



SEIU LOCAL 2, Branch Local 300

POLICIES

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1. INTERPRETATION

1.1 Relationship to Bylaws

1.1.1 These Policies are adopted pursuant to the Union's Bylaws using the definitions and interpretation rules stated in the Bylaws.

1.1.2 These Policies may be modified by the Executive if,

- (a) there are no less than three (3) months between the motion and the vote, and,
- (b) quorum is met, and,
- (c) at least a 2/3 (66.6%) majority agrees to the changes

2. MEMBERS

2.1 Member Contact Information

2.1.1 Members shall provide the Union with their email, cell phone number and home address, and advise the Union promptly of any changes in this information.

2.2 Member Disputes

2.2.1 When a dispute arises between Members, they shall attempt to discuss and resolve the dispute at the Plant level, with the support of Union representatives if appropriate.

2.2.2 Members involved in or affected by such a dispute may request assistance from the President or the Region's Vice President, who may assist by facilitating a meeting space or any other means they consider appropriate.

3. UNION BUSINESS

3.1 Administrative Duties

3.1.1 The Executive may delegate duties to persons, including but not limited to:

- (a) maintain records of all voting results;
- (b) maintain and supervise a centrally located Union office.
- (c) keep a memorandum of any or all Committees, their purposes, the time when they will report, and any other pertinent information.
- (d) present all correspondence to the Executive

- (e) assist in negotiating contracts for the Union.
- (f) operate the Hiring Hall and Hiring List according to the procedures set out in these Policies.
- (g) issue permit cards and Withdrawal Cards.
- (h) assist the Officers, Shop Stewards and Members in all matters pertaining to the welfare of the Union;
- (i) present monthly reports to the President;
- (j) provide quarterly written reports to the Executive basis outlining that person's activities for that period.
- (k) ensure that copies of the minutes of all Plant Meetings and joint health and safety committee meetings are received and filed at the Union office.

3.2 Hearing Attendance

- 3.2.1 The Grievance Board shall determine which Members are required to attend arbitrations and Labour Board hearings, who shall normally consist of the Plant Chair, Grievance Board, and anyone requested by legal counsel.

3.3 Conference Attendance

- 3.3.1 The Executive shall determine whether to participate in external conferences, and whom to send to external conferences to represent the Union.

3.4 Office Hours

- 3.4.1 Union office hours will be Monday - Thurs 9:00am - 4:00pm and Friday 9:00am - 3:00pm.

3.5 Union Property

- 3.5.1 Officers or other Union representatives seeking to remove, retain, or store any monies, books, papers or other property belonging to or in the possession of the Union must
 - (a) request and obtain prior approval from the President; or
 - (b) if the President is making the request or is unavailable, request and obtain prior approval from the Region 2 Vice President;
 - (c) and promptly notify a delegate selected by the Executive, in writing.

4. EXECUTIVE MEETING GUESTS

4.1 Criteria

- 4.1.1 Guests may attend Executive Board meetings provided they have pertinent business to transact during Executive Board Meeting proceedings.
- 4.1.2 All Guests must receive approval from the President in advance of the Executive Board Meeting.
- 4.1.3 Approved Guests may only be present at an Executive Board Meeting during the time in which the approved guest is transacting their business.
- 4.1.4 The President may use discretion and allow a guest to be present for some or all parts of the Executive Board Meeting.

5. PLANTS AND REGIONS

5.1 Plant Committee Representatives

- 5.1.1 Plant Committee Representatives shall represent the Plant Committee for Union business outside the Plant, including but not limited to arbitrations and industry troubleshooting.
- 5.1.2 Plant Committee chairs shall be their Plant Committee Representative, unless a chair appoints another member of their Plant Committee to fulfil these duties and obtains the President's approval.

5.2 Business at Regional and Plant Meetings

- 5.2.1 Each resolution of a Regional or Plant meeting is effective on the date it is approved by the Executive, or on the effective date stated by the Executive in its approval resolution

6. FINANCE

6.1 Honorarium Rates

- 6.1.1 Annual honorarium rates are as follows:
 - (a) President, Secretary Treasurer, Recording Secretary, Regional Vice President: \$1,104.40
 - (b) Plant Committee: \$664.64
 - (c) Regional Representative: \$216.00

(d) Shop Steward: \$216.00

(e) elected Safety Committee member: \$216.00

6.2 Honorariums for ill or injured Officers

6.2.1 If an Officer entitled to an honorarium becomes ill or is injured during the year, they remain entitled to their full honorarium for that calendar year. If an Officer's illness or injury continues into a subsequent calendar year, their honorarium shall be pro-rated for the duration that they perform their duties.

