



General Meeting Minutes

Approval: Pending

DATE: April 8th, 2017
TIME: 10:00 am
LOCATION: Kelowna Area Office, Kelowna, BC

Call to Order: 10:04 am

Roll Call of Officers:

President	Sylvia Lindgren
1 st Vice	Karsten Bellows
Secretary-Treasurer	José van Berkel
Recording Secretary	Erica McDowell
2 nd Vice	Debbie Johnson
3 rd Vice	Sean Harris

Unit Chairs:

SD 83, <i>North Okanagan Shuswap</i>	Cory Thomas
SD 67, <i>Okanagan Skaha</i>	Dean Brotto
SD 53, <i>Okanagan Similkameen</i>	Ray Haddow
NOYFSS	Craeg Pohorelic
John Howard Society	Danielle Tearoe

Trustees:

Nancy Boisvenue (*absent*)
Bonnie Hartkamp (*absent*)
Sandi Ward (*absent*)

National Rep: Rob Hewitt

Reading of Equality Statement

We recognize that we are meeting on the Traditional Territory of the Okanagan Nations.

Minute of Silence

Swearing in of New Members: Kris Lee – SD67, Alicia Gaskell – SD83, Traci Woodcock – JHS,
Melissa Brown-JHS

Adoption of Agenda (Pg. 1-3)

Motion: To accept the minutes Agenda as presented with the addition of Provincial Election under New Business- Craeg Pohorelic. **m/s/c**

Minutes of: February 25th, 2017 (Pg. 4-6)

Motion: To accept the minutes of the February 25th, 2017 as presented. **m/s/c**

General Meeting - Minutes, continued...

Correspondence - Recording Secretary (Pg. 7)

Secretary-Treasurer's Report:

Balance Sheet (Pg. 8)

Income Statement (Pg. 9-10)

Comparative Statement (Pg. 11-13)

Motion: To accept the Secretary-Treasurer's Report as presented. **m/s/c**

President's Report (included in the Agenda package)

1st Vice President Report (including Grievance/Shop Steward issues)

National Rep's Report

Unit Reports:

- North Okanagan Shuswap
- Okanagan Skaha
- NOYFSS
- JHS
- Okanagan Similkameen

Committee Reports:

- **Health & Safety** - President
- **Education** – 2nd Vice President

We have secured an; Intro to Stewarding course, at our Kelowna Area Office for May 15-16, 2017. This will be open to all Locals with preference given to our members of CUPE523. Please submit all requests to Jose.

Just as gentle reminder that applications for Spring School are due no later than April 30, 2017. If there is an idea on what you would like to see in the form of Education please feel to contact your Unit Education Committee Rep.

They are:

Unit 53 – Diane Chatfield	Unit 67 – Poppy Degeorgio
Unit 83 – Nancy Boisvne	JHS – Bob Crozier
NOFYSS – Craeg Pohorelic	

- **Communication** - 2nd Vice President

Staying informed of what is happening in our Local is important to all members.

Such as:

- Check out our LOCAL 523 web site
- Read the Local 523 Union boards located at all Job sites
- Join our Local 523 Facebook page
- Email Updates...make sure that you're on our list!
- Read the locals News Letter submitted to all members who have provided us with their email address.
- Talk to your Unit Chair
- Talk with your Unit's Shop Stewards
- Talk to your Unit's Committee Reps
- Attend General Meetings

General Meeting - Minutes, continued...

If there is something you find interesting pertaining to Union Life we ask that you share these articles. It can be a meaningful phrase or picture, or something you saw in a magazine, web site, etc.

Any interesting news and tidbits from your Unit is always appreciated and we encourage you to submit them to your Unit's Communication Rep.

They are: Unit 53 – Deborah Johnson Unit 67 – Tammy Carter
 Unit 83 – Tammie Koroluk JHS – MacLean Fanshaw
 NOYFSS – Rob LeNoury

- **Entertainment** – 3rd Vice President
Entertainment Committee has nothing to report.
- **Good & Welfare** - 3rd Vice President
JHS will be looking for a Good and Welfare rep. Danielle Tearoe was the contact but has now taken the Unit Chair position.

Unfinished Business:

New Business:

- **Notice of Motion: Bylaw Changes:**

**LOCAL 523
of the
Canadian Union of Public Employees**

Motion: To amend CUPE Local 523 Bylaws as indicated below: **m/s/c**

**BYLAWS
2015 **2017****

PREAMBLE

These Bylaws are designed to give proper balance to the administration of the Local Union.

