Financial Statement

Annual statements are to be submitted with each fiscal year ending December 31st.

1.2 Financial Reports

Financial reports are to be presented to the Executive Board and to the membership at the General Membership and Executive Meetings.

1.3 Preparing an Annual Budget

- (a) The Secretary-Treasurer and President will prepare a yearly budget for each fiscal year and bring it to the Executive Board for approval. This budget will include all anticipated expenses for the stated fiscal year and will then be brought to a Membership meeting or approval prior to December 1st.
- (b) The Secretary-Treasurer and the President will meet as needed to review the budget and recommend budget amendments to the Executive Board to be tabled at subsequent General Membership Meetings.

1.4 Signing Officers

The President, Vice-President, Secretary-Treasurer and Recording Secretary are signing officers.

1.5 Payment Approval Process

- (a) Every payment must be authorized with a Cheque Requisition form by two (2) signing officers before being released, except as outlined in Article 6 of this policy, Petty Cash.
- (b) All payments must be supported by invoices, receipts, or other proof of expenses before being approved.
- (c) A signing officer will not sign a blank cheque.
- (d) A signing officer will not authorize payments without verifying the relevant backup paperwork and authorization.
- (e) A signing officer will not sign a cheque that is made out to them directly.
- (f) The President and the Secretary-Treasurer will normally sign all cheques unless on leave or otherwise unable to act on behalf of the local.

ARTICLE 2 - EXPENSES AND REIMBURSEMENT

2.1 Wages

All lost wages for regularly scheduled hours of work will be repaid at cost directly to the employer or Local Union only. Wage loss will not be paid directly to individuals in any circumstance.

Any CUPE Local 1004 member on Leave of Absence for union business will receive shift differential, acting pay or any other regular premium that the member would have received with the understanding that the union will reimburse for such premium.

In cases where there is a dispute about these premiums the Secretary-Treasurer will send a letter to the employer advising of the premiums that should be paid and will be reimbursed by the Local.

2.2 Union Leave

Union leave of absence for members who work shifts other than the regular day shift may be booked off from scheduled work to ensure one period of ten (10) clear hours of rest when they attend to Union business during the regular day shift.

2.3 Book Off Requests

Any person requesting Union Leave will complete a Book Off Request form, which includes the following information and send it to the president.

- (a) Member's name and email
- (b) Employer and branch
- (c) Hours required for the LOA (start and end time for leave)
- (d) Manager and/or supervisor's name and email
- (e) Reason for the LOA

2.4 Accommodation

If required, single occupancy accommodations will be paid at prevailing rates. Accommodations will be at a unionized hotel unless there are no such options available. Where possible all room, taxes and parking will be billed directly to CUPE Local 1004. Accommodation must be pre-approved unless in cases of emergency.

2.5 Applicable Rates

In the following sections, the applicable rate will be the current rate set by CUPE BC.

2.6 Dependent Care

If required for the completion of work on behalf of the Union, and upon completion of the CUPE Local 1004 Dependent Claim Form and upon providing receipts, dependent care will be paid outside of regular working hours. Claims will not be paid for a spouse, partner, or other family member who normally provides care without charges, or for periods of time where a member would normally have paid for care such as during normal hours of work at their job. For

clarification, dependent care will not be provided for members undertaking regular union participation functions.

2.7 Transportation

To be the most convenient and economical means with the maximum mileage not to exceed airfare:

- Airfare where required (economy class).
- Car mileage at the rate set by CUPE BC. Travel between a member's home and the Union office will not be subject to this reimbursement.
- Parking cost when receipt provided and when on CUPE Local 1004 business.
- Taxi or airport shuttle from airport to hotel to meeting place upon submission of receipts.
Taxis to be shared when possible.

2.8 Per Diem

Only one Per Diem per day may apply. If multiple could apply, the higher amount will be paid.

- Category A will match the CUPE BC Policy rate for full day meeting
- Category B will match the CUPE BC Policy rate for half day meeting
- Category C will match the CUPE BC Policy rate for meetings where expenses are included

- In-town Per Diems

		Category
Full day where meals are not provided	(min 5 hours)	B
Half-day where meals are not provided	(min 2 hours)	C
Full day or half-day where meals are provided		C
Evening events	(min 2 hours)	C

- Travel Per Diems

		Category
Full day of travel	(min 5 hours)	A
Half-day of travel & Half-day meetings	(min 5 hours total)	A
Half-day of travel	(min 2 hours)	B

- Out-of-Town Per Diems

		Category
Full day where meals are not provided	(min 5 hours)	A
Half-day where meals are not provided	(min 2 hours)	B
Full day where meals are provided	(min 5 hours)	C
Half-day where meals are provided	(min 2 hours)	C

2.9 Expense Claims

All expense claims must be submitted on a CUPE Local 1004 Expense form with itemized receipts included. A credit card slip will not be accepted on its own. If no receipt is available a declaration providing an explanation may be accepted, signed by the member and authorized by the Secretary-Treasurer. These receipts will be reviewed by the Trustees.

