

INTRODUCTION

The Canadian Union of Public Employees, Local 905 has been formed to:

- improve the social and economic welfare of its members without regard to class, race, colour, creed, sex/gender, sexual orientation, language, age, marital status, mental or physical disability, nationality, ancestry, or place of origin and religious beliefs;
- promote efficiency in public employment; and
- manifest its belief in the value of the unity of organized labour.

These By-laws, in accordance with the CUPE National Constitution (Articles 13.3 and B.5.1), are intended to safeguard the rights of all members, to provide for reasonable administration of the Local and to involve as many members as possible through the sharing of duties and responsibilities. Each application for membership in the Local shall be directed to the Recording Secretary and, upon completion of the Oath of Membership, a membership card will be issued.

Local 905 of the Canadian Union of Public Employees hereby enacts as follows:

SECTION 1 - OBJECTIVES

- 1.0** The objectives of the Local are to:
- 1.1** Secure adequate remuneration for work performed, and generally advance the economic and social welfare of its members and of all workers;
 - 1.2** Support CUPE in reaching the goals set out in Article II of the CUPE Constitution;
 - 1.3** Provide an opportunity for its members to influence and shape their future through free democratic trade unionism; and
 - 1.4** Encourage the settlement by negotiation and mediation of all disputes between the members and their employers.

SECTION 2 – REFERENCES

- 2.0** Numbers of articles at the end of sections or sub-sections in this document refer to relevant articles of the CUPE National Constitution which should be read together with these bylaws.

SECTION 3 – AFFILIATIONS

In order to strengthen the labour movement and work toward common goals and objectives, Local 905 shall be affiliated to and pay per capita tax to the following organizations:

- The CUPE Ontario Provincial Division
- The Toronto and York Region District Labour Council

SECTION 4 – STRUCTURE OF CUPE LOCAL 905

4.1 Local 905 represents ALL members of the Local and is composed of the following bargaining units:

| # | Employer | Bargaining Unit(s) | Description of Unit |
|----------------------------|---------------------------------|---------------------------|---|
| 905.01 | Town of Aurora | 1 Bargaining Unit | Outside Unit |
| 905.02 905.27 | Aurora Library: | 2 bargaining unit | Full Time/Part Time Unit & Library Pages/Temp. Employees |
| 905.03 905.26 | Town of Georgina: | 2 bargaining units: | Inside/Outside Unit & Roads & Water |
| 905.13 | Georgina Library: | 1 bargaining unit: | All Employee Unit |
| 905.23 | Township of King: | 1 bargaining unit: | Inside Unit |
| 905.14 905.15 | City of Markham: | 2 bargaining units: | Inside Unit & Outside Unit |
| 905.05 905.06 905.25 | Markham Library: | 3bargaining units: | Part Time Unit & Full Time Unit & Library Pages |
| 905.09 905.10 | Newmarket Library: | 2 bargaining units: | Part Time Unit & Full Time Unit |
| 905.04 | New Tecumseth Library: | 1 bargaining units: | All Employee Unit |
| 905.16 | Town City of Richmond Hill: | 1 bargaining unit: | Outside Unit |
| 905.24 | Richmond Hill Library: | 1 bargaining unit | All Employee Unit |
| 905.20 905.21 905.22 | City of Vaughan: | 3 bargaining units: | Clerical Technical Full Time Unit; Outside Unit Hourly; Clerical Technical Part Time Unit |
| 905.17 905.18 | Vaughan Library: | 2 bargaining units: | Part Time Unit & Full Time Unit |
| 905.07 | Town of Whitchurch-Stouffville: | 1 bargaining unit: | Outside Unit |
| 905.28 | Whitchurch-Stouffville Library | 1 bargaining unit: | All Employee Unit |
| 905.00 905.19 | York Region: | 2 bargaining units: | York Region & Long-Term Care Unit |

SECTION 5 - GENERAL AND UNIT MEMBERSHIP MEETINGS (REGULAR AND SPECIAL)

- 5.1** All business transacted at Union Meetings shall be confidential and shall not be disclosed to non-members.
- Non-members, employed in positions in any of the bargaining units of the Local, shall only be allowed to attend a membership meeting where they will be approved to become a member in good standing; or a unit membership meeting where a Collective Agreement ratification and /or strike vote will be conducted.
- 5.2** Except for collective agreement ratification or strike votes, meetings shall be open exclusively to:
- (a) members in good standing (who have been approved at the same or previous meeting); and
 - (b) persons who attend as guests (who may participate in any non-voting capacity that is deemed appropriate by the presiding officer).
- 5.3**
- (a) **Regular General Membership Meetings** shall be held at minimum of five (5) times per year, in the months of January, March, May, September and November. The time and location will be designated by the Executive Board, although every effort shall be made to select varied meeting times and locations, that encourage membership engagement by all members. The calendar of Regular General Membership Meetings will be published in September of every year for the following calendar year.
 - (b) **Regular Unit Membership Meetings** shall be held a minimum of four (4) times every calendar year. The calendar of Regular Unit Membership Meetings will be published in September of every year for the following calendar year. The time and location will be designated by the Unit Executive.
- (b.1)** For Unit's with more than one (1) bargaining unit, additional meetings may be held at the discretion of the Unit Executive
- 5.4**
- (a) **Special General Membership Meetings** may be called by the President or by a written request of twenty-five (25) members. No business shall be transacted, other than the sole purpose of which the meetings are called. A Minimum of twenty-four (24) hours' notice must be provided to the membership.
 - (b) **Special Unit Membership Meetings** may be called by the Unit Executive or the President, or by a written request of twenty-five (25) members or ten per cent (10%) of the membership of the unit, whichever is less. No business shall be transacted other than the sole purpose of which the meetings are called for. A minimum of twenty-four (24) hours notice must be provided to the membership.

5.5 Quorum**(a) Regular General Membership Meeting or Special General Membership Meetings:****Quorum shall be:**

- **The President or Vice-President**
- **Three (3) or more members of the Executive Board**
- **A minimum of sixty (60) members**

(b) Regular Unit Membership Meeting or Special Unit Membership Meeting:**Quorum shall be:**

- **A member of the Unit Executive or Signing Officer of the Local**
- **A minimum of twenty (20) members or five per cent (5%), whichever is less**

5.6**(a) Regular General Membership Meetings / Regular Unit Membership Meetings:**

Agendas for all Regular General Membership Meetings and Regular Unit Membership Meetings must be published no less than seven (7) days in advance of the respective meeting. The Agenda shall be published on the website, distributed to the Unit Chairs for posting on bulletin boards and, where applicable, emailed directly to the membership.

(b) Special General/Special Unit Membership Meetings:

Agendas for all Special General or Special Unit Membership Meetings must be provided at the time of meeting notice, a minimum of twenty-four (24) hours in advance.

5.7 The Order of Business at Regular General Membership Meetings will be as follows:

1. Reading of Land Acknowledgment
2. Reading of the Equality Statement
3. Roll call of Officers
4. Voting on new members and Initiation
5. Presentation, errors, omissions and approval of minutes of previous General Membership meeting
6. Matters arising out of the minutes
7. Presentation of Treasurers report and approval of expenditures
8. Communications received and sent
9. Executive Board report
10. Reports of Standing Committees, Conventions/Conferences delegates and Unit Officers
11. Nominations, elections, installations
12. Unfinished business
13. New business
14. Good of the Union
15. Adjournment

- 5.8 The Order of Business at Regular Unit Membership Meetings will be as follows:
1. Reading of Land Acknowledgement
 2. Reading of the Equality Statement
 3. Roll call of Officers
 4. Presentation and confirmation of minutes of previous Unit Membership Meeting
 5. Matters arising out of the minutes
 6. Presentation of Unit Financial Report
 7. Communications received and sent
 8. Presiding Officer's report, including Unit and Local updates
 9. Reports of Unit Standing Committees and Convention/Conference delegates
 10. Nominations, elections, installations
 11. Unfinished business
 12. New business
 13. Good of the Union
 14. Adjournment

5.9 All meetings of the Local shall be conducted in accordance with the basic principles of Canadian Parliamentary Procedure as set out in **Bourinot's Rules of Order**.

SECTION 6 - OFFICERS OF THE LOCAL

6.1 The Officers of the Local shall be:

| | |
|--|--|
| Signing Officers: President, Vice President, Secretary Treasurer and Recording Secretary | |
| President: | Up to full time paid position |
| Vice-President: | Up to eight (8) day per month book off |
| Secretary Treasurer: | Up to eight (8) day per month book off |
| Recording Secretary: | Up to four (4) days per month book off |

Any member being elected to a full time position will be supported to maintain any mandatory licensing or certification.

In the event that a member in anything other than a Full Time position is elected into a full time book off position, the lost wages and benefits shall be calculated from the regular hourly rate pro-rated to the normal full time hours of their classification contained in their respective collective agreement.

