



BY-LAWS OF
CANADIAN UNION OF PUBLIC EMPLOYEES,
LOCAL 1483

For Approval by National President's Office

AMENDED: MARCH 2025

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INTRODUCTION

Cupe Local 1483 of the Canadian Union of Public Employees has been formed to:

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

The following By-laws are adopted by Local 1483 in accordance with the CUPE National Constitution (Articles 13.5 and B.5.1), to protect the rights of all members, to provide for responsible governance of CUPE Local 1483, and to involve as many members of CUPE Local 1483 as possible through the sharing of duties and responsibilities.

CUPE chartered organizations shall respect and apply the CUPE National Equality Statement to all of the chartered organizations' activities. The CUPE National Equality Statement can be found in Appendix "A" to these by-laws.

The mailing address for Local 1483 and its Officers shall be 6790 DAVAND DRIVE, UNIT 9, MISSISSAUGA, ON L5T 2G5.

SECTION 1 – NAME

The name of this Local Union shall be Canadian Union of Public Employees (CUPE) Local 1483. (Dufferin – Peel Catholic District School Board.

SECTION 2 – OBJECTIVES

The Objectives of Local 1483 are to:

- (a) Secure the best possible pay, 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 employers;
- (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 or 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; and
- (f) Support CUPE in reaching all of the objectives set out in Article II of the CUPE National Constitution.

SECTION 3 – REFERENCES

- (a) Masculine Pronouns shall be understood to include all genders.
- (b) Numbers of articles at the end of sections or sub-sections in this document refer to relevant articles of the CUPE National Constitution which should be read together with these by-laws.

SECTION 4 – AFFILIATIONS

In order to strengthen the labour movement and work toward common goals and objectives, CUPE Local 1483 shall be affiliated to and pay per capita tax to the following organization(s):

- CUPE National Division
- The CUPE Ontario Provincial Division
- Ontario School Board Council of Unions (OSBCU)

SECTION 5 – REGULAR AND SPECIAL MEMBERSHIP MEETINGS

- a) Regular membership, meetings of CUPE Local 1483 shall be held on the third (3rd) Sunday of each month (except July, August, and December), at 6790 Davand Drive Unit #9, Mississauga, or via joint hybrid on-line meeting.

When a statutory holiday or 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 fourteen days' notice of the date of the rescheduled regular membership meeting.

- b) Special membership meetings of CUPE Local 1483 may be required, and shall be called by the Executive Board or may be requested in writing by no fewer than twenty (20) 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 and the subject(s) to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given. No Member shall raise a motion on the floor, unless it only pertains to the topic of content.

- c) The minimum number of members required to be in attendance for the transaction of business at any regular or special meeting shall be eighteen (18) members, including four (4) members of the Executive Board.
- d) The order of business at regular membership meetings is as follows:
 - 1. Roll call of officers
 - 2. Reading of the Equality Statement
 - 3. Land Acknowledgement Statement
 - 4. Voting on new members and initiation
 - 5. Reading and approval of minutes of previous meeting
 - 6. Matters arising
 - 7. Treasurer's report and approving expenditures
 - 8. Correspondence
 - 9. Executive Board Report
 - 10. Reports of committees and delegates
 - 11. Nominations, Elections, or Oath of Office
 - 12. Unfinished business
 - 13. New business
 - 14. Good of the Union
 - 15. Adjournment
- e) CUPE Local 1483 is committed to ensuring that all of its meetings and activities are safe and environments where members are encouraged to speak. Existing members are encouraged to welcome, mentor and support new members and equity-seeking members.

SECTION 6 – OFFICERS

The officers of CUPE Local 1483 shall be the President, Vice-President, Recording Secretary, Secretary-Treasurer, Head Steward, Members at Large, Maintenance Officer,

Injured Worker Representative, Health and Safety Officer, Four (4) Stewards, and three (3) Trustees.

SECTION 7 – EXECUTIVE BOARD

- (a) The Executive Board shall include all Officers, Injured Worker Representative, Health and Safety Officer, except Stewards and Trustees.
- (b) The Executive Board shall meet at least eight (8) times per year.
- (c) A majority of the Executive Board constitutes a quorum.
- (d) The Executive Board shall hold title to any real estate of the Local Union as trustees for the CUPE Local 1483. 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.
- (e) The Executive Board shall do the work delegated to it by the CUPE Local 1483 and shall be held responsible for the proper and effective functioning of all committees.
- (f) Should any Executive Board member fail to answer the roll call of three consecutive regular, and executive meetings or without having submitted good reasons, their office shall be declared vacant and shall be filled by a by-election at the general scheduled membership meeting.
- (g) When an executive board member or Officer applies for a Management position with the Dufferin-Peel Catholic District School Board, they must resign immediately once they have submitted their application, to prevent a conflict of interest between CUPE and the Employer.