Duties and responsibilities of elected officers and members of committees should be as widely dispersed as possible.

CUPE Local 523 Mission Statement:

To unite and encourage all members through union solidarity: giving us the power and strength to secure and defend our rights as workers.

** ** ** ** ** ** ** ** ** **

General Meeting - Minutes, continued...

Motion: To amend CUPE Local 523 Bylaws as indicated below: **m/s/c**

Section 4 **GENERAL MEETINGS**

- a) General membership meetings shall be held a minimum of **five(5) six (6)** times per year **(including the General Election Membership Meeting)**, rotating between Oliver, Penticton, Vernon, and Salmon Arm, and Kelowna (Appendix "B").
Meetings shall be held on a Saturday.
- b) A quorum for the transaction of business at any General **regular** or Special Meeting shall consist of at least twenty (20) members in good standing, including at least five (5) Executive Board members, including two (2) table officers of the Local as defined in Section 8.
- c) The officers and Executive Board members of the Local shall be reimbursed for transportation expenses and, if required, meals and accommodation expenses to attend general meetings.
- d) Out of town mileage for use of a personal vehicle to attend General or Special Meetings shall be allowed on a capacity/occupancy ratio of 1/d (1 person in vehicle = 1/3, 2 persons in vehicle = 2/3, 3 or more people in vehicle = 3/3) of the mileage rate as is applicable under the CUPE BC Expense Policy.
- e) All general meetings shall be designated non-smoking and scent-free.
- f) All meetings shall be governed by Bourinot's Rules of Order (see Appendix "A").
- g) The Executive Board shall provide the membership Notice of all General Meetings at least 7 days in advance.
- h) For the purposes of quorum the General Election membership meeting shall be a single meeting held in four separate locations successively as defined in Section 4(a).**

Motion: To amend CUPE Local 523 Bylaws as indicated below: **m/s/c**

Section 7 **UNIT MEETINGS**

- a) Units **shall hold a minimum of 1 meeting per year.** ~~may hold meetings as determined necessary by the respective Unit Chair.~~
- b) The Executive must be notified in advance of any such meeting.
- c) Unit Chairs, Shop Stewards and Unit Committee elections shall take place at a Unit meeting with President or designate chairing the election.**
- ~~d) Unit meetings are informational only.~~ **El Rebates allocation will be determined at a unit meeting in accordance with Section 18 (j).**
- e) **Business of the** Local **business** must be conducted at a **Local** general meeting.
- f) Unit meetings may be called by written request of ten (10) Unit members.
- g) Unit meetings may be called by the CUPE 523 Executive.**

General Meeting - Minutes, continued...

- h) **Unit meeting minutes and documents will be kept on file at the CUPE 523 Office.** ~~to be put on file. To be stored at the CUPE 523 office.~~

Motion: To amend CUPE Local 523 Bylaws as indicated below: **m/s/c**

Section 16 **TRUSTEES**

The Trustees shall audit the books of the Secretary Treasurer and shall exercise general supervision over the property of the Local. Such general supervision shall include, but not be limited to, ensuring that the Secretary Treasurer complies with the provisions of Articles B.3.6 and B.3.7. The Trustees shall be elected so that one shall serve for a period of three years, one for two years and one for one year. Each year thereafter the Local shall elect one Trustee for a three-year period or, in the case of vacancies occurring, elect Trustees to fill only the unexpired terms in order to preserve overlapping terms of office.

- a) The Trustees shall examine the books and records of the Secretary Treasurer and inspect or examine all properties, bonds, and all other assets of the Local at least once each calendar year.
- b) At the completion of their audit, the Trustees shall 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's funds, records, and accounts are being maintained by the Secretary Treasurer in an organized, correct, and proper manner.
- c) The Trustees shall make a written report to the next regular meeting of the Local Union following the audit on the condition of the funds and accounts, with such other information they may deem necessary to the efficient and honest administration of the Local, along with a copy of the written recommendations and/or concerns submitted to the Secretary Treasurer, and the Secretary Treasurer's written response.
- d) The Trustees shall send a copy of the completed audit report (on the prescribed form provided by the National Secretary-Treasurer), as well as a copy of their report to the Local Union membership along with a copy of their recommendations and/or concerns to the President and Secretary Treasurer and the Secretary Treasurer's response, to the National Treasurer of the Canadian Union of Public Employees, with a copy to the assigned servicing representative.