2.10 Expense Reimbursement Time Limit

All expense reimbursement claims including per diems and travel expenses must be submitted within ninety (90) days of their occurrence. Any exceptions must be approved by the Executive.

ARTICLE 3 - HONORARIUMS FOR EXECUTIVE BOARD & TRUSTEES

3.1 Honorariums will be:

- Table Officers \$500 per year
- Lead Stewards \$300 per year
- Trustees \$150 per year
- Election Returning Officer \$150 per year

3.2 Payments will be made in December of each year.

3.3 A partial year of service in a position will result in a prorating of the honorarium.

ARTICLE 4 - CELLULAR PHONES AND ELECTRONIC DEVICES

4.1 Local Cell Phone Plans

CUPE Local 1004 will provide a cell phone and data plan, for the President and Permanent Business Agents.

4.2 Cell Phone Reimbursement

- (a) Executive Board members or Acting Business Agents who do not receive a Union-provided cell phone for their acting period will receive, a cell phone reimbursement of up to sixty dollars (\$60) per month upon completion and approval of an CUPE Local 1004 Expense Claim Form. Executive Board members will not be eligible for the reimbursement as outlined in b.
- (b) Stewards will receive a cell phone reimbursement of up to \$90 per quarter upon completion and approval of CUPE Local 1004 Expense form.
- (c) Receipts must be provided for both (a) and (b).

4.3 Electronic Devices

Electronic devices such as laptop computers, cell phones and tablets provided by the Local for use by Executive members should be replaced every three years.

ARTICLE 5 - CREDIT CARDS

5.1 CUPE Local 1004 will maintain three (3) credit cards. The President, Secretary-Treasurer, and the Office Administrator will be the cardholders and will be subject to the following limits:

President	\$20,000
Secretary-Treasurer	\$20,000
Officer Administrator	\$2,000

- (a) The use of a CUPE Local 1004 credit card for purchases which are personal in nature will not be permitted.
- (b) The use of a CUPE Local 1004 credit card to obtain cash advances is not permitted.

- (c) All credit card expenditures will be supported by original receipts and/or original invoices and be returned to the Secretary-Treasurer or Bookkeeper. Any credit card expenditures not supported by original receipts and/or original invoices will be the responsibility of the cardholder.
- (d) Any documented misuse of CUPE Local 1004 credit card will result in the withdrawal of authorization. The cardholder will immediately be required to surrender the credit card to the Executive Board and reimburse the CUPE Local 1004 or all unauthorized charges.
- (e) Any accruals under a credit card rewards program are the property of CUPE Local 1004 and must be recorded/accrued. All rewards and benefits must only be used for the benefit of CUPE Local 1004.

ARTICLE 6 - PETTY CASH

6.1 Policy:

- (a) A petty cash fund of \$300 will be kept for the union office. The petty cash will be kept in a cash box. The locked cash box will be kept in a safe, locked drawer or other secure location. Every transaction will be recorded.
- (b) The Secretary-Treasurer, Bookkeeper and Office Manager are authorized to disburse and receive petty cash.
- (c) There will be a \$50 cap on individual disbursements.
- (d) A voucher must be filled out for each amount paid out of the fund prior to receiving any cash and signed by the receiver of the cash paid out. Original Receipts must be returned and attached to each voucher.
- (e) Once the petty cash is drawn down and requires replenishing, at a minimum at the end of each quarter the re-supplying of cash must be done using a cheque with a cheque requisition form outlining all expenses drawn from petty cash and giving rise to the need for additional cash supply.

ARTICLE 7 - GOOD AND WELFARE

7.1 Upon being called to the attention of the Local, the Local shall provide as follows:

- (a) In the event of a death of a current member, retired member or active or retired CUPE Local 1004 employee; the Local will send flowers to the funeral or —make a donation to a specified charity. The costs will not exceed \$100.
- (b) In the event of a serious illness or injury to a member or active CUPE 1004 employee; the Local will send flowers or a fruit basket. The costs shall not exceed \$100.
- (c) In the event of a birth or adoption of a child or children by a current member or active CUPE 1004 employee; the Local will send flowers or a fruit basket to CUPE Local 1004 members or employees with new babies. The costs shall not exceed \$100.
- (d) In the event of a death in the Family: The Local shall send cards of condolence to CUPE Local 1004 members or employees when the office is notified of a death in the family.

