



Bylaws

Canadian Union of Public Employees Local 3732

Approved by the Membership: September 25, 2024

Approved by the National President: October 9, 2024

CUPE Local 3732 acknowledges with respect, that our work and activism take place on the ancestral lands of the Anishinabewaki, Ho-de-no-sau-nee-ga (Haudenosaunee), Attiwonderonk (Neutral), Mississauga, Mississaugas of the Credit First Nation, and Treaty 13A, 1805/Head of the Lake Purchase.

As CUPE Local 3732 members, we acknowledge the harms and mistakes of the past, the legacy still with us today, and dedicate the work that we do to moving forward in partnership and solidarity with Indigenous communities in spirit of truth, reconciliation, and meaningful collaboration.

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PREAMBLE

To improve the social and economic welfare of its members without regard to class, race, colour, nationality, age, sex/gender, language, sexual orientation, place of origin, ancestry, religious beliefs, or mental and physical disability, to promote efficiency in public employment and to manifest its belief in the value of the unity of organized labour, this Local of The Canadian-Union of Public Employees (hereinafter referred to as CUPE) has been formed.

The following bylaws are adopted by the Local pursuant to, and to supplement Appendix B of the CUPE Constitution, to safeguard the rights of all members, to provide for responsible administration of the Local, and to involve as many members as possible through the sharing of duties and responsibilities.

INTRODUCTION

Local 3732 of the Canadian Union of Public Employees (CUPE) has been formed to:

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

The following bylaws are adopted by Local 3732 in accordance with the CUPE National Constitution (Articles 12.3 and B.5.4), to protect the rights of all members, to provide for responsible governance of the Local Union, and to involve as many members of the Local Union as possible through the sharing of duties and responsibilities.

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

CUPE chartered organizations may also wish to adopt a Local Union Code of Conduct that would apply to membership meetings and other functions organized by the chartered organization. The CUPE National Code of Conduct can be found in Appendix D to these bylaws.

SECTION 1 – NAME

The name of this Local Union shall be Canadian Union of Public Employees (CUPE), Local 3732.

CUPE Local 3732 represents employees of the Regional Municipality of Halton, Employment & Social Services, Housing Services, Human Services Planning & Program Support, Children's Services and Supports for Seniors Divisions of the Social and Community Services Department.

SECTION 2 - OBJECTIVES

The objectives of Local 3732 are to:

- a. Secure adequate remuneration for work performed, benefits, working conditions, job security, pensions, and retiree benefits for its members.
- b. Provide an opportunity for its members to influence and shape their future through free democratic trade unionism.
- c. Encourage the settlement by negotiation and mediation of all the disputes between the members and their employer.
- d. Eliminate harassment and discrimination of any sort or on any basis; for the equality of treatment regardless of class, race, colour, nationality, age, sex/gender, language, sexual orientation, place of origin, ancestry, religious beliefs, or mental and physical disability; and the active opposition of discrimination of same wherever it occurs or appears.
- e. Establish strong working relationships with the public we serve and the communities in which we work and live.
- f. Support CUPE in reaching all the objectives set out in Article II of the CUPE National Constitution.

SECTION 3 - INTERPRETATION & DEFINITIONS

- a. These bylaws are to be gender neutral.
- b. Numbers of Articles at the end of sections or sub-sections refer to relevant articles of the CUPE Constitution which should be read in conjunction with these bylaws.

SECTION 4 – MEMBERSHIP

- a. Membership

An individual employed within the jurisdiction of Local 3732 can apply for membership in Local 3732 by signing an application and paying the initiation fee set out in “Policy Paper 1 – Union Dues, Fees, And Assessments”.

(Article B.8.1)

- b. Approval of Membership

At the first membership meeting after the application has been submitted, the name(s) of the applicant(s) will be read out and unless a majority of members present at the meeting object, the applicant(s) will be accepted into membership.

(Article B.8.2)

- c. Oath of Membership

New members will take the Oath of Membership, outlined in the CUPE National Constitution.

(Article B.8.4)

- d. Continuation of Membership

Once accepted, a member continues as a member in good standing while employed within the jurisdiction of the Local Union unless the member loses good standing under the provisions of the National Constitution.

(Article B.8.3)

- e. Member Obligations

Members are obligated to abide by the CUPE National Constitution, and these bylaws, as amended from time to time.

Members will provide the Recording-Secretary with their current address,

telephone contact number and where available, an e-mail address. The member will advise the Recording- Secretary and/or Membership Liaison of any changes to their contact information. This information will be protected and used to communicate with members. Such communication may take the form of mail, e-mail blasts or telephone town halls.

In the case of a telephone town hall, the telephone number may be shared with a service provider under contract to the Local Union to provide the technical equipment to support such a meeting.

In the case of a virtual or hybrid meeting, the email address may be used to send meeting invites and/or communications to ensure member engagement.

Upon request, the Local Union will share the contact information with CUPE National or CUPE Ontario. The purpose of sharing this contact information with CUPE National or CUPE Ontario so that the National Union or Provincial Division may conduct meetings with members on important matters. This may include telephone townhalls, virtual meetings and/or webinars, mailouts and email communications.

SECTION 5 – AFFILIATIONS

To strengthen the labour movement and work toward common goals and objectives, Local 3732 shall be affiliated to and pay per capita tax to the following organization(s):

- CUPE National
- CUPE Ontario

CUPE Local 3732 may, on a yearly basis, complete optional membership to strengthen the labour movement and work towards common goals and objectives, these may include:

- CUPE Ontario Social Service Worker Coordinating Committee (SSWCC)
- Oakville and District Labour Council
- Coalition of Black Trade Unionists (CBTU)
- CUPE District Council
- Ontario Federation of Labour (OFL)
- Canadian Labour Congress (CLC)

SECTION 6 – MEMBERSHIP MEETINGS

a. Regular Membership Meetings

Regular membership meetings of Local 3732 shall be held on in March, May, September, and December each year. Notice of each regular membership meeting outlining the date, time and location shall be given to members at least seven (7) days in advance of the meeting.

Membership meeting may occur in person, virtual or hybrid.

When a situation beyond the control of the Local Union arises which causes the cancellation of a regular membership meeting, the Executive Board shall reschedule the regular membership meeting, and will give members seven (7) days' notice of the date of the rescheduled regular membership meeting.

Where virtual meetings are held, all voting will be conducted electronically provided secrecy can be maintained, where mandated.