SECTION 8 – DUTIES OF OFFICERS

Each Officer of CUPE Local 1483 is encouraged to participate in CUPE educational courses to enhance their leadership skills and expand their knowledge and expertise.

The President, Head Steward, Vice President, Secretary Treasurer, Injured Worker Representative and Health and Safety Representative and Four (4) Stewards shall have a cell phones with a data plan for union business only. All other union officers not listed above are eligible for a monthly phone allowance of \$30.00. This allowance is intended to support the use of their personal cell phones for union-related business. Officers receiving this allowance must submit supporting documentation (e.g., phone bill showing usage) to qualify for reimbursement each month.

All general correspondence from the Executive shall be shared with all other officers of the Executive and Stewards of the Union.

The President and the Recording Secretary and the Secretary-Treasurer shall be signing Officers of Local 1483 and shall be bonded. If the President or Recording Secretary cannot be bonded they no longer can be a signing officer and their signing authority will devolve to another Executive Board member as determined by the Executive Board who shall also be bonded. Any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office.

(a) The President shall:

- Enforce the CUPE National Constitution, these CUPE Local 1483 by-laws and the Equality Statement.
- Chair and Preside at all membership Executive Board and committee 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 the President's rulings) and in case of a tie vote in any non-election matter have the right to cast an additional vote to break the tie.
- 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 National Constitution, CUPE Local 1483 by-laws, or vote of the membership.
- Be allowed necessary and reasonable funds, to reimburse the President or an Officers for expenses incurred on behalf of the CUPE Local 1483. Expense claims must be listed on a proper form outlining the expense, the reason for the expense and with supporting receipt(s) attached.
- Have first preference as a delegate to the CUPE National Convention.
- On termination of office, surrender all books, emails, electronic devices, and unlocked cell phones, seals and other properties of the CUPE Local 1483 to their successor.
- The President must have two (2) days released weekly for Mondays and Fridays to conduct union business operations.
- Be bonded through the master bond held by the CUPE National Office. Any President who cannot qualify for a bond will be disqualified from office.

(b) The Vice-President shall:

- If the President is absent or not eligible, perform all duties of the President.
- Chair and preside over membership Executive Board and committee meetings in the absence of the President.
- If the office of the President falls vacant, be Acting President until a new President is elected.
- Render assistance to any member of the Executive as directed by the Executive Board.
- On termination of office, surrender all books, emails, electronic devices, unlocked cell phones, seals and other properties of the CUPE Local 1483 to their successor.
- The Vice President must have one (1) day monthly to conduct union business operations.

(c) The Recording Secretary shall:

- 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.
- Take first available Parliamentary Procedures and Recording Secretary Courses.
- Record all amendments and/or additions in the by-laws, and make certain that these are sent to the National President for approval.
- Answer correspondence received and sent out.
- Prepare and distribute all notices to members, through Social Media and email blasts.
- Have all records ready on reasonable notice for the Trustees or auditors.
- Chair and preside over membership and Executive Board meetings in the absence of both the President and Vice-President.
- Be empowered, with the approval of the membership to employ administrative assistance to be paid for out of the CUPE Local 1483 funds.

- On termination of office, surrender all books, emails, electronic devices, unlocked cell phones, seals and other properties of the CUPE Local 1483 to their successor.
- The Recording Secretary must have one (1) day monthly to conduct union business operations.
- Be bonded through the master bond held by the CUPE National Office. Any Recording Secretary who cannot qualify for a bond will be disqualified from office.
- All executive officers must submit a report to the recording secretary prior to the executive meeting.

(d) The Secretary-Treasurer shall:

- Take the first available Financial Officers course.
- 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.
- Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the National Constitution, CUPE Local 1483 by-laws, or vote of the membership.
- Ensure that per capita tax is paid by direct remittance, or where per capita is not paid by direct remittance, prepare all CUPE National per capita tax forms and remit payment, including \$1.00 of each initiation fee on all members admitted, no later than the last day of the following month.
- Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts of all money sent to CUPE National, as well as records and supporting documents for all income received by the Local Union.
- Record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices using the CUPE electronic ledger.
- Be responsible for making/booking all travel and accommodation arrangements when they are required to be made.
- Make a full financial report to meetings of the CUPE Local 1483 Executive Board. Every November at General Membership Meeting the secretary-treasurer must provide a proposed annual budget for membership approval.