- e) Act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary, and the committees at least once every calendar year.**

Motion: To amend CUPE Local 523 Bylaws as indicated below: **m/s/c**

Amendment: motion to divide. **m/s/c**

Motion: To Table the last paragraph of Section 19. **m/s/c**

Section 19 **INITIATION FEES, DUES & ASSESSMENTS**

The initiation and re-admittance fee shall be not less than five dollars (\$5.00). Upon receipt by the Secretary Treasurer of application for membership into the Local, every individual candidate shall remit the sum of five dollars (\$5.00) initiation fee; such amount shall be collected by the Secretary Treasurer and a receipt shall be given in every case.

Union dues shall be ~~2.05%~~ **2.25%** of gross monthly salary. Any change in the local union dues or assessments can only be made at a membership meeting when a Notice of Motion has been previously given, except where the minimum dues are raised by an amendment to the CUPE Constitution, or when

General Meeting - Minutes, continued...

B.C. Division places a special assessment on its affiliates. Such Notice of Motion can be given with (7) days notice at the previous membership meeting or in a circular advising all members at least sixty (60) days before the question is to be discussed.

Special assessments may be levied in accordance with Article B.4.2 of the CUPE Constitution.

A member who fails to pay dues and assessments for three months is automatically suspended from membership. 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. The member may return to membership in good standing by paying a readmission fee and any other penalty set by the Local Union. The readmission fee cannot be less than the initiation fee of the Local Union.

A member who has been unemployed or unable to work because of sickness shall pay the readmission fee but may not be required to pay arrears.

Motion: To amend CUPE Local 523 Bylaws as indicated below: **m/s/c**

Section 20 STANDING COMMITTEES

Shall be determined and implemented by motion of the Executive Board or general meeting. All committees shall apply the following terms of reference:

Terms of Reference of Standing Committees:

- a) Standing committees may select a recording secretary to comply with requirements of supplying roll call and minutes to the Recording Secretary following each meeting. A Chairperson may also be selected.
- b) With the exception of guest speakers, committee meetings are restricted to CUPE 523 committee members.
- c) The committee shall draft objectives and goals and submit them to the Executive Board for approval.
- d) All committees shall take direction from, and be responsible to the Executive Board. Tasks may be assigned to committees by the Executive Board or by the President.
- e) Committees shall give a verbal report of activity to the membership at the general meetings of CUPE 523. A written report shall be submitted to the Recording Secretary.
- f) Budgetary provisions for Standing Committees shall be prepared by the Executive Board in consultation with the Committee Chairperson for inclusion in the annual budget and approval at the general meetings.
- g) Any funds allocated to a Committee shall be held by the Secretary Treasurer.
- h) Members appointed or elected to Local 523 committees shall be reimbursed in accordance with the expense policy (Appendix "E") to attend committee meetings.

i) Committee members shall be elected for a two (2) year term.

General Meeting - Minutes, continued...

Motion: To amend CUPE Local 523 Bylaws as indicated below: **m/s/c**

Section 30 **DELEGATES TO CONVENTIONS & CONFERENCES**

- a) The President of Local 523 or designate shall be given first option to attend the CLC Convention, the BC Fed Convention and CUPE conventions.
- b) The Secretary-Treasurer of Local 523 or designate shall be given second option to attend CUPE BC and CUPE National conventions.**
- c) The Local 523 Executive Board shall be designated two delegate positions to attend the CLC Convention, the BC Fed Convention and CUPE conventions when delegates are sent.
- d) Any remaining delegate credentials shall be filled by election at a general **election** membership meeting.
- e) In the event there is no quorum at the general **election** membership meeting, or should registration deadlines not permit an election to be held, the Executive shall select delegates.

Motion: To amend CUPE Local 523 Bylaws as indicated below: **m/s/c**

Section 31 **NOMINATIONS FOR ELECTION TO OFFICE**

Nominations for all elected offices shall be received at the general **election** membership meeting held in **February** of each year. **A call for nominations may also be held at the general election meeting in April of each year if required.** No nominations shall be accepted unless the member is in attendance or has filed consent in writing, witnessed and submitted by the closing of nominations. No member shall be eligible for nomination if they are in arrears of dues and/or assessments. No member may be elected to more than one office.

