



Ambulance Paramedics

of British Columbia - CUPE 873

UNION BYLAWS

2017



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ARTICLE 1 – NAME OF THE UNION

The name of this Local shall be the Canadian Union of Public Employees, Local 873(Ambulance Paramedics of British Columbia).

ARTICLE 2 – OBJECTIVES

The objectives of this Local are to:

1. Secure adequate remuneration for work performed and generally advance the economic and social welfare of its members and all workers.
2. Support C.U.P.E. in reaching the goals set out in Article 2 of the C.U.P.E. Constitution.
3. Provide an opportunity for all its members to influence and shape their future through free democratic trade unionism.
4. Encourage the settlement by negotiation and mediation of all disputes between members and other employees.
5. To affiliate with the Paramedics Association of Canada (PAC) at the discretion of the Provincial Executive Board.
6. Pursue other strategic objectives, as defined in the Union's Strategic Plan document, as adopted bi-annually.

ARTICLE 3 – INTERPRETATION AND DEFINITIONS

3.1 – Masculine Pronouns

Masculine pronouns shall be understood to include the female gender, and use of the singular form shall be understood to include the use of the plural form, where applicable.

3.2 – Constitution References

Numbers of Article at the end of Sections and Sub-sections refer to relevant Articles of the current C.U.P.E. Constitution, which should be read in conjunction with these By-laws.

3.3 – Provincial Members

Provincial members hereinafter shall mean to include all those members in good standing within the bargaining unit of Local 873. Comm Op members hereinafter shall mean to include all those members in good standing of Sub-Unit 873-02.

3.4 – Regional Members

Regional members hereinafter shall mean to include all those members in good standing within the bargaining unit of Local 873, working within a particular region, as defined by the Provincial Executive Board. The Provincial Executive Board may, at its discretion, designate members in good standing within the bargaining unit of Sub-Unit 873-02, working within a particular region, or particular work site, as a Region for the purpose of these By-laws.

3.5 – Full-Time Equivalency

- (a) Full-time equivalency (FTE) shall mean the ratio of On-Call to full-time members to be used for voting and representation purposes at the Fall Convention and shall be determined using the following formula:

$$\frac{\text{Total Part Time Wages (in Region)}}{\text{Annual Full Time Wage (3yr EMA11)}} = \text{Number of FTEs}$$

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Number of part time delegates = one (1) per every twenty five (25) or greater portion of twenty five (25) in good standing in the Region.

- (b) The FTE shall be calculated on a yearly basis at the end of the Emergency Health Services Commission's fiscal year, and prior to the Annual CUPE Local 873 Convention.
- (c) For the purpose of calculating the FTE, On-Call members shall include only those On-Call members active within the previous six (6) month period.

3.6 – Membership of Locals/Work Permits

- (a) Membership of Local 873 shall consist of those full and On-Call ambulance workers employed in British Columbia by the British Columbia Emergency Health Services. **(ARTICLE B.10.1)** Membership of Sub-Unit 873-02 shall consist of those full and part time employees of Emergency Communications for South West British Columbia Inc. covered by local 873's certification as bargaining agent.
- (b) A work permit may be issued under special circumstances by the Provincial Executive Board.
- (c) All employees working under a permit shall be required to pay dues as determined by the Provincial Executive Board as a condition of such permit being granted.
- (d) New employees shall automatically be granted a permit, but shall not be eligible for Union membership until they have completed at least six (6) months of satisfactory employment.
- (e) Admission of new members shall be in accordance with the CUPE Constitution. **(Article B.10.2)**
- (f) Any member not accepted into the Union by ballot shall have the right to appeal said rejection to the Provincial Executive Board within forty-eight (48) hours.
- (g) A work permit shall be issued to said member immediately upon his appeal and decision on the appeal shall be rendered by the Provincial Executive Board within seven (7) days of the receipt of the appeal.
- (h) Any potential new member, upon reaching his fifth (5th) month of probation shall notify his Shop Steward in writing of his desire to be sworn in at the next local meeting in his area.

3.7 – Application of Bylaws

These by-laws are equally applicable to full and On-Call members of Local 873 and Sub-Unit 873-02, except as hereinafter stated.

3.8 – Governing Bodies

The Provincial Executive Committee and Provincial Executive Board are the governing bodies of Local 873 when Convention is not in session in accordance with these By-laws. The Provincial Executive Committee is the Governing Body of Sub-Unit 873-02 when the Annual General Meeting of Sub-Unit 873-02 is not in session in accordance with these By-laws.

3.9 – Benefit Trust

Benefit Trust means a Trust, which includes as one of its purposes the provision of Pension Benefits to members of the union and provides for the election of a Trustee whom is a primary participating beneficiary of the Supplemental Pension Trust and a member or retired member of CUPE Local 873.

3.10 – Holding Society

The Ambulance Paramedics of B.C. Local 873 Holding Society means a society which includes as one of its purposes, the holding of real property for the benefit of the members of the Union and which provides for election of Union Officers as Society Officers, Executive Committee.

3.11 – Member Categories

- (a) Full-time – All references to Full-time members in these bylaws shall represent members whom occupy a position in any of the following categories:
 - i. Full-time – members who occupy a full time (1.0FTE) position, either regular or irregularly scheduled
 - ii. Regular Part-time – members who occupy a regular part-time position.
- (b) On-call – All references to On-call members in these bylaws shall represent members whom occupy a position in any of the following categories:
 - i. On-call – members who work on call-out / on-call basis
 - ii. Auxiliary – members who work on ad-hoc basis

ARTICLE 4 - MEMBERSHIP MEETINGS

4.1 – Regional Meetings

Regular meetings within each region shall be held on a date to be determined by the Regional Executive. Notice of the next date, time and place is to be announced at the end of the regular meeting or at least two (2) weeks before the next meeting. There shall be a minimum of four (4) regular Regional meetings per year. If any region wishes, they may hold more than four (4) meetings per year.

4.2 – Decisions of Meetings

No region shall make a decision that will affect any other region. Motions of such nature shall be referred to the Provincial Executive Board for direction.

4.3 – Statutory Holidays

If a statutory holiday intervenes with the regular monthly meeting, the Regional Executive shall give at least one (1) week's notice of any change in the date and/or place of that regular meeting.

4.4 – Special Meetings

Special meetings within the region may be ordered by the Regional Executive or requested in writing by no fewer than twenty (20) percent of the members in that region. The Regional Vice-President shall immediately call a special meeting when so ordered or requested and shall see that all members of that region receive at least twenty-four (24) hours' notice of the special meeting and the subject to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called and notice is given.

4.5 – Convention

The Local 873 Convention shall be held annually in the early fall and the exact date to be determined by the Provincial Executive Board and Convention Committee.

4.6 – Special Convention

Special Conventions may be called by the Provincial Executive Board or by Twenty-five percent (25%) of the members in good standing in each and every region upon demand being made in writing and submitted to the Provincial Recording Secretary.

4.7 – Quorum

- (a) A quorum for a Regular or Special Regional Meeting shall not be fewer than five percent (5%) of the membership working in that Region, and at least one (1) Regional Vice-President.

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- (b) A quorum for the Provincial Executive Board meetings shall not be fewer than three (3) Provincial Executive Committee members, and a majority of the Regional Vice-Presidents or their assigned designates.
- (c) A quorum for an Annual Convention or Special Convention shall be ninety percent (90%) of the duly elected delegates or duly elected alternate, with special leave being granted by the Chairperson where extenuating circumstances warrant it.

4.8 – Order of Business

The order of business at Regular Regional membership meetings shall be as follows:

- 1) Roll call of officers
- 2) Reading of the Equality Statement
- 3) Voting of new members and initiations
- 4) Reading of minutes of previous meeting
- 5) Matters arising out of the minutes
- 6) Treasurer's Report
- 7) Communications and Bills
- 8) Executive Committee report
- 9) Reports of the Committees and Delegates
- 10) Nominations, elections, or installations
- 11) Unfinished business
- 12) New business
- 13) Good of the Union
- 14) Adjournment (**ARTICLE B.8.1**)

4.9 – 873-02 Membership Meetings

Notwithstanding anything in Article 4 above, members of Sub-Unit 873-02 shall hold regular monthly meetings at a date and place to be determined by the Executive of Sub-Unit 873-02. Notice of the next date, time and place is to be announced at the end of the regular membership meeting or at least two (2) weeks before the next meeting. There shall be a minimum of four (4) membership meetings per calendar year, one (1) of which shall be in the month of September. The September meeting shall be designated the annual general membership meeting in accordance with these By-laws.

4.10 – 873-02 Special Meetings

Special membership meetings may be called by the Executive of Sub-Unit 873-02 or the Provincial Executive Committee, or may be requested in writing by no fewer than twenty percent (20%) of the members in good standing of Sub-Unit 873-02. Meetings so called shall be convened with at least twenty-four (24) hours' notice to the membership. Such notice shall contain the reason for the special meeting. No business shall be conducted at the special meeting other than that for which the meeting is called and notice given.

