



General Meeting Minutes

Approval: Pending

DATE: September 21, 2019
TIME: 10am
LOCATION: Osoyoos Community Centre, Osoyoos, BC

Call to Order: 10:10am

Roll Call of Officers:

<i>Acting</i> President	Tammie Koroluk
1 st Vice	Jennifer Harper
Secretary-Treasurer	José van Berkel
Recording Secretary	Erica McDowell
2 nd Vice	Charlene Turnbull
3 rd Vice	Tammy Carter

Unit Chairs:

SD 83, <i>North Okanagan Shuswap</i>	Roni Ault (<i>excused</i>)
SD83, <i>Shop Steward</i>	Kelly Stalker
SD 67, <i>Okanagan Skaha</i>	Roberta Hormes
<i>Acting</i> SD 53, <i>Okanagan Similkameen</i>	Kris Keith
NOYFSS	Craeg Pohorelic
Turning Points Collaborative Society	Bob Crozier

National Rep: Sheena Murdoch

Trustees:

Nancy Boisvenue (*excused*)
Dion Boisvenue (*excused*)
Kyle Clark

Reading of Equality Statement

We recognize that we are meeting on the Traditional and unceded Territory of the Okanagan First Nations. Where we all live, work and play.

Minute of Silence: John Stoll, Unit SD67 and Shannon Martinson, SD83

Swearing in new members: Charlene Carmichael-SD53, Erica Pelletier-SD53

Adoption of Agenda: (Pg.1-3)

Motion: To accept the agenda as presented with the change of moving unfinished business after the National Reps. report. **m/s/c**

General Meeting – Minutes continued...

Minutes of: General Meeting, May 11, 2019. (Pg. 4-6)

Motion: To accept the minutes of the May 11, 2019 Executive meeting as presented. **m/s/c**

Correspondence: Recording Secretary (Pg.7)

Treasurer's Report:

Income & Expenses (Pg. 8-10)

Income & Expenses Comparative (Pg.11-13)

Balance Sheet (Pg. 14)

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

President's Report – (Pg.5)

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

National Rep's Report

Unit Reports:

- North Okanagan Shuswap
- Okanagan Similkameen
- Okanagan Skaha
- NOYFSS
- Turning Points

Committee Reports:

- **Health & Safety** – President
- **Education** – 2nd Vice President
- **Communication** - 2nd Vice President
- **Entertainment** – 3rd Vice President
- **Good & Welfare** - 3rd Vice President
- **OMDC** - 3rd Vice President

Unfinished Business

- **Bylaw Changes:**

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

**BYLAWS
20179**

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.

General Meeting – Minutes continued...

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.

Section 1 **NAME**

- a) This Local shall be known as Local 523 of the Canadian Union of Public Employees.
- b) The Local shall consist of the following bargaining units:
 - **Turning Points Collaborative Society (TPCS) (formerly: John Howard Society) John Howard Society**
 - **North Okanagan Youth and Family Services Society (NOYFSS)**
 - School District No. 53 (Okanagan-Similkameen)
 - School District No. 67 (Okanagan-Skaha)
 - School District No. 83 (North Okanagan-Shuswap)

Section 4 **GENERAL MEETINGS**

- a) General **Membership m**Meetings shall be held a minimum of five (5) times per year (including the General Election **Membership m**Meeting), rotating between Oliver, Penticton, Vernon, and Salmon Arm.
- b) A quorum for the transaction of business at any General 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 m**Meeting shall be a single meeting held in four separate locations successively as defined in Section 4(a).

Section 6 **SPECIAL MEETING**

Special meetings shall be called by order of the Executive Board as determined by the Executive Board, or by written request of fifteen (15) members. No business shall be transacted at such special meetings other than that which the special meeting has been called. At least twenty-four (24) hours notice of all special meetings must be given, in writing (**including electronic transmission**), to the membership.

Section 7 **UNIT MEETINGS**

- a) Units shall hold a minimum of 1 meeting per year.
- b) The Executive must be notified in advance of any such meeting.