Nothing contained in this section shall be deemed to conflict with the provisions of the CUPE Constitution, Appendix "B" Article B.

Motion: To amend CUPE Local 523 Bylaws as indicated below: **m/s/c**

Section 32 **ELECTIONS**

- a) For the purpose of conducting the Annual Elections, the President shall, subject to the approval of the members at a General Election Membership Meeting appoint a Returning Officer and assistants who cannot be candidates for office nor Officers of the local. They shall be members in good standing. **and not candidates for office.** The CUPE National Representative may be appointed as returning officer.
- b) The Returning Officer, or designate, and his/her assistants shall have full responsibility for the conducting of the elections as set out in these Bylaws and shall treat all information submitted to them in connection with that office as confidential. The Returning Officer shall make his/her report to the meeting only at the time appointed.
- c) The Returning Officer, or designate, shall be responsible for issuing the ballots to and receiving them from the members.
- d) ~~Nominations for all open positions shall be closed at the~~ **October (or April if required)** general **election** membership meeting.

General Meeting - Minutes, continued...

- e) Elections shall be conducted by secret ballot at the general election membership meeting.
- f) Nominations shall be closed during the general **election** meeting in **February** ~~October (or April if required)~~ of each year for the offices of 3rd Vice-Presidents, and Trustee(s).
- a. The President shall be elected in odd numbered years.
 - b. The 1st Vice President shall be elected in even numbered years.
 - c. The Secretary Treasurer shall be elected in even numbered years.
 - d. The Recording Secretary shall be elected in odd numbered years.
 - e. The 2nd Vice-President shall be elected in odd number years.
- g) Unit Chairs and Shop Stewards shall be elected for a two-year term by the members of that unit at **their a Unit general** meeting ~~held in that Unit~~. Interim vacancies will be filled at a special unit meeting called for that purpose with no less than seven (7) days notices.
- h) All candidates shall **adhere** be given opportunity to speak prior to the election **guidelines outlined in Appendix "B"****
- i) Immediately following the close of voting, the Returning Officer and **their** assistants shall proceed to count the ballots. Immediately upon completion of same, the Returning Officer shall report to the meeting the results of the vote.
- j) The Executive Board shall be responsible for the preparation of sufficient ballots.
- k) Any candidate may appeal for a recount of the votes, or the meeting itself, without an appeal, may order a recount of any or all elections, provided however that in either instance, it shall require the number of members equal to the quorum for a general meeting to vote in favour of such recount. Such a recount shall be taken immediately and prior to the election of any other office.
- l) A simple 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 such 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 case of a final tie vote, the presiding officer may cast the deciding vote.
- m) The terms of office shall be:
- President - two years;
 - 1st Vice President – two years
 - 2nd Vice President – two years
 - 3rd Vice-President - one year;
 - Secretary Treasurer - two years;
 - Recording Secretary – two years;
 - Unit Chair – two years;
 - Shop Stewards – two years;
 - Trustees shall be elected for terms as set out in Article B.2.4 of the CUPE Constitution.
- n) An election meeting planned for October can be advanced to April but cannot be delayed until the following April.**

General Meeting - Minutes, continued...

- o) ~~Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office~~
- n) P) When two 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.

Motion: To amend CUPE Local 523 Bylaws as indicated below: **m/s/c**

Section 33 **INSTALLATION OF OFFICERS**

- a) All duly elected officers shall be installed ~~at the meeting at which~~ **when** elections are concluded and shall continue in office until such time as a successor has been elected and installed, provided, however, that no term of office shall be longer than three years.
- b) In the event that any elected office becomes vacant during the normal period between elections, an election shall be held to fill the vacancy at the next general election meeting. During the interim period the Executive Board shall have the authority to fill such vacancy by appointment until the next general election meeting.