- 6.1.1 Executive Board: Signing Officers plus the Unit Chairpersons (one per each Unit in Section 3 of these by-laws).
- 6.1.2 Membership Officer

- 6.2** In the event a Unit Chairperson will be absent from an Executive Board Meeting, the Unit Chairperson may give written advance notice of a designate, who must be elected officer from their Unit, that shall have voice and vote at the meeting.
- 6.3** Trustees shall not be members of the Executive Board but shall perform duties as outlined in Article 10.1 of this by-law.
- 6.4** At no time shall any member occupy more than one of these positions described as Executive Board positions in Article 6.1 above; no member in a full time book-off position shall occupy any other position in the union other than the book-off position. However, all Officers, except the Local President shall automatically perform the duties of a Steward in their own bargaining unit, if required.
- 6.5** The President, Vice-President, Secretary Treasurer, Recording Secretary and Membership Officer shall be elected, in that order, by the Local membership in attendance at the Regular General Membership meeting in September of the applicable odd or even numbered years as provided in Section 7 of the by-law. The elections shall be conducted by secret ballot and shall be for a two (2) year term.
- 6.6** Each Unit Chairperson and Unit Vice-Chairperson, Unit Chief Steward, Unit Recording Secretary and Stewards, as applicable, shall be elected, in that order, by the applicable Unit membership at a Regular Unit Membership meeting in September. The elections shall be conducted by secret ballot and shall be for a two (2) year term.
- 6.7** Any officer who fails to answer the roll call for three (3) consecutive Regular General Membership meetings, or three (3) consecutive Executive Meetings, and who has not submitted, in writing to the Signing Officers, good reasons for absence to the Executive Board prior to said meeting, shall have his/her Office declared vacant.
- 6.8** On termination of Office, Officers shall immediately surrender all books, seals and other properties of the Local to their successor, or the Signing Officers, within one month.

SECTION 7 - NOMINATIONS, ELECTIONS AND INSTALLATION OF OFFICERS

- 7.1 Commencing September 2007, elections for the positions of Vice-President and Recording Secretary shall take place in odd numbered years and elections for the positions of President and Treasurer shall take place in even numbered years.
- 7.2 When necessary, and with the consent of a majority of the members present at a regular or special General Membership Meeting where prior notice has been given, the term of office may be extended by any period of time up to twelve (12) months beyond the normal election date.
- 7.3 Immediate past Signing Officers shall retain Temporary Officer status for a period of three (3) months following the election date, in order to assist their successors during a transition period.
- 7.4 **Nominations**
- (a) Nominations for Signing Officer positions shall be received at the Regular General Membership Meeting in September for elections to be held in November of the same year. Nominations for Unit positions shall be taken at the Unit Membership Meeting at which elections are to be held. No nomination shall be allowed unless the member is in attendance at the meeting or has allowed to be filed at the meeting his/her consent in writing, duly witnessed by another member in good standing. No member shall be eligible to stand for office unless he/she had taken the Oath of Membership to this Union as outlined in the CUPE Constitution and Article 9.1(f) of these by-laws.
- 7.5 **Elections - Local:**
- (a) For the purposes of electing the Signing Officers, at a General Membership meeting at least one month prior to Election Day the President shall, subject to the approval of the members present, appoint an Election Committee consisting of a Returning Officer and Assistants. The Committee shall include members of the Local who are not candidates for office. It shall treat information submitted to it in connection with its responsibilities as confidential.
- (b) The Executive Board shall determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer.
- (c) The Election Committee shall be responsible for issuing, collecting and counting ballots. They must be fair and impartial and ensure that all arrangements are democratic.
- (d) The vote shall be by secret ballot for the officers listed in Section 4 of this By-law. Voting shall be in the order provided in Articles 4.5 and 4.6.
- (e) Nominations, acceptance, balloting and recounts to fill one office shall be conducted and completed before voting may begin to fill another office.
- (f) A majority of votes cast shall be required before any candidate can be declared elected, and second and subsequent ballots shall be taken, if necessary, to obtain a majority. On the second and subsequent ballots the candidate receiving the lowest number of votes in the previous ballot shall be dropped. In the event of a tie vote for the Office of the President, the election shall be held again.

- (g) When two (2) or more nominees are to be elected to any Office by ballot, each member voting shall be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.
- (h) Any member may request a recount of the votes for any election, and a recount shall be conducted if the request is supported in a vote by at least the number of members equal to a quorum for a Regular General Membership meeting as set out in Article 3.5(a) of this By-law.

Elections - Unit:

- (i) For the purposes of electing the Unit Chairpersons and Unit Vice-Chairpersons, if applicable, at a Unit Membership Meeting at least one month prior to Election Day the Unit Chairperson shall, subject to the approval of the members present, appoint a Unit Election Committee consisting of a Returning Officer and Assistants. The Committee shall include members of the Unit who are not candidates for Office. It shall treat information submitted to it in connection with its responsibilities as confidential
- (j) The Unit Election Committee shall determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer.
- (k) The Unit Election Committee shall be responsible for issuing, collecting and counting ballots. They must be fair and impartial and ensure that all arrangements are democratic.
- (l) The vote shall be by secret ballot and shall be in the order of Unit Chairperson followed, as applicable, by Unit Vice-Chairperson, Unit Chief Steward, Unit Recording Secretary, and Stewards. For the purposes of electing a Unit Chief Steward, the position shall either be elected from the membership of the unit at large, or from within the steward body, at the discretion of the Unit membership.
- (m) Nominations, acceptance, balloting and recounts to fill one office shall be conducted and completed before voting may begin to fill another office.
- (n) A majority of votes cast shall be required before any candidate can be declared elected, and second and subsequent ballots shall be taken, if necessary, to obtain a majority. On the second and subsequent ballots the candidate receiving the lowest number of votes in the previous ballot shall be dropped. In the event of a tie vote for the Office of the Unit Chairperson, the election shall be held again.
- (o) Any member of the Unit may request a recount of the votes for any election, and a recount shall be conducted if the request is supported in a vote by at least the number of members equal to a quorum for a Regular Unit Membership meeting as set out in Article 3.5(b) of this By-law.
- (p) Any Unit, which desires to facilitate the participation of members who are working at the normal meeting time, may utilize the voting process attached as Appendix "B" to these By-laws.

7.6 Installations

- (a) All duly elected Officers shall be installed at the meeting at which elections are held and shall take the Oath of Office as outlined in the CUPE Constitution:

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 endeavor, both by council and example, to promote the harmony and preserve the dignity of its sessions.

I further promise, that at the close of my official term, I will promptly deliver all monies, books, papers, or other property of this Union in my possession to my duly elected successor in Office.

- b) The term of office for all Local and Unit positions shall be two (2) years, or until a successor has been elected and installed, or until the position is declared vacant in accordance with Article 6.7 of these By-laws, however, no term of office shall be shorter than one (1) year (unless due to a by election) or longer than three (3) years

7.7 By-Elections

Should any Office fall vacant, including vacancies resulting from the application of Articles 6.5 and/or 8.6 and/or 8.9 of this By-law, a by-election shall be conducted in conformity with this Section. Notice of Motion shall be given to the membership and the by-election shall be conducted at the next General Membership or Special General Membership Meeting.

SECTION 8 - EXECUTIVE BOARD

- 8.1 The Executive Board shall be comprised of the Signing Officers (President, Vice-President, Secretary Treasurer, and Recording Secretary) and the Unit Chairperson of each Unit. The Executive Board shall be responsible for the day-to-day administration of the Local and shall meet at least eight (8) times a year.

At least three times per year, the meeting shall include the Chairs of the Local Standing Committees. Chairs of Local Standing Committees, who are not defined as part of the Executive Board (above), will have voice but no vote at Executive Board.

- 8.2 A quorum shall be seven (7) members, one of whom must be the President or Vice-President.
- 8.3 The Executive Board shall hold title to any real estate of the Local as trustees for the Local, including any real estate of Units of the Local. They shall have no right to sell, convey or encumber any real estate without first giving notice and then submitting the proposal to a Regular General Membership Meeting and having it approved.
- 8.4 The Executive Board shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of all Local committees and, the appropriate Unit Chairpersons on the Executive Committee shall be held responsible for the proper and effective functioning of all unit committees.
- 8.5 The Executive Board shall facilitate the coordination of collective bargaining among all Units of the Local.