4.11 – 873-02 Quorum

A quorum for regular, special or annual membership meetings of Sub-Unit 873-02 shall be five percent (5%) of the members in good standing of the Sub-Unit and at least one (1) Executive member of the Sub-Unit.

4.12 – 873-02 Order of Business

The order of business at all meetings of Sub-Unit 873-02 shall be in accordance with the CUPE Constitution.

ARTICLE 5 - VOTING OF FUNDS

5.1 – Voting of Funds

- (a) Expenditures of the Local Union shall be only for the purposes of the Local union, and in all cases, shall be made by cheque signed by the Provincial Secretary-Treasurer and counter-signed by the Provincial President, or such other officer as the Local may designate. However a Petty Cash fund may be authorised by the Local Union from which expenditures can be made. (**ARTICLE B.4.4**)
- (b) Except for ordinary expenses and bills, as approved by the members of Local 873 at regional membership meetings. No sum over fifty dollars (\$50.00) shall be voted at the regional level for the purpose of a grant or contribution to a member or any cause outside C.U.P.E., except by a notice of motion given in writing and dealt with at the following Provincial Executive Board meeting. Notwithstanding, that upon successful completion of CUPE Level 5 Education Program, the member be reimbursed the course cost.
- (c) The provisions of (a) and (b) above apply to Sub-Unit 873-02, except that any motion to expend funds must be approved by the Provincial Executive Committee prior to the funds being expended.

ARTICLE 6 - OFFICERS

6.1 – Officers of Union

The officers of the Union shall be: Provincial President, Provincial 1st Vice-President (Chief Grievance Officer), Provincial 2nd Vice-President, Provincial Secretary-Treasurer, Provincial Recording Secretary, Regional Vice-Presidents, Regional Recording Secretary, Chief Shop Stewards, Shop Stewards, three(3) Union Trustees, all of which must be members of Local 873 except as provided for in these By-laws. The Chairperson, Vice-Chairperson, Recording Secretary, Grievance Officer Sub-local 873-02 and Shop Stewards of Sub-Unit 873-02 are officers of Sub-Unit 873-02 except as other-wise provided for in these By-laws. All Officers must be elected in accordance with these Bylaws.

6.2 – Sergeant-at-Arms

A Sergeant-at-Arms will be appointed as required by the Chairperson at Regional meetings.

ARTICLE 7 - EXECUTIVE COMMITTEE - COMPOSITION AND DUTIES

7.1 – Executive Committee Members & Stipend

The Provincial Executive Committee shall be comprised of: Provincial President, Provincial 1st Vice President (Chief Grievance Officer), Provincial 2nd Vice-President, Provincial Secretary-Treasurer, Provincial Recording Secretary, all of which must be a member of either Local 873 or Sub-Unit 873-02, and the Chairperson of Sub-Unit 873-02. Each Provincial Executive Committee member shall receive a stipend not to exceed five hundred dollars (\$500.00) per calendar year.

7.2 – Responsibilities of Executive Committee

The Provincial Executive Committee shall be responsible for the administration of the affairs and activities of the union when the convention or executive board or Sub-Unit 873-02 annual membership meetings are not in session.

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7.3 – Duties of Executive Committee

The Provincial Executive Committee shall act as an advisory board to the President with the power to recommend such measures, as it deems necessary for the welfare of the Union subject to the approval of the membership.

7.4 – Duties of Executive Committee

The Provincial Executive Committee shall attend to all matters referred to it by the members, and shall report back to the regular regional meetings.

7.5 – Executive Committee Meetings

The Provincial Executive Committee shall meet on a regular basis and from time to time as determined by the Provincial Executive Committee. Sufficient notice of these meetings shall be given to all members of the Provincial Executive Committee.

7.6 – Attendance at Meetings

Should any Provincial Executive Committee member fail to answer the roll-call for three (3) consecutive regular Provincial Executive Committee meetings without having submitted good reason for those failures, his office shall be declared vacant, and shall be filled by an appropriate election.
(ARTICLE B.2.5)

7.7 – Bonding of Committee

All Provincial Executive Committee Officers shall be bonded to the amount of fifty thousand dollars (\$50,000.00) through the master bond held by the C.U.P.E National office.

7.8 – Annual Budget

The Provincial Executive Committee shall present the membership with an annual budget at each regular Convention, and Annual General Membership Meeting, outlining what is to be spent on behalf of this Union.

ARTICLE 8 - EXECUTIVE BOARD - COMPOSITION AND DUTIES

8.1 – Executive Board Members

The Provincial Executive Board shall be comprised of:
Provincial President, Provincial 1st Vice-President (Chief Grievance Officer), Provincial 2nd Vice President, Provincial Secretary Treasurer, Provincial Recording Secretary, Chairperson of Sub-Unit 873-02, Regional Vice-Presidents and the Vice-Chairperson and Grievance Officer Sub-Local 873-02

8.2 – Duties of Executive Board

- (a) The Provincial Executive Board shall be the governing body of Local 873 when the Convention is not in session. A decision of the majority of the members of the Provincial Executive Board shall be the decision of the Board.
- (b) The Provincial Executive Board shall be held responsible for the proper and effective functioning of Local 873 and carry out fully the decision of the Convention and enforce the Bylaws.
- (c) The Provincial Executive Board shall meet at least four (4) times per annum and the Executive member must nominate his alternate for meetings he cannot attend.
- (d) The minutes of any Provincial Executive Board meeting shall be distributed to all Regional Vice-Presidents and ambulance stations within thirty (30) days of that meeting.
- (e) The Provincial Executive Board shall, within sixty (60) days following close of Convention consider all resolutions except Bylaw amendment resolutions that were duly and properly submitted to Convention but not addressed by Convention. The decision of the Executive Board on these resolutions shall be deemed to have been made by Convention.
- (f) Provincial Executive Board members shall have voice and vote at the Fall Convention and at any Special Convention.
- (g) The Provincial Executive Board is empowered to second a member in good standing to a full-time position within this Local for a reason and period of time necessary to perform assigned duties.
- (h) The Provincial President may call the Provincial Executive Board into Emergency or Special Sessions if required, and shall call such Emergency or Special Sessions when requested individually, in writing, by more than half the Board members.
- (i) Emergency or Special Sessions of the Board may be conducted by telephone, letter, telegram, facsimile machine, Internet (e-mail) or computer conferencing, and any such action so taken by the members of the Provincial Executive Board shall constitute action of the Board as though it were in formal session and it shall be reviewed at the next meeting and shall be a part of the minutes.
- (j) The Provincial Executive Board is empowered to employ a Business Agent and set terms and conditions of employment for that employee.
- (k) Ambulance Paramedics of BC (Local 873) Holding Corp., a Company incorporated under the laws of the Province of British Columbia under Number 583031 shall hold, in Trust, title to any real estate of the Local. It shall have no right to buy, sell or mortgage such real estate without prior approval of the Executive Board.

8.3 – Attendance at Meetings

Should any Provincial Executive Board member fail to answer the roll call for three (3) consecutive regular Provincial Executive Board meetings, without having submitted good reason for those failures, his office shall be declared vacant, and shall be filled by an appropriate election. (ARTICLE B.2.5)

ARTICLE 9 - DUTIES OF OFFICERS

9.1 – Provincial President

The Provincial President shall: (**ARTICLE B.3.1**)

- (a) Enforce the C.U.P.E. Constitution and these Bylaws;
- (b) Preside at all Provincial Executive Committee and Board meetings and preserve order.
- (c) Decide all points of order and procedure (subject always to appeal by membership).
- (d) Have a vote on all matters (except appeals against his ruling) and in cases of a tie vote in any matter, including elections, have the right to cast an additional vote to break the tie.
- (e) Ensure that all officers perform their assigned duties.
- (f) Fill the committee vacancies where elections are not provided for.
- (g) Sign cheques and ensure that the Local's funds are used only as authorised or directed by the Constitution, Bylaws, or vote of the membership.
- (h) Have first preference as a delegate to the C.U.P.E. National Convention.
- (i) Be an ex-officio member to all committees.
- (j) Provide monthly Provincial station mailings informing the membership of current news and projects being addressed by the Provincial Executive Committee and Provincial Executive Board.
- (k) The Provincial President or their designate shall hold a position as Director of Paramedics Association of Canada (PAC).
- (l) Upon termination of office, promptly surrender all books, seals, monies, and other properties of the Local to his/her successor in office.

9.2 – Provincial 1st Vice-President

The Provincial 1st Vice-President shall: (**ARTICLE B.3.2**)

- (a) If the President is absent or incapacitated, perform all duties of the President;
- (b) If the office of the President falls vacant, be Acting President until a new President is elected.
- (c) Render assistance to any member of the Provincial Executive Committee or Board as directed by the Provincial Executive Committee or Board;
- (d) Hold the position of Chief Grievance Officer.
- (e) The Provincial 1st Vice-President or their designate shall hold the position of Paramedic Association of Canada representative at the Canadian Medical Association Conjoint Accreditation Committee.
- (f) Upon termination of office, promptly surrender all books, seals, monies, and other properties of the local to his/her successor in office.