Motion: To amend CUPE Local 523 Bylaws as indicated below: **m/s/c**

Section 34 **VOTING OF FUNDS**

- a) The Secretary Treasurer will present an annual budget for the approval of the membership each year.
- b) Any financial expenses, other than ordinary or budgeted expenses attributed to the operation of the Local, over one thousand dollars (\$1000.00) must be voted on by the membership at a general meeting following a notice of motion.
- c) ~~No total sum over five hundred dollars (\$500.00) shall be voted for the purpose of a grant or contribution.~~
- d) Preference for donations from the Local shall be given to labour oriented organizations or causes.
- e) Changes to the Death Benefit Fund (Appendix "C") shall be voted on at a general meeting with prior notice on agenda.
- f) Changes to Expense Policy (Appendix "E") shall be made in accordance with CUPE BC rates, or as voted on at a general meeting with prior notice on the agenda.
- g) Changes to Out of Pocket Policy (Appendix "F") shall be voted on at a general meeting with prior notice on agenda.
- h) Changes to the Retirement benefit (Section 39) shall be voted on at a general meeting with prior notice on agenda.
- i) Changes to the Hardship Assistance Fund (Section 40) shall be voted on at a general meeting with prior notice on agenda.
- j) Changes to the Continuing Education Bursary (Appendix "D") shall be voted on at a general meeting with prior notice on agenda.

General Meeting - Minutes, continued...

- k) Voting of funds for education: if time frames do not permit the expenditure to be approved at a general meeting, the Executive Board by a majority vote can approve the expenditure.
- l) In case of a grant or contribution to a member(s) or a cause(s) ~~outside of CUPE~~ greater than \$500.00 (five hundred dollars), a notice of motion must be made at a regular membership meeting and ~~the~~ be approved at the following regular membership meeting before the grant or contribution can be paid out.

Motion: To amend CUPE Local 523 Bylaws as indicated below: **m/s/c**

APPENDIX "A"

RULES OF ORDER

The rules of Order of CUPE 523 shall be Bourinot's Rules of order.

The rules of Order and Business shall be as follows. In the event that any of the following rules of order are in contradiction to the Constitution of the Canadian Union of Public Employees those of the Constitution shall apply.

ORDER OF BUSINESS

1. Roll Call of Officers
 2. **Recognition of Traditional Territory**
 3. Equality Statement
 4. **Minute of Silence**
 5. Voting on new members and initiations
 6. Reading of minutes of previous meeting
 7. Matters arising out of minutes
 8. Correspondence and communications
 9. Treasurer's Report
 10. Executive Board Reports
 11. Reports of Committees and Delegates
 12. Nominations, Elections & Installations
 13. Unfinished Business
 14. New Business
 15. Good of the Union
 16. Adjournment
- a) The President, or in their absence, the Vice President shall take the chair at the time specified, at all regular and special meetings. In the absence of both the President and the Vice President, the Treasurer shall act as President, and in their absence a President pro tem shall be chosen by the local.
 - b) The President shall state every question coming before the Local and before allowing debate thereon, and immediately before putting it to a vote, shall ask: "Is the Local ready for the question?". Should no member rise to speak, and the Local indicates readiness, the question shall be put. After the President has risen, no member shall be permitted to speak on the question.
 - c) A motion to be entertained by the presiding officer must be seconded, and the mover as well as the seconder must rise and be recognized by the chair.

General Meeting - Minutes, continued...

- d) A motion to amend, or to amend an amendment, shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment or amendment to an amendment which is a direct negative of the resolution shall be in order.
- e) On motion, the regular order of business may be suspended, by a two-thirds vote of those present, to deal with any urgent business.
- f) All resolutions and motions, other than those named in Rule (p) or those to accept or adopt the report of the committee, shall if requested by the presiding officer, be presented in writing before being put to the Local.
- g) At the request of any member, and upon a majority vote of those present, a question may be divided when the sense will admit of it.
- h) When a member desires to speak on a question, or offers a motion, he/she shall rise in place and respectfully address the presiding officer; but he/she shall not proceed further until recognized by the chair, except to state that he/she rises to a point of order or on a question of privilege.
- i) When two or more members rise to speak at the same time, the presiding officer shall decide which one is entitled to the floor.
- j) Every member, while speaking, shall adhere to the question under debate and avoid all personal, indecorous, or offensive language, as well as any reflection of the Local or any member thereof.
- k) If a member, while speaking, is called to order, he shall cease speaking until the point is determined, when, if decided in order, he may again proceed.
- l) No sectarian discussion (that is to say, religious discussion) shall be permitted in the meeting at any time.
- m) No member, except the Chairperson of a Committee or the mover or seconder of a resolution, shall speak more than (3) minutes at any one time, or more than once on the same question, until all members wishing to speak have had an opportunity to do so, when he may be allowed, by permission of the chair, to speak a second time.
- n) The President shall take no part in debate while presiding, but may yield the chair to the Vice President in order to speak on any question before the Local, or introduce a new question.
- o) The presiding officer shall have the same right as other members to vote on any question. In case of a tie, he/she may give a casting vote, if he/she chooses, refrain from voting, in which case the motion does not prevail and the decision is negative.
- p) When a question has been put, no motion shall be in order except (1) to adjourn, (2) to move the previous question, (3) to lay on the table, (4) to postpone for a definite time, (5) to refer, (6) to divide or amend, which motion shall have precedence in the order named. The first three of these shall be decided without debate.
- q) A motion for the previous question, when regularly moved and seconded, shall be put in this form: "Shall the main question be now put"?" If it is adopted, the President shall proceed to take the vote on the resolution and amendments thereto (if any) according to their priority. If an amendment or an amendment to an amendment is adopted, the original resolution, as amended, shall be put to the Local.