- Make a written financial report of each regular membership meeting, detailing all income and expenditures for the period.
- Be bonded through the master bond held by CUPE National. Any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office.
- Pay no more unless supported by a cheque requisition or expense form or request for payment duly signed by the President and one other member of the Executive Board as determined by the Executive Board. No request shall be required for payment of per capita fees to any organization to which CUPE Local 1483 is affiliated.
- Make all books available for inspection by the Trustees and/or auditors on reasonable notice. Ensure that the books are audited at least twice 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 the Trustees require to complete the audit, including forms provided by CUPE National.
- Where required, not later than February 28th each year, furnish each member, on the forms supplied by CUPE National, with a statement showing the net amount of tax-deductible dues paid by him during the preceding calendar year.
- Be empowered, with the approval of the membership, to employ necessary administrative assistance to be paid for out of the CUPE Local 1483 funds.
- Notify all members who are one month in arrears and report to the Executive Board all members two or more months in arrears in the payment of union dues.
- On termination of office, surrender all books, emails, electronic devices, unlocked cell phones, records and other properties of the CUPE Local 1483 to their successor.
- Be bonded through the master bond held by the CUPE National Office. Any Secretary-Treasurer who cannot qualify for a bond will be disqualified from office.
- The Secretary-Treasurer must have one (1) day monthly to conduct union business operations.

(e) The Trustee shall:

- Acting as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary, and the Committees at least twice every calendar year in October and April.
- Three (3) Year Term, Two (2) Year Term, and One (1) Year Term.
- Make a written report of their findings to the first membership meeting following the completion of each audit.
- 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.
- Be responsible to ensure that monies have not been paid out without proper constitutional or membership authorization.
- Ensure that proper financial reports have been given to the membership.
- Failure to attend two (2) audits once scheduled has been determined. The trustee will be removed and replaced from office.
- 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 CUPE Local 1483, and report their findings to the membership.
- 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 CUPE Local 1483 Executive Board.

(f) The Head Steward shall:

- Upon elected office must take first available stewarding courses.
- Assist Stewards in settling complaints and problems of members.
- Process all grievances.
- Present all grievances to management.
- Record and submit all grievance correspondences relating to grievances to the President, CUPE National Representative and the employer on a monthly basis.
- Keep Executive informed in all cases of current status of grievances.
- Submit a written report at all Executive and General Membership meetings.
- Perform any other duties assigned by the Executive.
- On termination of office, surrender all books, emails, electronic devices, unlocked cell phones, records and other properties of the CUPE Local 1483 to their successor.
- The Head Steward must have one (1) day monthly to conduct union business operations.

(g) The Stewards shall:

- Must take all stewarding available courses related to Stewarding
- Record and submit all correspondence relating to grievances to the Head Steward, for filing with the employer.
- Be prepared to make a report and answer all questions if called upon by the Head Steward at a General Membership meeting.
- Any Steward unable to perform their duties, for whatever reason, i.e. vacation, sickness, etc., shall contact the Head Steward immediately and change their voicemail greeting to reflecting the dates they are absent and a contact number.
- On termination of office, surrender all books, emails, electronic devices, unlocked cell phones, records and other properties of the CUPE Local 1483 to their successor.

(h) The Member at Large shall:

- Be in a position with the Executive in which he may be able to gain knowledge for future officer positions.
- Be able to fill any Executive office temporarily when that position becomes vacant due to illness or retirement of said officer, except that of the President at which time the Vice-President shall take over.
- Shall perform the duties until relieved by a new election for the vacant position or the return of the officer.
- Shall assist in any other duties as requested by the President.
- Shall have voting rights as a member of the Executive.
- On termination of office, surrender all books, emails, electronic devices, unlocked cell phones, records and other properties of the CUPE Local 1483 to their successor.

(i) The Injured Worker Representative shall:

- Take the first available WSIB Level 1 course or be subject to removal by the Executive Board.
- Operate under all applicable legislation.
- Assist Union Members with WSIB matters, forms, and hearings.
- Assist Members in early Return to Work, i.e. Modified Work.
- Keep Executive Board informed in all cases of current status.
- Be prepared to make reports and answer all related questions at General Membership meetings.
- On termination of office, surrender all books, emails, electronic devices, unlocked cell phones, records and other properties of the CUPE Local 1483 to their successor.

