



SPECIAL MEETING MINUTES

DATE: May 12, 2023
TIME: 6 pm
LOCATION: Microsoft Teams

Call to Order: 6:05 pm

ROLL CALL:

President	Tammy Carter
Secretary-Treasurer	Kyle Clark
Recording Secretary	Erica McDowell
1st Vice President	Shawn Melnyk
2nd Vice President	Melanie Harriman
3rd Vice President	Devon Brindle (<i>excused</i>)
Indigenous Workers' Representative	Sherri Havig

UNIT CHAIRS:

K-12

<i>SD53, Okanagan Similkameen</i>	Charlene Turnbull
<i>SD67, Okanagan Skaha</i>	Terri Phillips
<i>SD83 (Appointed), North Okanagan Shuswap</i>	Courtney Thomson

CSS

<i>NOYFSS, (Appointed), North Okanagan Youth and Family Services Society</i>	Rob Young
<i>TPCS, Turning Points Collaborative Society</i>	Vacant
<i>SCS, Summerland Community Support</i>	Sunnie Waters (<i>excused</i>)
<i>Appointed for SCS (until the incumbents return)</i>	Zoe Clark (<i>excused</i>)

CUPE National Representative: Logan Lamerton

Land Acknowledgement: CUPE Local 523 recognizes that our members live and work on the traditional and unceded territories of the Syilx/Okanagan and Secwépemc people.

Reading of Equality Statement

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Any abusive language or threatening behaviours will not be tolerated, as per our equality statement. This applies before, during and after all of our meetings.

Minute of Silence: Brenda Spence, Unit SD83

Swearing in new members: Jessica van der Hoeven and Amelie Savard Heneault

Adoption of Agenda

UNFINISHED BUSINESS:

- **VOTING ON BYLAW CHANGES** – continued from the November General Meeting and the March Special General Meeting.

Section 2122

STANDING COMMITTEES

Shall be determined and implemented by motion of the Executive Board or at a General Meeting. All committees shall apply the following terms of reference:

Terms of Reference of Standing Committees:

- Standing committees may select a recording secretary to comply with requirements of supplying roll call and filling the minutes. to the Recording Secretary following each meeting. to A Chairperson may also be selected.
- With the exception of guest speakers, committee meetings are restricted to CUPE 523 committee members.
- The committee shall draft objectives and goals and submit them to the Executive Board for approval.
- 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.
- Committees shall give a verbal or written report of activity to the membership at the general Meetings of CUPE 523. A written report shall be filed with the Local. submitted to the Recording Secretary.
- 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.
- Any funds allocated to a Committee shall be held by the Secretary Treasurer.

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- 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 22-23 SPECIAL COMMITTEES

Special Committees may be set up either by election at any General Meeting 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 24 NEGOTIATING NEGOTIATIONS COMMITTEE

The ~~Negotiating~~ Negotiations Committee shall be in accordance with the terms of the respective Collective Agreements. Prior to the expiry date of the respective Collective Agreements, the respective ~~Negotiating~~ Negotiation Committee, in consultation with the representative of the Canadian Union of Public Employees, shall prepare proposals for a new agreement.

Section 25 26 LOCAL SHOP STEWARDS COMMITTEE

The Local Shop Stewards Committee shall consist of the 1st Vice President (Chair), Shop Stewards and Unit Chair(s) as required.

The Committee shall:

- a) Discuss common issues/trends.
- b) Assist in maintaining Local 523 interpretation binder.
- c) Develop strategies on specific grievances or issues.
- d) Assist in providing shop stewards with training opportunities.
- e) ~~Attend an all Shop Stewards meeting annually.~~

Section 26 27

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, **social media**, ~~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** **Make decisions** regarding Local 523 promotional items.
- f) Disseminates Union information packages.
- g) Other duties as assigned.

Section 27 28

OCCUPATIONAL HEALTH & SAFETY COMMITTEE

The Occupational Health & Safety Committee shall be comprised of the President or designate, and up to two OH&S representative(s) from each unit.

The Occupational Health & Safety Committee shall:

- a) Provide educational information through the Local newsletter, **social media**, and website.
- b) Organize Day of Mourning (April 28) event(s) for the Local.
- c) Organize workshops for CUPE Education to be made available to members.
- d) The Chair of the committee shall provide an oral/written report at general Meetings.
- e) Liaise with health and safety joint committee representatives in their units and report to committee.