(Article. B.6 2)

b. Special Membership Meetings

Special membership meetings of Local 3732 may be required and shall be called by the Executive Board or may be requested in writing by no fewer than fifteen (15) members.

The President shall immediately advise members when a special meeting is called and ensure that all members receive at least twenty-four (24) hours' notice of the special meeting, the subject(s) to be discussed, the date, time, and location. No business shall be transacted at the special meeting other than that for which the meeting is called, and notice given.

c. Quorum

The minimum number of members required to be in attendance for the transaction of business at any regular or special meeting shall be ten (10) members, plus three (3) members of the Executive Board.

d. Membership Meeting Agenda

The order of business at regular membership meetings is as follows:

1. Acknowledgement of Indigenous territory (Appendix B).
2. Roll call of officers.
3. Reading of Equality Statement (Appendix C).
4. Voting on new members and initiation.
5. Reading of the minutes.

6. Matters arising from the minutes.
7. Secretary-Treasurer's Report.
8. Communications and bills.
9. Executive Board Report.
10. Reports of committees and delegates.
11. Nominations, elections, or installations.
12. Unfinished business.
13. New business.
14. Good of the Union.
15. Adjournment.

(Article B.6.1)

SECTION 7 – VOTING OF FUNDS

Funds can only be spent on valid purposes of the Local Union and as permitted in the bylaws or as approved by special membership meeting. The funds cannot be divided among individual members.

Except for ordinary expenses and bills as approved at membership meetings, no sum over one hundred dollars (\$100) shall be voted for the purpose of grant or contribution to a member or cause outside CUPE, except by notice of motion given in writing and dealt with the following membership meeting.

(Article. B.4.4)

SECTION 8 – OFFICERS

The Officers of Local 3732 shall be the President, Vice-President, Lead Steward, Recording-Secretary, Secretary-Treasurer, Membership Officer and three (3) Trustees and Health and Safety Representative and Alternate Health and Safety Representative.

All Officers shall be elected by the membership.

(Articles B.2.1 & B.2.3)

SECTION 9 – EXECUTIVE BOARD

- a. The Executive Board shall include all Officers, except for the Trustees and Health and Safety Representative and Alternate Health and Safety Representative.

(Article B.2.2)

- b. No member shall hold more than one (1) position on the Executive Board.
- c. The Executive Board shall meet at least ten (10) times per year, excluding July and August.

(Article B.3.14)

- d. Majority of the Executive Board constitutes a quorum.
- e. Stewards are not officers covered under Section 8 and are not members of the Executive Board. They shall be invited to all Executive Board meetings, and they must attend greater than fifty (50) percent to receive their yearly out of pocket expenses, covered in the Policy Papers.

The number of stewards recognized by the employer is a Lead Steward plus five (5) stewards. This is outlined in Article 6 of the Collective Agreement.

- f. The Executive Board shall hold title to any real estate of the Local Union, as trustees for the Local Union. They shall have no right to sell, convey, or encumber any real estate without first giving notice and then submitting the proposal to a membership meeting and having it approved.
- g. The Executive Board shall do the work delegated to it by the Local Union and shall be held responsible for the proper and effective functioning of all committees.
- h. All members must uphold the oath of membership and all officers must uphold the oath of office. Conduct that violates the oath of membership or oath of office is an offense against the National Constitution and is punishable under the Trial Procedure. The Trial Procedure is outlined in the National Constitution.
- i. Any allegations and charges against members or the Executive Board members must be made in writing and dealt with in accordance with the provisions of the National Constitution and Trial Procedure.

(Articles B.6.1 to B.6.7)

- j. Should any Executive Board member fail to answer the roll all for three (3) consecutive membership meetings or three (3) consecutive regular Executive Board meetings without having submitted good and sufficient reasons, their office shall be declared vacant and may be filled at the next membership meeting, where practicable.

(Article B.2.5)

SECTION 10 – DUTIES OF EXECUTIVE BOARD MEMBERS, TRUSTEES, STEWARD, AND HEALTH AND SAFETY REPRESENTATIVE

Each Officer of Local 3732 is encouraged to participate in CUPE educational courses to enhance their leadership skills and expand their knowledge and expertise.

All Executive Board members must give all properties, assets, funds, and all records of the Local Union to their successors at the end of their term of Office.

(Article B.3.9)

Signing officers of Local 3732 typically are: President, Vice-President, and Secretary-Treasurer. There shall be three (3) signing authorities and ensure that the Local's funds are only used as authorized or directed by the National Constitution, Local Union bylaws, or vote of the membership.

All payments issued require two (2) signatures or in the case of electronic payments, request from Secretary-Treasurer outlining total expense, payor and reason, approval in writing from second signing officer, typically via email and retained for audit purposes.

In consultation with the Executive Board, the President may designate a signing officer during a prolonged absence.

All signing officers shall be properly bonded with a faithful performance of duty bond. Bonding amounts shall conform to the minimum guidelines as established by the National Secretary-Treasurer and distributed to all chartered organisations annually. The amount of bonding for any position shall be approved by the National Secretary-Treasurer, in accordance with Article 9.3 (k) of the CUPE National Constitution. Any officer who cannot qualify for a bond cannot act as a signing officer.

(Article B.3.5)

a. President

[The President](#) shall:

- Enforce the CUPE National Constitution, these Local Union bylaws, the Code of Conduct, and the Equality Statement.
- Interpret these bylaws as required.
- Preside at all membership and Executive Board meetings and preserve order.
- Decide all points of order and procedure (subject always to appeal to the membership).

- Have a vote on all matters (except appeals against their rulings)
- Ensure that all Officers perform their assigned duties.
- Fill committee vacancies where elections are not provided for.
- Introduce new members and conduct them through the initiation ceremony.
- Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership.
- Be allowed necessary and reasonable funds to reimburse the President or any Officers for expenses incurred on behalf of the Local Union. Expense claims must be listed on approved electronic expense form (Appendix E), outlining the expense, the reason for the expense, and with supporting receipt(s) may be requested.
- Have first preference, and right to decline, as delegate to the CUPE National Convention and CUPE Ontario Convention
- President shall have first seat on Negotiating Committee, as outlined in the Section 17 of these bylaws.

(Article B.3.1)

b. Vice-President

The Vice-President shall:

- If the President is absent or incapacitated, perform all duties of the President.
- If the office of President falls vacant, be Acting President until a new President is elected.
- Render assistance to any member of the Executive Board as directed by the Executive Board.