(j) The Health and Safety Officer shall:

- Operate under all applicable legislation and clauses in the current collective agreement.
- Shall sit on the Dufferin-Peel Catholic District School Board joint Health and Safety committee, and report to the Executive Board, and membership, on

the proceedings of these meetings, and any other health and safety concerns relevant to the membership.

- Be responsible to the Executive Board and membership.
- Have related union experience or upon election shall take the first available Health and Safety Level 1 course.
- The Health and Safety Officer must submit all reports on health and safety issues to the President, Executive board and General Membership Meeting.
- On termination of office, surrender all books, emails, electronic devices, unlocked cell phones, records and other properties of the CUPE Local 1483 to their successor.

(m) The Maintenance Officer shall:

- Shall attend all Employee relationship meetings
- Assist with any Grievances involving the Keaton Centre/Maintenance Department
- Shall assist in any other duties as requested by the President
- Shall have voting rights as a member of the Executive
- On termination of office, surrender all books, emails, electronic devices, unlocked cell phones, records and other properties of the CUPE Local 1483 to their successor.
- Maintenance Officer shall be a maintenance member and only maintenance shall nominate for Maintenance Officer.

SECTION 9 – NOMINATION, ELECTION, AND INSTALLATION OF OFFICERS

(a) Nominations

1. Nominations will be received at the regular membership meeting held in the month of March.
2. Nominations will be accepted from members in attendance at the nomination meeting or from those members who have allowed their name to be filed in writing at the meeting, witnessed by another member.
3. A member may accept nomination for a position while holding office in any position. If successful in the election, their resignation from their current position will take effect at that time.

4. To be eligible for nomination, a member must be a member in good standing as set out in Article B.8.3 of the National Constitution.
5. No member will be eligible for nomination if they are in arrears of dues and/or assessments.
6. Maintenance Officer shall be a maintenance member and only maintenance shall nominate for Maintenance Officer.

(b) Elections

1. At a membership meeting, at least one month prior to Election Day, the President will, subject to the approval of the members present, appoint an Elections Committee consisting of a Returning Officer and assistant(s). The Committee will include members of CUPE Local 1483 who are neither Officers nor candidates for office. The Committee shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.
2. The Committee will determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer.
3. The Returning Officer will be responsible for issuing, collecting, and counting ballots. The Returning Officer must be fair and impartial and see that all arrangements are unquestionably democratic. The Returning Officer will be responsible for adjudicating any complaints that arise out of the nominations and subsequent elections. The Returning Officer's decision shall be final and binding.
4. All nominees shall submit campaign literature to the Elections Committee for approval and distribution. The Election Committee will approve all appropriate material within a 24 hour period.
5. The voting will take place at the regular membership meeting in May.
6. A majority of votes cast will be required before any candidate can be declared elected.
7. Voting to fill one office will be conducted and completed, and recounts dealt with before balloting may begin to fill another office.
8. When two or more nominees are to be elected to any office by ballot, each member voting will be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.
9. 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 cast and can be declared elected. In the event the tie vote persists, subsequent ballots may be deferred to the next membership meeting.

10. Any candidate for office may request a recount if there is a five (5%) percent or less differential between the winning candidate and the candidate requesting the recount and a recount will 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 set out in Section 5(c).
11. No campaigning may be done on Union time, with Union equipment, and/or communication devices.
12. Only maintenance members shall vote for the Maintenance Officer.

(c) Installation

1. All duly elected Officers shall be installed at the May meeting, and shall continue in office for two (2) year(s) or until a successor has been elected and installed, provided, however, that no term of office shall be longer than three years.
2. The terms of office for Trustees shall be so that one serves for a period of three years, one for two years, and one for one year, as laid down in Article B.2.4 of the CUPE National Constitution. Each year thereafter, CUPE Local 1483 shall elect one Trustee for a three year period. No matter who has been a signing officer for the Local Union is eligible to run for Trustee, until at least one full term of office has elapsed.
3. The Oath of Office to be read by the newly-elected Officers is:

"I, _____, do most sincerely promise that I will truly and faithfully, to the best of my ability, perform the duties of my office for the ensuing term, as prescribed in the Constitution and laws of the Canadian Union of Public Employees, and as an Officer of this CUPE Local 1483 will at all times endeavour, both by counsel and example, to promote the harmony and preserve the dignity of its sessions.

I further promise that at the close of my official term, I will promptly deliver all monies, books, papers, or other property of this CUPE Local 1483 in my possession to my elected successor."

(d) By-Election

Should an office fall vacant pursuant to Section 7(f) of these by-laws or for any other reason, the resulting by-election will be held as soon as practical and

should be conducted as closely as possible in conformity with this Section. If the remaining term of office is six (6) months or less, a by-election will not be held.