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- c) Unit Chairs, Shop Stewards and Unit Committee elections shall take place at a Unit meeting with President or designate chairing the election.
- d) EI Rebates allocation will be determined **by a vote of the unit membership at a unit meeting** in accordance with Section 18 (j).
- e) Business of the Local must be conducted at a General **mM**Meeting.
- f) Unit **mM**Meetings may be called by written request of ten (10) Unit members.
- g) Unit **mM**Meetings may be called by the CUPE 523 Executive.
- h) Unit **mM**Meeting minutes and documents will be kept on file at the CUPE 523 Office.

Section 8 **OFFICERS**

The officers of the Local shall consist of a President, 1st, 2nd, 3rd Vice-Presidents, Recording Secretary, Secretary Treasurer, Unit Chairs (NOYFSS, **TPCS (formerly: JHS) John Howard Society**, School Districts 53, 67, 83), and three (3) Trustees.

A.

- a) *All officers must give all properties, assets, funds and all records of Local 523 to their successors at the end of their term of office.*

Section 9 **EXECUTIVE BOARD**

The Executive Board shall consist of the President, 1st, 2nd, 3rd Vice-Presidents, Secretary Treasurer, Recording Secretary, and one Unit Chair elected from each unit. Names of Unit Chairs to be forwarded to the Recording Secretary immediately following the election.

- a) The Executive Board shall have the authority to pass motions for the expenditure of monies and conduct other business as necessary between General Meetings. Any decisions or expenditures shall be reported to the membership at the next **General membership mM**Meeting for their ratification.
- b) The objective of the Executive Board is to allow delegates the opportunity to discuss and bring pertinent matters before it and make recommendations.
- c) The Table Officers shall consist of President, 1st Vice President, Recording Secretary, and Secretary Treasurer.
- d) Any significant items which may affect the Local shall be brought before the Executive Board for approval prior to implementation.
- e) All charges against members or officials must be made in writing and dealt with in accordance with the provisions of Appendix B.XI of the National Constitution.
- f) No Executive member shall purchase any fixed assets (e.g. computer, office furniture) over the amount of one hundred dollars (\$100.00) without the approval of the Executive Board.
- g) Should any Executive Board member fail to answer the roll call for three (3) **general and consecutive gGeneral mM**Meetings or three (3) **general and consecutive Executive mM**Meetings, **without having submitted a good reason for such absence**, the office may **shall** be declared vacant, **and the same** filled by an election at the next general election meeting or special meeting.
- h) The Executive Officers shall hold title to any real estate of the Local as trustees for the Local. They shall have no right to sell, convey, or encumber any real estate without first giving notice and then submitting the proposition **to a the membership at a General mM**Meeting and having it approved.

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Section 12 **RECORDING SECRETARY**

The Recording Secretary shall keep a correct, full and impartial record of the proceedings of each meeting of the Local Union and all the meetings of the Executive Board. Each record of proceedings shall include a copy of the full financial report presented by the Secretary-Treasurer in accordance with Article B.3.6. The Recording Secretary shall perform such other duties as the Local Union or Constitution may direct.

- a) The Recording Secretary shall keep full and accurate account of all education received by members.
- b) The Recording Secretary shall keep full and accurate account of all election results.
- c) The Recording Secretary shall be responsible for recording and distributing all correspondence.
- d) The Recording Secretary shall keep a record of all Trustee reports.
- e) **The Recording Secretary shall be an alternate signing officer of the Local and the Office of the Recording Secretary shall be bonded for not less than five thousand dollars (\$5,000.00), or such other greater sum as may be decided at a special meeting, through the master bond held by the Canadian Union of Public Employees.**

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 General 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.
- f) **A Trustee may not hold a position on the Executive Board of Local 523.**

Section 17 **SHOP STEWARDS**

Shop Stewards shall be elected for a two(2) year term at a Unit Meeting.

It shall be the duty of the Shop Stewards to investigate and to attempt to settle all disputes between the employer and employee(s). The Shop Steward shall report the grievance to the Unit Chair and 1st Vice President for consideration of the

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Grievance Committee.

A written record (Appendix “I” CUPE Fact Sheet) is to be completed by the Shop Steward and presented to the 1st Vice President/Grievance Committee.