(Article B.3.2)

c. Recording-Secretary

The Recording-Secretary shall:

- Shall keep full, accurate and impartial account of the proceedings of all regular or special membership and Executive Board meetings. These records must include a copy of the full financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Secretary-Treasurer. The record will also include Trustees' reports.
- Record all alterations in the bylaws.
- Answer correspondence and fulfill other secretarial duties as directed by the Executive Board.
- File a copy of all letters sent out and keep on file all communications.
- Prepare and distribute all circulars and notices to members.
- Have all records ready on reasonable notice for auditors and Trustees.

- Preside over membership and Board meetings in the absence of both the President and the Vice-President.

(Article B.3.3)

d. Secretary-Treasurer

The Secretary-Treasurer shall:

- Receive all revenue, initiation fees, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union.
- Prepare all CUPE National per capita tax forms and remit payment no later than the 15th day of each month.
- Record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices.
- Sign all cheques and ensure that the Local Union's funds are used only as authorized and directed by the CUPE Constitution, Local Union bylaws or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absence.
- Regularly make a full financial report to meetings of the Local's Executive Board, as well as a written financial report to each regular membership meeting, detailing all income and expenditures for the period. Be bonded for not less than \$1000.00 through the master bond held by the National Office, and any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office.
- Pay no money unless supported by a voucher duly signed by the President and one other member of the Board or any two other members of the Board, except that no voucher shall be required for payment of per capita fees to any organization to which the Local is affiliated.
- Make all books available for inspection by the auditors and/or Trustees on reasonable notice. Ensure that books are audited at least once each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees.
- Provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE.
- Not later than February 28 each year, furnish each member, if requested, on the forms supplied by the National Office, with a statement showing the net number of tax-deductible dues paid by them during the preceding calendar year.
- Be empowered, with the approval of the Membership, to employ necessary clerical assistance to be paid for out of the Local's funds.
- Notify all members who are one month in arrears and report to the Board all members two or more months in arrears in the payment of union dues.
- If the Secretary-Treasurer does not qualify for a bond, the Secretary-Treasurer is immediately removed from office and replacement elected. If an officer

cannot qualify for the bond, they shall be disqualified from having signing authority.

- The Secretary-Treasurer and all other signing officers of a Local Union must be bonded. The bond must be for an amount that meets the guidelines set by the National Secretary-Treasurer and sent to all chartered organizations every year.

(Article B.3.4 to 8.3.8)

e. Trustees

[The Trustees](#) shall:

- 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 Standing Committees semi-annually.
- Report their findings to the first membership meeting following the completion of each audit.
- Make a written report of their findings to the first membership meeting following the completion of each audit.
- Be responsible to ensure that monies are not paid out without proper constitutional or membership authorization; ensure that proper financial reports are made to the membership.
- Audit the record of attendance, at least once (1) per year.
- Inspect at least once (1) per year any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local and report their findings to the membership.
- Use audit forms supplied by the National Office and send a copy of each half-yearly audit to the National Secretary-Treasurer in accordance with the provisions of the CUPE National Constitution.
- Submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed to ensure that the Local Union's funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct, and proper manner.

(Articles B.3.10. to B.3.12)

f. Membership Liaison

[The Membership Liaison](#) shall:

- Guard the inner door at membership meetings and admit only members in good standing or officers and officials of CUPE, except on the order of the President and by consent of the members present.
- If the meeting is virtual or hybrid, manage the waiting room and admit only members in good standing or officers and officials of CUPE, except on the order of the President and by consent of the members present.

- Assist in maintaining the record of membership attendance at meetings.
- Assist in maintaining the general membership list, updating as required.
- Perform such other duties as may be assigned by the Executive Board from time to time.

g. Lead Steward

The Lead Steward shall:

- Receive a copy of all grievances.
- Provide members and stewards with assistance in processing grievances and will ensure that all members are provided with union representation upon request.
- The Lead Steward may submit reports on all grievances to the President, as requested.
- Grievances must be in writing and on forms provided by the National Office and signed, as provided in the Collective Agreement.
- Attend all third step grievance meetings, or designate attendee.
- Attend all disciplinary meetings, so long as there is no conflict of interest.
- Keep accurate files on all grievances.
- Prepare a copy of grievances and replies to said grievances, to the CUPE National Servicing Representative.
- Submit reports in writing to Executive Board meetings and general membership meetings, as the requested by the President.

h. Steward

The Steward shall:

- Prepare and process grievances and ensure members are provided with union representation.
- Keep accurate files on all grievances and provide copies to the Lead Steward.
- Provide support to general membership and encourage all members to become active in the Local Union.
- Submit reports, in writing to all Executive Board meetings and general membership meetings, as requested by the President or other Officers.
- Perform other duties that may be assigned by the Executive Board, from time to time.

i. Health & Safety Representative

The Health & Safety Representative shall:

- Prepare for and participate in Health & Safety meetings, representing the interests of Local Union members.
- Complete required education and training.
- Keep accurate records and/or reports of Health and Safety questions, inquiries.
- Submit reports, as requested, by the Executive Board Meetings and/or general membership meetings.
- Follow up with Local Union members about any health and safety concerns, escalating to appropriate committees.

SECTION 11 – FEES, DUES, AND ASSESSMENTS

- a. Initiation Fee (Article B.4.1)
- b. Readmission Fee (Article B.4.1)
- c. Monthly Dues (Articles B.4.1 & B.4.3)
- d. Special Assessments (Article B.4.2)
- e. Special Levy

These fees, dues and assessments are outlined in the Policy Papers for CUPE Local 3732.

Notwithstanding the above provisions, if CUPE National raises the minimum fees and/or dues, at Convention, above the level herein established, these bylaws will be deemed to have been automatically amended to confirm to the new CUPE minimum.

SECTION 12 – NON-PAYMENT OF DUES AND ASSESSMENTS

Any member in arrears for a period of three (3) months or more shall be automatically suspended and their suspension shall be reported to the Executive Board by the

Secretary-Treasurer. The Executive Board shall report to the next membership meeting with a recommendation. Any member under suspension wishing to be reinstated shall, upon application, pay the re-admittance fee, plus any dues and assessments in arrears. This money will be returned if the application is rejected.

Individuals who accept positions outside the Local Union, as outlined in Collective Agreement Article 14.06, for up to the maximum of twenty (20) months, will be required to pay the re-admittance fee and any applicable union dues for the duration of the period, upon the completion of their acting assignment, if union dues were not paid for the duration of the assignment.