6.3 Loans

6.3.1 No loans to Members.

6.4 Lieu Days

6.4.1 When a Member is required to perform Union duties and is not paid wages for that day, the Member is entitled to a corresponding lieu day off work for which the Union will pay the Member their normal wages.

6.4.2 Lieu days must be approved by the Secretary Treasurer, and/or by additional persons if designated by the Executive.

6.4.3 Lieu days must be used within 100 days of the date earned unless the Executive approves otherwise. Lieu days may not be cashed out.

6.5 Funeral or Rehabilitation Costs

6.5.1 The Union shall not pay for any part of the costs of Members' or former Members' funerals, memorials, rehabilitation, or treatment.

6.6 Social Events

6.6.1 The union shall not pay for any part of the costs of any social events for Members.

6.7 Pension Trustees

6.7.1 The Executive may appoint any Member or former Member to be a Trustee of the Brewery, Winery and Distillery Workers Union, Branch Local 300 Pension Trust.

6.8 Credit Cards

6.8.1 The President and Secretary Treasurer shall be the designated credit card holder for Local 300.

6.8.2 The Executive may allow Business Agents who represent Local 300 Certifications to be issued a credit card for Local 300 expenses. Business Agents must only use Local 300 credit cards for Local 300 specific business.

6.8.3 The Executive may allow an Executive Board Member to be issued a credit card for Local 300 expenses.

6.8.4 All Local 300 issued credit card holders are required to provide receipts, invoices or other forms of proof for the expenditure to the Secretary Treasurer on request.

6.9 Expenditure Policy

6.9.1 The President and or Secretary Treasurer shall make and or approve Local 300 expenditures up to \$15,000.00 in between Executive Board meetings.

6.9.2 All Local 300 expenditures made between Executive Board meetings shall be recorded and disclosed at the next Executive Board meeting

7. REIMBURSEMENT

7.1 Eligibility

7.1.1 Officers, Committee members, Shop Stewards and any other elected or appointed representatives of the Union are entitled to be reimbursed for expenses according to this policy.

7.1.2 Members other than those listed above are entitled to reimbursement only when they:

- (a) are required by the Executive to perform specific Union duties; and
- (b) obtain approval by the Executive prior to incurring the expense for reimbursement.

7.2 Criteria

7.2.1 Expenses qualify for reimbursement if they are necessary and reasonable, and incurred in the performance of Union duties. Union duties include but are not limited to:

- (a) travel to attend Membership meetings or other meetings described in the Bylaws;
- (b) attending events such as conferences; and
- (c) generally attending places as a representative of the Union.

7.2.2 The Executive may approve additional expenses in special circumstances.

7.3 Submitting Expenses

- 7.3.1 Members who fail to submit expenses within the required time or without adequate documentation will not receive reimbursement.
- 7.3.2 Expenses and supporting documents must be submitted to the Secretary Treasurer within 30 days after the date the expenses are incurred or, if incurred in December, before December 31 of that calendar year.
- 7.3.3 Adequate documentation means receipts, statements, vouchers, and invoices.

7.4 Meals

- 7.4.1 Meals are reimbursed on a per diems basis: \$16/day for in town or \$48/day when out of town. No per diems shall be paid for a day that the Member is provided their meals while conducting union business.

7.5 Mileage

- 7.5.1 When a person travels to perform work required by the Executive, and that person uses their own vehicle for transportation, they are entitled to mileage reimbursement at \$0.49/km for distances exceeding 25 km per day, based on the most efficient route available. The Secretary Treasurer may make exceptions that the President considers fair and reasonable.
- 7.5.2 Mileage will not be paid when:
 - (a) the Union provides or offers transportation, such as a rented vehicle for group travel; or
 - (b) the Union reimburses that person for another form of travel pertaining to the same distance, such as an airline flight or ferry ride.
- 7.5.3 If a Member wishes to drive their own vehicle rather than fly, reimbursement is limited to either the cost of the flight at the time the trip was planned, or \$0.49 cents per kilometer, whichever is less.

8. WITHDRAWAL CARDS

8.1 Application Process

- 8.1.1 A Person seeking a Withdrawal Card shall apply within 12 months of ceasing to be a Member, which includes ceasing bargaining unit work at a Plant.
- 8.1.2 Withdrawal Cards expire on May 30 of each year.