General Meeting - Minutes, continued...

- r) A motion to adjourn is in order except (1) when a member has floor, and (2) 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 minutes have elapsed.
- s) Before the presiding officer declares the vote on a question or after a vote has been declared lost or carried by acclamation, and before the Local proceeds to another order of business, any member may ask for a division. A standing vote shall be taken and the Secretary shall count same.
- t) 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.
- u) When the decision of the President is appealed from, he/she shall state his/her decision, and the reasons therefore, from the chair. The party appealing there from shall state briefly the reasons for the appeal, after which, without further debate, the question shall be put thus: "Shall the decision of the chair stand as the decision of the Local?" It shall require majority vote to sustain such appeal.
- v) After a question has been decided, any two members who have voted in the majority may at the same or next meeting move consideration thereof.
- w) No member shall enter or leave a meeting during the reading of the minutes, the initiation of new members, the installation of officers, or the taking of a vote; and no member shall be allowed to leave without the permission of the Vice President.
- x) All business done in the Local shall be strictly secret to all outside the Local.
- y) All rules and proceedings of debate not herein provided for, shall be defined in the Constitution of the Canadian Union of Public Employees

Motion: To amend CUPE Local 523 Bylaws as indicated below: **m/s/c**

APPENDIX "B" GENERAL MEETING SCHEDULE

October.....Kelowna
November.....Penticton
January.....Vernon
February.....Salmon Arm
April.....Kelowna*
May.....Penticton
June.....Salmon Arm
September.....Oliver
March/July/August/ December.....no meetings scheduled

General Meeting - Minutes, continued...

~~* If no elections are required location may be changed to one of the other units.~~

Motion: To amend CUPE Local 523 Bylaws as indicated below: **m/s/c**

APPENDIX "D"

CONTINUING EDUCATION BURSARY

A continuing education bursary of \$400 per student will be paid to applicants to a maximum of twelve thousand dollars (\$12000) per year for the Local. This bursary shall be offered by CUPE Local 523, to students who are proceeding to a program of studies in any field, whether academic or vocational, within eighteen (18) months of their high school graduation.

In the event that the (\$12000) cap is not used within the year the balance will carry forward to the following year to a maximum amount of \$16000.

In the event of more applicants than funds available, the benefit will be allocated on a first come first served basis.

Eligible applicants must meet the following criteria:

- a) The son, daughter, or dependent of a member of Local 523 in good standing;
- b) Graduating from Grade 12 or equivalent, however no student may receive the bursary more than once;
- c) Students must submit a letter indicating who they are and who their parents are and their vocational or academic plans. It is the sole responsibility of the graduating student to apply for the bursary.
- d) The student's application must be in the hands of the Secretary Treasurer of Local 523 by the deadline date as noted on notices sent out each year;
- e) Applications shall be accepted from students with parents employed by: School District #53 (Okanagan Similkameen), School District #67 (Okanagan Skaha), School District #83 (North Okanagan Shuswap), North Okanagan Youth & Family Services Society, John Howard Society;
- f) Successful applicants shall be notified by mail, and monies shall be forwarded upon verification and payment of registration. **, after withdrawal date of post secondary institution**

Motion: To amend CUPE Local 523 Bylaws as indicated below: **m/s/c**

APPENDIX "E"

EXPENSE POLICY

1. Preamble

The purpose of this expense policy is to reimburse members for expenses incurred on behalf of CUPE Local 523. This policy shall be reviewed annually by the Trustees.