If a member has been unemployed or unable to work because of illness or unpaid leave of absence, they shall be required to pay the readmittance fee but may not be required to pay their arrears.

SECTION 13 – TRANSFER OF SENIORITY

When a member is transferred into the Local 3732, via legislated obligations of the employer (typically a WSIB accommodation for permanent injury), the Executive Board may review and honour previous union seniority. It is the Local's position that they should not be at a loss, of no fault of their own.

These will typically be covered by a Letter of Agreement (LOA) with the employer.

This provision shall not be available to non-unionized employees transferred into the local or persons that accept a voluntary transfer and/or vacancy within the Local.

The date of seniority transferred into the Local Union cannot pre-date the establishment of the Local Union.

This provision shall not be applied in an arbitrary or discriminatory manner.

SECTION 14 – NOMINATION, ELECTION, AND INSTALLATION OF EXECUTIVE BOARD

- a. Nomination
Nominations shall be received at the regular membership meeting held in the month of March.

No nomination shall be accepted unless the member attends the meeting or has allowed to be filed at the meeting their consent in writing, duly witnessed by another member.

No member shall be eligible for nomination if they are not a member in good standing.

(Articles B.2.1 & B.8.3)

b. Elections

1. At the membership meeting prior to an election, the President shall, subject to the approval of the members present, appoint three (3) scrutineers. The Committee shall include members of the Local who are neither Officers nor candidates for office, it shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.
2. The Executive Board shall determine the form of the ballot and ensure that enough are made available in good time to the scrutineers, if using paper ballots. The election notice or notice of motion will specify the voting method (electronic or paper) on the notice.
3. The voting may take place electronically, using a voting platform that provides a secured access or personalized voting link that maintains a secret ballot, based on the advice of the scrutineers.
4. If using paper ballots, the scrutineers shall be responsible for issuing, collecting, and counting ballots. They must be fair and impartial and see that all arrangements are unquestionably democratic.
5. The voting shall take place biennially at the regular membership meeting in September. The vote shall be by secret ballot.
6. Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
7. A majority of votes cast shall be required before any candidate can be declared elected, and second and subsequent ballots shall be taken, if necessary, to obtain a majority. On the second and subsequent ballots the candidate receiving the lowest number of votes in the previous ballot shall be dropped.
8. In the event of a tie vote, a second and subsequent ballot(s) will be taken, if necessary, until a candidate receives a majority of votes

case and can be declared elected. In the event the tie persists, subsequent ballots may be deferred to the next membership meeting.

9. When two (2) or more nominees are to be elected to any office by ballot, each member voting shall be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.
10. Any member may request a recount of the votes for any election and a recount shall be conducted if the request is supported, in a vote, by at least the number of members equal to the quorum for a membership meeting as laid down in Section 6 (c).

c. Installation

1. All duly elected officers shall be installed at the meeting at which elections are held and shall continue in office for two (2) years or until a successor has been elected and installed, provided, however, that no term of office shall be less than one (1) year or longer than three (3) years.
2. At the first election of officers, three (3) Trustees will be elected to serve terms of one (1), two (2) and three (3) years. In the following years one (1) Trustee will be elected for a three (3) year term to preserve overlapping terms.
(Article B.2.4)
3. The terms of office for Trustees shall be as laid down in Article B.3.12 of the CUPE Constitution.
4. If voting electronically, the election results are provided within 24 hours to the membership. The results will typically be released via email.

d. By-Elections

Should an office fall vacant pursuant to Section 9 of these bylaws or for any other reason, the resulting by-election should be conducted as closely as possible in conformity with this Section.

e. Appointments

President, with consultation of the Executive Board, has the discretion to appoint members to vacant positions, where there has been a call for volunteers/nominations and no response.

Typically, these appointments would be for vacant Steward positions.

These appointments shall be installed at the next general membership meeting.

Executive Board Contact List

Updated Executive Board List with contact information shall be provided to the membership, as soon as practicable.

It will be distributed via email and posted on bulletin boards, where available.

SECTION 15 – DELEGATES TO CONVENTIONS

- a. Except for the President's option (Section 10 (a)), all delegates to conventions shall be solicited via email calling for volunteers and may need to be chosen by election at membership meetings, where there are greater number interested versus number of delegates, both voting and alternates.
- b. All delegates elected to the conventions held outside the town of Oakville shall be paid transportation expenses (at economy, tourist, or coach rates) and mileage at the Canada Revenue Agency yearly rate, a meal rate of \$25.00 per meal to a maximum per diem allowance of \$75.00 dollars, and an amount equal to any loss of salary incurred by attendance at the convention. This is to be reflected on personal timesheets and will be billed to the Local Union, by the employer.
- c. Delegates to conventions held locally, within the town of Oakville, shall have no travel allowance. There shall be a per diem allowance of \$25.00 dollars and compensation for any loss of salary incurred by attendance at the convention. This is to be reflected on personal timesheet and will be billed to the union, by the employer.
- d. Representation at educational institutes and seminars shall be on the recommendation of the Executive Board and may be subject to final approval by the membership.
- e. All expenses shall be claimed in a timely manner, typically sixty (60) days and submitted using the Electronic Expense Form (Appendix E) to the Secretary-Treasurer. The Secretary-Treasurer may request corresponding receipts.

SECTION 16 – COMMITTEES

a. Negotiating Committee

This shall be a special ad hoc committee established at least four (4) months prior to the expiry of the Local's collective agreement and automatically disbanded when a new collective agreement has been signed and ratified. The function of the Committee is to prepare collective bargaining proposals and to negotiate a collective agreement. This may also include a bargaining survey of the membership.

The Committee shall consist of four (4) members, all elected at a membership meeting.

The first member shall be the Union Local President and three (3) others shall be elected.

There may be alternate members selected, as required to fill vacancies on the Committee.

The CUPE National Servicing Representative assigned to the Local shall be a non-voting member of the Committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.

The CUPE National Servicing Representative shall be given first consideration as lead spokesperson during negotiations.

b. Special Committees

A special ad hoc committee may be established for a specified purpose and period by the membership at a meeting. The members shall be selected (elected or appointed) at the same or another membership meeting or may, by specific authorization of the membership, be appointed by the President or the Executive Board. Two (2) members of the Executive Board may sit on any special committee as ex-officio members.