- 8.6** If an Officer fails to attend three (3) consecutive membership meetings or three (3) consecutive executive meetings without good and sufficient reason, their office will be declared vacant and filled at the next appropriate meeting.
- 8.7** Each Executive Board Officer shall hold Office until the adjournment of the meeting where their successors have been elected, except where the Office is declared vacant in accordance with Articles 5.6 and 8.6 of these By-laws, and except where their predecessor fails to continue in Office for the remainder of the meeting at which the election is held.
- 8.8** The President, Vice-President, Secretary Treasurer and Recording Secretary shall be designated as Signing Officers. All Signing Officers must qualify for bonding. If any Signing Officer cannot be bonded, that person will be immediately removed from Office and the position shall be filled by an election in accordance with Article 5.4 of this By-law. All expenditures must be paid by cheque signed by the Secretary Treasurer and the President or another Signing Officer. Two Signing Officers may sign cheques in the case of absence or vacation of the Secretary Treasurer.
- 8.9** The Signing Officers shall be properly bonded with a faithful performance of duty bond. Bonding amounts shall conform to at least the minimum guidelines established by the National Secretary-Treasurer and distributed to all chartered organizations annually. The amount of bonding for any position shall be approved by the National Secretary-Treasurer in accordance with the CUPE Constitution.
- 8.10** The Executive Board may employ necessary stenographic and other assistance to be paid for out of the Local's funds. Such expenses are to be reported to the membership as part of the Secretary Treasurer's Report.
- 8.11** Whenever deemed necessary by the Executive Board, any Officer(s) or Steward(s) of the Local may be temporarily assigned to act as assistant to the Secretary Treasurer. It is understood that any work undertaken by officers and/or stewards so assigned is under the direction of the Secretary Treasurer, with whom lies responsibility for any such work.
- 8.12** Except when acting in place of a Membership Meeting in accordance with Articles 5.6 of these By-laws, the Executive Board shall have authority to approve spending on any one cost item up to \$10,000.00 in an emergency situation for the protection of the Local assets. And, when it is necessary to act without the consent of the Executive Board, the Signing Officers shall have authority to approve spending on any one cost item upto \$5,000.00, except that any Signing Officer may approve a contribution of up to \$250.00 per strike appeal received at any convention, conference or seminar or when in attendance at a picket/strike rally. Every effort will be made to minimize the use of this expenditure approval process given that in most instances the opportunity exists to request Membership and/or Executive Board approval. Such approved expenditures shall be reported to the Executive Board and/or Membership at the next scheduled meeting.

SECTION 9 - DUTIES OF OFFICERS

9.1 The President Shall:

- (a) Enforce the CUPE Constitution, the By-laws of this Local, and the Equality Statement.
- (b) Preside at all General Membership and Executive Board meetings and preserve order.
- (c) Decide all points of order and procedure (subject to appeal to the membership)
- (d) Be accountable to the Executive Board and members
- (e) At Membership and Executive Board meetings, when presiding, have a vote on all matters (except appeals against their rulings). In the case of a tie vote in any matter, they shall facilitate a re-vote by the membership.
- (f) Introduce new members at Regular General Membership meetings and conduct them through the Initiation Ceremony in accordance with CUPE Constitution.

New members shall be required to take the following Oath of Membership:

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 others in wronging a member of the Union.

- (g) Have first preference to attend as a delegate to the CUPE National Convention, ~~and~~ the Ontario Division Convention.
- (h) Have first preference to attend as a delegate, to the Conventions of all labour organizations to which this Local is affiliated
- (i) Be an ex-officio member on all Local and Unit committees.
- (j) Ensure that all Officers perform their assigned duties.
- (k) Fill committee vacancies in a timely manner for which elections are not provided.
- (l) Provide a monthly detailed written account of activities including hours of work vacation, sick leave, meetings, conferences, conventions and other work done on behalf of the Local, on the form provided, at every Executive Board Meeting.
- (m) Provide information on the roles and responsibilities of the Executive Board through an orientation meeting as needed for the effective functioning of the Executive Board. Further to the education of Executive Board members, the President will act in a role of mentorship in order that Unit Chairs/Vice Chairs have a clear understanding of their roles and responsibilities to their respective Units.

- (n) Encourage and foster solidarity within and throughout the Units and Local.
- (o) Provide assistance to the Unit Chairs to mobilize the membership, assist in bargaining or any other functions necessary upon request of the Unit Chairs.
- (p) Be responsible to ensure the implementation of the Local 905 Strategic Direction Plan and assist in the development of action plans both for the Local and for any Unit.
- (q) Be responsible to assist the Communications Committee in any manner deemed necessary by the Executive Board, and to act as the spokesperson for CUPE Local 905 as directed by the Executive Board.
- (r) Manage, oversee and act as the supervisor to any paid employees and contracted services of/for CUPE Local 905.
- (s) If the Vice-President is absent or not eligible, perform all duties of the Vice-President.
- (t) Perform any duties as directed by the Executive Board.
- (u) 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.
- (v) Sign cheques and ensure that the Local Union's funds are used only as authorized or directed by the National Constitution, Local Union Bylaws, or vote of the membership. Be bonded through the master bond held by CUPE National. Any President who cannot qualify for the bond shall be disqualified from office.
- (w) Be in attendance at the union hall during regular business hours, 8:30 am - 4:30 pm unless otherwise engaged in union business, including expectations to attend meetings/functions of the union outside regular business hours.
- (x) Within thirty (30) days of the termination of office, surrender all books, seals and other properties of the Local Union to his/her successor.

(Articles 11.7(b) & B.3.1)

9.2 The Vice-President Shall:

- (a) If the President is absent or not eligible, perform all duties of the President.
- (b) Preside over membership and Executive Board meetings when called upon by the President.
- (c) Render assistance to any member of the Executive Board and the President when required to do so by the Executive Board.
- (d) In the event of the Office of President becoming vacant, act as President until the Local elects a new President to fill the vacancy for the balance of the term of office.

- (e) Be accountable to the Executive Board and members.
- (f) Be the Local's Education Coordinator. Make recommendations to the Executive Board regarding available education courses and which members are eligible to attend. Keep a record of each member's education history. Arrange in-house education courses. Register members' attendance at courses and arrange accommodations as necessary.
- (g) Have input in developing the Local's yearly education budget line.
- (h) Cooperate with the Executive Board and Communication Committee in preparing press releases and other publicity material.
- (i) Be an ex-officio member on all Local and Unit committees.
- (j) Sign cheques and ensure that the Local Union's funds are used only as authorized or directed by the National Constitution, Local Union Bylaws, or vote of the membership. Be bonded through the master bond held by CUPE National. Any Vice President who cannot qualify for the bond shall be disqualified from office.
- (k) Keep a speakers' list at meetings when requested by the President.
- (l) Within thirty (30) days of the termination of office, surrender all books, seals and other properties of the Local Union to their successor.

(Articles 11.7(b) & B.3.2)

9.3 The Secretary Treasurer Shall:

- (a) Ensure that all revenues are received and recorded and deposited promptly in the Local's bank account.
- (b) Invest monies in low risk CIDC type investments as directed by Executive Board vote.
- (c) Ensure that all documents necessary for payment of per capita taxes and affiliation fees are prepared.
- (d) Remit payment of National per capita tax, including \$1.00 of each initiation fee on all members admitted, to be received no later than the last day of the following month.
- (e) 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.
- (f) Record all financial transactions in a format acceptable to the Executive Board, in accordance with good accounting practices.
- (g) Reimburse the members for expenses incurred in accordance with Section 14 of these By-laws.
- (h) Supply monthly and annual financial statements to the Executive Board, make a written financial report to each Regular General Membership Meeting, detailing all income and expenditures for the period.

- (i) Chair the Local 905 Budget Committee.
- (j) Develop, with the assistance of the Budget Committee, a Local 905 Budget to be provided no later than the yearly August Executive Board Committee for approval. Subsequently, the Local budget shall be presented for approval to the yearly September General Membership Meeting.
- (k) Support and assist the Unit Chairs in developing and submitting the Unit yearly budget requests.
- (l) Make all books, financial records, invoices, original bank statements and/or other documents, available for inspection/audit by the Trustees at least once a calendar year and/or on reasonable notice by the Trustees. The Secretary-Treasurer must respond in writing and within a reasonable time to any concerns or recommendations in the written report made by the Trustees.
- (m) Provide the Trustees and/or other Executive Committee Officers with any information required for completion of the audit forms supplied by CUPE.
- (n) Sign cheques and ensure that the Local's funds are used solely for legitimate union purposes and only as authorized or directed by the members, in accordance with the CUPE Constitution and Local's By-laws.
- (o) Be accountable to the Executive Board and members.
- (p) Provide guidance and direction to any Local Officer or Steward who is assigned to act as assistant to the Secretary Treasurer in accordance with Article 6.12 of this By-law.
- (q) Be bonded through the master bond held by CUPE National. Any Secretary- Treasurer who cannot qualify for the bond shall be disqualified from office.
- (r) 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. No request shall be required for payment of per capita fees to any organization to which the Local Union is affiliated.
- (s) Within thirty (30) days of the termination of office, surrender all books, records and other properties of the Local Union to their successor.

(Articles B.3.4 to B.3.9)

9.4 The Recording Secretary Shall:

- (a) Keep full and accurate account of the proceedings of all Regular and Special General Membership Meetings and Executive Board Meetings. These records must also include a copy of the full financial report (Executive Board Meetings) and written financial report (Membership Meetings) presented by the Secretary Treasurer. The record will also include any reports of the other officers as well as Trustee reports. These minutes will be produced for the Executive Board within seven (7) calendar days of the respective meeting.
- (b) Produce Agendas for the Regular and Special General Membership Meetings. These agendas shall be published to the membership no less than seven (7) calendar days prior to the respective meeting.