ARTICLE 8 - DEATH BENEFITS

8.1 For current Local 1004 members:

- (a) A grant in the amount of \$500 will be paid upon the death of a current Local 1004 member, payable to the beneficiary or estate of the deceased. The death benefit for a member dying while at work shall be \$1004.
- (b) CUPE Local 1004 will send a Death Benefit Claim form to the named beneficiary or executor or trustee. This application will also request a photocopy of the Certificate of Death.
- (c) A letter of condolence is also included with the Death Benefit Claim Form.
- (d) Once the Death Benefits Claim Form is completed and returned, the \$500 dollar cheque will be issued to the beneficiary, executor, or trustee.

ARTICLE 9 - RETIREMENT GIFTS

- 9.1** The Local shall provide a retirement gift (not to exceed \$160 in value) to members who have retired employment in one of the local's bargaining units. No member shall be entitled to more than one gift from the local regardless of the number of the local's bargaining units they have worked in.

ARTICLE 10 - STEWARD ATTENDANCE AT REGULAR MEMBERSHIP MEETINGS

- 10.1** Leave of Absence to Attend General Membership Meetings
- 10.2** Up to two (2) stewards per unit may be granted a leave of absence to attend a membership meeting if their regular working hours would otherwise prevent them from attending the meeting, by submitting a Book Off Request Form to the President.

ARTICLE 11 - RETIREMENT PLANNING SEMINARS

- 11.1** Members requesting to attend a CUPE Retirement Planning seminar will be chosen to attend at the Union's cost in reverse order according to their retirement date,
- (a) Each member may only attend a CUPE Local 1004-sponsored Retirement Planning Seminar once;
 - (b) For each retirement seminar, CUPE Local 1004 will cover the costs of the facilitator, refreshments (or provide per diem), classroom and other logistical requirements, and may provide full or partial book-off depending on financial capacity. Transportation, dependent care, and accommodation reimbursements will not be provided for participation in retirement seminars.

ARTICLE 12 - SCHOLARSHIPS

12.1 Preamble

The Local will award four (4) \$1500 scholarships in memory of the four (4) members we have lost to workplace accidents or passed away while on the job: Wilf Greensill, Jody Taylor, Mo Cerra, and Gord Dolyniuk.

The scholarships awarded in Wilf Greensill, Mo Cerra, and Gord Dolyniuk's names will be for any program of post-secondary studies at a public institution.

The scholarship awarded in Jody Taylor's name will be awarded to students studying Music or Fine Arts at an accredited public post-secondary institution.

12.2 Eligibility

Although qualified candidates may apply for all the scholarships, applicants are only eligible to receive one scholarship. Previous recipients of any of the scholarships will not be considered.

- (a) The scholarships will be awarded annually to members of CUPE 1004, their spouses or children.
- (b) An individual must have sufficient educational credits to enter a public university, college or institute.
- (c) The notice to apply will be placed on the 1004 web site, announced at a membership meeting, and emailed to members.
- (d) The awarded funds will be sent directly to the institution the winner has designated with the proviso that the funds should be returned to the Union if the individual does not register.
- (e) The schedule for awarding funds will be as follows:
 - The notice of the scholarship will be emailed to members and published on the website in April.
 - The deadline for applications will be June 30.
 - The decision will be made prior to August.
 - The cheque(s) will be issued in August.
- (f) The Scholarship form will require the following information:
 - Name/address
 - Field of study
 - Period of study
 - Transcript from applicant's last school year
 - The institution the applicant does or will attend in the study year
- (g) The selection will be made using a random name selector once each applicant's information has been verified.

ARTICLE 13 - DONATIONS

- (a) The Local will only make charitable donations to organizations that have like-minded social justice principles that are shared by CUPE Local 1004 and are working to affect positive change to improve the working and living conditions for workers or their communities.
- (b) The recipients of these donations should be active in the communities where our members work and should be a not-for-profit organization or society other CUPE chartered body, labour federation, or another formal entity. The Local will not donate directly to individuals.
- (c) Requests for donations must be received by the Recording Secretary or their designate who will present such to the Executive Board for consideration. Upon approval, the Executive Board will

present the request and their recommendation to the membership at the next General Membership Meeting for endorsement.

- (d) Requests for donations must be accompanied by reasons for such and must include background information on the organization.

ARTICLE 14 - UNION EDUCATION

14.1 Attendance

Members sent to an education course/seminar are undertaking to attend all sessions of the program and to represent the Local appropriately.

14.2 How Members Can Attend

(a) Executive:

Have the authority to select and send delegates where funds for education have been budgeted for and approved.

(b) Members:

Members who would like to attend an educational course will submit their name to the Recording Secretary. Members attending CUPE National Union Education must be approved by the Local.