Special ad hoc committees may include:

- Strike Aversion Committee
- Workload Review Committee
- Advisory Committee on Pensions
- Contracting Out and Privatization Coordinating Committee
- Global Justice and Environment Committee
- Health and Safety Committee
- National Literacy and Essential Skills Committee
- Anti-Racism, Discrimination and Employment Equity Committee

- Political Action Committee
- Young Workers' Committee (open to members 35 years or younger).

c. Standing Committees

The Chairperson of each standing committee shall be elected by the members at a membership meeting. The Chairperson and the Executive Board may, with the concurrence of the membership, jointly appoint other members to serve on a committee. The Vice-President shall be a member, ex-officio, of each committee. There may be two (2) standing committees as follows:

1. Grievance Committee:

This Committee shall process all grievances not settled at the initial stage and its reports shall be submitted to the Executive Board, with a copy first to the CUPE National Servicing Representative, and then to a membership meeting.

Grievances must be in writing on the forms provided by the National Office, where practicable, and be signed by the complainant or complainants, as provided for in the Collective Agreement. The Committee shall comprise the elected chairperson and two (2) other members to be selected from among the shop stewards. The Committee shall appoint its secretary from among its members.

2. Good of the Union Committee:

It is the function of this Committee to arrange and conduct social and recreational activities of the Local either on the Committee's own initiative, the Executive Board or because of decisions from membership meetings. The Committee shall submit reports and proposals to the Executive Board, and/or to the membership as required.

Members of this committee may visit the ill and arrange for token of Local's concern and desire to help, if ill for more than two (2) weeks, whether member is at home or in the hospital.

Members of this committee may extend the Local's condolences in the event of a death of a member or one of their immediate family and may appropriate gesture in accordance with custom or the wishes of the family concerned, which may include flowers or a charitable donation.

Members shall be reimbursed by the Executive Board for expenses incurred in the performance of its duties, using the approved electronic expense form. This form is to be submitted within sixty (60) days of the expense to the

Executive Board Secretary-Treasurer for review.

A ceiling for the Committee's net expenditures may be fixed annually by the Executive Board but, other than that, all social and recreational events and activities shall be self-supporting. The Executive Board shall be held responsible for the proper and effective functioning of this Committee.

Out of pocket expenses may be submitted for reimbursement, using the approved Electronic Expense Form (Appendix E). Submitted to the Executive Board Secretary-Treasurer for review.

The Committee shall comprise between two (2) and six (6) members and may appoint a Secretary-Treasurer from among its members.

SECTION 17 – RULES OF ORDER

All meetings of the Local shall be conducted in accordance with the basic principles of Canadian parliamentary procedure. Some of the more important rules to ensure free and fair debate are appended to these bylaws as Appendix A.

These rules shall be considered as an integral part of the bylaws and may be amended only by the same procedure used to amend the bylaws.

In situations not covered by Appendix A, the CUPE Constitution may provide guidance, but, if the situation is not dealt with there, Bourinot's Rules of Order shall be consulted and applied.

SECTION 18 - AMENDMENT

- a. These bylaws are always subordinate to the CUPE Constitution, including all Appendixes, as it now exists or may be amended from time to time, and in the event of any conflict between these bylaws and the CUPE Constitution the latter shall govern. Constitutional interpretation, including determination of conflict is the prerogative of the National President.

(Articles 8.2(c), 12.3 & B5.1)

- b. These bylaws shall not be amended, added to, or suspended except upon a majority vote of those present and voting at a regular or special

membership meeting following seven (7) days' notice at a previous meeting or at least sixty (60) days written notice.

(Articles 12.3 & B.5.1)

- c. No change in these Bylaws shall be valid and take effect until approved by the National President of CUPE. The validity shall date from the letter of approval of the National President.

(Articles 12.3 & B.5.1)

APPENDIX A - RULES OF ORDER

Rules of Order

1. The President or, in their absence, the Vice-President, shall take the chair at all membership meetings. In the absence of both the President and Vice-President, the Recording Secretary shall act as President, and in the absence the Local shall choose a President pro-term.
2. No member, except the Chairperson of a committee making a report or the mover of a resolution, shall speak more than three (3) minutes, or more than once on the same question without the consent of the membership at the meeting or until all who wish to speak have had an opportunity. Chairpersons and movers of a resolution shall be limited to ten (10) minutes, except with the consent of the membership at the meeting.
3. The President shall state every question coming before the Local, and before allowing debate thereon, and again immediately before putting it to a vote, shall ask: "Is the Local ready for the question?" Should no member rise to speak, the question shall then be put.
4. A motion to be entertained by the presiding officer must be moved and seconded; both mover and seconder must rise and be recognized by the chair.
5. A motion to amend, or to amend an amendment, shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment, or amendment to an amendment, which is a direct negative of the resolution shall be in order.
6. On motion, the regular order of business may be suspended by two-thirds vote of those present, to deal with any urgent business.
7. All resolutions and motions other than those named in Rule 17, or those to accept or adopt the report of a committee, shall, if requested by the presiding officer, be presented in writing before being put to the Local.
8. 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.

9. Any member having made a motion can withdraw it with the consent of the seconder, except that any motion once debated, cannot be withdrawn except by a majority vote of those present.
10. When a member wishes to speak on a question or to make a motion, they shall rise in their place and respectfully address the presiding officer; except when they rise to a point of order or on a question or privilege they shall not proceed further until recognized by the chair.
11. When two or more members rise to speak at the same time, the presiding officer shall decide which one is entitled to the floor. This should be done in a fair and equitable manner, looking for balance of representation and
12. Every member, while speaking, shall adhere to the question under debate and avoid all personal, indecorous, or offensive language, as well as any poor reflection on the Local or the member thereof.
13. If a member, while speaking, is called to order, they shall cease speaking until the point is determined; if it is decided they are in order, they may again proceed.
14. No sectarian discussion shall be permitted.
15. 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 to introduce a new question.
16. The presiding officer shall have the same rights as other members to vote on any question. In case of a tie, they may, in addition, give a casting vote, or, if they choose refrain from breaking the tie, in which case the motion is lost.
17. When a motion is before the Local, no other motion shall be in order except
 - (1) to adjourn,
 - (2) to put 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 motions shall have precedence in the order named.

The first three (3) of these shall be decided without debate.

18. A motion for the previous question, when regularly moved and seconded shall

be put in the form: "Shall the main question be now put?" If it adopted, the President or presiding officer 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.