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- f) Track and report on all Worksafe BC investigations/reports in the Local.

Section 28 29 **GOOD & WELFARE COMMITTEE**

The Good and Welfare Committee shall be comprised of the 3rd Vice President (Chair) and one member from each Unit.

The Good & Welfare Committee shall be dedicated to supporting all members of CUPE 523 by providing recognition of those special events and other circumstances in accordance with guidelines developed by the Committee.

The Good & Welfare Committee shall:

- a) inform the Recording Secretary of any member personal information changes such as address change;

Good & Welfare shall be offered in accordance with Appendix “G”.

Section 30 **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 3rd Vice President (Chair) and ~~no less than one~~ **unit elected** 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”.

Motion: To amend Local 523 Bylaws, Section 22, Section 23, Section24, Section26, Section27, Section28, Section29, and Section 30, as presented. m/s/c

APPENDIX “F” OUT OF POCKET POLICY

Out of Pocket Expenses

Each active member of the Executive Board shall be paid the following ~~annual amounts~~ **monthly amounts** to compensate for out-of-pocket expenses:

President	\$75
1st Vice President	\$75
2nd & 3rd Vice President	\$75
Secretary Treasurer	\$75
Recording Secretary	\$75
Unit Chairs (6 in total)	\$75
Indigenous Workers’ Representative	\$75
Shop Stewards	\$25

~~Executive members shall receive half payments six and twelve months after their election.~~

Motion: To amend Local 523 Bylaws, Appendix “F”, as presented. m/s/c

Section 24 25 GRIEVANCE COMMITTEES

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

The Grievance Committee~~s~~ 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.

The grievance reports shall be presented to the Executive Board and membership and shall also be provided to the National Representative.

~~Any member who is not satisfied with the decision of the grievance committee may appeal to the Executive Board by writing to the Secretary Treasurer for further consideration.~~

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

APPEALS PROCESS

The decision to file a grievance and to proceed to any step of the grievance procedure including arbitration rests exclusively with the Local Union and not an individual member. To ensure the decisions are fair and not arbitrary, the following appeal process is available for members.

If the member feels they have an issue that warrants a grievance and or arbitration, they must first discuss this issue with their Unit Chair. The Unit Chair will then consult with the 1st Vice President and advise on the merits of taking the matter forward. If the decision is to not take the matter forward the following appeal process may occur.

First Appeal

1. A member who wishes to appeal a decision not to proceed with a grievance or arbitration will notify the Grievance Committee Chair (1st vice president) in writing within seven (7) days of receiving this decision from their Steward/Unit Chair.
2. The Grievance Committee will meet within seven (7) days to decide on the matter.
3. The Unit Chair will take any and all necessary steps with the employer to ensure the matter is not lost due to any timelines outlined in the grievance procedure of the collective agreement.
4. The Grievance Committee shall request the opinion of the National Representative.
5. At that meeting, the assigned Steward/Unit Chair will present their reasons for not advancing the matter to grievance or arbitration.
6. The Member will then be asked to present their case along with their reasons for why they feel the matter should be advanced, and any other information they feel is relevant.
7. The member will then be excused from the meeting.
8. The Grievance Committee will then conduct a secret ballot vote to decide on whether to advance the matter or not.
9. The member will be notified of the decision by the Grievance Committee and their right to advance the matter for a final appeal.

Final Appeal

1. Should a member wish, they may advance the matter to a final appeal before the Local Executive Board
2. To do so, they must notify in writing to the Secretary Treasurer within seven (7) days of receiving the decision on the first appeal.
3. The Executive Board will then have the matter placed on the agenda of the next Executive Board meeting or call a special Executive Board Meeting for the matter to be heard within fourteen (14) days of the appeal notice.
4. The Unit Chair will take any and all necessary steps with the employer to ensure the matter is not lost due to any timelines outlined in the grievance procedure of the collective agreement.
5. Prior to the meeting, the Executive Board shall request the opinion of the National Representative.