The Shop Steward shall greet new employees and acquaint them with Local 523 and the respective Unit Chair.

Units may elect as many stewards as they wish however there may be limitations within the Collective Agreements. Stewards should be elected with consideration of sectional or departmental representation.

Section 18 **UNIT CHAIRS**

The Unit Chair shall be elected for a two (2) year term at a Unit Meeting.

The Unit Chairs shall:

- a) Attend all Executive Board meetings and provide unit reports to the Executive Board or send an alternate elected representative in their absence.
- b) **The Unit Chair s** shall submit all draft Letters of Understanding/Intent to the Executive Board for discussion. Executive approval is required prior to agreement with the Employer.
- c) Coordinate unit membership and unit steward meetings.
- d) Attend grievance committee meetings and grievance meetings as required.
- e) Attend labour management meetings.
- f) Report any hardship issues to the Executive Board
- g) Be part of the Negotiating Committee.
- h) Forward current membership contact information and updates to the Recording Secretary as required.
- i) Advise the Executive Board of upcoming unit chair and steward election meetings.
- j) Ensure their Unit membership are given opportunity to determine how they wish their annual EI rebate monies allocated, and report such to the Secretary Treasurer.
- k) Act as member of the Education committee if required.
- l) **Unit chairs rR** recognize retirees on behalf of the Local.
- m) Submit entertainment request to 3rd Vice President by June 30 of each year.

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 2.25% of gross monthly salary. Any change in the local union dues or assessments can only be made at a **General membership m** 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 B.C. Division places a special assessment on its affiliates. Such

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Notice of Motion can be given with (7) days notice at the previous **General membership mMeeting** 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.

Section 20 STANDING COMMITTEES

Shall be determined and implemented by motion of the Executive Board or **gGeneral mMeeting**. 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 **gGeneral mMeetings**.
- 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.

Section 21 SPECIAL COMMITTEES

Special Committees may be set up either by election at any **General mMeeting** or by appointment by the President. At least two (2) Executive Board members shall sit on all Special Committees. Special committee needs shall be assessed at Executive Board meetings. The Executive Board shall establish the duration of special committees.

Members appointed or elected to Local 523 special committees shall be reimbursed in accordance with the expense policy (Appendix "E") to attend committee meetings.

Section 23 GRIEVANCE COMMITTEE

The Grievance Committee shall consist of the 1st Vice President (Chair), Unit Chair(s) and Shop Steward(s) involved with the grievance. The Grievance Committee may appoint additional member(s) if their expertise is needed.

The Grievance Committee shall be responsible for the completion of official grievance form Appendix "J".

The Chair shall submit all grievances to the Executive Board for approval prior to settling the grievance or referring it to arbitration.

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B. *The grievance reports shall be presented to the Executive Board and membership and shall also be provided to the ~~N~~ational ~~R~~epresentative.*

CUPE National Representative shall be an ex-officio member to this committee.

Section 25 **COMMUNICATIONS COMMITTEE**

The Communications Committee shall be comprised of the 2nd Vice President (Chair), Recording Secretary and up to one member from each unit.

The Communications Committee:

- a) Manages the local's newsletter and other printed materials and the Local website.
- b) Maintain record of all Local 523 membership bulletin boards.
- c) Assist in distribution of printed materials.
- d) Coordinates outreach with other campaigns where CUPE 523 takes a stand.
- e) Makes recommendations regarding ~~as to~~ Local 523 promotional items.
- f) Disseminates Union information packages.
- g) Other duties as assigned.

Section 28 **ENTERTAINMENT COMMITTEE**

The Entertainment Committee shall be comprised of the 3rd Vice President and three (3) other members. Sub-committees may be created on an ad-hoc basis to organize events.

The committee shall allocate funds to units from the Entertainment budget line. The committee may recommend and promote Local events

~~It is the function of this committee to arrange, conduct and promote, in conjunction with the affected unit(s), all social and recreational activities of the Local, either on the committees own initiative, or as a result of decisions taken at membership meetings.~~

The committee shall submit reports and proposals to the Executive Board and ~~or to the~~ membership. ~~as required.~~

Section 29 **EDUCATION COMMITTEE**

The Local recognizes the value of Union education and shall provide appropriate educational opportunities to members in good standing.

