

HAMILTON AND DISTRICT

CUPE COUNCIL

BYLAWS

APPROVED BY:

APPROVAL DATE:



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HAMILTON & DISTRICT CUPE COUNCIL
BY-LAWS

Chartered as: **CUPE LOCAL 9114**

Article I: NAME:

This council, chartered by *THE CANADIAN UNION OF PUBLIC EMPLOYEES*, shall be known as, *HAMILTON DISTRICT CUPE COUNCIL*. It shall be subject to the Constitution of the Canadian Union of Public Employees and the Canadian Labour Congress.

Article II: BASIS OF AFFILIATION:

Membership in the Council shall be open to all CUPE Local Unions within the area bounded by Hamilton, Burlington, Oakville, Milton, Georgetown, Hagersville, Grimsby, Dundas, Stoney Creek, Ancaster, and the Counties of Haldimand, Halton and Wentworth and other such locals that desire to affiliate because of special circumstances.

Article III: OBJECTIVES OF COUNCIL:

The objectives of Council are as follows:

- a) To use it's influence to unite its affiliates in co-coordinating the efforts of the individual locals in their individual and combined goals
- b) To assist the organization of the unorganized public employees in the locality.
- c) Maintain Community awareness and support the social well-being of its citizens.
- d) The Council shall coordinate activities of Locals in its areas and assist the National Executive Board, National Officers, and national staff in implementing national and provincial policies and programs of the Canadian Union of Public Employees. (4:2(b) of the National Constitution)

Article IV: REPRESENTATION AND MEMBERSHIP

- a) Each Local affiliated to the Council shall be allowed a total of four (4) voting Delegates.
- b) Membership to this Council shall be open to all Local Unions as set out in Article II, chartered by the National Canadian Union of Public Employees. To remain an affiliate to this Council, a Local Union must abide by the Constitution of this Council.
- c) This Council shall not be dissolved while there are five (5) Local Unions still affiliated.

Article V: OFFICERS AND ELECTIONS:

This Council shall have the following Officers:

PRESIDENT; VICE-PRESIDENT;
RECORDING-SECRETARY; TREASURER;
EQUITY SEAT; TWO (2) EXECUTIVE MEMBERS-AT-LARGE
and TWO (2) TRUSTEES/AUDITORS.

Elections for these officers shall be held bi-annually in the month of March in the even numbered years. Nominations shall take place at the January meeting at which time those nominated must stand for office or decline nomination.

Elections to fill vacancies shall be held during the next General Meeting at which the office was declared vacant. The installation of officers shall take place at the General Meeting at which the election(s) took place.

DUTIES OF EXECUTIVE OFFICERS:

PRESIDENT: It shall be the duty of the President to preside at all meetings of this Council, preserve order and decorum and enforce the Constitution and these by-laws. The President shall be the spokesperson for all delegations representing this Council. The President shall sign all official documents and shall be one of the signing officers for the disbursement of funds. The President shall be an ex-officio member of all committees.

VICE-PRESIDENT: It shall be the duty of the Vice-President to assist the President in the discharge of their official duties. In the absence of the President, the Vice-President shall discharge the duties of the President, shall preside over the Executive Board Meetings, they shall sign all official documents and shall be one of the signing officers for the disbursement of funds.

SECRETARY: It shall be the duty of the Secretary to keep an accurate record of the proceedings for all meetings held by Council.

The Secretary shall record all Officers present at each meeting and shall notify all members of forthcoming meetings.

The Secretary shall submit written minutes to the members' at all general meetings. Upon approval, by the delegates, shall submit the minutes for signature by the Presiding Officer.

The secretary shall refer all communications to the Executive Committee and shall read such as are requested.

Incoming communications will be handled only by the secretary and outgoing communications shall be signed by both the President and the Secretary.

The Secretary shall be one of the signing officers for the disbursement of funds.

TREASURER: It shall be the duty of the Treasurer to maintain a proper book-keeping system, to purchase the necessary books and equipment for this purpose.