SECTION 10 – FEES, DUES, AND ASSESSMENTS

(a) Initiation Fee

Payment of initiation fees is a tangible confirmation of the desire to become a member of CUPE Local 1483 and the Canadian Union of Public Employees. Each application for membership in CUPE Local 1483 will be directed to the Secretary-Treasurer and will be accompanied by an initiation fee of one (\$1.00) dollar which shall be in addition to monthly dues. The Secretary-Treasurer shall issue a receipt. If the application is rejected, the fee shall be returned.

(b) Readmittance Fee

The readmittance fee shall be one (\$1.00) dollar.

(c) Monthly Dues

The monthly dues shall be 1.33% of regular wages.

If the National increases the per capita, the monthly dues shall automatically be increased by that set amount.

Special assessments may be levied in accordance with Article B.4.2 of the CUPE Constitution.

SECTION 11 – NON-PAYMENT OF DUES AND ASSESSMENTS

Any member in arrears for a period of three months or more will be automatically suspended and the suspension will be reported to the Executive Board by the Secretary-Treasurer. The Executive Board will report all suspensions to the next membership meeting. Any member under suspension wishing to be reinstated will, upon application, pay the readmittance fee plus any dues and assessments in arrears. This money will be returned if the application is rejected. A member who has been unemployed or unable to work because of sickness shall pay the readmittance fee but may not be required to pay arrears.

SECTION 12 – VOTING OF FUNDS

(a) CUPE Local 1483 will pay out funds under the following circumstances:

- When the expenditure has received prior authorization through a membership approved budget.
- When these by-laws approve the expenditure; or
- Through a vote of the majority of members at a membership meeting.

Authorization to pay per capita tax to CUPE National, CUPE Ontario Division, or any labour organization the Kocal Union is affiliated with, is not required.

Should a budget be approved any changes to the budget or expenditures over an approved budget item must be approved through a majority vote of members attending a membership meeting. Despite approving a budget attendance at any function will require membership approval. Such changes shall be put on the agenda for the next General Membership Meeting.

- (b) In the case of a grant or a contribution to a member(s) or a cause(s) outside of CUPE greater than \$500, a notice of motion must be made at a regular membership meeting and then approved at the following regular membership meeting before the grant or contribution can be paid out.
- (c) No member of CUPE Local 1483 will be allowed to spend any CUPE Local 1483 funds without first having received authorization under Section 12(a) of these by-laws.
- (d) Payment of expenses, invoices or otherwise cannot be made with cash. CUPE Local 1483 will hold two (2) credit cards one for the President and one for the Secretary-Treasurer to be used only in circumstances where a cheque cannot be made. At the end of each month the President and one the Secretary-Treasurer will submit an itemized report detailing all credit card charges. The itemized report will include original invoices/bills for the items purchased on credit.

SECTION 13 – OUT-OF-POCKET EXPENSES

- (a) CUPE Local 1483 Officers and Committee members shall be provided an annual out-of-pocket expense allowance as follows:

President	\$1,300.00
Vice-President	\$1,100.00
Secretary-Treasurer	\$1,250.00
Recording Secretary	\$1,200.00
Chief Steward	\$1,200.00
Injured Worker Representative	\$1,200.00
Health and Safety Officer	\$1,100.00
Maintenance Officer	\$600.00
Stewards Four (4)	\$450.00
Member at Large	\$400.00

Trustees	\$200.00
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Out of pocket expenses to be paid semi-annually.

- (b) Executive Board members, along with demonstrating performance of duties, must attend a minimum of seventy-five (75%) of all meetings to receive the out of pocket expenses without having submitted good reasons prior to the start of the meetings they are missing.
- (c) The membership Officer must attend seventy-five (75%) of all meetings to receive the out of pocket expenses without having submitted good reasons prior to the start of the meetings they are missing.
- (d) Stewards, along with demonstrating performance of duties, must attend a minimum of seventy-five (75%) percent of regular Membership Meetings to be eligible for out of pocket expenses without having submitted good reasons prior to the start of the meetings they are missing.
- (e) A kilometre allowance equivalent to that paid by CUPE National will be paid to members who incur such expense using their own personal automobile while on union business. The kilometre allowance is inclusive of gas and CUPE Local 1483 will not pay for gas. Kilometre allowance shall be fifty-eight cents (0.58) per kilometre.