The Education Committee shall be comprised of 2nd Vice President (Chair) and no less than one member per unit.

The Education Committee shall be responsible for requesting and promoting educational opportunities within the local.

The Education Committee shall be responsible for selecting candidates for educational opportunities.

See attached Appendix "H".

Section 30 **DELEGATES TO CONVENTIONS & CONFERENCES**

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- 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 **gGeneral membership mMeeting**.
- e) In the event there is no quorum at the **gGeneral membership mMeeting**, or should registration deadlines not permit an election to be held, the Executive shall select delegates.

Section 31 **NOMINATIONS FOR ELECTION TO OFFICE**

Nominations for elected offices shall be received at the **gGeneral membership mMeeting**, held in February of each year. 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 **as defined in Section 8 - Officers**.

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

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. 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 **and the ballots to and receiving ballots. them from** ~~the _____ members.~~
- d) Elections shall be conducted by secret ballot at the **gGeneral eElection membership mMeeting**.
- e) Nominations shall be closed during the **gGeneral mMeeting** in February 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 numbered **ed** years.
 - f. The 3rd Vice President shall be elected in even numbered years**
 - g. One (1) Trustee shall be elected every year for three (3) years**
- f) Unit Chairs and Shop Stewards shall be elected for a two-year term by the members of that unit at their Unit meeting. Interim vacancies will be filled at a special unit meeting called for that purpose with no less than seven (7) days notices.
- g) All candidates shall adhere to the election guidelines outlined in Appendix "B"

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- h) 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.
- i) The Executive Board shall be responsible for the preparation of sufficient ballots.
- j) 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.
- k) 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.
- l) The terms of office shall be:
 - ~~President – two years;~~
 - ~~1st Vice President – two years;~~
 - ~~2nd Vice President – two years;~~
 - ~~3rd Vice President – one two 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.~~
- m) 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.

Section 33 **INSTALLATION OF OFFICERS**

- a) All duly elected officers shall be installed 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 ~~g~~General ~~e~~Election ~~m~~Meeting. During the interim period the Executive Board shall have the authority to fill such vacancy by appointment until the next general election meeting.

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 ~~g~~General ~~m~~Meeting following a notice of motion.
- c) Preference for donations from the Local shall be given to labour oriented organizations or causes.
- d) Changes to the Death Benefit Fund (Appendix "C") shall be voted on at a ~~g~~General ~~m~~Meeting with prior notice on agenda.
- e) Changes to Expense Policy (Appendix "E") shall be made in accordance with CUPE BC rates, or as voted on at a ~~g~~General ~~m~~Meeting with prior notice on the agenda.
- f) Changes to Out of Pocket Policy (Appendix "F") shall be voted on at a ~~g~~General meeting with prior notice on agenda.

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- g) Changes to the Retirement benefit (Section 39) shall be voted on at a general meeting with prior notice on agenda.
- h) Changes to the Hardship Assistance Fund (Section 40) shall be voted on at a general meeting with prior notice on agenda.
- i) Changes to the Continuing Education Bursary (Appendix “D”) shall be voted on at a general meeting with prior notice on agenda.
- j) 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.
- k) In case of a **donation grant or contribution** to a member(s) or to a cause(s), a notice of motion must be made at a General **membership m**Meeting and be approved at the following General **membership m**Meeting before the **donation grant or contribution** can be paid out.

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. **Expense claims should be submitted to the Secretary Treasurer by the end of the following month in which the expense(s) were incurred.** 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

If required, **accommodation** 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, dependant 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 Dependent Care form is also required. Other dependant care expenses shall be paid at a reasonable rate. All dependant care expenses must have prior approval of the Executive. Claims will not be paid to for a **caregiver** spouse, partner or family member who normally provides care without charge.

5. Transportation

Transportation should consider both 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 with a unionized airline.