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6. At that meeting, an assigned Grievance Committee Member will present the Grievance Committee's reasons for not advancing the matter to grievance or arbitration.
7. The Member will then be asked to present their case along with their reasons for why they feel the matter should be advanced, and any other information they feel is relevant.
8. The member, and the members of the Grievance **Committee** will then be excused from the meeting.
9. The Executive Board will then discuss the matter with the National Representative and conduct a secret ballot vote to decide on whether to advance the matter or not.
10. The member will be notified of the decision by the President.
11. The decision of the Executive is final; and unless new and cogent evidence arises there will be no further appeal.
12. For the purposes of a final appeal, the quorum requirement shall be 5 Executive Board members or delegates.

Motion: To amend Local 523 Bylaws, Section 25, as presented. m/s/c

Section 33 **ELECTIONS**

- a) For the purpose of conducting the Annual Elections, the President shall, subject to the approval of the members at a General Election Meeting appoint a Returning Officer and assistants who cannot be candidates for office. **(Recommended Language from National)** The requirements that Officers and candidates for office cannot serve as members of the Elections Committee, nor Officers of the Local.
- b) They shall be members in good standing. The CUPE National Representative may be appointed as returning officer.
- c) The Returning Officer, or designate, and assistants shall have full responsibility for conducting of the elections as set out in these Bylaws and shall treat all information submitted to them as confidential. The Returning Officer shall report to the meeting only at the time appointed.
- d) The Returning Officer, or designate, shall be responsible for issuing and receiving ballots.
- e) Elections shall be conducted by secret ballot at the General Election Meeting.
- f) Nominations shall be closed during the General Meeting in February of each year.
 - 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.

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- d. The Recording Secretary shall be elected in odd numbered years.
- e. The 2nd Vice-President shall be elected in odd numbered 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

g) Unit Chairs and Shop Stewards shall be elected for a two-year term by the members of that unit at their during a Unit meeting. ~~in even numbered years.~~

- a. SD53 unit elections shall be held in even numbered years.
- b. TPCS unit elections shall be in even numbered years.
- c. SCS unit elections shall be held in even numbered years.
- d. SD67 unit elections shall be held in odd numbered years.
- e. SD83 unit elections shall be held in odd numbered years.
- f. NOYFSS unit elections shall be held in odd numbered years.

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 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)** 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 38 **AMENDMENTS AND ALTERATIONS**

- a) These Bylaws shall not be amended, added to, or suspended except upon a majority vote of those present and voting at a General or **Special membership** Meeting following seven (7) days' notice at a previous meeting or at least (60) days written notice.

- b) The Bylaws of the Local shall at all times be subordinate and subject to the provisions of the Constitution of the Canadian Union of Public Employees, as such Constitution and Bylaws exist or may, from time to time hereafter, be altered or amended; and in any event of conflict, the Constitution of the Canadian Union of Public Employees shall govern. Matters of interpretation of these Bylaws shall be subject to the provisions of Article 9.2(c) of the CUPE Constitution.

- c) Any changes in these Bylaws shall not be valid until approved by the National President of the Canadian Union of Public Employees in accordance with Article XIII, Section 13.3 of the CUPE Constitution, and approved in original form by the National President.

Motion: To amend Local 523 Bylaws, Section 33, and Section 38, as presented. 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

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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 General 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 pro tempore** 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.
- 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 they** shall rise in place and respectfully address the presiding officer; but **he/she they** shall not proceed further until recognized by the chair, except to state that **he/she they** rise to a point of order or on a question of privilege.

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- 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 they may give a casting vote, if he/she they 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.
- 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,

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- 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 they** shall state **his/her their** 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.
 - z) **The Local Union may hold membership meetings in person and/or virtually. Where virtual meetings are held, all voting will be conducted electronically providing secrecy can be maintained, where mandated.**

APPENDIX "B" NOMINEE CAMPAIGN RULES

The time between the closing of nominations and voting during CUPE Local 523 Local elections allows candidate to campaign to win the support of members. CUPE Local 523 supports and encourages campaigning however in fairness to all the following campaign rules have been implemented.