The Treasurer shall carry out the instructions of the Council and be prepared at any meeting to inform the President and Delegates of the bank balance.

The Treasurer shall pay bills authorized by the Council.

When attending regular meetings, the Treasurer shall submit in writing to all members, item by item, all the disbursements made during the previous month and they shall be ready for inspection if so requested.

The Treasurer shall also be guided by the recommendations of the Auditing Committee. The Treasurer shall ensure that each cheque is signed by two (2) signing officers, one of which shall not be the member receiving funds.

The Treasurer shall (*or their* delegate) shall be the primary Signing Officer.

EXECUTIVE COMMITTEE: The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, and two (2) Executive Members-at-Large. They shall have general supervision of the affairs of the Council between regular meetings. They shall consider and make recommendations on all matters arising out of this business. *Equity sect*

THREE MEMBERS OF THIS COMMITTEE SHALL CONSTITUTE A QUORUM.

Any Officer not answering the roll call for three (3) consecutive meetings without reasonable cause approved by the Executive shall have their office declared vacant.

Article VI: COUNCIL AFFILIATES:

This Council shall be chartered by the Canadian Union of Public Employees in accordance with its National Constitution. The Council shall affiliate to the Canadian Union of Public Employees and CUPE ONTARIO as the Constitution of that body so permits.

THERE SHALL NOT BE MORE THAN TWO (2) MEMBERS OF THE EXECUTIVE COMMITTEE FROM THE SAME AFFILIATED LOCAL.

Article VII: DELEGATES TO CONVENTIONS:

The President or their designate shall have first preference as a delegate to all conventions sanctioned by the membership, unless the President *or their* designate is already a delegate from their own local union to the same convention. In which case the Council may elect a delegate from the delegates at large, who is not already a delegate from their own local to the same convention. First precedence shall be given to any nominated delegates, if not elected to say convention. Affiliation regulations will be as per each Convention Constitutions and shall be the deciding factor as to the ability of a Council affiliate's member being nominated and elected to attend that convention as a delegate from the Council. Delegates upon return shall be asked to report back on the convention issues at the next General Meeting to the membership.

*not
must be affiliated to Division to be able to attend
Division Convention*

Article VIII: EXPENSES AND VOUCHERS:

Same as National \$82

A delegate appointed or elected to Council Business outside the Hamilton area, shall receive seventy-four (\$74.00) dollars per diem for any /each overnight stay or thirty-seven (\$50.00) dollars per diem if not overnight. The delegate shall receive twenty-five (\$25.00) dollars per diem for in-town expenses. If the member is conducting Council Business, hotel accommodations where delegates are required to remain overnight and transportation expenses at economy fare and/or mileage shall be paid by the council at the same rate as CUPE National at the time needed. If the delegate incurs any lost wages the delegate shall be reimbursed by the Council. Paid Telephone contact to their home shall be limited to one call per day at the evening rates and no longer than fifteen (15) minutes in length. Such expenses shall be approved by the Executive Committee.

No expenses shall be refunded for any Council expenditure unless authorized by two (2) Executive Signatory Officers and presented on a CUPE expense voucher. All receipts to accompany requests for payments, where available.

Article X: MEETINGS OF COUNCIL

CUPE Council will hold regular membership meetings every two months in January, March, July, September and November every year. The Executive meetings shall be held one (1) hour prior to the general membership meeting. The Executive shall have the right to call additional Executive Meetings as needed. The Council's elections shall take place every two (2) years at the March General Meeting. The Executive shall be empowered to run the day to day operations of the Council when no meeting is scheduled or when no quorum can be reached at a scheduled meeting.

The Council shall meet on the last Tuesday of every other month, unless otherwise agreed upon by the Executives. A quorum shall consist of at least three (3) affiliated locals, and three (3) Table Officers and five (5) members of Council. At the request of any affiliate, the date of the meeting may be changed, provided time permits proper notification to all affiliates. Meetings may also be called at the request of the President or at the request of affiliates.