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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 full day per diem **as per the** expense allowance equal to the amount set from CUPE BC **Expense Division policy**. ~~Where related expenses are included as event features the per diem rate shall be adjusted according to expense policy.~~
- b) **Travel days shall be paid as per the CUPE BC Expense Policy.** For travel to next day event (as per 6a) convention/conference, committee meetings and other executive approved events or return travel day on the next day after events (as per 6a) convention/conference, committee meetings and other executive approved events ~~forty three dollars (\$43.00)~~ half day per diem shall be paid. **When unless travel requires a full day, full day per diem shall be paid.**
- c) ~~A full day per diem of eighty six (\$86.00) shall be paid~~ **shall be paid according to CUPE BC Expense Policy** when travel requires a full day.
- d) **Full day p**Per diems shall be prorated where meals are provided. **If all meals provided refer to section 6b.**
- e) **When members attend approved** ~~Union~~ union business (excluding Retirement Seminar Course and General and Special meetings) requiring a full day (more than 4hrs), a \$17 per diem shall be paid. ~~where all expenses (meals) are included a daily per diem of seventeen dollars (\$17.00) shall be paid.~~
- f) **When executive members, or designates,** attend union business (excluding Retirement Seminar Course) requiring a full day (more than 4hrs), a \$17 per diem 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.

APPENDIX "H " EDUCATION POLICY

All members in good standing are eligible to **apply to** participate in CUPE educational opportunities. **All application for education (including Retirement Seminar Course) must be submitted through the CUPE 523 website (registration through the CUPE BC website will not be accepted). Applications will be processed by the Education Committee as per the Education Policy**

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.

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

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

The Education **e**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 accept all Bylaw Changes presented, including the friendly amendment, regarding the wording for Appendix “E”, Expense Policy, 1.Preamble “Expense claims should be submitted to the Secretary Treasurer by the end of the following month in which the expense(s) were incurred.” **m/s/c**

- **Notice of Motion:**

Motion: “To spend up to \$1500 to purchase a new laptop computer for the Secretary-Treasurer.”
m/s/c

- **Notice of Motion:**

Motion: “That Local 523 book off the president based on their regular hours (including temporary hours) and their hourly rate of pay.” **m/s/c**

Discussion: Question was asked: “What has changed in our Local to warrant a fulltime booked off President.” The role of our President has evolved in our Local over the years. There are less member’s stepping up and participating in the Union which puts more work the Executive. Our new National Rep., duties are different then our last, so the President has taken on a more extensive role throughout the Local. Having a full time booked off President has improved the functionality of the Local. Our Local is more professional with an energized leadership vs causing burn out. CUPE Local523 has been recognized of being a very functional Local and part of that is due to having a fulltime booked off President who can spend time working with all 5 Units in our Local.

- **Trustees Report**

Motion: “To accept the Trustee’s report as presented.” **m/s/c**

Discussion: An Audit was conducted on March 11, 2019, it went smoothly and Local 523 is following best practices. Pleased that the Recommendations from the past Audits are being acted on. Quorum wasn’t met at the May 2019 General meeting; therefore, we were not able to accept the Trustees Report. This report was already submitted to CUPE National Unapproved as directed by National to meet the Audit deadline. Once approved the ST will send proof of approval.

- **Notice of Motion:**

~~**Motion:** “To proceed with the set-up and yearly commitment of moving our Local’s office information into a secure web-based system with LabourWare Software Solutions.” **Withdrawn**~~

General Meeting – Minutes continued...

Notice of Motion: That CUPE Local 523 approve up to \$5000 towards the setup of moving the Local's Office information into a secure web-based system.

Discussion: No discussion at this time, presentation will take place at our next General meeting.

New Business:

- **CSS & K-12 Local Bargaining Updates**

Discussion: CSS has completed bargaining and are waiting for printed copies. K-12: Unit SD53 Ratified with the membership, 97% voted Yes. Unit SD67 & Unit SD83 are still at the table with their employers.

Good & Welfare: (6x\$25.00) Gayle MacPherson, Erica Pelletier, Sandra Walker, Heather Whittall, Heather Owens, Renee Marcotte (**CUPE Swag**) Charlene Carmichael, Bev Leclerc, Cheryl Bratton, Angela Kohan

Adjournment: 11:57am