19. A motion to adjourn is in order except (1) when a member has the floor and (2) when members are voting.
20. After the presiding officer declares the vote on a question, and before the Local proceeds to another order of business, any member may ask for a division. A standing vote shall then be taken, and the Secretary shall count it.
21. If any member wishes to challenge (appeal) a decision of the chair, they must do so at the time the decision is made. If the challenge is seconded, the member shall be asked to briefly state the basis for their decision, following which the chairperson shall immediately and without debate put the question: "Shall the decision of the chair be sustained?" A majority vote shall decide in the event of a tie the chair is sustained.
22. After a question has been decided, any two (2) members who have voted in the majority may, at the same or next meeting, move reconsideration thereof.
23. 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.
24. The Local's business, and proceedings of meetings, is not to be divulged to any persons outside the Local or the Canadian Union of Public Employees.

APPENDIX B - LAND ACKNOWLEDGEMENT

Land Acknowledgement

CUPE Local 3732 acknowledges with respect, that our work and activism take place on the ancestral lands of the Anishinabewaki, Ho-de-no-sau-nee-ga (Haudenosaunee), Attiwonderonk (Neutral), Mississauga, Mississaugas of the Credit First Nation, and Treaty 13A, 1805/Head of the Lake Purchase.

We acknowledge that we are meeting on aboriginal land that has been inhabited by Indigenous peoples from the beginning.

For those of us who are settlers, we're grateful for the opportunity to meet here and we thank all the generations of people who have taken care of this land for thousands of years.

Long before today, as we gather here, there have been aboriginal peoples who have been the stewards of this land we now call Halton Region.

We recognize and deeply appreciate their historic connection to this place.

We also recognize the contributions of Metis, Inuit, and other Indigenous peoples have made, both in shaping and strengthening this community, and our province and country.

For those of us who are settlers, this recognition of the contributions and historic importance of Indigenous peoples must be clearly and overtly connected to our collective commitment to make the promise and the challenge of Truth and Reconciliation real in our communities and in our union.

It also must be directly connected to our commitment to work with others to bring justice for murdered and missing Indigenous women and girls from coast to coast to coast.

APPENDIX C - EQUALITY STATEMENT

Equality Statement

Union solidarity is based on the principle that union members are equal and deserve mutual respect at all levels. Any behaviour that creates conflict prevents us from working together to strengthen our union.

As unionists, mutual respect, cooperation, and understanding are our goals. We should neither condone nor tolerate behaviour that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile or offensive environment.

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

Sometimes discrimination takes the form of harassment. Harassment means using real or perceived power to abuse, devalue or humiliate. Harassment should not be treated as a joke. The uneasiness and resentment that it creates are not feelings that help us grow as a union.

Discrimination and harassment focus on characteristics that make us different; and they reduce our capacity to work together on shared concerns such as decent wages, safe working conditions, and justice in the workplace, society and in our union.

CUPE's policies and practices must reflect our commitment to equality. Members, staff, and elected officers must be mindful that all persons deserve dignity, equality, and respect.

APPENDIX D- CUPE CODE OF CONDUCT

Code of Conduct

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

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

The Code of Conduct sets out standards of behaviour for participants at national convention, national conferences, schools, meetings, and all other events organized by CUPE National. It is consistent with the expectations outlined in the Equality Statement and the CUPE National Constitution.

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

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

- Abide by the provisions of the Equality Statement.
- Respect the views of others, even when we disagree.
- Recognize and value individual differences.
- Communicate openly.
- Support and encourage each other.
- Make sure that we do not harass or discriminate against each other.
- Commit to not engaging in offensive comment or conduct.
- Make sure that we do not act in ways that are aggressive, bullying, or intimidating.

- Take responsibility for not engaging in inappropriate behaviour due to 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 the Code of Conduct will be handled as follows:

1. If possible, a member may attempt to deal directly with the person alleged to have engaged in behaviour contrary to the Code, by asking him/her 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. A complaint shall be brought to the attention of an ombudsperson when there is one available. Should an ombudsperson not be available, a person properly appointed and designated to be in charge shall receive the complaint.
3. The ombudsperson or the person in charge will work to seek a resolution. If this fails to resolve the matter, the ombudsperson shall report the matter to the person in charge. The person in charge has the authority to expel members from the event for serious or persistent offenses.
4. If the complaint involves a national staff member, it shall be referred to the appropriate director for investigation and the complaint shall be dealt with in accordance with the applicable staff collective agreement. If the complaint involves a staff member employed by another CUPE chartered organization, the complaint shall be referred to the person responsible for their employment.
5. If the person in charge is a party to the complaint, an alternate will be designated to assume the role.
6. In a case where a member has been expelled from a National event, the National President shall receive a report on the matter. For other events, the presiding officer shall receive a report on the matter.
7. For events organized by CUPE National, the National President shall determine if further remedial action is appropriate, including restricting a member's participation in future events organized by CUPE National. For other events, the presiding officer shall consult the National President. This Code of Conduct is designed to create a safe, respectful, and supportive environment within CUPE.

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 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 under Appendix F of the CUPE National Constitution.

APPENDIX E- ELECTRONIC EXPENSE FORM

Electronic Expense Form Sample



Expense

PLEASE FILL IN ALL THE INFORMATION REQUESTED BELOW

Name & Position: _____

Address: _____

| MISC & FIXED COST EXPENSES (HOTEL, TRANSIT, OUT OF POCKET EXPENSES) | | |
|--|----------------------|--------|
| Date | Reason | \$\$\$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| SUB TOTAL | | \$ |
| MEALS (MAX \$25 per meal and \$75 per day) | | |
| Date | Reason | QTY |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| SUB TOTAL | | \$ |
| TRAVEL OR TRANSPORTATION (KILOMETERS DRIVEN ONLY 2023 RATE .68 per KM) | | |
| Date | START - END - REASON | KM |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| SUB TOTAL | | \$ |
| COMMUNICATIONS (CELL PHONE \$40 per month President and Lead Steward ONLY) | | |
| Date | Reason | QTY |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| SUB TOTAL | | \$ |

TOTAL EXPENSE: _____

SIGNATURE: _____

DATE: _____

CUPE LOCAL 3732 POLICY PAPERS

PREAMBLE

Policy Papers as adopted by the Membership of CUPE and its Local 3732 are designed to provide the Officers with the necessary guidance to effectively administer the affairs of the Local Union daily. The following Policy Papers govern the payment of remuneration, expenses for those members responsible to carry out business of the Local, and other related expenditures.

Policy Papers are not limited to the matters of a financial nature. Provided that a Policy Paper received the necessary approval, a policy of the Local Union may cover any topic, which is of the interest to all Members.