Members are responsible for their own expense to get to and from work with the employer on a daily basis and therefore on a work day the kilometre allowance will apply to the distance between their workplace and the place of union business and return to the workplace. On a day off the kilometre allowance will apply to the distance from their place of residence to the place of union business and return.

For those Officers who are on a paid leave of absence for CUPE Local 1483 business the place of work will be the CUPE Local 1483 office located at 6790 DAVAND DRIVE, UNIT 9, MISSISSAUGA, ON L5T 2G5.

The kilometre allowance will only be paid after a member submits a form requesting payment. The form will be provided by the Secretary-Treasurer. To be eligible for payment the form will contain the following:

- First and last name of the member
- The date, the time and place the union business took place, as well as the starting point
- The purpose of the union business
- The kilometres travelled

The form must be counter-signed by an Executive Board member.

SECTION 14 – DELEGATES TO CONFERENCES, CONVENTIONS AND EDUCATIONALS

- (a) Except for the President's option [Section 8 (a)], all delegates to conventions, conferences, and educationals shall be chosen by election at membership meetings.
- (b) Delegates to the Peel District CUPE Council shall be elected every two (2) years. A member responsible for reporting back to the Local Union membership shall be appointed by the President from among these delegates, and the member appointed shall make a written report at each CUPE Local 1483 membership meeting on proceedings at recent meetings of the Council.
- (c) All delegates attending conventions, conferences, or educationals held outside the Region of Peel shall be paid transportation expenses (at economy, tourist or coach rates) as determined by the Secretary-Treasurer, and a per diem allowance of one hundred dollars (\$100.00 for meals and expenses. CUPE Local 1483 will reimburse the member's employer for any loss of wages.
- (d) Where the most economical mode of transportation is other than automobile and the member chooses to use their automobile the maximum kilometre allowance paid shall be no greater than the price of the most economical mode of transportation as determined by the Secretary-Treasurer.
- (e) Delegates to conventions, conferences, and educationals held within the Region of Peel shall receive travel allowance. There shall be a per diem allowance of fifty (50.00) dollars for meals and expenses incurred by attendance at the convention, conference or educational. CUPE Local 1483 will reimburse the member's employer of any loss of wages.
- (f) CUPE Local 1483 will provide members with their per diem allowance prior to their attending the convention, conference, or educational. If a delegate fails to attend they must reimburse the local or they will be unable to attend any educational, convention, or conferences.
- (g) CUPE Local 1483 encourages the participation of women and all equity-seeking groups in their delegation to conventions, conferences, and educationals.
- (h) Submitted expense vouchers shall be reimbursed at the following general membership meeting. If the member is not able to be in attendance, the cheque shall be mailed out, to the address on the members file.

SECTION 15 – COMMITTEES

(a) Special Committees

A special committee may be established for a specified purpose and a specified period of time by the membership at a meeting. The members shall be elected at a membership meeting, or may, by specific authorization of the membership, be appointed by the Executive Board. Two members of the Board may sit on any special committee as ex-officio members.

1. Negotiating Committee

This will be a special committee established at least six (6) months prior to the expiry of CUPE Local 1483's collective agreement and automatically disbanded when a new collective agreement has been signed. The function of the committee is to prepare collective bargaining proposals and to negotiate a collective agreement. The committee shall consist of six (6) members: President, Vice-President, Head Steward, Recording Secretary, plus two (2) members elected by the membership. Of these The CUPE Representative assigned to the Local Union 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 Negotiating Committee must have at least one (1) representative from the Custodial group and one (1) from the maintenance group.

When voting for the two (2) elected members on the Negotiating Committee is to take place and any one (1) of the above groups are not represented on the Negotiating Committee nominations will be restricted to members of any group not having representation and the voting procedure must ensure that each group elects one (1) representative. If no maintenance is represented, then the Maintenance Officer will be automatically placed into the Negotiations Committee and one (1) remaining member will be voted in.

All members of CUPE Local 1483's negotiating committee shall attend Level 1 and Level 2 of CUPE's collective bargaining educationals.

(b) Permanent Committees

The members of each permanent committee will be elected by the members at a membership meeting. Permanent committees will have a term of two years. Committees will provide written reports to each regular membership meeting. The Vice-President shall be a member, ex-officio, of each committee. There shall be five (5) permanent committees as follows:

1. Grievance Committee

This committee will:

- Oversee the handling off all local grievances
- Receive copies of all grievances.
- Prepare a report on the status of all grievances to be submitted to the Executive Board, the CUPE Representative, and to the membership meeting.
- When a grievance is not settled in the initial steps provided for in the collective agreement, this committee will decide whether or not the grievance should proceed to arbitration.
- If the decision is to not proceed, the grievor(s) may appeal the decision to the Executive Board.