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

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- a) 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.
- b) Nominees will be entitled to distribute campaign material through e-mail to all members the Local has contact information for. Nominees may request members provide their contacts information for the purposes of their campaign. The Union will forward campaign materials and will not provide member contact information for the purposes of the elections.
- c) Nominees will be entitled to contact the members through the Local e-mail distribution list a maximum of three times.
- d) The use of Employer email systems for campaigning purposes is not allowed and could result in Employer disciplinary action.
- e) Campaign strategies shall not include an offer of gifts or rewards in return for pledges of support [bribery], misrepresentations of what the nominee could or would do if elected [fraud], or references to another nominee that are misleading or untruthful [slander].
- f) 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.
- g) When a complaint is made toward 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.
- h) Nominees will be entitled to speak or have a statement read aloud at ~~each voting location of the~~ **the Local** Election meeting for a period of up-to three minutes. Nominators will be entitled to one minute.
- i) **The union will pay all nominees expenses to attend the Local Election Meeting, as per the Expense Policy (Appendix “E”).**
- j) Nominees will be entitled to Scrutineers ~~at each voting location~~. Scrutineers must be designated by the nominee in-person or in writing.

APPENDIX "C" DEATH BENEFIT FUND

1) Administration

- a) Notwithstanding anything to the contrary in the Constitution and Bylaws of this Union, benefits shall be paid from the general fund of the Local.
- b) The Table Officers of Local 523 shall be the trustees of the Death Benefit Fund.

2) Eligibility and Benefits

- a) The benefit of fifteen hundred dollars (\$1,500.00) shall be payable, and shall be paid by the trustees, only to the beneficiaries (as defined in Clause 3 hereto). Applications for death benefits must be received within four (4) months of death.
- b) Any person who has been a member in good standing of Local 523 including members who were receiving long term disability benefits.
- c) The death benefit is not available to a member who voluntarily leaves ~~his or her~~ their employment, or for dismissal for cause and not being reinstated, or who is superannuated or retires from within Local 523 jurisdiction.

3) Beneficiaries

- a) Each person who is a member of this Local shall designate ~~his or her~~ their beneficiary by completing and delivering to the trustees a completed copy of Notice of Beneficiary (Form A, attached). It shall be the sole responsibility of the member concerned to designate ~~his or her~~ their beneficiary and maintain its currency. No claims against the Local shall be accepted where no beneficiary was previously named and properly deposited with the trustees.
- b) Should any member and beneficiary become deceased at the same time no benefit shall be payable. No benefit shall be payable to any estate.
- c) No one, having completed and delivered a Notice of Beneficiary, shall change his or her beneficiary, without first delivering a newly signed and dated Notice of Beneficiary.

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- d) The trustees shall keep records of all forms delivered to them, and all beneficiaries named therein and of all changes in beneficiaries.
 - e) No one may make a valid claim against the fund as a beneficiary unless ~~he or she~~ they:
 - a. ~~are~~ specifically named as such beneficiary on the most recent Notice of Beneficiary which has been duly deposited with the ~~trustees.~~ Local,
 - b. establishes to the trustee's satisfaction ~~his or her~~ their identity as such,
 - c. proves to the trustee's satisfaction that the member has died and,
 - d. delivers to the trustees, an application for benefits on Form "B" (attached).
- 4) Miscellaneous
- a) This coverage is given to members without charge and is paid for out of the general fund of the Local. This benefit was adopted by the membership at a general meeting and does not constitute a group or individual insurance company.
 - b) The trustees of the Death Benefit Fund shall not under any circumstances be responsible for costs arising out of litigation between two or more parties claiming to be the beneficiaries or for any other reason connected with the normal carrying out of their duties as outlined in these Bylaws.
 - c) ~~The trustees shall keep on hand a sufficient number of Forms "A" and "B", and shall supply the same free on demand to any Local 523 member and to his or her beneficiary.~~
 - d) No death benefit shall be paid on a withdrawal card.
 - e) The ~~trustees~~ Local shall keep a separate record of monies paid out in Death Benefits.

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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,~~ **child** 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 or guardians 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; Turning Points Collaborative Society, Summerland Community Support.~~
- 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.

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

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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 Local General meeting or~~ by contacting a member of the Education Committee. All education received by members shall be tracked and filed by 3rd VP, the Recording Secretary.

All members who receive union education shall submit a written report to the Education Committee Chair (3rd VP).

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 Local 523 Bylaws, Appendix “A”, Appendix “B”, Appendix “C”, Appendix “D”, and Appendix “H” as presented. m/s/c

Amendment: To strike e) from Appendix “D”. m/s/c

Discussion: “e)” of Appendix “D” is redundant as this is already mentioned in the Bylaws.

Adjournment: 7pm