9.3 – Provincial 2nd Vice-President

The Provincial 2nd Vice-President shall:

- (a) Assist the Provincial Vice-President in their duties as directed by the Provincial Executive.
- (b) Represent and act as the Provincial 1st Vice-President if that Officer is unable to fulfil their duties.

9.4 – Provincial Secretary-Treasurer

The Provincial Secretary-Treasurer shall: (**ARTICLE B.3.4**)

- (a) 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.

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- (b) Prepare all C.U.P.E. National Per Capita Tax forms and remit all payments not later than the twentieth (20th) day of each month;
- (c) Record all financial transactions in a manner acceptable to the Provincial Executive Board, and in accordance with good accounting practices.
- (d) Pay no money unless supported by a voucher duly signed by the President or two (2) other members of the Provincial Executive Committee except that no voucher shall be required for payments of per capita fees to any organisation to which the Local is affiliated.
- (e) Submit the books and records half-yearly to the Trustees for audit.
- (f) Provide the Trustees with any information they may need to complete the audit report forms supplied by the National.
- (g) Not later than February twenty-eighth (28th) each year, furnish each member, on the forms supplied by the National office, with a statement showing the net amount of tax deductible dues paid by him during the preceding calendar year.
- (h) Be empowered with the approval of the President, to employ necessary clerical assistance, to be paid out of the Local funds.
- (i) Notify all members who are one month in arrears and report to the Provincial Executive Committee all members two (2) or more months in arrears.
- (j) Provide a complete and detailed annual financial report at Convention time.
- (k) On termination of office, surrender of all books, seals, monies, and other properties of the Local to his successor.
- (l) Any Secretary-Treasurer who cannot qualify for a bond shall immediately be disqualified from his office and election of another Secretary-Treasurer shall take place.
- (m) The Secretary-Treasurer shall make a financial report to the Union monthly. This financial report to be in the form of a station mailing for Local 873. The Recording-Secretary of Sub-Unit 873-02 shall be provided with a financial report prior to each membership meeting of the Sub-Unit. The Secretary-Treasurer shall also make a financial report at the regularly scheduled Executive Board meetings.

9.5 – Provincial Recording Secretary

The Provincial Recording Secretary shall: **(ARTICLE B.3.3)**

- (a) Keep full and accurate account of the proceedings of all Provincial Executive Committee, Board and Convention meetings.
- (b) Record all alterations in Bylaws.
- (c) Answer correspondence and fulfil other secretarial duties as directed by the Provincial Executive Committee or Board.
- (d) File a copy of all letters sent out and keep on file all communications.
- (e) Prepare and distribute all circulars and notices to all members.
- (f) Have all records ready on reasonable notice for auditors and Trustees.
- (g) On termination of office, surrender all books, seals and other properties of the Local to his successor.
- (h) Preside over Provincial Executive Committee meetings in the absence of both the President and the Vice-President.
- (i) Be empowered, with the approval of the President, to employ necessary stenographic or other assistance, to be paid out of Local funds.
- (j) Hold position of Provincial Education Director.

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9.6 – Regional Vice-Presidents

Regional Vice-Presidents shall:

- (a) Carry out day-to-day business of their regions as directed by the Provincial Executive Committee by their regional members.
- (b) Convey all communication to and from the Provincial Executive Committee and/or Board to region members in the form of a written report at the earliest convenience.
- (c) Attend Labour Council meetings, or ensure delegate attendance at Council meetings as identified and directed by the Provincial Executive Committee or as required due to local regional events.
- (d) There shall be at least two (2) Regional Vice-Presidents elected in every Region, with Regions 5-8 being treated as one Region.
- (e) The Regional Vice-President(s) will ensure all Shop Stewards perform their duties with an acceptable degree of competency, and shall be empowered to recommend appointment or removal of Shop Stewards to the Provincial Executive Committee. When a Shop Steward is removed, the following shall occur:
 - i. The member shall be advised of the Committee's intention prior to removal and given reasonable opportunity to appear before the Committee. Notice of removal shall be in writing and shall state the reason for removal.
 - ii. If a member is removed, then he/she is no longer a Shop Steward once they have received notice of their removal.
 - iii. A removed Shop Steward may file an appeal to the Provincial Executive Board, within ninety (90) days of the removal. The Provincial Executive Board will hear and decide on the appeal within 30 days of receipt.

9.7 – Regional & Sub-Unit Recording Secretary

The Regional and Sub-Unit 873-02 Recording Secretary shall:

- (a) Keep full and accurate account of the proceedings of all Regional/ Sub-Unit meetings and forward minutes to the Union office within thirty (30) days of any regional meeting.
- (b) File a copy of all letters sent out and keep on file all communications.
- (c) Arrange for notices of Regional/ Sub-Unit meetings to be sent out.
- (d) On termination of office, surrender all books, files, records and other property of the Union to his successor.
- (e) Perform other duties as properly directed by the Regional Vice-President/ Sub-Unit Chairperson or Vice-Chairperson, or Provincial Executive Committee.

9.8 – Union Trustees

To ensure the efficient and honest administration of the Local, the Trustees shall:

- (a) Act as the Auditing Committee on behalf of the members and audit the books and accounts of the Provincial Secretary-Treasurer, Provincial Recording Secretary and the Provincial Standing Committee semi-annually.
- (b) Act as an Auditing Committee and have access to all Regional & Sub-Unit 873-02 books and accounts.
- (c) Report their findings to the membership of the region concerned, or Sub-Unit concerned at the first membership meeting following the completion of an audit.
- (d) Be responsible to ensure that monies are not paid out without proper constitutional or membership authorisation.
- (e) Ensure that proper financial reports are made to the membership.

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- (f) Audit the records of attendance.
 - (g) Inspect at least every six- (6) months any stock, bonds, securities office furniture, and equipment, and titles and deeds to property that may at any time be owned by the Local and report their findings to the membership.
 - (h) Use audit forms supplied by the National Office and send a copy of each yearly audit to the National Secretary-Treasurer in accordance with the provisions of the C.U.P.E. Constitution.
 - (i) Trustees will not have voting privileges at Conventions.
- (ARTICLE B.3.10 TO B.3.12)**

9.9 – Shop Stewards

The Shop Stewards shall:

- (a) Have positions established as follows:
 - i. In the case of Local 873, be a minimum of one (1) and a maximum of two (2) per station or operator. If a station or operator is comprised of more than 100 employees, then be a minimum of four (4) and a maximum of ten (10). Elections will occur in accordance with Bylaw 13.b14.
 - ii. In the case of Sub-Unit 873-02, be a minimum of four (4) and a maximum of ten (10), elected at the Annual General Membership meeting for Sub-Unit 873-02, or at any point deemed necessary by the Chairperson of Sub-Unit 873-02, in accordance with these Bylaws.
 - iii. In the situation where there is more than the minimum number of Shop Stewards for a particular station, operator, platoon or team, then the Shop Steward who received the highest number of votes shall be deemed as the ‘Primary Shop Steward’ for that position. The Primary Shop Stewards will be considered first for training opportunities, etc.
 - iv. In the situation where the Shop Steward position falls vacant, the Regional Executive or Sub-Unit Executive may make an appointment to fill the position.
- (b) Represent the membership in their assigned areas.
- (c) Attend scheduled Shop Steward and Union meetings or report monthly to Regional Vice-President or Chief Shop Steward on activities if unable, due to work, illness, vacations, or geography, to attend regular meetings.
- (d) Act as general information officer to the membership.
- (e) When available, take education courses in consultation with the Regional Vice-President and Provincial Education Director. Shop Stewards of Sub-Unit 873-02 shall consult with the Sub-Unit Executive and Education Committee Chairperson.
- (f) Submit grievances at Step 1 of the grievance procedure as outlined in the Collective Agreement.
- (g) Be responsible to the general membership through the Chief Shop Steward, Regional Vice-President, or Sub-Unit Chairperson.
- (h) Undertake research projects or grievance committee duties as directed by the Chief Grievance Officer or Sub-Unit Chairperson.

9.10 – Regional Chief Shop Stewards

The Regional Chief Shop Stewards shall:

- (a) Be up to two (2) in each region elected by the shop stewards of that region in accordance with these Bylaws on a biennial basis.
- (b) Election of Chief Shop Steward shall be done at a regularly scheduled Shop Stewards' meeting at which time there must be a quorum of Shop Stewards consisting of at least fifty percent (50%) of the area's Shop Stewards as adjudicated by the Regional Vice-President. In any region, the

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Regional Vice-President may authorise a mail-in ballot if deemed appropriate due to geography of region.

- (c) When available, take education courses in consultation with the Regional Vice-President and the Provincial Education Director.
- (d) Sub-Unit 873-02 shall elect a **Grievance Officer Sub-Local 873-02**, for a two (2) year term, by secured electronic ballot.
- (e) Be responsible to the Regional Vice President or the Sub-Unit Chairperson.

ARTICLE 10 - EXPENSES

10.1 – Meal Allowances

Each member, while engaged in Union business, shall be entitled to a meal allowance, the amounts to be in accordance with the current Collective Agreement, or Breakfast \$13.50, Lunch \$17.50, Dinner \$29.00, whichever is greater.