These Policy Papers are always subordinate to the CUPE Constitution (2021), including Appendix B, as it now exists or may be amended from time to time, and in the event of any conflict between these Policy Papers and the CUPE Constitution, the latter shall govern.

Constitutional interpretation, including determination of conflict, is the prerogative of the National President or their appointee.

These Policy Papers shall not be amended, added to, or suspended except upon a two thirds majority vote of those present and voting at a Regular General Membership Meeting or Special General Membership Meeting following at least seven (7) days' notice at a previous meeting or at least sixty (60) days written notice has been given and further provided that such Policy Papers do not conflict with the CUPE National Constitution.

Changes in these Policy Papers shall not be valid or take effective until approved by the General Membership of CUPE and its Local 3732.

Article B.5.1 of the National Constitution states that changes to bylaws do not come into effect until they have been approved in writing by the National President.

Policy Paper 1: Union Dues, Fees, and Assessments

a. **Initiation Fee**

Each application for membership in the Local shall be directed to the Secretary- Treasurer and shall be accompanied by an initiation fee of \$2.00 dollars which shall be in addition to monthly dues. The Secretary-Treasurer shall issue a receipt, if requested. If the application is rejected, the fee shall be returned.

This shall be effective January 1, 2024.

(Articles B.4.1 & B.10.2)

b. **Re-admittance Fee**

The re-admittance fee shall be \$2.00.

(Article B.4.1)

c. **Monthly Dues**

The dues for all members of CUPE and its Local 3732 shall be 1.5 % of the employee's weekly gross earnings, excluding overtime and all premiums, effective January 1, 2024.

Further increases shall be in accordance with the National Constitution.

(Article B.4.1 and B.4.2)

d. **Assessments**

Any assessment must be approved by a majority of the members voting in a referendum or at a regular or special membership meeting. All members must receive adequate notice of the proposed assessment. A majority of members can require a vote by secret ballot. An assessment must be approved by the National President before it is applied.

(Article B.4.2)

e. **Special Levy**

A Special Levy can be assessed by the Executive Board, and the Secretary-Treasurer shall be directed to collect such Special Levy.

The purpose of a Special Levy may include support for member or organization that is experiencing a recent and unexpected hardship that has resulted in financial stress. Examples of such hardships may include death in the family, unforeseen illness of member or dependents, theft and/or legal costs or other emergency.

Notwithstanding the above provisions, if the CUPE National raises minimum fees and/or dues, at Convention, above the level herein established, these bylaws will be deemed to have been automatically amended to conform to the new CUPE minimum.

Policy Paper 2: Honorariums

The Executive Board of the Local Union shall be issued an honorarium for services rendered **on an annual basis**.

Officers include:

President: \$600.00

Vice- President: \$250.00

Recording-Secretary: \$250.00

Secretary-Treasurer: \$250.00

Membership Liaison: \$150.00

Lead Steward: \$300.00

The Stewards of the Local Union shall be issued an honorarium for services rendered.

Oakville Steward: \$100.00

Burlington Steward: \$100.00

HRC Steward: \$100.00

North Halton Steward: \$100.00

Employment Halton Steward: \$100.00

The Health & Safety Representative shall be issued an honorarium for services rendered.

Health & Safety Representative: \$100.00

The honorariums are issued for services rendered, to be eligible to receive the honorarium, individual must have attended greater than fifty percent (50%). This is covered under Section 9 e of these bylaws.

This provision will not be applied in an arbitrary or discriminatory manner, recognizing that there may be valid reasons Officers, Executive Board members and Stewards are not able to attend meetings.

Policy Paper 3: Credit Card

CUPE and its Local 3732, will provide as required to the members of the Executive Board a credit card in their name, for the purpose of the Local's business needs.

Credit cards shall be entrusted to the Secretary-Treasurer by virtue of their position.

Typical examples of expenses could be, but are not limited to:

- Hotel rooms for convention or negotiations
- Approved travel expenses
- Meals in place of per-diem payment (when credit card is used for meals, the gratuity is limited to a maximum of fifteen (15) percent)

Reconciling Credit Card Monthly Bills:

The Secretary-Treasurer shall be responsible to ensure that all outstanding monthly credit card balances are paid promptly, as to avoid any interest charges to the Local.

The expectations of credit card include:

- Each expense will be subject to review by the Secretary-Treasurer, and they will highlight any unauthorized purchases or discrepancies to the Executive Board for review.
- Will be reviewed by the Executive Board, yearly basis. This may align with the audit requirements.

The Executive Board of the Local reserves the right to suspend the use of the credit card that is deemed to have been misused for any reason.

Any unauthorized expense shall be noted as a reimbursable expense and charged against any expense payment, as a method to recoup the expense.

Policy Paper 4: Payment of Expenses

Members elected, approved, or required as a duty of office to carry out the affairs of the Local Union shall be reimbursed in the following manner:

- a. Members shall receive compensation for any loss of wage for a normally scheduled workday while attending to Union Business.
- b. Members shall be reimbursed for Registration Fees.
- c. The Executive Board reserves the right to award full reimbursement for special circumstances or requested work of a member on a case-by-case basis.
- d. Special appeals during a Convention/Conference shall be dealt with by a delegate selected by the Executive Board for a maximum amount of two hundred and fifty dollars (\$250.00).
- e. President and Lead Steward shall be reimbursed (communication reimbursement) of up to forty dollars (\$40.00) per month to conduct union business.
- f. Members shall receive compensation of expenses twenty-five dollars (\$25.00) per meal to a maximum of seventy-five dollars (\$75.00) per day, travel expenses (transit, mileage paid at Canada Revenue Agency annual rate etc.) and accommodations (if required).
- g. Monthly expenses shall be submitted within sixty (60) days of the expense, using the approved electronic expense form.

Policy Paper 5: Strike Appeals and Financial Appeals

STRIKE APPEALS

The Local, throughout the year, will receive numerous requests for financial assistance regarding strikes. Strike appeals cover a varied group of affiliates and non-affiliates. The Executive Board may at their discretion provide the following assistance:

1. Up to \$250.00 for all CUPE Locals
2. Up to \$125.00 for all other non-affiliates

FINANCIAL APPEALS

The Local, through the year will receive numerous requests for financial appeals. Financial appeals cover a varied group of affiliates and non-affiliates. The Executive Board may at their discretion provide the following assistance:

1. Up to \$100.00 for CUPE, Canadian Labour Congress (CLC) or Ontario Federation of Labour (OFL)
2. Up to \$50.00 for CUPE Local Unions within the Province of Ontario and within Canada
3. Up to \$25.00 for all other non-affiliates

Policy Paper 6: Good and Welfare of the Local Union's Members

ACCESSIBILITY

The Local Union is committed to have as many members as possible participating in the affairs of the Local Union. Therefore, the Executive Board shall ensure that all meetings of the Local Union occur in formats and spaces that are accessible to Members with disabilities.