- (c) Produce Agendas and keep and maintain a record of all motions and financial motions as directed by the Executive Board.
- (d) Present all correspondence, including appeals at the Executive Board Meetings.
- (e) Ensure that the full and accurate account of all Unit General and Special Membership Meetings are filed at the Local 905 Office.
- (f) Record all amendments and/or additions to the Local's By-laws, and make certain that these are sent to the National Staff Representatives to be sent to the National President for approval.
- (g) Answer all correspondence and fulfill other secretarial duties as directed by the Executive Board.
- (h) Be responsible to create and maintain a listing of members, including mailing addresses, Unit, section or department and seniority date.
- (i) Ensure that the Employers of all members authorized to represent the Local, and/or any of its Units, either as Officers or as Stewards or Committee members, are advised within seven (7) calendar days of the election or appointment.
- (j) File a copy of all letters sent out and received, and keep on file all communications. This shall apply to correspondence and communications of the Local and/or its Units, when forwarded by the Units.
- (k) Prepare and distribute all circulars and notices to members in a manner established by the Executive Board and in accordance with Section 5 of this By-law.
- (l) Have all records ready on reasonable notice for the Auditors/Trustees.
- (m) Maintain attendance records of all meetings, when supplied by the Membership Officer and/or Unit Chairpersons.
- (n) Confirm eligibility of candidates for Office or conventions, in accordance with the Local's By-laws.
- (o) Sign cheques and ensure that the Local Union's funds are used only as authorized or directed by the National Constitution, Local Union Bylaws, or vote of the membership. Be bonded through the master bond held by CUPE National. Any Recording Secretary who cannot qualify for the bond shall be disqualified from office.
- (p) Be accountable to the Executive Board and members.
- (q) Within thirty (30) days of the termination of office, surrender all books, records and other properties of the Local Union to their successor.

(Articles B.3.4 to B.3.9)

9.5 The Membership Officer Shall:

- (a) Guard the inner door at Regular and Special General Membership meetings and admit only members in good standing; non-members employed in any of the bargaining units of the Local, who intend to take the Initiation to become a member; or Officers and Officials of CUPE; except that others may be admitted on order of the President and by consent of the members present.
- (b) Record membership attendance at meetings, and submit same to the Recording Secretary at the end of the meeting.
- (c) When directed by the Presiding Officer, ensure that no one shall enter or leave a meeting during the taking of a vote.
- (d) Perform such other duties as may be assigned by the Executive Board from time to time.
- (e) Be accountable to the Executive Board and members.

9.6 The Unit Chairpersons (Vice-Chairpersons) Shall:

- (a) Preside and preserve order within their own Unit Membership Meetings unless the President is presiding at such meeting.
- (b) Within their Unit, enforce the CUPE Constitution and the By-laws of the Local.
- (c) At Unit Membership Meetings, perform the duties and responsibilities of the President, when the President is not presiding at such meeting, and ensure that attendance records and meeting minutes are adequately kept and subsequently forwarded to the Recording Secretary.
- (d) Provide direction and guidance to their Unit Vice-Chairperson(s), if any; Unit Chief Steward(s); Stewards, if any; and all Unit Committees.
- (e) Render assistance to the Signing Officers, when required to do so.
- (f) Be accountable to the Executive Board and members.
- (g) File a copy of all letters sent out and received regarding the business of the Unit and keep on file all communications regarding the business of the Unit. Where appropriate to do so, copies of correspondence of the Unit shall be forwarded to the Recording Secretary.
- (h) In the event there is a vacancy in a position on the Unit Executive, have the ability to appoint a member into the position until an election, in accordance with Section 7 of these bylaws.
- (i) Verify and sign all expense vouchers from members of their respective unit.
- (j) Develop yearly budget requests, to be submitted to the Local 905 Budget Committee, in a timely manner to be included in the Local 905 Budget, for approval by the membership.

- (k) Ensure that no monies are spent by the respective unit unless duly authorized by the National Constitution, these by-laws or by respective vote of the unit and/or Local membership.
- (l) Develop, in consultation with the respective unit executive, and submit for approval to the respective unit membership any additions to the compliment of the unit executive.
- (m) In order to qualify for all, or any portion, of the honorarium provided in accordance with Article 10.5 (b) of this By-law, the Chairperson/Vice Chairperson is expected to perform these duties AND be in regular attendance at Executive Board Meetings and General Membership meetings, and their applicable Unit Membership Meetings.
- (n) Within thirty (30) days of the termination of office, surrender all books, records and other properties of the Local Union to their successor.

(Articles B.3.4 to B.3.9)

9.6.1 The Unit Chairperson for the York Region Unit shall be a full time book-off position.

9.7 The Unit Chief Steward Shall (where the position exists):

- (a) Render assistance to their Unit Chairperson and/or Signing Officers as required.
- (b) Coordinate the activities of all Stewards in the Unit.
- (c) Encourage all Stewards in the Unit to perform the assigned duties and assist those Stewards where necessary as per applicable Collective Agreement Grievance Procedure.
- (d) Become personally involved in all grievances of the Unit which have a general application of concern to more than one (1) Unit member.
- (e) Arrange training for Stewards in conjunction with the Vice-President.
- (f) Be accountable to the Unit Chairperson and the unit members.
- (g) Network and encourage interaction among all the Unit Chief Stewards and Stewards in Local 905.
- (h) In order to qualify for all, or any portion, of the honorarium provided in accordance with Article 13.6 of this By-law, the Chief Steward is expected to perform these duties AND be in regular attendance at General Membership meetings, their applicable Unit Membership Meetings and their applicable Steward meetings.
- (i) Within thirty (30) days of the termination of office, surrender all books, records and other properties of the Local Union to their successor.

(Articles B.3.4 to B.3.9)

9.8 The Stewards Shall:

- (a) Be accountable to the Unit Executive and members.
- (b) Attend all Regular Unit membership meetings and present reports to the members in attendance when required.
- (c) Have the right to be recognized by the applicable Employer and the right to take time off from their regular duties to investigate, process and settle grievances, subject to the approval of the applicable Unit Chairperson and/or Local Grievance Committee.
- (d) Be negotiators, using tact, patience and diplomacy when called upon to present a dues-paying employee's grievance.
- (e) Be organizers, greet new employees, inform them of the union, promote membership and urge attendance at Membership meetings.
- (f) Be educators, informing all dues-paying employees of major events within the union and economic and social events that affect them. Keep bulletin boards current, posting all new bulletins and removing the old.
- (g) Communicate information to the Unit Chairperson and/or Chief Steward regarding all matters and request assistance when required.
- (h) Attend all Steward training seminars and conferences, as approved by the Executive Board and/or members.
- (i) In order to qualify for all, or any portion, of the honorarium provided in accordance with Article 13.6 of this By-law, the Steward is expected to perform these duties AND be in attendance at General Membership meetings, their applicable Unit Membership meetings and their applicable Steward meetings.
- (j) Within thirty (30) days of the termination of office, surrender all books, records and other properties of the Local Union to their successor.

(Articles B.3.4 to B.3.9)

9.9 The Unit Recording Secretary Shall (Where The Position Exists):

- (a) Keep full and accurate account of the proceedings of all regular and special Unit Membership meetings, and forward said accounts to the Local 905 Recording Secretary within thirty (30) days of the respective meeting.
- (b) Maintain attendance records for the Unit Membership Meetings.
- (c) Fulfill other secretarial duties as directed by the Unit Executive.
- (d) Be accountable to the Unit Executive.

- (e) In order to qualify for all, or any portion, of the honorarium provided in accordance with Article 13.6 of this By-law, the Recording Secretary is expected to perform these duties AND be in attendance at General Membership meetings and their applicable Unit Membership Meetings.
- (f) Where there is no Unit Recording Secretary position, the Unit Chair shall be responsible for these duties.
- (g) Within thirty (30) days of the termination of office, surrender all books, records and other properties of the Local Union to their successor.

(Articles B.3.4 to B.3.9)

SECTION 10 – TRUSTEES & AUDITORS

10.1 Trustees

There shall be three (3) trustees, who shall be directly accountable to the members. One trustee shall be elected annually by the Local membership in attendance at the Regular General Membership meeting in September. The elections shall be conducted by secret ballot and shall be for a three (3) year term or until a successor has been elected and installed, as required by Article 4.4 of this By-law. In the case of a vacancy occurring during the term, the membership shall elect a Trustee to fill the unexpired term in order to preserve overlapping of office. The Trustees shall annually:

- (a) Act as an auditing committee on behalf of the members and audit the books, records and accounts of the Secretary Treasurer, the Recording Secretary, and the Committees at least once every year.
- (b) Make a written report of their findings to the first membership meeting following the completion of each audit.
- (c) 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.
- (d) Be responsible to ensure that monies have not been paid out without proper constitutional or membership authorization.
- (e) Ensure that proper financial reports have been given to the membership.
- (f) Audit the records of attendance.
- (g) 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, including property, furniture and equipment used by a Unit, and report their findings to the membership.
- (h) Send to the National Secretary Treasurer, with a copy to the assigned Servicing Representative(s), the following documents:
 - i. Completed Trustee Audit Program
 - ii. Completed Trustee Reports

- iii. Secretary Treasurer Report to the Trustees
- iv. Recommendations made to the President and Secretary Treasurer of the Local Union
- v. Secretary Treasurer's response to recommendations
- vi. Concerns that have not been addressed by the Local Union Executive Board

(Articles B.3.10 to B.3.12)

- (i) Audit the Local Membership List.
- (j) Review the minutes of General Membership meetings and ensure that all motions have been complied with.