- 8.1.3 Persons on Withdrawal must renew their Withdrawal Card before it expires.
- 8.1.4 The non-refundable annual fee for a Withdrawal Card is \$50. A Withdrawal Card applicant must pay this fee on initial application for a Withdrawal Card, and then annually before that Withdrawal Card expires. A Withdrawal Card applicant may have their first year fee pro-rated if they pay for their second year at the same time as the first year.
- 8.1.5 The Executive shall advise Withdrawal Card holders annually by May 1, as to whether they may renew their Withdrawal Card.
- 8.1.6 The Executive may extend timelines and otherwise waive Withdrawal Card requirements for the fair and efficient application of this Policy.

8.2 Restrictions and Cancellation

- 8.2.1 Withdrawal Cards shall not be issued to persons who:
 - (a) have outstanding financial obligations to the Union;
 - (b) have not requested a Withdrawal Card within the required time or before their Withdrawal Card expires; or
 - (c) fail to pay the Withdrawal Card fee by the required time.
- 8.2.2 When a Withdrawal Card expires, all associated rights are extinguished.

8.3 Return to Membership

- 8.3.1 Persons on Withdrawal may return to Membership only upon employment at a Plant.

9. HIRING HALL

9.1 Appointment of Hiring Hall

- 9.1.1 The Executive shall appoint a person as Hiring Hall (the “**Hiring Hall**”) for the purpose of dispatching workers to Plants in a fair and orderly manner.

9.2 Duties of Hiring Hall

- 9.2.1 The Hiring Hall shall maintain a Hiring List (the “**Hiring List**”) of Applicants and Members seeking work in the Brewing and Beverage Industries (“the **Industry**”).
- 9.2.2 When an employer requests dispatch, the Hiring Hall shall:

- (a) seek relevant information from the employer including job title, requirements, location, start date, description, number of jobs, and interview dates;
- (b) contact eligible persons on the Hiring List to advise them of dispatch inquiries or offers, by email, text message or phone call;
- (c) dispatch qualified persons from the Hiring List on the basis of Union Seniority; and
- (d) request the employer to provide information regarding the outcome of the dispatch, including who the employer hired, start dates, and reasons why any others dispatched were not hired.

9.3 Eligibility for Hiring List

- 9.3.1 To be placed on the Hiring List, a person must provide to the Hiring Hall a current resume, cell phone number and email address at which that person can be contacted at, and any other information requested by the Hiring Hall.
- 9.3.2 A Member who is laid off or has a Withdrawal Card must submit a request to the Hiring Hall if they wish to be placed onto the Hiring List.
- 9.3.3 A person will be removed from the Hiring List when they:
 - (a) are hired at a Plant;
 - (b) accumulate three strikes under this Policy; or
 - (c) request to be removed.

9.4 Qualifying for Dispatch

- 9.4.1 To be qualified for a dispatch, a person must be:
 - (a) on the Hiring List;
 - (b) available for immediate work;
 - (c) located in the Province of British Columbia and willing to reside where necessary to perform the job; and
 - (d) able to meet any job requirements, as determined by the Hiring Hall.
- 9.4.2 Persons who are dispatched to an employer and not hired, or fail an ability test will not be re-dispatched to the same employer for the same job for one year, unless:
 - (a) they provide the Hiring Hall reasons to be re-dispatched there, and the Hiring Hall accepts those reasons; or

- (b) employer acted contrary to a collective agreement when it declined to hire the person.

9.5 Membership after Dispatch

- 9.5.1 Persons who are dispatched to and hired by an employer shall become Members.

9.6 Duties of Persons on Hiring List

- 9.6.1 A person on the Hiring List must:

- (a) regularly check their cell phone or email for communications from the Hiring Hall;
- (b) respond to dispatch inquiries and offers from the Hiring Hall within the time stated in the inquiry or offer; and
- (c) inform the Hiring Hall if they obtain employment.

9.7 Strikes

- 9.7.1 A person on the Hiring List will accumulate one strike when they:

- (a) reject a dispatch offer that the Hiring Hall considers suitable for that person; or
- (b) do not respond to a dispatch inquiry or dispatch offer from the Hiring Hall within the time stated in the inquiry or offer;

unless they provide an explanation that the Hiring Hall accepts as reasonable.

- 9.7.2 A person with three strikes is removed from the Hiring List, and the Hiring Hall shall notify them by email or text message.

- 9.7.3 The Hiring Hall shall eliminate a person's strikes when that person is dispatched by the Hiring Hall.