THE ORDER OF BUSINESS

- Shall be as follows:
1. Roll Call of Officers and Executive Board
 2. Reading of Equality Statement
 3. Reading of Previous Minutes
 4. Treasurers Report
 5. Correspondence
 6. Executive Committee Reports
 7. Reports of Standing Committees
 8. Reports of Special Committees, Delegates and Staff
 9. Unfinished Business
 10. New Business
 11. Good and Welfare of Council and Locals
 12. Nominations and Elections
 13. Adjournment

The normal order of business may be suspended with a motion from the floor and a majority vote.

Article XI: COMMITTEES

The Council shall endeavour to create committees as necessary in support of community issues such as women's issues, political actions, strike supports, organization of affiliates and new locals, and community actions.

The Political Action Committee (PAC) shall endeavour to organize an annual fundraiser in support of the Councils Political Action activities within the Councils membership.

The Chairs of such created committees shall submit written reports to the Executive at the bi-monthly meetings.

The President or their designate shall be the official spokesperson for any such created Committee.

All Council Sub-committee reports where possible, shall be forwarded to the Secretary prior to the next General Meeting for inclusion on the Agenda.

Article XII: AFFILIATION FEES:

The affiliates to the Hamilton District Council shall pay an affiliation fee of \$0.15 per full-time member and \$0.075 per month per part-time member. (This increase is to be effective January 2006.)

Affiliation fees are payable in January of each year. The affiliation fees may also be paid quarterly in January, April, July and October. Locals that choose to pay quarterly must inform the Council Treasurer when making payment in January of each year.

Article XIII: ASSETS

Should this Council become defunct, the assets of the Council shall be shared equally, among the affiliated locals at that time.

Article XIV: AUDITORS/TRUSTEES

The Auditors shall be two (2) members elected during the bi-annual elections of Officers. The auditors shall, at the end of each year, make a detailed audit of all books, receipts accounts and expenditures of the Council. They shall have the power to demand and receive all books, and information in the possession of any officer or member of the Council at any time. The Auditors, shall, at their discretion, recommend to the General Membership that a general audit be carried out by a firm of recognized Chartered Accountants. The Auditors shall be the Trustees of all Council property.

Article XV: VOTING FUNDS

Donations sent to CUPE Locals for strike appeals approved by CUPE Ontario, or the Ontario Federation of Labour, shall be paid to a maximum of fifty (\$50.00) dollars per year, without membership approval.

Donations sent to Union Locals other than CUPE, for strike appeals, approved by the Federation of Labour, shall be twenty-five (\$25.00) dollars per year, without membership approval.

Donations to charitable organizations and any other causes outside CUPE Council and Affiliates shall be brought to the regular general meeting and voted on.

Article XVI: AMENDMENTS

The Bylaws of this Council may be change by a two-thirds (2/3) majority vote of the delegates present at a regular meeting of the Council, if the notice of the amendment has been presented in writing at the immediate preceding meeting and provided it does not conflict with the National Constitution of the Canadian Union of Public Employees. Any amendment shall become effective only after approval from the National President and has been received in writing

Date: May 17, 2005

Moved Joanne Webb - Local 4800

Seconded Archie Walker - Local 4153

APPENDIX A

EDUCATIONAL COMMITTEE POLICIES AND PROCEDURES

1. The Council shall endeavour to conduct two (2) schools/ educational per year. One (1) in June and one (1) in October.
2. Registration Fees shall be such as necessary, to consider costs of school, including but not limited to, locations, materials and incidentals necessary to conduct such schools.
3. The Council shall have a committee of three (3) members to plan and conduct these schools. The Committee shall be present on the Saturday of the school for conducting business concerning the school.
4. One person of this three (3) person committee shall be named the Registrar and will be the contact person for arrangements, registrations, revenue collections, and forward information and monies to the appropriate persons as directed.
5. A de-briefing meeting shall be held within 2 weeks after the school, to review the efforts and discuss any issues arising. Recommendation for changes to future schools to be presented at that time.
6. The Committee shall provide a written report to the next general membership meeting.

Date: May 17, 2005

Moved Joanne Webb - Local 4800

Seconded Archie Walker - Local 4153