2. Wages

Lost wages for regular scheduled hours of work shall be repaid at cost directly to the employer only. Wage loss shall not be paid directly to individuals.

3. Accommodation

General Meeting - Minutes, continued...

If required, shall be paid at prevailing rates. Members are entitled to a single room. Where possible, all room, tax, and parking shall be billed directly to Local 523. Where possible accommodation used shall be a unionized hotel.

4. Dependant Care

If required, dependent care shall be paid outside of regular working hours. Upon proof of payment a maximum rate of \$15.00/hr. to a maximum of \$225.00/day (which includes travel time) shall be reimbursed. Completion of the Local 523 Dependant Care form (see attached) is also required. Other dependent care expenses shall be paid at a reasonable rate. All dependent care expenses must have prior approval of the Executive. Claims will not be paid for a spouse, partner or family member who normally provides care without charge.

5. Transportation

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

- a) Airfare where required (economy class);
- b) Car mileage equal to the mileage allowance of CUPE BC as amended from time to time. Wherever possible members should car pool and the driver shall be reimbursed mileage;
- c) Taxis from airport - to hotel - to meeting place and return: reimbursed on presentation of receipts.
- d) Where possible air travel used shall be a unionized.

6. Per Diem

- a) All delegates selected to attend conventions/conferences, committee meetings and other executive approved events that occur outside of the Local region (Region defined as: Thompson, Okanagan [TOSCC]) shall receive a per diem expense allowance equal to the amount set from CUPE BC Division. Where related expenses are included as event features the per diem rate shall be adjusted according to expense policy.
- b) For incoming travel to next day convention/conference, committee meetings and other executive approved events or return travel day on the next day after convention/conference, committee meetings and other executive approved events forty three dollars (\$43.00) per diem shall be paid unless travel requires a full day.
- c) A full day per diem of eighty six (\$86.00) shall be paid when travel requires a full day.
- d) Per diems shall be prorated where meals are provided.
- e) Union business where all expenses (meals) are included a daily per diem of seventeen dollars (\$17.00) shall be paid.

7. Meals:

All approved seminar/meeting attendees shall be reimbursed upon presentation of paid receipts. Charges for alcohol will not be reimbursed. Receipted reimbursements shall not exceed the per diem amounts.

8. Days in Lieu

In cases where Local 523 business causes Executive members to lose both of their consecutive regularly scheduled days off, they will be allowed to book off one day in lieu at Local 523 expense. Prior authorization of the Executive is required for book off of days in lieu. An approval form is available upon request. The Executive may approve days in lieu to non-Executive members for good reason.

General Meeting - Minutes, continued...

Motion: To amend CUPE Local 523 Bylaws as indicated below: **m/s/c**

APPENDIX "H " EDUCATION POLICY

All members in good standing are eligible to participate in CUPE educational opportunities.

The Local shall budget a minimum of \$50,000 annually for CUPE or CLC educational opportunities. The Executive Board shall administer and approve expenditures from this fund.

Requests for education can be made at any general meeting or by contacting a member of the Education Committee. All education received by members shall be tracked by the Recording Secretary.

All members who receive union education shall be required to prepare either a written or oral report for inclusion to the agenda at the next scheduled general meeting.

Attendees to the retirement seminars shall be selected **by each unit** subject to space availability as determined by the Executive Board.

The Education committee shall develop selection criteria for educational opportunities which will include, but may not be limited to: geographic location, equitable distribution of opportunities, previous education accessed, role in Union, etc.

Motion: To amend CUPE Local 523 Bylaws as indicated below: **m/s/c**

APPENDIX "I " CODE OF CONDUCT

Local 523 is committed to ensuring that all of its meetings and activities are safe environments where members are encouraged to speak. Existing members are encouraged to welcome, mentor and support new members and equity-seeking members.

Local 523 strives to promote core values which include the principles of solidarity, equality, democracy, integrity, and respect. We are committed to mobilizing our energy and skills to work together to promote these values and to attain these goals in our Union, our communities, and globally.

Local 523 is committed to creating a council which is inclusive, welcoming, and free from harassment, discrimination and all types of bullying and intimidation. THE LOCAL 523 needs to ensure that it provides a safe environment for members, staff and elected officers to carry out our work. The Local 523 expects that mutual respect, understanding and co-operation will be the basis of all our interaction.