10.2 – Travel Expenses

Travelling expenses will be paid for the most reasonable method of travel, as directed by the Provincial Secretary-Treasurer.

10.3 – Out-of-Pocket Expenses

Each member required to attend Provincial Executive Board meetings, Conventions, or when engaged in Union business requiring an overnight stay, shall be entitled to a twenty dollar (\$20.00) per day out-of-pocket expense not covered by receipts or twenty five dollars (\$25.00) per day for overnight stays outside of B.C. Miscellaneous expenses (parking, tolls, and ferry fees) will be reimbursed with original receipts. All expenses must be approved by a Provincial Executive board member or Committee Chairperson, prior to being incurred.

10.4 – No Loss of Wages

No member shall suffer any loss of wages while attending to official Union business authorised by the Provincial Executive Committee. The expenses are to be submitted within thirty (30) days on a standard expense voucher to the Provincial Secretary-Treasurer.

10.5 – Shift Coverage

- (a) The Union shall be responsible for the cost of shift coverage for travel time up to a 24 hour period before and after any meeting that may be set up by the Provincial Union Executive, and shall reimburse part time members on Union business at their regular rate of pay, not to exceed 84 hours combined Union and Employer hours. Call out reimbursement will not exceed the 16 hour maximum, per 24 hour period.
- (b) Any member who voluntarily works a regularly scheduled shift for another to attend any official Union function be paid the following hourly rate:

PCP	\$27.00
PCP - UC/DS	\$30.50
EMD	\$30.00
EMD - CHARGE/DS.	\$34.00
ACP	\$32.75
ACP - UC/DS	\$36.00
ITT/CCP	\$37.00
ITT/CCP - UC/DS	\$41.00

(c) or their regular rate of pay as determined by the dues check off list, whichever is less.

10.6 – Vehicle Allowances

Members, while on Union business shall be entitled to vehicle allowance in accordance with the rate established in the current Collective Agreement, or fifty (50) cents per kilometre, whichever is greater using the formula approved by Revenue Canada.

10.7 – Submission of Expenses

The above expenses are to be submitted within thirty (30) days on a standard expense voucher to the Provincial Secretary-Treasurer.

ARTICLE 11 - FEES, DUES, AND ASSESSMENTS

11.1 – Application for Membership

Each application for membership in the Local shall be directed to the Provincial Secretary-Treasurer and shall be accompanied by an initiation fee of ten dollars (\$10.00) which shall be in addition to monthly dues for which the Provincial Secretary-Treasurer will issue a receipt. If the application is rejected, the fee shall be returned. **(ARTICLE B.10.2)**

11.2 – Re-Admittance Fee

The re-admission fee shall be ten dollars (\$10.00). **(ARTICLE B.4.1)**

11.3 – Union Dues

The BI-weekly dues shall be 1.25% of total wages plus the percentage of per capita tax payable to CUPE National. **(ARTICLE B.4.3)**

11.4 – Changes to Dues, Fees

Changes in the level of the initiation fee, the re-admittance fee or the monthly dues can be effected only by following procedure for amendment of these Bylaws (See Article 17) with the additional provision that the vote must be by secret ballot. **(ARTICLE B.4.1 & B.4.3)**

11.5 – Automatic Amendment

Notwithstanding the above provision, if the C.U.P.E. Convention raises minimum fees and/or dues above the level herein established, these Bylaws will be deemed to have been automatically amended to conform to the new C.U.P.E. minima.

11.6 – Special Assessments

- (a) Special assessments may be levied in accordance with Article B.4.2 of the C.U.P.E. Constitution.
- (b) The 2015 convention will establish a PR fund for CUPE 873 and CUPE 873 Sub-Unit.
 - i. PR Funds as identified in 11.6 (b) will be held in a separate bank account.
 - ii. This Public Relations Fund is established and only to be used for creation of Public Relation material and media advertising including the production of media material for CUPE 873 and CUPE 873 Sub-Unit.
 - iii. Should the Provincial Public Relations Fund fall below \$100,000.00, the Provincial Executive Board by motion may increase dues for each member by .02% or alternatively vote to move funds from general revenue to the PR Fund.
 - iv. On motion by the Provincial Executive Board, each member will pay an additional .02% of total bi-weekly wages until the Public Relations Fund reaches \$150,000.00.
 - v. Expenditures of moneys in the PR Fund will be through approval of the Provincial Executive Board.

11.7 – Death Benefit Assessment

The Provincial Secretary-Treasurer shall, upon notification of the death of a member in good standing, write the employers to initiate a five dollar (\$5.00) assessment from each member working during the pay period the assessment is instituted. These monies collected from this \$5.00 assessment will be sent to the beneficiary, estate, or person(s) who, in the Provincial Secretary-Treasurers opinion, would most need immediate funds to meet the financial demands created by the death of a member.

11.8 – Honour House Assessment

By payroll deduction, a special assessment of five dollars (\$5.00) per pay period for four (4) consecutive pay periods will be initiated the first pay period of February of each year. The proceeds from this assessment to be paid to Honour House as membership for all CUPE 873 and 873-02 members.

ARTICLE 12 - NON PAYMENT OF DUES AND ASSESSMENTS

12.1 – Arrears

Any member in arrears for a period of three (3) months or more shall automatically be suspended, and his suspension shall be reported to the Provincial Executive Committee by the Provincial Secretary-Treasurer. The Provincial Executive Committee shall report to the next Provincial Executive Board meeting with a recommendation.

Any member under suspension wishing to be reinstated shall, upon application, pay the re-admittance fee, plus any dues and assessments in arrears. This money will be returned if the application is rejected.

12.2 – Non-Compensable Accident

If a member has been unemployed or unable to work because of a non-compensable accident, he shall not be required to pay his Union dues.

ARTICLE 13 - ELECTIONS, NOMINATIONS, INSTALLATIONS

A. NOMINATIONS

13.a1 – Call for Provincial Executive Nominations

Call for nominations for Provincial President, Provincial 1st Vice-President, Provincial 2nd Vice-President, Provincial Secretary Treasurer, Provincial Recording Secretary shall be sent to the membership by station mailing, electronic e-mail and to the Recording Secretary of Sub-Unit 873-02 no later than ninety (90) days prior to the expiry of their office.

Second and Third/ final call for nominations, and acceptance of nominations, must be completed no later than sixty (60) days prior to the expiry date of their terms of office.

The list of valid nominees for the positions shall be sent to the membership by station mailing, electronic e-mail and to the Recording Secretary of Sub-Unit 873-02 no later than fifty (50) days prior to the Biennial Convention.

13.a2 – Call for Trustee Nominations

Call for nominations for the position of Trustee shall be sent out to the membership by station mailing, electronic e-mail and to the Recording Secretary of Sub-Unit 873-02 no later than ninety (90) days prior to the expiry of their office.

Second and Third/final call for nominations, and acceptance of nominations, must be completed no later than sixty (60) days prior to the expiry of their terms of office.

The list of valid nominees for the position(s) shall be sent to the membership by station mailing, electronic e-mail and to the Recording Secretary of Sub-Unit 873-02 no later than fifty (50) days prior to the Biennial Convention.

13.a3 – Call for Safety, Health Nominations

Call for nominations for the positions of Provincial Safety Director, Health and Wellness Director and CIS Co-ordinator shall be sent out to the membership by station mailing, electronic e-mail and to the Recording Secretary of Sub-Unit 873-02 no later than ninety (90) days prior to the expiry of their office.

Second and Third/final call for nominations, and acceptance of nominations, must be completed no later than sixty (60) days prior to the expiry date of their terms of office.

The list of valid nominees shall be sent to the membership by station mailing, electronic e-mail and to the recording Secretary of Sub-Unit 873-02 no later than fifty (50) days prior to the Biennial Convention.

13.a4 – Call for Provincial Standing Committees

Call for nominations for all Provincial Standing Committees shall be sent out to the membership by station mailing, no later than sixty (60) days prior to the expiry date of their terms of office.

13.a5 – Call for Regional Nominations

Call for nominations for all Regional Officers shall be sent out to all members in each particular region sixty (60) days prior to the expiry date of their terms of office.

13.a6 – Acceptance of Nomination

No nominations shall be accepted unless the member is in good standing and in attendance at the time of nomination, or is in good standing and has provided his or her consent to such nomination prior to close of third call for nominations. Acceptable written electronic methods of providing consent shall be defined at the time of call for nominations. Consent must be duly witnessed by a member of good standing.

13.a7 – Resignation of Board Members

Any voting Board member who is nominated for another Board position must submit their resignation from their current position before the election is held. Such resignation to take effect on election to office. Any candidate not winning or accepting this position shall have his/her resignation withdrawn.

13.a8 – Eligibility of Nomination

To be eligible for nomination to the positions of Provincial President, Provincial 1st Vice-President, Provincial 2nd Vice-President, Provincial Secretary-Treasurer, Provincial Recording Secretary, Shop Steward, Regional Vice-President, Regional Recording Secretary, a member must be in good standing and be from the membership of Local 873 or Sub-Unit 873-02. To be eligible for nomination to the positions of Shop Steward, Regional Vice-President, Regional Recording Secretary, a member must be in good standing from the membership of Local 873.