Members with disabilities who required special arrangements should discuss their needs with an Executive Board Member.

DEATH BENEFIT

Upon the death of an active Member of the Local Union, the Secretary-Treasurer shall pay to the legal estate of the deceased Member two hundred dollars (\$200.00), effective January 1, 2024.

RETIREMENT BENEFIT

Every Member of the Local who has contributed dues on a Full-Time or Part-Time basis throughout their working tenure in the Union and has officially filed for Retirement with their Employer, shall at the time of Normal Retirement Age (NRA), be entitled to a retirement gift from the Local Union in the amount of two hundred and fifty (\$250.00) dollars. This will be payable via cheque, issued by the Secretary-Treasurer, in or about the month of retirement.

Union members who may return to the Local Union post-retirement on temporary contracts is not eligible for additional payment of the Retirement Benefit outlined above. If individual returns post-retirement to the Local Union in a permanent Full-Time or Part-Time basis, retirement benefit may be issued at the discretion of the Executive Board.

BEREAVEMENT GESTURE

Upon the death of a Member or upon the death of a Member's spouse or child(ren), or any other person of significance in the members life, the Local Union shall provide for a gesture of flowers or donation to an organization of the family's choice. Such flowers or donation shall not exceed one hundred dollars (\$100.00). The Recording-Secretary or designate shall arrange for such gesture.

This gesture may be extended to regional employees that are not members of CUPE Local 3732, at the discretion of the Executive Board Members.

If this expense is paid out of pocket, reimbursement will be provided, where the member completes and submits the approved Electronic Expense Form (Appendix E of the Local bylaws) and provides receipts, as requested.

ATTENDANCE AT FUNERALS

Upon the death of a Member, active or retired, of CUPE and its Local 3732, the President or designate may be granted up to one (1) day off with pay from the Local Union, unless payment is provided otherwise, to attend the funeral services for the deceased Member.

This includes both active and retired members.

On occasion may include funerals for regional employees or other CUPE union members.

Policy Paper 7: Inventory, Acquisitions and Disposition of Assets

During the month of May and prior to May 31st of each year the Secretary-Treasurer and the Recording-Secretary shall jointly conduct a detailed inventory of the Local's assets.

A complete list of those assets will be presented at the next Executive Board Meeting and General Membership meeting, it will be maintained by the Secretary-Treasurer.

As assets are acquired by the Local, the Secretary-Treasurers must be informed so the inventory list remains current.

Whenever the Local Union purchases an asset over one thousand dollars (\$1000.00), the purchaser will ensure that at least three (3) quotes are solicited. The lowest quote will not necessarily be accepted rather the purchaser will ensure the quote accepted will provide the most economical advantage, having regard to warranty and after purchase service as well as union affiliation.

The Executive Board shall decide which assets are no longer needed and shall dispose of same by way of notice to the General Membership, calling for sealed bids. Such notice shall indicate the asset and condition, purchase price if available and shall indicate the date by which sealed bids will be accepted. Duplicates will be decided by random draw. Any proceeds from such sales shall be deposited into the Local's general account.

Should no members wish to purchase the item, it shall be disposed of in the most cost-effective method, as determined by the Executive Board.

The Secretary-Treasurer shall provide a current inventory list, including any assets disposed of within the previous twelve (12) months, to the trustees prior to each trustees' audit.

Policy Paper 8: Right to Education

Local 3732, fully supports and encourages all members to apply to access all educational opportunities offered by CUPE National, CUPE Ontario or Oakville and District Labour Council, recognizing that these investments in both dollars, time and resources must be carefully monitored by the Local.

Any member who participates in educational opportunities are strongly encouraged to take the knowledge learnt and give back their time, efforts, and resources to the Union. Members must also acknowledge that they are participating at the expense of their fellow members whose investment in the Local via their monthly dues, allows them these opportunities.

It is the policy of the Union that any member seeking training should be giving back to the Local Union, to assist members as best they can.

It is the intent of the policy statement to set out reasonable terms and expectations to motivate engagement and participation in our Local Union.

All requests for education will be monitored and approved by the President and/or Executive Board.

Eligibility:

Any member of the Union may request to attend approved training opportunities, priority will be provided for Executive Board Members and those who have expressed interest in additional involvement in Local Union.

Approvals for all Training requests will be prioritized based on the following criteria:

- a. Any member who actively participates by holding an elected position
- b. Any members at large who will formally commit to active participation in the Local Union and contribute their time to the activities of the Local
- c. Any member at large who wishes to indoctrinate themselves into what active participation entails without first making a commitment to active participation.
- d. Any member wishing to take a repeat course or refresher will be authorized at the discretion of the Executive Board

All approvals for access to training will be subject to the budgetary constraints of the Local.

Limitations to Funding for Education:

The Local reserves the right not to fund the educational pursuits of any member with the Local funds under the following circumstances:

- a. Failure to attend a course paid for by the Union without just cause or explanation.
- b. Failure to attend a course paid for by the Union for the full allotted time without just cause of explanation.
- c. If a member is found to have applied for any course for the purpose of avoiding a workday
- d. If a member falsifies attendance at any education, training, or conference.
- e. If a member attends a course without a proper leave with their employer in place.
- f. If a member is not considered to be in good standing with the Union for any reason.
- g. If any members fail to repay charges not approved by the Local.

Reports and Testimonials

At the discretion of the Executive Board, any participant attending education may be, with prior notice, be required to submit a report, testimonial or presentation to the Executive Board or General Membership within the local on the topic of education they received.

Policy Paper 9: Union Accounts

The Local Union shall establish and maintain a chequing account which shall be used to pay all operating expenses and for the purpose of defense, strike, and solidarity activities.

These activities may include, but are not limited to:

- Media campaigns
- Bargaining campaigns
- Education/Training costs
- Arbitration and/or legal costs

The Local Union shall establish and maintain a savings account and/or investment which shall be for the purpose of financial security of the Local Union.