The committee members will be the elected **Head** Steward, who will be the chairperson, and any two (2) Stewards to be selected by the membership at a regular Membership Meeting.

2. Health and Safety Committee

This committee will:

- Work to educate members on the importance of workplace health and safety.
- Organize an April 28th Day of Mourning ceremony each year.
- Participate on the Joint Worksite Health and Safety Committees (JWH&SC) at their workplace.
- Ensure that the worker representatives on the JWH&SC meet separately from the employer to prepare for meetings with the employer.
- Promote safe work procedures and environments so as to prevent illness and injury as a result of workplace factors.
- Immediately bring to the attention of the employer any workplace hazard that has the potential to cause members' illness or injury.
- Work to eliminate all workplace hazards, be they physical, environmental, or social.

Members of this committee should be designated as a “Certified Worker Representative” in accordance with the legislation in their respective jurisdictions (provincial, federal).

The committee members will be the elected Health and Safety Chief Officer, who will be the chairperson, and two (2) members. The committee shall appoint its secretary from among its members.

3. Bylaw Committee

The committee will:

- Review the by-laws every Two (2) Years and make recommendations to the Executive Board on proposed amendments.
- Review any proposed amendments received from the Executive Board or membership of the Local Union to ensure that the amendment will conform to the remainder of the by-laws and the CUPE National Constitution.
- Ensure that the CUPE Local 1483 by-laws are written in clear language, ensuring that clear language does not change the intent or meaning of the by-laws.

The committee will consist of the President and four (4) elected members. The committee shall appoint its chairperson and secretary from among its members.

4. Membership Support Committee

This committee will:

- Visit members who are ill.
- If a member is ill for more than a week, arrange some token of the Local Union’s concern and desire to help, whether the member is at home or in hospital.
- Extend the CUPE Local 1483’s condolences in the event of the death of a member or one of their immediate family (Spouse, partner, parent, or child), and make other appropriate gestures in accordance with custom or the wishes of the family concerned. Cost will be limited to seventy-five (\$75.00) dollars.

The committee will consist of 3 volunteer members. The committee shall appoint its chairperson and secretary from among its members.

5. Social Committee

This committee will:

- Arrange and conduct all social, cultural, and recreational activities of CUPE Local 1483, either on the committee's own initiative or as a result of decisions taken at membership meetings. The committee shall submit reports and proposals to the Executive Board or to the membership as required.
- Provide support to Retirees

A budget for the committee will be fixed annually by the membership but, other than that, all social, cultural, and recreational events and activities shall be self-supporting.

The committee will consist of 5 volunteer members. The committee shall appoint its chairperson and will appoint a secretary-treasurer from among its members.

SECTION 16 – COMPLAINTS AND TRIALS

All charges against members or Officers must be made in writing and dealt with in accordance with the Trial Procedure provisions of the CUPE National Constitution.

SECTION 17 – RULES OF ORDER

All meetings of CUPE Local 1483 will 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 by-laws as Appendix "B". These rules shall be considered as an integral part of the by-laws and may be amended only by the same procedure used to amend the by-laws.

In situations not covered by Appendix "B", the CUPE National 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 - AMENDMENTS

- (a) These by-laws are always subordinate to the CUPE National Constitution (including Appendix “B”) as it now exists or may be amended from time to time, and in the event of any conflicts between these bylaws and the CUPE National Constitution, the latter shall govern. The National President has the sole authority to interpret the CUPE National Constitution.
- (b) These by-laws will 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 days’ notice at a previous meeting or at least sixty days’ written notice.
- (c) No change in these by-laws will be valid and take effect until approved by the National President of CUPE. The validity will date from the letter of approval of the National President.

SECTION 19 – PRINTING AND DISTRIBUTING OF BY-LAWS

Members will receive a copy of CUPE Local 1483 by-laws, either in paper format or via the CUPE Local 1483 web site at www.cupe1483.org. Members with special needs may request a copy of the by-laws in larger font.

Appendix “A”

CUPE NATIONAL 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 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 members deserve dignity, equality, and respect.