13.a9 – Method of Nominations

Nominations for positions shall only be accepted on the floor of a membership meeting conducted for the purpose or by the electronic method defined by the Recording Secretary at the time of the call for nominations.

13.a10 – Elections With No Valid Nominations

Any union officer position as outlined in 13.a1, 13.a2, 13.a3, 13.a4, 13.a5 and 14.1(b), which does not receive sufficient nominations to fill all vacancies will remain vacant and until a by-election can occur during the next round of similar elections. With special authorization of the members, vacancies will be appointed by the Provincial Executive Committee to fill the vacancy, until the by-election can occur.

13.a11 – Location Eligibility of Nomination

For all nominations and elections, a members eligibility for nomination and election shall be based on their position of primary employment.

For On-Call members, this will be their primary operator/station

For Full-time members, this will be their primary full-time operator/station

B. ELECTIONS

13.b1 – Election of Provincial Executive Committee

The election of the Provincial President, Provincial 1st Vice-President, Provincial 2nd Vice-President, Provincial Secretary-Treasurer, Provincial Recording Secretary shall be carried out biennially at the fall convention.

13.b2 – Term of Office – Trustees

The terms for Union Trustee shall be for three (3) years. Terms shall be arranged so that they overlap.

13.b3 – Election of Provincial Officers

The elections of the Provincial Safety Director, Health and Wellness Director, CIS co-ordinator and the Provincial Standing Committees shall be held biennially at the Fall Convention.

13.b4 – Election of Regional Vice-Presidents

The election of Regional Vice-President shall be carried out biennially in May prior to the close of his term of office on May 30th. In regions where there is more than one (1) Vice-President, terms shall be arranged so that they overlap.

13.b5 – Election of Regional Officers

The elections of all Regional Officers and Regional Committees shall be held biennially in May.

13.b6 – Selection of Elections Returning Officer

For all elections as outlined in 9.10(e), 13.b1, 13.b2, 13.b4, 14.1(a), 15.a, 15b and 20.1, the Provincial Executive Committee shall select an election returning officer from the membership of CUPE Local 873 or 872-02. The selected member shall be in good standing with the Union and neither an officer nor candidate for the office. They shall treat information submitted to them in connection with their responsibilities as confidential.

13.b7 – Form of Ballot

The Provincial Executive Board shall determine the form of the ballot and insure that sufficient quantities are made available in good time to the Returning Officers.

13.b8 – Duties of Elections Returning Officer

The Returning Officer shall be responsible for issuing, collecting, and counting the ballots (paper or electronic). He must be fair and impartial and see that all arrangements are unquestionably democratic.

13.b9 – Regional Executive & Committee Elections Voting

- (a) The voting shall take place biennially by secure electronic ballot.
- (b) All members of Local 873 may nominate and vote for RVP's regardless of full or part time status.

13.b10 – Voting

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

13.b11 – Majority Votes

- (a) A majority of votes cast shall be required before any candidate can be declared elected, and second and subsequent ballots shall be taken if necessary, to obtain a majority. On the second and subsequent ballots, the candidates receiving the lowest number of votes in the previous ballot shall be dropped. In case of final tie, a subsequent vote(s) will be held, until such time as the tie is broken.
- (b) If the election is done in the referendum-style vote as described in 13.b9(a) or 14.1(a), the election will be done by a plurality of votes cast. In the case of a final tie between two or more candidates, the position(s) will be awarded first by earliest date of seniority, then by earliest date of hire, then by earliest date of birth.

13.b12 – Voting for Multiple Nominees

When two (2) or more nominees are to be elected to any office by ballot, each member voting shall be required to vote for the full number of candidates to be elected, or the member's ballot will be spoiled.

13.b13 – Recount of Votes

Any member voting in a particular election may request a recount of the votes for any election, and a recount shall be conducted if the request is supported in a vote by at least the number of voting members equal to the quorum for a membership meeting as laid down in Article 4, Section 7(b).

13.b14 – Station Level Elections

The elections of all station level positions shall be held biennially, within the relative station.

- (a) Station level positions shall be defined as: Shop Steward and Station Safety Representative.
- (b) Nominations shall commence biennially on January 1 and shall remain open for a period no less than three (3) weeks.
- (c) Elections shall commence biennially on February 1 and shall remain open for a period no less than three (3) weeks.
- (d) Results from station elections shall be forwarded to the appropriate Regional Vice President, Union office, and Provincial Safety Director within seven (7) days of election close
- (e) For posts, which require Platoon Safety Representatives, positions shall be elected from the pool of Station Safety Representatives within the relevant district.

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- (f) All positions shall be subject to an election commencing January 2013, with all positions subject to elections biennially thereafter.
- (g) In accordance with bylaw 13.b6, the Station Shop Steward will appoint a 'Station Returning Officer' for each station level election. The selected member shall be in good standing with the Union and be neither officer nor candidate for the office. They shall treat information selected to them in connection with their responsibilities as confidential. In the event that the Shop Steward position is vacant, or the Shop Steward is unable to make an appointment, the Regional Vice-President will appoint the 'Station Returning Officer'
- (h) The term of office for station level elections shall end on February 28th, biennially.
- (i) Should the station safety representative fail to answer roll call for three consecutive regular DOSH meetings without having submitted good reason for those failures, his office shall be declared vacant, and shall be filled by an appropriate station level election.

C. INSTALLATIONS

13.c1 – Installation of Officers

All duly elected officers shall be installed at the meeting immediately following the elections, and shall continue in office for the appropriate term as laid out in article 13(b), Sections 1-5, or until a successor has been elected and installed. Provided, however, that no term of office except for: trustees, Negotiating Committee, Convention Committee, Benefit Committee and Superannuation Committee, shall be longer than two (2) years.

D. BY-ELECTIONS

13.d1 – By-Elections

Should an office fall vacant for any reason, the resulting by-election should be conducted as closely as possible in conformity with these By-laws, as determined by the Provincial Executive Committee recognising cost, proximity to Convention/Annual General Membership Meeting or any other relevant factors. Minutes of such discussions shall be kept by the Committee.

13.d2 – Regional Vice-President By-Elections

Where a Full Time or Part Time Regional Vice President retires, resigns, changes his/her primary operator region and/or changes his/her Full Time or Part Time status, the following will occur;

- (a) The Regional Executive, consisting of the remaining RVP, Chief Shop Steward and Recording Secretary, will appoint an Acting Regional Vice-President until regular Regional Vice-President elections are held in May.
- (b) If the Regional Executive is unable to select an Acting Regional Vice-President, they may request the assistance of the Provincial Executive Committee.

13.d3 – Provincial Executive and Standing Committee By-Elections

Where a position as defined in articles 13.a1, 13.a2, 13.a3 and 13.a4 falls vacant mid-term, the following will occur:

- (a) If the vacancy occurs within six (6) months of the next regularly scheduled Convention, then the Provincial Executive Committee will appoint to fill the vacancy, until such time that regular elections can occur at convention.
- (b) If the vacancy occurs prior to six (6) months of the next regularly scheduled Convention, then the following will occur:
 - 1. Per article 13.a9, a call for nominations will be sent to the membership, allowing for no

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- less than 21 days for 1st, 2nd and Final call.
2. Nominee's must be eligible and confirm acceptance in accordance with article 13.a6 and 13.a8.
 3. Within 14 days of close of nominations, the Provincial Executive Board will convene a special board meeting (Either in person, by web or by phone conference), where elections will occur. Elections will occur in accordance with article 13.b11(a).
 4. As soon as possible, results of the by-election will be distributed to the membership and reflected in the meeting minutes.
 5. Any positions filled by elections detailed above will be subject to regular elections (or by-elections) at the next regularly scheduled Convention.

13.d4 – Station Safety Representative Committee By-Elections

Where a position as defined in articles 13.b14 falls vacant mid-term, the following will occur:

- (a) If the vacancy occurs within three (3) months of the next regularly scheduled elections, then the Provincial Safety Director will appoint to fill the vacancy, until such time that regular scheduled biennial elections can occur.
- (b) If the vacancy occurs prior to three (3) months of the next regularly scheduled biennial election, then the following will occur:

Per article 13.b14, a call for nominations will be sent to the station membership, allowing for no less than three (3) weeks for 1st, 2nd and Final call.

- (c) Elections shall commence and shall remain open for a period no less than three (3) weeks.
- (d) In accordance with bylaw 13.b6, the Station Shop Steward will appoint a 'Station Returning Officer' for each station level election. The selected member shall be in good standing with the Union and be neither officer nor candidate for the office. They shall treat information selected to them in connection with their responsibilities as confidential. In the event that the Shop Steward position is vacant, or the Shop Steward is unable to make an appointment, the Regional Vice President will appoint the 'Station Returning Officer'
- (e) The term of office for station level elections or appointment shall end on February 28th, biennially.
- (f) Nominee's must be eligible and confirm written or email form of acceptance.
- (g) Elections will occur in accordance with article 13.b14(a). As soon as possible, results of the by-election will be distributed to the membership. Any positions filled by bi-elections detailed above will be subject to regular biennial elections.
- (h) Should the station safety representative fail to answer roll call for three consecutive regular DOSH meetings without having submitted good reason for those failures, his office shall be declared vacant, and shall be filled by an appropriate station level bi-election.

