



CUPE4163

CUPE 4163 Proposed Bylaw Changes, November 2020

(new language is bolded)

#1 Add an Equity Vice President Position

Purpose: In recognizing that discrimination resulting from various historic and structural inequalities have created barriers to access and opportunity within the University and the Union, this position is an initial step in implementing equity, diversity and inclusion for all CUPE 4163 members and to ensure that all of our members' concerns are addressed at the Executive level.

BYLAW 6: DUTIES OF THE OFFICERS

5) The Equity Vice-President shall

- a. be a CUPE 4163 member who self-identifies as being from the following marginalized or equity seeking groups: **Indigenous People, LGBTQ2s, Persons with Disabilities, and Racialized workers.**
- b. **Chair the Equity Action Committee.**
- c. **Work with the Equity Action Committee to identify equity issues and issues of discrimination in our workplace, our union and beyond.**
- d. **Work with the Local Executive to confront oppressive policies, practices and behaviours within the Local and the University**
- e. **Make a written report of the Equity Action Committee's work at the Annual General Membership (AGM) meeting.**
- f. **Sit on the Personnel Committee.**
- g. **Participate in other Local committees as appropriate.**
- h. **Liaise with other campus organizations as appropriate.**

Note: renumber old 5-8

See also additions of the title "Equity Vice-President" to Bylaws 4, 5, and 10 in the next section

#2. Title change for Secretary Treasurer, Recording Secretary, and Communications Secretaries

Purpose: To remove the gendered term "secretary"

Note: Also included within this section are changes reflecting the new Equity Vice President, as well as adding "Component" to the existing Vice-President position titles to differentiate them from the Equity VP.

Also changed in Bylaw 3.3 – removed “and a budget for the next year” as this was mistakenly added to the revised bylaws in November 2014.

BYLAW 3: MEMBERSHIP MEETINGS

3) Annual General Meeting

b) At the Annual General Meeting the President shall present a written report of the past year’s activities, the ~~Secretary~~-Treasurer shall present a written Financial Report for the past year ~~and a budget for the next year~~ and other committee chairs shall make oral reports as required by the Board

4) Semi-Annual General Meeting

b) At the Semi-Annual General Meeting the President shall present a written report of the activities since the Annual General Meeting, the ~~Secretary~~-Treasurer shall present a Financial Report for the past year and a budget for the next year and other committee chairs shall make oral reports as required by the Executive Board.

Deleted: Secretary

BYLAW 4: OFFICERS

The officers of the Local shall include the Local President, Local ~~Secretary~~-Treasurer, Local Recording-~~Secretary~~ Officer, three **component** vice-presidents, **Local Equity Vice-President**, 3 communication ~~secretaries~~ representatives, three members at large, and six elected trustees, all of whom will be elected at the Annual General Meeting. A **component** vice-president, member at large, communication ~~secretary~~ representative, and two trustees will be elected by each component at the Annual General Meeting; if any of these component representative positions remain vacant, they may be elected at a quorate component meeting.

BYLAW 5: EXECUTIVE BOARD

1) Members.

The Executive Board shall include the President, the ~~Secretary~~-Treasurer, the Local Recording ~~Secretary~~ **Officer, the Local Equity Vice-President** and from each component a vice-president, communication ~~secretary~~ **representative** and member-at-large.

BYLAW 6: DUTIES OF THE OFFICERS

2) The President shall:

j. Sign, with the ~~Secretary~~-Treasurer, 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.

3) The ~~Secretary~~-Treasurer shall:

n. The ~~Secretary~~-Treasurer will be a paid position. Wages will be based on 22 hours a month at the Component 2 Regular Teacher pay scale, starting at Step 1 and moving up one step for each year of cumulative service normally every January 1.

4) The **Component** Vice-Presidents shall:

g. Have signing authority, and sign, with the President, all cheques (in keeping with the appended policies and procedures), if the ~~Secretary~~-Treasurer is absent or incapacitated.