Appendix “B”

RULES OF ORDER

1. The President will be the Chairperson at all membership meetings. In the absence of the President, the Vice-President will be the Chairperson at the membership meeting. In the absence of the President and Vice-President, the Recording Secretary will be the Chairperson at the membership meeting. In the absence of the President, Vice-President and Recording Secretary, members at the membership meeting will select a Chairperson by majority vote. Quorum rules must be met.
2. Members are not allowed to speak about an issue for more than five minutes. Members can only speak to an issue once unless there is agreement by the members at a meeting, or where all those wishing to speak have had the opportunity to speak.
3. The Chairperson of a committee who is making a report or the mover of a motion may speak for up to fifteen minutes. With the agreement of the members present, the fifteen minutes may be expanded.
4. The Chairperson will state every motion presented at a membership meeting before allowing debate on the motion. Before putting a motion to a vote, the Chairperson will ask: “Is the Local ready for the motion?” If no member rises to speak, the motion will be voted upon.
5. A motion must be moved and seconded. The mover and seconder must rise and be recognized by the Chairperson.
6. A motion to amend a motion, or a motion to amend an amendment are allowed, however a motion to amend an amendment to an amendment is not allowed.
7. An amendment to a motion or an amendment to an amendment to a motion that is a direct negative to the main motion is never permitted.
8. On motion, the regular order of business at a membership meeting may be suspended where two-thirds of those present vote to do so. The regular order of business should only be suspended to deal with urgent business.
9. Motions other than those named in Rule 19, or motions to accept or adopt the report of a committee, will, if requested by the Chairperson, be put in writing prior to beginning debate and vote.
10. At the request of a member, and upon a majority vote, a motion which contains more than one action or issue can be divided.
11. The mover of a motion can withdraw the motion upon the consent of the seconder prior to the end of debate. Once debate has ended on a motion, the motion can only be withdrawn upon unanimous vote of the members present.

12. A member who wishes to speak on a motion, or a member who wishes to move a motion, shall rise and respectfully address the Chairperson. The member shall not proceed until the member is recognized by the Chairperson except where the member rises to a point of order or on a question of privilege.
13. The Chairperson will keep a speakers list and in all cases will determine the order of speakers including those circumstances where two or more members rise to speak at the same time.
14. A member, while speaking, will speak only to the issue under debate. Members shall not personally attack other members. Members will refrain from using language that is offensive or in poor taste. Members will generally not speak in a manner that reflects poorly on CUPE Local 1483 or other members.
15. A member that is called to order will stop speaking until the point of order is determined. If it is decided that the member is in order, then the member may continue speaking.
16. Religious discussion of any kind is not permitted.
17. The Chairperson will not take part in any debate. Where the Chairperson wishes to speak on a resolution or motion, or where the Chairperson wishes to move a motion, the Chairperson must rise from the chair and hand the chair over as outlined in Rule #1.
18. The Chairperson will have the same right to vote as other members. In the case of a tie vote, the Chairperson may cast another vote or the Chairperson may refrain from casting an additional vote, in which case the motion is defeated.
19. When a motion is before the members, no other motion is in order except a motion to 1) adjourn; 2) put the previous question; 3) lay on the table; 4) postpone for a definite time; 5) refer; or 6) divide or amend. These six motions shall have precedence in the order indicated. Motions 1 through 3 shall be decided without debate.
20. The Chairperson will ask "Will the main question be now put?" where a motion for the previous question is moved and seconded. If approved, the Chairperson will then take votes on the motion and amendments to the motion (if any) in order of priority. If an amendment or an amendment to an amendment is approved, then members will be asked to vote on the motion as amended.
21. A motion to adjourn is in order except when a member is speaking or when members are voting.
22. A motion to adjourn, if lost, is not in order if there is further business before CUPE Local 1483, until fifteen minutes have elapsed.
23. After the Chairperson declares the vote results on a question, and before CUPE Local 1483 proceeds to another order of business, any member can ask for a

division. A standing vote on the division will be taken and the Recording Secretary will count the standing vote.

24. If a member wishes to appeal a decision of the Chairperson, the member must appeal at the time the decision is made. If the appeal is seconded, the member will be asked to state briefly the basis for the appeal. The Chairperson will then state briefly the reasons for the decision. Following immediately and without debate, the Chairperson will ask, "Will the decision of the chair be upheld?" A majority vote shall decide. In the event of a tie vote, the decision of the chair is upheld.
25. After a question has been decided, any two members who have voted with the majority can move reconsideration, provided that a motion for reconsideration is made at either the meeting where the decision proposed for reconsideration was made, or at the very next meeting.
26. Members are allowed to leave a meeting with the permission of the Vice-President; however in no case will a member leave during the reading of minutes, the initiation of new members, the installation of Officers, or the taking of a vote.

The Local Union's business and the proceedings of meetings are not to be divulged to any persons outside the Local Union, or the Canadian Union of Public Employees.