ARTICLE 14 - DELEGATES TO CONVENTION

14.1 – Election of Delegates

- (a) All delegates to Convention shall be elected by secure electronic ballot. All delegates must be elected not later than sixty (60) days prior to Convention. The Chairperson of the By-laws & Resolution Committee, and Chairperson of the Convention Committee, shall be notified of the names of elected delegates and alternates at least sixty (60) days prior to Convention with copies to the Executive Committee.
- (b) Calls for nomination of delegates by station mailing, and to the Recording Secretary of Sub-Unit 873-02 shall be issued by the Provincial Executive Committee, at least one hundred and twenty (120) days prior to Convention.
- (c) All members of Local 873 and Sub-Unit 873-02 may nominate and vote for all delegates in the Region / Sub-Unit regardless of full or part time status.
- (d) Sub-Unit 873-02 delegates shall have a vote in:
 - 1) Election of Local 873 Provincial Executive Officers.
 - 2) By-law and Policy changes.
 - 3) Money matters directly related to Sub-Unit 873-02, as applicable.
 - 4) Specific issues pertaining to Sub-Unit 873-02, as applicable.

14.2 – Elections Officer

The Regional Vice-President(s) in each Region and the Chairperson of Sub-Unit 873-02 shall appoint an Elections (Returning) Officer who shall be a member in good standing, to be responsible to carry out the election of delegates for that Region / Sub-Unit.

14.3 – Regional Entitlement to Delegates

- (a) Each Region shall be entitled to one (1) full-time delegate for every twenty-five (25) full-time members (or a greater portion of twenty-five (25)) in good standing in that Region one hundred twenty (120) days prior to Convention, as adjudicated by the Convention Committee in consultation with the Provincial Secretary-Treasurer. Each Region shall also be entitled to On-Call Convention delegates based upon the FTE formula in Article 3 of these By-Laws, except that there shall always be at least fifteen (15) delegates from the On-Call membership. Entitlement to number of delegates from the FTE shall be the same as full-time. When the FTE formula entitles less than fifteen (15) delegates, the Convention Committee shall determine proportionately, in consultation with the Provincial Executive Board, which region shall be entitled to elect more delegates.

This decision shall be made taking into consideration the number of On-Call members in the Region as well as the amount of work performed in the previous six (6) months as determined by the dues check-off information. Notwithstanding the above, there shall be at least one (1) delegate from each region. After the election of delegates for the Annual Convention, a full or On-Call member who has a status change (full time to part time or vice versa) will be ineligible to stand as a delegate to convention. They will then be replaced by an alternate.

Members must reside in the region where they run and are elected. Members who move out of the region prior to Annual Convention will be replaced by alternates.

- (b) Sub-Unit 873-02 shall be entitled to one (1) full-time delegate for every twenty five, (25) full-time members (or a greater portion of twenty five (25) in good standing in Sub-Unit 873-02. As adjudicated by the Convention Committee in consultation with the Provincial Secretary-Treasurer and as determined by the dues check-off information in the previous twelve, (12) months.

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Notwithstanding the above, there shall be at least one (1) delegate from Sub-Unit 873-02.

Sub-Unit 873-02 shall also be entitled to On-Call Convention delegates based on the FTE formula in Article 3 of these By-laws. Entitlement to number of delegates from the FTE shall be the same as full-time.

14.4 – Conventions other than Local 873

Where Conventions, Seminars, etc. other than for Local 873 are held, the Provincial Executive Board shall, except for the President's option, select delegates and attempt to send different inexperienced members as delegates with at least one (1) experienced delegate where possible. The Chairperson of Sub-Unit 873-02 shall have the same option as the President to be exercised after the President has exercised his option.

Sub-Unit 873-02 shall be granted delegate status based on their membership, in accordance with the entitlement offered by any such Convention, Seminar, etc. subject to the Chairperson option above. Any dispute as to the entitlement of Sub-Unit 873-02 to delegates to such Convention, Seminar, etc. shall be determined by the Provincial Executive Committee.

14.5 – Delegates' Reports

All delegates to Conventions and Seminars shall provide a complete and accurate written report to the membership at the next local meeting.

14.6 - Voting Rights of Delegates

All voting delegates to Convention shall be entitled to vote on all matters properly before Convention, except that where the By-laws require election of positions from a particular unit. Only members of that unit shall cast a ballot, and except that only full-time members of Local 873 in good standing may vote on matters pertaining to Article 24.06 of the Collective Agreement at Convention until On-Call members participate in these supplemental pension provisions.

14.7 – Voting

Only members of the Provincial Executive Board and elected delegates or their recognized alternates are entitled to vote at Regular or Special Conventions.

14.8 – Committee Attendance at Convention

Entire Committees shall not normally attend Convention at Union expense unless expressly authorised by the Provincial Executive Board at least ninety (90) days prior to Convention. Expenses of the Chairperson of each Committee shall be borne by the union in accordance with these Bylaws to attend Convention.

ARTICLE 15 - COMMITTEES

A. COMMITTEES

15.a1 – Special and Standing Committees

- (a) Special and Standing Committees may be established for a specified purpose by the membership at any meeting.
- (b) Except as otherwise provided in this Article, all members of Special and Standing Committees shall be members in good standing and shall be elected at the same or another meeting, by electronic ballot or may, by special authorization of the membership, be appointed by the Provincial President or the Provincial Executive Committee.

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- (c) Two (2) members of the Provincial Executive Committee may sit on any Special Committee as ex-officio members.
- (d) It shall be the responsibility of the Chairperson of each of the committees to provide a written report of that Committee's functions to each regular Provincial Executive Board meeting unless otherwise exempted by the Provincial Executive Board.

15.a2 – Emergency Medical Assistants’ (EMA) Licensing Board

- (a) One (1) member shall be elected for appointment to the Board and hold a term of office at the pleasure of the Lieutenant-Governor in Council.
- (b) No voting member of the Provincial Executive Board shall be eligible to be nominated for this appointment.
- (c) A member must be in good standing of Local 873 to be eligible for nomination.
- (d) Should the government amend the mandate or operation or criteria or existence of the Board, upon a motion by the Provincial Executive Board, all support for and participation in the Licensing Board shall be withdrawn and the appointment is considered void.
- (e) Convention, with the advice of the Provincial Executive Board shall give direction should changes occur or amendments be required.
- (f) Should a vacancy occur on the Licensing Board, the Provincial Executive Board is empowered to appoint a member in good standing until an election can be accomplished at the next Convention.

B. SPECIAL AND STANDING COMMITTEES

15.b1 – Negotiations Committee

- (a) There shall be one (1) Negotiating Committee who shall function under the direction of the Provincial executive Board. The function of this Committee is to prepare collective bargaining proposals and to negotiate collective agreements and amendments to Collective Agreements. The Committee shall be responsible for the content of any proposed contract settlement presented to the membership.
- (b) A Chairperson of the committee shall be elected from within the committee-by-committee members.
- (c) Three (3) members shall be elected biennially for a four (4) year term.
- (d) The Negotiating Committee shall be comprised of six (6) members, three (3) from full-time, and three (3) from On-Call ranks.
- (e) Sub-Unit 873-02 shall elect three, (3) of their members in good standing to their Negotiating Committee. The term of office shall expire upon ratification of a collective agreement. The Provincial President or his designate (who must be a member of the Provincial Executive Committee) and the Chairperson of Sub-Unit 873-02 shall be members of the Negotiating Committee ex-officio. The Negotiating Committee shall, under the direction of the Provincial Executive Committee, establish procedures for seeking input from their members, negotiating and ratifying collective agreements. The CUPE National Representative assigned to the Sub-Unit shall be consulted in all matters regarding or related to collective bargaining with the Employer prior to ratification or signing.

15.b2 – Public Education Committee

The Public Education Committee shall:

- (a) Be comprised of
 - i. A Director to be elected biennially at Convention
 - ii. One (1) Regional director per region to be elected biennially during the regional Executive elections in May.

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- (b) Arrange for representation of the Local at any appropriate and available public events, seminars or conferences and submit recommendations accordingly to the Provincial Executive Board.
- (c) Instruct delegates in preparations of reports to the membership on seminars and conventions and maintain a reference file of these reports.
- (d) Work to increase public awareness of the work of the Local and it's role in public health care.
- (e) Cooperate with the Provincial Executive Board in preparing press releases and other publicity material.
- (f) Cooperate with the education and the public relations departments of CUPE and with the regional Education Representative in implementing both the Local and CUPE's policies in these fields.