This Code of Conduct for the LOCAL 523 sets out standards of behaviour for members at meetings, and all other events organized by the LOCAL 523. It is consistent with the expectations outlined in the Equality Statement, CUPE National Constitution and these bylaws. It does not apply to complaints arising in the workplace(s), as those are dealt with through the grievance procedure and/or the applicable workplace(s) harassment policy.

As members of the LOCAL 523 we commit to one another and to the Union to be governed by the principles of the Code of Conduct and agree to:

General Meeting - Minutes, continued...

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

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

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

- 1) If possible, a member may attempt to deal directly with the person alleged to have engaged in behaviour contrary to the Code, by asking the person to stop such behaviour. If that is not possible, or if it does not resolve the problem, a member may bring forward a complaint.**
- 2) Once a complaint is received, a designated Officer of the Council will work to seek a resolution.**
- 3) If this fails to resolve the matter, the designated Officer of the Local Union shall report the matter to the person in charge, who shall determine whether there is need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses.**

This Code of Conduct is designed to create a safe, respectful and supportive environment within CUPE. It is meant to enhance the rights and obligations outlined in the Bylaws of the LOCAL 523, the CUPE National Constitution, the Equality Statement, and applicable human rights legislation, not replace them.

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

APPENDIX "B" NOMINEE CAMPAIGN RULES

The time between the closing of nominations and voting during CUPE Local 523 Local elections allows candidates to campaign to win the support of members. CUPE Local 523 supports and encourages campaigning. To ensure fairness the following campaign rules are in effect.

Nominees must conduct their campaigns in accordance with the following rules.

- ***Nominees shall comply with the CUPE Equality Statement, the CUPE National Constitution and the CUPE Local 523 bylaws including the CUPE Code of Conduct at all times.***
- ***Nominees will be entitled to contact members and distribute campaign material through the CUPE 523 email system to all members who have made this information available to the Local up to three (3) times.***
- ***Nominees may request that members provide their contact information for the purposes of their campaign. The Union will not provide member contact information for the purposes of the elections.***
- ***Nominees are entitled to submit to the Local website a Candidate Biography of about one hundred words in length, up to two additional posts of up to 50 words in length and a request to members for their contact information and/or provision of the nominee's contact information. A photo is optional.***
 - ***All submissions should be posted on the Local website or be transmitted by the Local e-mail system within three days.***
- ***The use of Employer email systems for campaigning purposes is not allowed and could result in Employer disciplinary action.***
- ***Campaign strategies shall not include provision or offers of gifts or rewards in exchange for pledges of support [bribery], misrepresentation of what the nominee could or would do if elected [fraud] or reference to another nominee in a way that is misleading or untruthful [slander].***
- ***Nominees who believe that there is a complaint to be made regarding the conduct of another nominee shall notify the National Rep. and the Local Table Officers of the complaint in writing. This will result in an investigation of the circumstances of the complaint.***
- ***When a complaint is made by a nominee about another nominee and the investigation by the National Rep. and the Table Officers concludes that misconduct has occurred the National Rep. will disclose the finding at the election meeting.***
- ***Nominees must do their best to ensure that their campaign assistants are in compliance with all rules of conduct.***
- ***Nominees will be entitled to speak or have a statement read aloud at each voting location of the election meeting for a period of up-to three minutes. A nominator may speak for up to 90 seconds.***
- ***Nominees will be entitled to Scrutineers at each voting location. Scrutineers must be designated by the nominee in-person or in writing.***

General Meeting - Minutes, continued...

- **Executive Elections:**

- **Secretary-Treasurer**
Nominated & Acclaimed: José van Berkel
- **1st Vice President**
Nominated & Acclaimed: Karsten Bellows
- **3rd Vice President**
Nominated & Acclaimed: Charlene Turnbull
- **Trustee**
Nominated & Acclaimed: Nancy Boisvenue
- **Entertainment Committee**
Nominated & Acclaimed: Tammy Carter

- **Swearing in of Elected Officer's**

- ~~Provincial Election under New Business~~ – Craig Pohorelic, **withdrawn**

Good and Welfare: (6 @ \$25.00 each) Kyle Clark, Kris Lee, Alicia Gaskell, Sheila Malashewsky, Tammie Koroluk, Tammi Carter (**swag**) Rosaura Diaz, Margaret Kline, Richie King, Emily Broughton

Adjournment: 11:53 am