10.2 Auditors

- (a) The Signing Officers may select a suitable independent professional Auditor to be paid out of Local funds, on behalf of the members, to audit books and accounts of the Secretary Treasurer, Recording Secretary and Local Standing Committees, on an annual basis and ensure that the Local's funds, records and accounts are being maintained by the Treasurer in an organized, correct and proper manner.
- (b) The Auditors report shall, when completed, be forthwith submitted to the Executive Committee, Trustees and the first Regular General Membership meeting following the submission to the Executive Committee. A copy of each audit shall be sent to the Local's assigned National Representative(s).

SECTION 11 – COMMITTEES

11.1 Standing Committees

Standing Committees may be created from time to time, by amendment of these By-laws, to serve specific purposes which have application to all the members of the Local, or no less than one-half (1/2) of the Units of the Local. The Chair of each standing committee shall be elected from within the committee annually in each October. These committees shall include:

- (a) **Grievance Committee** - under the direction of the Executive Board, responsible for considering the merits, cost, probability of success and interests of all Local members regarding any grievance, which is referred to it at any stage of the grievance procedure in any bargaining unit of the Local.

The committee shall be composed of one (1) Steward, Chief Steward or Unit Chairperson/Vice Chairperson from each of the fifteen (15) Units and the Signing Officers. A quorum for the conduct of committee business shall be at least seven (7) members, one of whom must be a Signing Officer. The Committee Chair shall, in the case of a tie vote, cast a second and deciding vote. The Committee Chair shall submit a written report to the Executive Board within a reasonable timeline, not to exceed thirty (30) calendar days. The Committee Chair shall give a report on grievances to each General Membership Meeting.

The committee will make recommendations regarding the furtherance or withdrawal of grievances at any time they are requested to do so by any Steward who has carriage of the grievance, and at any time that any grievance is being referred to arbitration. The committee will administer a grievance referral system that ensures that all persons paying dues to the Local have an opportunity to appeal. This appeal will be at an Executive Board Meeting.

- (b) **Health & Safety Committee** - under the direction of the Executive Board, responsible for analyzing Health and Safety concerns affecting various segments of the membership and make recommendations to the Executive Board for review in accordance with any provisions of the Occupational Health and Safety Act. The Chair and Co-Chair of the Committee shall be certified members. A quorum for the conduct of committee business shall be at least three (3) members, one of whom shall be a Signing Officer.
- (c) **Good and Welfare Committee** - The Stewards of the Local are the Good and Welfare Committee. Under the direction of the Executive Committee, it is their responsibility to visit members who are ill. If a member is ill for four (4) or more days in hospital or two (2) weeks or more at home the appropriate Steward will arrange, through the Table Officers, to have sent some token of the Local's concern and desire to help, whether the member is at home or in hospital - not to exceed fifty dollars (\$50.00) in value per incident, including taxes and delivery charges. If an immediate member of the family dies, send an expression of sympathy from the Local - not to exceed seventy-five dollars (\$75.00) in value per incident, including taxes and delivery charges.
- (d) **Library Workers Committee** - The library Unit Chairpersons and Vice-Chairpersons shall meet from time to time to discuss matters of particular concern to library workers and make recommendations to the Executive Board when it is appropriate for the Local to take action on those matters.
- (e) **Communications Committee** - The Communications Committee shall be made up of the Local 905 President and three (3) members elected from the membership at large.

The Communications Committee will work with the Executive Board and Units to support media relations activities and campaigns. The Committee will develop communication platforms to the membership on behalf of the Local and Units.

- (f) **Budget Committee** – the Budget Committee will be made up of the Local Secretary Treasurer and three (3) members of the Executive Board, and one (1) member at large.

The Budget Committee will assist the Unit Chairpersons with developing unit budget requests to be submitted to the Budget Committee no later than June of each year. The Budget Committee will review all requests from the Units and the Executive Board, with a view to the appropriate, effective and efficient use of Local funds, in accordance with the National Constitution, develop the yearly Local 905 budget for presentation and approval of the Executive Board at each August Executive Board Meeting. Upon approval of the Executive Board, the Budget Committee will present the budget at each September General Membership Meeting for approval of the membership.

The Budget Request Criteria is attached to these bylaws as Appendix C.

- (g) **Mobile Action Committee** – The Mobile Action Committee shall be made up of the Local Vice President and fourteen (14) members elected from the membership at large. Preference shall be given to diversity of unit membership in the committee with a view to having one (1) member from each Local Unit.

The Mobile Action Committee shall provide members to attend political and union events in order to support union issues, concerns and values. Members of the Mobile Action Committee will be made available to attend information pickets and picket lines in support of Local 905 issues/events, other CUPE Local issues/event, and other labour organized events.

- (h) **Community Support Committee** – The Community Support Committee shall be made up of four (4) members elected from the membership at large.

The purpose of the Committee is to provide financial assistance to social welfare agencies, within the area serviced by CUPE 905 on behalf of CUPE 905 members, in accordance with the CUPE National Constitution. The Committee shall recommend distribution of monies approved in the Local 905 yearly budget for Charitable Donation to organizations that comply with the criteria attached to these By-laws as Appendix D. Applications will be accepted from agencies on or before November 1st each year. The Committee will make a determination based on the criteria and the amount of funds available, and will recommend the award of the donations to the Executive Board, no later than February 1st of the following year.

- (i) **Social Committee** – The Social Committee shall be made up of one (1) Executive Board Member and a minimum three (3) members elected from the membership at large.

The Social Committee shall arrange and conduct all social, cultural, and recreational activities of Local 905, either on the committee's own initiative or as a result of decisions taken at membership meetings. The Committee shall submit reports and proposals to the Executive Board or to the membership as required.

The budget for the Committee will be fixed annually by the membership, through the Local 905 budget but, other than that, all social, cultural, and recreational events and activities shall be self-supporting.

- (j) **By-Law Committee** – The By-law Committee shall be made up of one (1) Signing Officer, one (1) Executive Board Officer and three (3) members elected from the membership at large. The committee shall appoint its secretary from among its members.

The By-Law Committee shall:

- Review the bylaws bi-annually and make recommendations to the Executive Board on proposed amendments.
- Review any proposed amendments received from the Executive Board or membership of Local 905 to ensure that the amendment will conform to the remainder of the by-laws and the CUPE National Constitution.
- Present any amendments to the membership for approval.

(k) **Human Resources Committee**

The HR committee will consist of the President, the Secretary-Treasurer and two Executive Board members selected by the Executive Board. The President shall Chair the Committee. The committee will meet at least quarterly.

The HR Committee will be responsible to deal with all labour relations matters with IAMAW staff employed by CUPE Local 905, including bargaining and grievances. Tentative collective agreements reached with IAMAW will be presented to the Executive Board for ratification.

The HR Committee will be responsible for developing policies and procedures that will apply to staff employed by CUPE Local 905 and full-time book-offs. All policies and procedures will be approved by the Executive Board.

11.2 **Human Rights Committees**

(a) **Black, Indigenous, and People of Colour (BIPOC) Collective**

The BIPOC Collective is purposed with organizing around issues concerning BIPOC members. The Collective aims to create a safe space for BIPOC members and advocate for BIPOC issues in our workplaces, our union, and the broader community.

The Collective is open to all BIPOC identifying members of Local 905. Periodically allies will be invited for joint meetings to build allyship. The Committee will decide on it's own assigned/elected internal positions.

The Collective's areas of focus include but are not limited to: dismantling anti-black racism, anti-indigenous racism and systemic racism, informing and educating the union on matters of importance to BIPOC members, building towards anti-racist workplaces, and supporting BIPOC members in navigating workplace and union processes (ie. the grievance process). The Collective will collaborate with local community initiatives to bring awareness of issues and promote solutions for the greater BIPOC community.

(b) **LGBTQ Committee:**

The committee is open to all members of CUPE Local 905. We welcome and encourage members who identify as lesbian, gay, bisexual, transgendered, queer, and straight allies. Membership is granted to all who attend a committee meeting.

The LGBTQ Committee will have an elected chair, who self identifies as an LGBTQ+ person. Elections will be held in October, annually.

The LGBTQ Committee is committed to advocating for LGBTQ and gender issues in our workplace, our union, and the broader community. We endeavour to do this within the framework of union solidarity. Education will be a key component in helping us reach our goals. We will share our knowledge and experience with other diversity groups who also wish to advance their issues through the union.

11.3 AD HOC Committee - From time to time, on an as-needed basis, the Executive Board may appoint committees to serve a specific purpose and for a specific period of time. Such committee may be either a Local or Unit Committee.