9.8 Hiring Hall Dispatch

- 9.8.1 The priority for dispatch is as follows:

- (a) Current Local 300 Members
- (b) Members on Withdrawal cards
- (c) New Resumes collected

10. VOTING

10.1 Voting Platform and Procedures

- 10.1.1 The Executive shall determine an appropriate mechanism and/or platform for all votes, with due consideration for security, accuracy, accessibility, privacy, and efficiency and compliance with the Labour Relations Code.
- 10.1.2 Secret ballot voting must be confidential. The Executive may direct that secret ballot voting take place by any secure means including digital communication, on paper, or a combination thereof. The Executive may give further directions for the taking of secret ballot votes, security of ballot boxes, counting of votes and any other matter the Executive considers necessary to ensure validity.

11. SECRET BALLOTING PROCEDURES

11.1 Balloting Committee

- 11.1.1 The Balloting Committee members present at a meeting during which an election is held shall have a voice, but may only vote if they are Members of the relevant voting constituency.
- 11.1.2 The Balloting Committee may, subject to approval by the Executive, appoint additional Members temporarily to the Balloting Committee.

11.2 Election Eligibility

- 11.2.1 For any election involving the Balloting Committee, the Balloting Committee shall determine whether the persons seeking to be elected are eligible, and shall ensure that any ineligible persons are excluded from the ballots.

11.3 Balloting Generally

- 11.3.1 The Balloting Committee shall, as soon as possible after the close of nominations, ensure:
 - (a) the ballots are made;
 - (b) all pertinent information is provided to any organization providing voting services;
 - (c) all balloting is scheduled early enough to conclude elections prior to the end of that calendar year; and
 - (d) information about those running for Office is available to the Members eligible to vote.

11.3.2 The Balloting committee shall engage:

- (a) for all electronic voting in elections, the services of an independent electronic voting company¹ to conduct the voting process and counting of electronic ballots; and
- (b) for paper ballot elections of Officers, the services of a firm of auditors to conduct the counting of paper mail-in ballots.

11.4 Electronic Balloting

11.4.1 When using electronic balloting for elections, the Balloting Committee shall instruct the independent electronic ballot voting company as follows:

- (a) only electronic ballots collected on the day of the vote and during the designated voting time-period are to be counted;
- (b) should there be any glitches or irregularities during the collection and or counting of the electronic ballots, the Balloting Committee shall rule on all aspects of the glitch or irregularity and how they should proceed;
- (c) no information on the progress of the count shall be released to anyone prior to the close of balloting; and
- (d) the final count, together with all the supporting evidence shall be turned over to the Balloting Committee as soon as possible after the close of balloting.

11.5 Officer Elections

11.5.1 The Balloting Committee must approve Candidates' campaign materials prior to circulation of those materials.

11.5.2 Campaign materials shall not include Union emblems or insignia.

11.5.3 Prior to making the ballots available to Members, the Balloting Committee shall provide to the Members the name of each Candidate, the plant they come from, education, previous Offices they have held in the Union, the number of years since they first became a Member, and their total accumulated years of Membership.

¹ For example, Election Buddy.

11.6 Officer Elections by Paper Ballot

11.6.1 When using paper balloting for Officer elections, the Balloting Committee shall ensure the following is mailed out to the voting constituency: a ballot, information bulletin and stamped envelope addressed to the firm of auditors engaged. The Balloting Committee shall instruct the firm of auditors as follows:

- (a) only ballots that are returned in the self-addressed envelope provided are to be counted;
- (b) only ballots received by the trust company by the last mail delivery on the cut-off date scheduled by the Balloting Committee shall be counted; but in the event that a cut-off date falls on a weekend, the close of balloting shall be moved to the last mail delivery on the following Monday;
- (c) all paper ballots are to be counted providing the firm of auditors considers the intent is obvious;
- (d) no information on the progress of the count is to be released to anyone prior to the close of balloting referred to above; and
- (e) the final count, together with all the paper ballots, shall be turned over to the Balloting Committee immediately after the close of balloting.

11.7 Other Elections by Paper Ballot

11.7.1 For paper ballot elections of Plant Committees, Shop Stewards, and Safety Committees the Balloting Committee shall oversee all aspects of the paper ballot voting, counting of ballots and postings of results. The Balloting Committee shall keep charge of the ballot box and of the Membership roll by following these steps:

- (a) during balloting, hand a ballot to a Member and shall thereupon check off that Member's name on the Membership roll;
- (b) once the Member marks their ballot and deposits it in the ballot box, check off that Member's name on the Membership roll a second time;
- (c) at the close of balloting, count all ballots that the Balloting Committee considers the intent is obvious;
- (d) determine which paper ballots are spoiled and record them on a tally sheet;
- (e) ensure each member of the Balloting Committee signs the tally sheet;
- (f) securely wrap the ballots and the tally sheets, and give them to the Executive;
- (g) post the results of the election on the Plant's notice boards immediately following the final count.