6) The Recording ~~Secretary~~ **Officer** shall:

Deleted: 5)

- a. Keep full, accurate, and impartial account of the proceedings of all regular or special membership and Executive Board meetings. These records must also 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 Trustee reports.

7) The Communication ~~Secretaries~~ **Officers** shall:

8) The Members At Large shall:

9) The Trustees shall:

- a. Act as an auditing committee on behalf of the members and audit the books and accounts of the ~~Secretary-Treasurer~~, the Recording ~~Secretary~~ **Officer**, and the Committees at least once every calendar year.
- b. Make a written report of their findings to the first membership meeting following the completion of each audit, and submit in writing to the President and ~~Secretary-Treasurer~~ any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's funds, records, and accounts are being maintained by the ~~Secretary-Treasurer~~ in an organized, correct, and proper manner.
- c. Be responsible to ensure that monies have not been paid out without proper constitutional or membership authorization.
- d. Ensure that proper financial reports have been given to the membership.
- e. Audit the record of attendance.
- f. Inspect at least once a 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 Union, and report their findings to the membership.
- g. Send to the National Secretary-Treasurer, with a copy to the assigned Servicing Representative, the following documents:
 - i. Completed Trustee Audit Program
 - ii. Completed Trustees' Report
 - iii. ~~Secretary-Treasurer~~ Report to the Trustees
 - iv. Recommendations made to the President and ~~Secretary-Treasurer~~ of the Local Union
 - v. ~~Secretary-Treasurer's~~ response to recommendations
 - vi. Concerns that have not been addressed by the Local Union Executive Board.

Bylaw 10: Nomination Election and Installation of Officers

- a) The Executive Board shall call for nominations for Local President, Local ~~Secretary-Treasurer~~, **Local Recording Officer**, **Local Equity Vice-President**, all Component positions, and Trustees twenty one (21) days prior to the Annual General Meeting and as soon as possible when a vacancy occurs. Nominations may be submitted in writing to the Union Office, and they may be accepted from the floor during the membership meeting.

#3. Executive honoraria – amount and frequency of payout

Purpose: To streamline Executive compensation

Bylaw 11: Finances

5) Out of Pocket Expenses- Executive Honoraria

Out of Pocket expenses will be paid monthly as follows:

President	\$50.00
Vice-President(s)	\$100.00
Secretary-Treasurer	\$100.00
Members at Large	\$50.00
Recording Secretary	\$50.00
Communication Secretary	\$50.00

Each executive member shall receive a yearly honorarium of \$499. In the case of the President being at least a half- time paid position, they shall not receive an honorarium. Payment will be made at the first Executive meeting following the Semi-Annual General Meeting.

#4 Voting in more than one component election (new)

Purpose: To recognize that members who work in more than one component (eg TAs who also do sessional work) should have the ability to vote for executive positions in all the components to which they belong.

BYLAW 10: NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

2. Elections

c) Members who work in more than one component may vote for executive positions in the components to which they belong, and efforts will be made to accommodate this.

Voting to fill one office shall be completed, and recounts dealt with, before balloting may begin to fill another office.

#5 President release

Purpose: To provide work release rather than extra pay for the President and to provide extra coverage at the union office.

BYLAW 6: DUTIES OF THE OFFICERS

2) The President shall:

q. The President will be a paid position. ~~Wages will be based on 36 hours per month at Step 2 of the Component 2 Instructor rate.~~ Compensation will be in one of three forms:

- i) A part-time paid release from their employment, to be negotiated with the Employer. The amount of the release shall be determined by the Executive according to budgetary capacity, union office workload, and the availability of cost-sharing with the Employer.
- ii) Wages equivalent to the Local's costs for a part-time paid release for a Component 2 instructor at Step 4 of the salary schedule. Such wages shall be no less than 36 hours per month at Step 4 of the Component 2 Instructor rate.
- iii) A combination of part-time paid release and wages. The cost of such a combination will not exceed the cost a part-time paid release as outlined in (i) above.