(a) **Bargaining Committees:**

Each Bargaining Unit will elect ~~have~~ a bargaining committee composed of the number of members recognized under the applicable collective agreement. The Unit Chair or his/her designate will be a member of any bargaining committee within the Unit. Best efforts will be made to be representative by Department, Division, classification or as designated by the membership. Only members who have attended a minimum two (2) unit meetings in the previous twenty-four (24) months will be eligible to run for a position on the Bargaining Committee. The Bargaining Committee may have, but is not required to have, a Chairperson as elected from within the committee. The CUPE representative assigned to the Local shall be a non-voting member of the Committee as lead negotiator and shall be included and attend all stages from formulating proposals, through negotiations, to contract ratification by the Membership.

SECTION 12 - DUES

12.1 Membership dues shall be established by a secret ballot vote by the membership in attendance at a General Membership Meeting in which a report from the Executive Board is considered. As of adoption of these By-laws, such dues are set at one and one-half percent (1.5%) of each employee's regular bi-weekly gross earnings, exclusive of premiums, overtime pay and benefits (including employees in Casual and Student positions). The report of the Executive Board shall be based on the year-end financial report of the Treasurer and shall contain a recommendation to establish dues at a specific amount or rate.

12.2 Per Capita Tax of the CUPE National Office shall be set by the CUPE National Convention. Notwithstanding the above provisions, if CUPE Convention raises minimum Tax, fees, levies ~~dues~~ or assessments, a Special General Membership meeting shall be called to determine whether a corresponding dues increase is necessary. Special assessments may be levied in accordance with Article B.4.2 of the CUPE Constitution.

12.3 Initiation Fee

Payment of initiation fees is a tangible confirmation of the desire to become a member of your Local Union and the Canadian Union of Public Employees. Each application for membership in the Local Union will be directed to the Secretary Treasurer and will be accompanied by an initiation fee of one dollar (\$1.00) 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.

(Articles B.4.1 & B.8.2)

12.4 Re-admittance Fee

The Re-admittance Fee shall be one dollar (\$1.00).

(Articles B.4.1)

12.5 Non Payment of Dues and Assessments

Any member in arrears for a period of three months or more will be automatically suspended and the suspension will be reported to the Executive Board by the Secretary Treasurer. The Executive Board will report all suspensions to the next membership meeting. Any member under suspension wishing to be reinstated will, upon application, pay the re-admittance fee plus any dues and assessments in arrears. This money will be returned if the application is rejected. A member who has been unemployed or unable to work because of sickness shall pay the re-admittance fee but may not be required to pay arrears.

(Article B.8.6)

SECTION 13 – VOTING OF FUNDS AND EXPENSES

13.1 Local 905 will pay out funds under the following circumstances:

- When the expenditure has received prior authorization through a membership approved budget.
- When these bylaws approve the expenditure; or
- Through a vote of the majority of members at a membership meeting wherein Notice of Motion has been duly given to the membership.

Authorization to pay per capita tax to CUPE National, CUPE Ontario Division, or any labour organization the Local Union is affiliated with, is not required.

13.2 In the case of a grant or a contribution to a member(s) or a cause(s) outside of CUPE greater than \$100.00, a notice of motion must be made at a regular general membership meeting and then approved at the following regular general membership meeting before the grant or contribution can be paid out.

13.3 No member of Local 905 will be allowed to spend any Local Union funds without first having received authorization under Section 13.1 of these bylaws.

13.4 No line item in the yearly budget can be increased, or monies spent over and above the amount specifically passed in the budget without providing the membership with a Notice of Motion on the specific increase, and having the increase duly approved by the membership.

13.5 The expenses of the Local are divided into those that are applicable to the Local in general or a majority of the Local's Units, and those that are applicable to individual Units or bargaining units within a Unit.

Expenses allocated to the Units are:

- Unit Officer's honorariums
- Unit Steward's honorariums;
- Unit Standing Committee's honorariums; and Unit deficit costs, including fines and judgments arising from illegal activities by Officers of the Unit.

Expenses allocated to the Local are:

- Signing Officer's honorariums;
- Local Standing Committee's honorariums;
- Grievance and arbitration costs;
- Collective Agreement negotiations costs;
- Mileage costs;
- Convention/Conference/Seminar costs (including travel, per diems, accommodations and lost wages);
- Unit office lease and operating costs;
- Business telephone long distance costs;
- Local 905 Incorporated operating costs; and
- Any other costs not specifically allocated, by this By-law, to the Units.

13.6 In order to determine a proportional allocation of dues between the expenses of the local and the expenses of the Units, effective as early as possible in January of each year the Treasurer shall calculate, for each Unit, the National Per Capita Tax and Affiliation fees payable and deduct the amount from the total dues received from the Unit during the period covering November and December of the previous year to the end of October of the current year. This amount shall be directed to the general expenses of the local. Of the balance, the Treasurer shall deduct two-thirds (2/3), which shall be directed to the general expenses of the local. The final one-third (1/3) shall be administered by the Treasurer and used to fund the expenses allocated to the appropriate Unit in accordance with Article 11.1 of this By-law.

13.7 At no times will funds be administered by any Officers of the Local except the Signing Officers and those authorized by the Executive Board. Only authorized Officers of the Local shall be allowed to acquire an expense on behalf of the Local and/or its Units. The manner in which expenses shall be paid (ie. automatic payments for utilities), shall be determined by the Executive Board. Any member or Officer who acquires an unauthorized expense on behalf of the Local shall be subject to legal and civil action initiated by the Signing Officers of the Local. Any expense acquired by a Unit, which is not specifically covered by this By-law, shall be considered and treated as a Unit deficit in accordance with Article 11.1 of this By-law.

13.8 Annual honoraria shall be as follows:

| | |
|---------------------------------|----------------|
| President | \$500.00/annum |
| Vice-President | \$500.00/annum |
| Secretary Treasurer | \$500.00/annum |
| Recording Secretary | \$500.00/annum |
| Unit Chairperson | \$500.00/annum |
| Unit Vice-Chairperson | \$500.00/annum |
| Unit Secretary | \$500.00/annum |
| Membership Officer | \$500.00/annum |
| Trustees | \$500.00/annum |
| Unit Chief Steward up to: | \$500.00/annum |
| Steward up to: | \$500.00/annum |
| Standing Committee Chairperson: | \$500.00/annum |
| Standing Committee Member: | \$200.00/annum |

At the time that honorariums are payable, the Secretary Treasurer will assume that no payment will be made to any Chief Steward or Steward, unless the applicable Unit Chairperson has submitted at least thirty (30) days notice to the Secretary Treasurer that the honorarium is to be paid for each Chief Steward and/or Steward at the rate of 0%, 25%, 50%, 75% or 100%. In order to receive 100% of the honoraria for Chief Stewards and/or Stewards, they must have attended three (3) Regular or Special General Membership meeting and/or Regular or Special Unit Meetings in the immediate preceding 12 months, unless they have provided reason prior to the scheduled meetings.

13.9 All honorariums may be pro-rated as follows:

In any calendar month where a duly elected/selected/appointed Office-holder has been in place for more than 15 days, the full monthly amount shall be paid. If 15 or less days, no honorarium shall be paid. Honorariums shall be paid annually, on or about December 1st of each calendar year. Honorariums will be in accordance with the rates outlined in Article 13.6.

13.10 Honorariums shall not be pyramided. Any person holding more than one Office to which an honorarium is payable

shall receive only the highest honorarium payable.

- 13.11** When travel, by personal vehicle, is required and/or authorized by the Signing Officers or the General Membership, the rate shall be the non-taxable cap kilometer rate established by Revenue Canada, from the person's normal place(s) of work or from their home (whichever is lessor), payable per vehicle authorized to travel and not per person authorized to travel. When persons are traveling in a common vehicle the calculation shall be based on the vehicle operator/owners' normal place of work.
- 13.12** When travel by other than personal vehicle is authorized by the Signing Officers the most economical means available shall be selected, as determined by the Secretary Treasurer.
- 13.13** When travel by any means is authorized by the Executive Board, the dates for travel, except normal pre- authorized union business travel, shall be determined by the Table Officers and a per diem of \$35.00/travel day/person shall be paid, except pre-authorized travel for normal union business and except where meals are being provided, in which cases a per diem of \$20.00/person/day is payable.
- 13.14** When authorized by the Signing Officers, any person attending full days at a Convention/Conference/Seminar, wherever located, shall be paid a per diem of \$70.00/day/person, exclusive of whole or part travel days, unless meals are being provided (in which case a per diem of \$20.00/day/person is payable).
- 13.15** Hotel accommodations will be provided for out of town conventions and conferences and at the discretion of the Executive Board for in town conventions and conferences and out of town educationals and/or meetings.
- 13.16** Mileage costs, travel per diems and Convention/Conference/Seminar per diems are not payable to any Office-holder for attendance at this Local's Unit Regular or Special meetings and Regular or Special General Membership meetings. Travel per diems are not payable to any office-holder for attendance at this Local's Committee meetings or Executive Board meetings however mileage costs will be paid. Meal allowances of \$20.00/person/day will be paid for full session attendance at the Local's regularly scheduled Committee, Executive Board and Unit Stewards meetings except where meals are being provided, in which case no allowance is payable. The meeting Chair or designate shall be responsible to maintain attendance records.
- 13.17** When authorized by the Signing Officers, or the members at a General Membership meeting, any person performing authorized duties on behalf of the Local shall be paid their "normal lost wages", in a manner acceptable to the Signing Officers.
- 13.18** The Executive Board shall be authorized to donate \$100.00 to each CUPE personal appeal sent to the Local through CUPE National or CUPE Ontario Division. Approval by the membership for each appeal donation is not required.
In the event that the Local has supported a CUPE Local 905 member in his/her appeal through CUPE National or CUPE Ontario Division, the Executive Board shall recommend a donation of \$300.00 for approval in accordance with Article 13.2 of these bylaws.