15.b3 – Convention Committee

- (a) The Convention Committee shall comprise of five (5) elected members.
- (b) Convention will elect a convention committee comprised of five (5) members, at least two (2) of which must come from F/T and at least two (2) from P/T ranks.
- (c) Four (4) members will have a two (2) year term - one (1) member will have a four (4) year term.
- (d) The Committee members will elect a Chairperson from within the Committee.
- (e) Elections for Committee members shall be carried out biennially at Convention.
- (f) The Committee shall act under the direction of the Provincial Executive Board in making arrangements for the Convention.
- (g) The Committee shall act as Sergeant-at-Arms during Regular or Special Conventions under direction of the Provincial Executive Committee.

15.b4 – Bylaws & Resolutions Committee

The Bylaws & Resolutions Committee shall:

- (a) Be elected biennially at Fall Convention and shall be comprised of five (5) members, one of whom shall act as Chairperson, and one of whom shall act as Secretary. At least two (2) members of the Committee shall be from the full-time membership and at least two (2) members of the Committee shall be from the On-Call membership of Local 873.
- (b) Have the responsibility of receiving and processing all current and proposed Bylaw changes and submitted resolutions and will assist members in writing resolutions to Convention.
- (c) All original copies of written resolutions submitted for the Convention are to be kept on file for a minimum of two (2) years and further hold over all resolutions not addressed at Convention until the next Convention.
- (d) Call for resolutions no less than one hundred (100) days prior to Convention. Such resolutions are to be received at the Union office seventy-five (75) days prior to date of Convention and those received afterward will be considered Late Resolutions.
- (e) All resolutions presented for Convention in addition to being signed or electronically submitted must have the names and areas of the submitters printed legibly.

15.b5 – Technological Change Committee

- (a) The Committee Chairperson shall be appointed by the Provincial Executive Committee.
- (b) Committee members will be appointed from time to time as required by the Provincial Executive Committee with the advice of the Chairperson.

15.b6 – Benefit Committee

- (a) There shall be five (5) members on the Benefit Trust Committee.
- (b) The Benefit Committee shall consist of four(4) members who are in good standing of CUPE 873 and primary participating beneficiaries of the Supplemental Pension Trust. Two (2) members are

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- to be elected biennially for four (4) year terms by the fulltime and part time delegates at convention who are participating beneficiaries of the Trust.
- (c) An Ex-officio member shall be appointed by the Executive Committee for a two (2) year term. He shall have the same rights and responsibilities as the elected members of the Benefit Committee.
 - (d) In the event of a vacancy or if any member fails to answer the roll call for three (3) consecutive regular meetings without having submitted good reasons for those failures, his office shall be declared vacant and shall be filled by an appropriate appointment by the Union. For elected members this shall be until an election can be held at the next Convention.
 - (e) Members of the Benefit Committee shall elect a Chairperson and a Vice-Chairperson from amongst the Committee at the next scheduled meeting after each Convention. The Ex-officio member shall not act as Chairperson.
 - (f) A member may be removed from the Benefit Committee by the Provincial Executive Board at any time for any reason provided; however the member is advised of the Board's intention prior to removal and given reasonable opportunity to appear before the Board. Notice of removal shall be in writing and given to the Chair of the Benefit Committee and shall state the reason for removal. Such notice shall be given in the form as shown in Schedule 'C' of the Supplemental Pension Trust Agreement. If a member is removed, then he/she is no longer a Benefit Committee member or Trustee of any Trusts once they have received notice of their removal. An appeal to the Board must be made within ninety (90) days of the removal.
 - (g) Benefit Committee members shall serve as Trustees of the Supplemental Pension Trust and the Main Pension Trust.
 - (h) No member of the Benefit Committee shall be a) employed or retained by the Supplemental Pension Trust or the Main Pension Trust, or b) an employee of such a person.
 - (i) If there is any conflict between this section, 15.b6, and the rights or duties of any person under the Supplemental Pension Trust or the Main Pension Trust, those Trusts shall prevail.
 - (j) No voting member of the Executive Board may be a member of the Benefit Committee with the exception of the ex-officio member.

15.b7 – Local Occupational Health and Safety Representatives

The Local Occupational Health and Safety Representative shall:

- (a) Be the day-to-day Occupational Safety and Health Representatives for the members in their District.
- (b) Represent the membership in matters of Occupational Safety and Health at the District Occupational Safety and Health Committee meetings.
- (c) Attend District Occupational Safety and Health Committee meetings monthly.
- (d) Ensure Accident or incident investigation is complete and make recommendations to the employer.
- (e) Forward unresolved issues or matters with provincial ramifications to the Provincial Safety Director.
- (f) When available, take education courses on Occupational Safety and Health in consultation with Provincial Safety Director.
- (g) Make contact with members who are ill or injured.
- (h) In the event of a serious injury or death of a member, immediately contact the Provincial Safety Director and act as their local representative.
- (i) Be elected at the station or platoon level, or appointed by the provincial Safety Director as required, biennially, in accordance with 13.b14

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15.b8 – Director of Health and Wellness

The Director of Health and Wellness shall:

- (a) Be elected biennially at Convention.
- (b) Represent and assist members in preparing and processing claims or appeals involving WCB, CPP, UIC, or any benefit plan carrier.
- (c) Ensure that when a member dies, proper representation is made by the Union, also, all assistance and entitled benefits are given to the spouse, dependent(s) or estate.
- (d) Assist any member who terminates or retires.
- (e) Represent the membership on matters of Health and Wellness, also to ensure the membership has a high level of awareness in matters of Health and Wellness and Critical Incident Stress Management (CISM).
- (f) Undertake studies or projects as directed by the Provincial Executive Committee or Board.
- (g) Attend or assign a designate to attend Joint Provincial Occupational Safety and Health Committee meetings.
- (h) Receive a monthly stipend of seventy-five dollars (\$75.00), not to exceed five hundred dollars (\$500) per calendar year.

15.b9 – Director of Safety

The Director of Safety shall:

- (a) Be elected at convention biennially.
- (b) Represent the membership on matters of Occupational Safety and Health and to ensure the membership is informed on these matters.
- (c) Handle Safety concerns with provincial ramifications and issues that can not be dealt with that the District Level.
- (d) Review District Occupational Safety and Health Committee Meeting minutes to identify trends.
- (e) Ensure the District Occupational Safety and Health Committees are functioning properly.
- (f) Attend serious or fatal accidents involving on duty members as per guidelines set by the Provincial Executive Committee.
- (g) Attend Major Accident Review Committee Meetings as required
- (h) Attend Vehicle Design Committee Meetings As required
- (i) Attend Monthly Warehouse Users Committee Meetings
- (j) Attend Joint Provincial Occupational Safety and Health Committee meetings and participate in the sub-committees.

15.b10 – Disability Liaison Representative

The Disability Liaison Representative shall:

- (a) Be appointed by the Provincial Executive Committee in consultation with the Provincial Executive Board.
- (b) Maintain an up-to-date list of members who are temporarily or permanently disabled and ensure the Union is properly representing their needs.

15.b11 – Sergeant-at-Arms

The Sergeant-at-Arms shall:

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- (a) Guard the inner door at meetings and admit no one but the members in good standing or officers and officials of C.U.P.E. except on the order of the Provincial President and by consent of the members present.
- (b) Assist in maintaining the record of membership attendance at meetings.
- (c) Perform such other duties as may be assigned by the Provincial Executive Board or Committee from time to time.

15.b12 – Critical Incident Stress Co-ordinator

The Critical Incident Stress Co-ordinator Shall:

- (a) Be elected biennially at Convention.
- (b) Assist members in preparing and processing WCB claims in conjunction with the Director of Health and Wellness.
- (c) Represent the membership on matters of Critical Incident Stress Management, also to ensure the membership has a high level of awareness in matters relating to Critical Incident Stress.
- (d) Undertake studies or projects as directed by the Provincial Executive Committee or Board.
 - (e) Participate in relevant training as approved by the Executive Committee or Board.

15.b13 – Local 873 Public Service Pension Plan Committee

At least three members shall be elected at Convention for three-year terms.

- (a) At Convention 2001, one member shall be elected for one year, one member shall be elected for two years and one member shall be elected for three years.
- (b) At least one member shall be from the part time ranks.
- (c) One member shall be elected by the Committee members to be the Chair for a year.
- (d) The Committee shall meet as needed to discuss Public Service Pension Plan issues.
- (e) At least one member of the Committee shall attend the public service pension plan advisory committee
- (f) The Committee shall help inform our members on matters of the Public Service Pension Plan and act as advocates for our members on Pension issues.
- (g) The Committee through the Chair should report to Convention and shall.
 - Undertake special projects as directed by the Provincial Executive Committee or Board.