- 13.19** Any one (1) Signing Officer may approve a contribution of up to \$250.00 per strike appeal received at any convention, conference or seminar or when in attendance at a picket/strike rally.
- 13.20** The Treasurer in consultation with other Signing Officers will prepare and present an annual budget to the membership.

SECTION 14 - CUPE LOCAL 905 INCORPORATED

- 14.1** "*Canadian Union Of Public Employees Local 905 Non-profit Realty Corporation* " (referred to as "CUPE Local 905 Incorporated") is a subsidiary of this Local; operates in accordance with its own By-laws; and is the holder of all real property owned and operated by the Local.
- 14.2** In the event that any bargaining unit(s) should elect to separate from this Local, in accordance with the procedure provided in the National Constitution, the division of assets contemplated by the National Constitution shall not include those assets listed in Articles 14.3 and 14.4 of these By-laws and the departing bargaining unit(s) shall not hold interest in CUPE Local 905 Incorporated.
- 14.3** All real estate, buildings, land and other real property held by CUPE Local 905 Incorporated, is and remains the property of CUPE Local 905 and, subject to Article 14.5 of these By-laws, is not included as a divisible asset, provided that the real property was purchased no later than one (1) calendar week after the separation was properly approved by the members of the applicable departing bargaining unit(s).
- 14.4** At any time that a lien and/or mortgage applies to real property held by CUPE Local 905 Incorporated, the portions of cash, investments and deposits held by CUPE Local 905, which equals the amount of the lien and/or mortgage(s), is not included as a divisible asset, provided that the lien and/or mortgage was acquired no later than one (1) calendar week after the separation was properly approved by the members of the applicable departing bargaining unit(s).
- 14.5** In the event that the departure of any bargaining unit(s) creates a financial hardship to CUPE Local 905, to the extent that the Local is unable to maintain ownership and or operation of real property held by CUPE Local 905 Incorporated, the property shall be disposed of in the most economically responsible and timely manner and any resulting monetary gain shall be included in the divisible assets, provided that the disposition of the real property occurs within five (5) years from the date that the separation was properly approved by the members of the applicable departing bargaining unit(s).
- 14.6** The provisions of Article 14.5 of these By-laws shall not delay the division of those assets that do not depend upon the disposition of real property.
- 14.7** When disposition of real property, as provided in Article 14.5 of these By-laws occurs after the five (5) year period, it shall be the sole and exclusive right of CUPE Local 905 to determine the portion, if any, of the resulting monetary gain that is payable to the applicable departing bargaining unit(s).

SECTION 15 - CHILD CARE, DEPENDENT CARE AND ELDER CARE

Caring for children, dependents or the elderly are barriers to actively participating in the union or to attending membership meetings. Local 905 is committed to removing barriers within its control so that all members have equal access to participation.

- 15.1** When it is practical and demand warrants, Local 905 will provide on-site child care at all Local Union membership meetings. Where on-site child care is not provided, and in the case of dependent care or elder care, members will be reimbursed to a maximum of the living wage for the area for each hour of required care. Reimbursement will be provided upon proof of payment. Requests for child care, dependent care or elder care (or cost reimbursement) must be made within forty-eight (48) hours notice.
- 15.2** Any member who is on authorized Local 905 business shall be eligible for child care, dependent care and/or elder care expenses where required. Upon proof of payment, claims shall be reimbursed to a maximum of the living wage for the area for each hour of care required.
- 15.3** Claims will not be paid for a spouse, partner or a family member who normally provides care without charges. Claims will not be paid for periods of time where a member would normally have paid for care such as during normal hours of work at their job.

SECTION 16 – DELEGATES TO CONFERENCES, CONVENTIONS AND

EDUCATIONALS

- 16.1** Except for the President's option to either attend or name a designate, all delegates to conventions, conferences, and educationals held outside of Local 905, shall be chosen by election at membership meetings.
- 16.2** All members must be a member in good standing to be eligible to attend conferences/conventions and further must have attended at least three (3) Regular, Unit or Special General Membership meetings in the past twelve (12) months.
- 16.3** All elected delegates to conferences, conventions and educationals outside of Local 905, must attend the ~~entire~~ event and provide a written and verbal report to the next following Regular General Membership Meeting detailing the highlights of the event.
- 16.4** For all CUPE Conventions and Conferences, there will be a minimum of one (1) alternate elected. In the event that a duly elected delegate is unable to attend the entire convention or conference, the alternate may be requested to take the place of the delegate.
- 16.5** Alternates will be determined by the number of votes cast in the elections of delegates for any CUPE Convention or Conference. Members standing for election as a delegate that do not receive a sufficient number of votes to attend as a delegate will be kept on a list, in order of votes received. If a delegate is unable to attend, the members on the alternate list will be asked, in order of votes received, if their wish is to attend as a delegate.
- 16.6** Delegates to the Toronto and York Labour Council shall be elected annually. A member responsible for reporting back to the Local Union membership shall be appointed by the President from among these delegates, and the member appointed shall report at each Regular Membership Meeting on proceedings at recent meetings of the

Council.

- 16.7** All delegates attending conventions, conferences, or educationals held outside York Region shall be paid transportation expenses (at economy, tourist or coach rates, or mileage) as determined by the Secretary Treasurer, and a per diem allowance of \$70.00 dollars for meals and incidental expenses. Local 905 will reimburse the member's employer for any loss of wages and benefits. Accommodation, if deemed appropriate will be paid by the Local.
- 16.8** Delegates to conventions, conferences and educationals held within York Region shall be entitled to travel allowance. There shall be a per diem allowance of \$20.00 dollars for meals (unless meals are provided) and expenses incurred by attendance at the convention, conference or educational. Local 905 will reimburse the member's employer for any loss of wages and benefits.
- 16.9** The Local will designate a delegate status on anyone who is running for or is a current member of a CUPE committee to the respective conference or convention.

SECTION 17 – 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.

(Articles B.11.1 to B.11.5)

SECTION 18 - GENERAL

- 18.1** All motions are to be numbered for easy reference and control and filed in a file called "Motions" along with the date carried or defeated and maintained by the Recording Secretary. When a motion is made and carried for taking a grievance to arbitration, the grievance number is to be specified in conjunction with the motion number.
- 18.2** A "Member in Good Standing" is a person who has taken the Oath of Membership provided in Article 9.1 of these By-laws and who:
- Is listed on a current employee list from a bargaining unit of CUPE Local 905;
 - Or, is on layoff and subject to recall;
 - Or, is on a leave of absence and subject to return to work;
 - Or, is terminated and subject to being returned to work as a result of a final grievance/arbitration decision.
- 18.3** Charitable donations will be considered and recommended through the Community Support Committee and limited in total amount by the annual budget as approved by the general membership.
- 18.4** All previous By-laws of this Local, and its predecessor CUPE locals, are hereby repealed.
- 18.5** Once a motion to amend these By-laws has been made and carried, all previous motions pertaining to the carried motion are repealed and deleted.
- 18.6** These By-laws are is deemed to comply with the CUPE Constitution however, in the event of any conflict between these By-laws and the CUPE Constitution, the latter shall govern.
- 18.7** These By-laws shall not be amended, added to, or suspended except upon the consent of two thirds (2/3) majority of the members present and voting at a Regular or Special General Membership meeting. Notice of Motion to amend these By-laws must be given at a Regular Membership meeting at least seven (7) days prior to voting on the amendment or at least sixty (60) days written notice must be provided.
- 18.8** Where Notice of Motion is given or where a proposed By-law change is amended during debate a Notice of Motion, and the amendment is deemed to be a substantial change to the By-laws, the presiding officer is authorized to refer the matter to the Executive Committee for an opportunity to make comments and/or re-word the Notice of Motion or amendment to ensure that it is properly prepared for a vote. Where necessary, the matter may be deferred to the next General Membership meeting.
- 18.9** These By-laws, and any future amendments, shall become valid and take effect on the date approved by the National President of the Canadian Union of Public Employees.

APPENDIX A - RULES AND ORDER OF BUSINESS

The rules and order of business governing all meetings shall be:

- A.1** The President, or when required, the Vice-President, shall take the chair at all regular or special membership meetings. In the absence of the President and Vice President, the Recording Secretary will be the Chairperson at the regular or special membership meeting.
- A.2** No question of a sectarian character shall be discussed.
- A.3** A member wishing to speak shall wait until recognized by the Chairperson, then proceed only with remarks confined to the question at issue.
- A.4** A motion to be entertained by the Chairperson must be moved and seconded: both mover and seconder must be recognized by the Chairperson. The motion must not be stated as a negative (the motion must not be stated in such a way that voting "yes" means "no" or vice-versa). When a member wishes to make a motion and requires assistance to do so, the Chairperson may appoint an Officer to provide the assistance and require the mover to withdraw until the assistance is provided. Regular business may continue and the mover will immediately be recognized when he/she is ready to proceed and any business currently in order is completed.
- A.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 in order. Nor shall an amendment or amendment to an amendment, which is a direct negative of the resolution, be in order. The Chairperson will ask 'will the main question be 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 motions (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.
- A.6** At the request of any member, and upon a majority vote of those present, a motion may be divided when the sense will admit of it.
- A.7** 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.
- A.8** Speeches shall be limited to three (3) minutes except in moving a motion when a member shall be allowed ten (10) minutes.
- A.9** A member shall not speak more than once upon a subject until all who wish to speak have had the opportunity to do so, except it be to call a "point of privilege" (a point where the members original words are being mis-stated or mis-represented).
- A.10** A member shall not interrupt another except it be to call a "point of order" (a point regarding the proper procedure regarding the matter at issue).
- A.11** At any point during the debate of a debatable motion, any member may "call the question" without being recognized, (requesting a cessation of debate and a vote on the motion). Calling the question is not debatable and, provided the Chairperson is satisfied that adequate debate of the motion has occurred, the "call the

question" motion shall be immediately put to a vote. Where the vote on the "question" is passed, the motion shall be immediately put to a vote. Where the vote on the "question" is defeated, debate on the motion shall continue.

- A.12** 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.
- A.13** A member called to order, shall, at the request of the Chairperson, be seated until the question of order has been decided.
- A.14** Should a member persist in non-parliamentary conduct, the Chairperson will be compelled to name the member and submit the questionable conduct to the judgment of the membership. In such cases the member whose conduct is in question should explain and then withdraw, and the membership will determine what course to pursue in the matter.
- A.15** The Chairperson shall take no part in debate while presiding, but may yield the Chair to another Union Officer in order to speak on any question before the Local, or to introduce a new question.
- A.16** When a question is put, the Chairperson after announcing the question shall ask: "Are you ready for the question?" If no member wishes to speak, the question shall be put.
- A.17** Questions may be decided by a show of hands or a standing vote on the basis of one vote per member. A roll call vote may be demanded by two thirds (2/3) of the total members present. In a roll call vote, each member shall be entitled to one vote.
- A.18** 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.
- A.19** The Chairperson shall have the same rights as other members to vote on any question and in the case of a tie vote, cast the deciding vote. The Chairperson may refrain from an additional vote in which case the motion is defeated.
- A.20** If the report of a committee or the Treasurer is adopted it becomes the decision of the membership. If defeated, it may be referred back to the committee for reconsideration.
- A.21** When a question is pending before the membership, no motion shall be in order except to refer, to adjourn, to call the question or to postpone for a definite time. If any of the foregoing motions is negated, it cannot be renewed until after an intermediate proceeding. A motion to adjourn is not in order when a member has the floor or when members are voting. A motion to adjourn, having been put and lost shall not be in order again if there is further business before the Local, until fifteen (15) minutes have elapsed.
- A.22** A motion may be reconsidered provided the mover of the motion to reconsider voted with the majority, and the

notice of motion is given for consideration at the next meeting, and said notice of motion is supported by two-thirds (2/3) of the members qualified to vote.

- A.23 ~~Members are allowed to leave a meeting with the permission of the Vice-President; however, in no case will a member leave during the reading of minutes, the initiation of new members, the installation of officers, or the taking of a vote.~~ **This section to be sent back to our Bylaw Committee for clarification of the wording.**
- A.24 Where members are voting in an election at a membership meeting, the doors are to be tiled during the voting process.
- A.25 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.
- A.26 On motion the regular order of business at a membership meeting may be suspended where 2/3 of those present vote to do so. The regular order of business should only be suspended to deal with urgent business.
- A.27 In all matters not regulated by these rules of order, Bourninot's Rules of Order shall govern.

APPENDIX B - ALTERNATE UNIT ELECTION PROCESS

B5.4 Nominations

- (a) Nominations shall be received at a Regular or Special Unit Membership meeting held no more than two (2) weeks prior to the date upon which elections are to be 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/her consent in writing, duly witnessed by another member in good standing. No member shall be eligible to stand for office unless he/she has take the Oath of Obligation to this Union as outlined in the CUPE Constitution and Article 7.1 (f) of these By-laws.
- (b) Prior to accepting any nominations, the presiding officer shall announce the date upon which elections will be held; the location at which balloting will occur; the start and end times for ballots to be accepted; and that only Members in Good Standing as of the close of the nominations meeting will be eligible to vote.
- (c) All those eligible for nomination shall have been members in good standing of this or any CUPE local for at less the twelve (12) previous consecutive months, and only members who have attended a minimum of three (3) of the Regular Unit or General Membership meetings in the immediate preceding twelve (12) month period, unless they have provided reasons accepted in accordance with Article 4.7 of these By-laws, shall be eligible for nomination. The attendance records kept by the Secretary shall be conclusive as to attendance. A member who is unable to attend any meeting may be excused, if he/she notifies a Signing Officer in writing within three (3) days of the date of the meeting. A member who had been excused shall be deemed present for the purpose of determining eligibility under this Article. Proof of attendance for a candidate who has been transferred from another CUPE local must be substantiated by the records of the former local.
- (d) Nominations for Unit Officers shall be taken in order: Unit Chairperson, 1st Vice-Chairperson, 2nd Vice-Chairperson, etc.
- (e) Candidates may not accept nominations for more than one (1) position. Once a candidate stands for election to any position, he/she shall automatically be deemed to decline all subsequent nominations.
- (f) Every nominee who stands for election shall have the right to appoint one (1) scrutineer to attend and witness the balloting process on the election day. The scrutineers availability on the election day is solely the responsibility of the nominee and shall not affect the outcome of the election.
- (g) At the close of nominations the presiding officer shall, subject to the approval of the members present, appoint an Election Committee consisting of a Returning Officer and Assistants. The Committee shall include members of the local who are not candidates for office and who will be able to be available to conduct the balloting on the election day. It shall treat information submitted to it in connection with its responsibilities as confidential.

B5.5 Elections

- (a) The Unit Officers shall determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer. The ballot shall clearly indicate the position title, an alphabetical order list of candidates for the position; and space for the voter to easily identify his/her selection. If there is only one (1) candidate for the position, the ballot shall indicate the position title; the name of the candidate; and space for the voter to easily indicate whether the candidate should or should not be acclaimed to office.
- (b) The Election Committee shall be responsible for issuing, collecting and counting ballots. They must be fair and impartial and ensure that all arrangements are democratic.
- (c) The vote shall be by secret ballot. There shall be no proxy voting. In order to be accepted, ballots must be completed and deposited in the ballot box by the member who is voting, in person.
- (d) The candidate who receives the largest number of votes for the position shall be declared elected. Except for the Office of the Unit Chairperson, in the event of a tie vote, the Returning Officer shall cast a deciding ballot. In the event of a tie vote for the Office of the Unit Chairperson the election shall be held again
- (e) When two (2) or more nominees are to be elected to any Office by ballot, each member voting shall be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.
- (f) In order to be eligible to vote, the member must present his/her valid membership card to the Returning Officer/Assistants and/or their name must appear on the list of Members in Good Standing that was in place at adjournment of the nominations meeting. The Returning Officer/Assistants will use the list of members to determine those who have voted. The ballot must be received by the member, completed and deposited in the ballot box in the presence of the Returning Officer/Assistants or it will be declared invalid and rejected by them.
- (g) At the close of the time allocated for voting, the balloting location shall be closed and ballots will only be accepted from those members already in attendance and waiting their turn. When all ballots are received, the Elections Committee shall commence the count
- (h) Immediately following the close of voting, a Special Membership meeting shall be convened by the incumbent presiding officers and the meeting shall be for the sole purpose of completing the election process
- (i) Any member in attendance at the Special Membership meeting may request a recount of the votes for any election, and a recount shall be conducted if the request is supported by a majority of the members present and voting.

B5.6 Installations

- (a) All duly elected Officers shall be installed at the meeting at which the election process is completed and shall take the Oath of Office as outlined in the CUPE Constitution:

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 endeavor, both by council and example, to promote the harmony and preserve the dignity of its sessions.

I further promise, that at the close of my official term, I will promptly deliver all monies, books, papers, or other property of this Union in my possession to my duly elected successor in Office.

- (b) The term of office shall be two (2) years, or until a successor has been elected and installed, or until the position is declared vacant in accordance with Article 4.8 of this By-law.

B5.7 By - Elections

Should any Office fall vacant, including vacancies resulting from the application of Articles 4.8 and/or 6.9 of this By-law, a by-election shall be conducted in conformity with this Section.

APPENDIX C – BUDGET COMMITTEE CRITERIA

The first elected Budget Committee will develop and present for the approval of the executive board, a protocol for budgetary requests.