15.b14 – Website Administrator

- (a) The number of Website Administrator positions required will be determined by the Provincial Executive Committee, according to workload demand.
- (b) An expression of interest (EOI) for the number of positions required will be distributed to, and open to, all members in good standing of CUPE 873, 873-02. The EOI will list the prerequisites and requirements of the role. The EOI will allow for no less than twenty-one (21) days for applicants to be received.
- (c) The Provincial Executive Committee shall consider all applicants, based on qualifications and suitability for the role, and appoint to fill the vacant position(s). If no qualified applicants are found, the Provincial Executive Committee may consider an external contractor to fill the role.
- (d) Appointments will be for a two year term, starting on February 1, 2016.
- (e) The Website Administrator shall:
 - i. Treat all information he/she has access too and stewardship over as confidential, and not disclose this information or provide access to any other unauthorized person(s).
 - ii. Be responsible of the maintenance and upkeep of all union websites, servers, email systems, domains, website accounts, hosting services, membership databases, election

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- systems, grievance systems, document management systems, multimedia services, back-up systems and other related internet-based union activities.
 - iii. Ensure that all of the above listed systems are updated and functioning correctly.
 - iv. Configure online-based nominations, elections and ballots, and report results to those prescribed in the Union's Bylaws and Policies.
 - v. Securely maintain an accurate list of access points / URLs and passwords for the Union's Internet based services / activities.
 - vi. Provide support to the Union Executive in the membership and public use of the Union's websites.
 - vii. Provide support to members in accessing the Union's website.
 - viii. Create and maintain help videos and documentation, detailing the use of the websites.
 - ix. Envision future internet-based needs of the Union, and make recommendations, with costing, to the Provincial Executive Committee for consideration.
 - x. Perform other work at the direction of the Provincial Executive Committee and/or Board.
 - xi. Participate in relevant training as approved by the Executive Committee or Board.
- (f) A member may be removed from the Website Administrator position by the Provincial Executive Committee at any time for any reason provided; however, the member must be advised of the Board's intention prior to removal and given reasonable opportunity to appear before the Board. If a member is removed, then he/she is no longer a Website Administrator once they have received notice of their removal. A member may appeal his/her removal to the Board, within ninety (90) days of removal.
- (g) At the end of term, orientate and provide all materials and information to his/her successor.

15.b15 – Social Media Director

The Social Media Director shall:

- (a) Be selected through the following process:
 - i. An expression of interest (EOI) for the number of positions required will be to, and open to, all members in good standing of CUPE 873, 873-02. The EOI will list the prerequisites and requirements of the role. The EOI will allow for no less than twenty-one (21) days for applicants to be received.
 - ii. The Provincial Executive Committee shall consider all applicants, based on qualifications and suitability for the role, and appoint to fill the vacant position(s). If no qualified applicants are found, the Provincial Executive Committee may consider an external contractor to fill the role.
 - iii. Appointments will be for a two-year term, starting on February 1, 2017.
- (b) Treat all information and accounts he/she has access too and stewardship over as confidential, and not disclose this information or provide access to any other unauthorized person(s).
- (c) Have access to post-to and manage the Union's social media accounts.
- (d) Respond too, or forward inquires received through social media accounts.
- (e) Perform all duties in accordance with Union Policies on public communications and the principles outlined in the Union Strategic Plan.
- (f) Work closely with the Union Public Education Committee and Union Website Administrator(s), to optimize the Union's social media presence.
- (g) Perform other work at the direction of the Provincial Executive Committee and/or Board.
- (h) Participate in relevant training as approved by the Executive Committee or Board.
- (i) A member may be removed from the Website Administrator position by the Provincial Executive Board at any time for any reason provided; however, the member must be advised of the Board's intention prior to removal and given reasonable opportunity to appear before the Board. If a member is removed, then he/she is no longer a Website Administrator once

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they have received notice of their removal. A member may appeal his/her removal to the Board, within ninety (90) days of removal.

- (j) At the end of term, orientate and provide all materials and information to his/her successor.

15.b16 – Communications Director

The Communications Director shall:

- (a) Be selected through the following process:
 - I. An expression of interest (EOI) for the number of positions required will be to, and open to, all members in good standing of CUPE 873, and 873-02. The EOI will list the prerequisites and requirements of the role. The EOI will allow for no less than twenty-one (21) days for applicants to be received.
 - II. The Provincial Executive Committee shall consider all applicants, based on qualifications and suitability for the role, and appoint to fill the vacant position(s). If no qualified applicants are found, the Provincial Executive Committee may consider an external contractor to fill the role.
 - III. Appointments will be for a two-year term, starting on February 1, 2018.
- (b) Treat all information and accounts he/she has access too and stewardship over as confidential, and not disclose this information or provide access to any other unauthorized person(s).
- (c) Have access to all relevant information as required to perform the duties of the role as outlined in these bylaws.
- (d) Manage development, distribution, and maintenance of all print and electronic communication including, but not limited to, a quarterly newsletter (at minimum), brochures, annual report, e-newsletters, etc.
- (e) Help develop, implement and evaluate communications both internally within the organization, and externally with key stakeholders and the public.
- (f) Respond to, or forward inquires received about communications as required.
- (g) Perform all duties in accordance with Union Policies on internal communications and the principles outlined in the Union Strategic Plan.
- (h) Work closely with the Union Provincial Executive Committee, Public Education Committee, Union Website Administrator(s), and Social Media Director to optimize the Union’s communication.
- (i) Perform other work at the direction of the Provincial Executive Committee and/or Board.
- (j) Participate in relevant training as approved by the Executive Committee or Board.
- (k) A member may be removed from the Communication Director position by a majority vote of the Provincial Executive Committee at any time, with just cause. A member may appeal his/her removal to the CUPE 873 President, in writing, within 30 days of being removed. The appeal will be heard by the Provincial Executive Board within 90 days of receipt of written notification.
- (l) At the end of term, orientate and provide all materials and information to his/her successor

ARTICLE 16 - RULES OF ORDER

16.1 – Rules of Order

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

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These rules shall be considered as an integral part of the Bylaws, and may be amended only by the same procedures used to amend the Bylaws. In situations not covered in Appendix "A", the C.U.P.E. Constitution may provide guidance, but if the situation is not dealt with there, Bourinot's Rules of Order shall be consulted and applied.

ARTICLE 17 - BY-LAW AMENDMENTS

17.1 – C.U.P.E Constitution

These Bylaws are always subordinate to the C.U.P.E. Constitution (including Appendix "B") as it now exists or may be amended from time to time, and in the event of any conflict between these Bylaws and the C.U.P.E. Constitution, the latter shall govern. Constitutional interpretation, including determination of conflict is the prerogative of the National President. **(ARTICLE 9.2(c))**

17.2 – Majority Vote

These Bylaws shall not be added to, amended, or suspended, except upon a majority vote of those present and voting at a Regular or Special Convention. **(ARTICLE B.7.1)**

17.3 – Notice of Amendment

Proposed By-law amendments shall be forwarded to all members, by station mailing, at least sixty (60) days prior to a regular Convention and at least fifteen (15) days prior to a Special Convention in order to be considered by Convention. **(ARTICLE B.7.1)**

ARTICLE 18 - MEMBER DISPUTES, UNION TRIALS

18.1 – Member Disputes (Concerns)

Every member who has a concern with respect to any other member of the Union regarding the care and safety of patients, or matters that could be detrimental to the safety of the public and /or employees, or any matter which may be detrimental to a member's career, will only report those concerns to the Union in accordance with Appendix "B" of the Bylaws.

18.2 – Offences

Every member of the Union is guilty of an offence against the Constitution of the Canadian Union of Public Employees, who violates any provision of the Bylaws of the Union, and any member convicted of such violation may be reprimanded, fined, removed from office, suspended or expelled.

18.3 – Trial Provisions

Every member shall be entitled to a fair and impartial trial in accordance with the provisions of the Constitution of the Canadian Union of Public Employees. **(ARTICLE B.6.1 TO B.6.5)**

18.4 – Charges

All charges against members or officers must be made in writing, and dealt with in accordance with the provisions of the C.U.P.E. Constitution.

ARTICLE 19 - AFFILIATIONS

19.1 – Affiliations

- (a) CUPE Local 873 will be affiliated with P.A.C. (Paramedics Association of Canada.)
- (b) Affiliation with P.A.C. will be at the discretion of the Executive Board.

ARTICLE 20 - STRUCTURE OF SUB-UNIT 873-02

20.1 – Executive

The Executive of Sub-Unit 873-02 shall be, the Chairperson, Vice-Chairperson, Recording Secretary, and Grievance Officer Sub-local 873-02. All shall be elected by secure electronic ballot, for a term of office of two (2) years in accordance with these Bylaws. The Chairperson and Recording Secretary shall be elected on even numbered years and the Vice-Chair and Grievance Officer shall be elected on odd numbered years. The Recording Secretary of Sub-Unit 873-02 shall provide the names of the Executive of Sub-Unit 873-02 to the Provincial Executive Committee and the elections shall be acclaimed at the Local 873 Convention. The Provincial President shall be a member of the Executive of Sub-Unit 873-02 ex-officio.

20.2 – Executive Meetings

The Executive shall hold Executive meetings as required. There shall be at least four (4) meetings per calendar year. A quorum to conduct business shall be two (2) members of the Executive.

20.3 – Chairperson

The Chairperson of Sub-Unit 873-02 shall be a member of all Sub-Unit Committees ex-officio.

20.4 – Delegates to Provincial, National, etc. Conventions

Delegates to CUPE BC, CUPE National, and BC Fed Conventions shall be elected by the membership at a membership meeting. The Chairperson shall, ex-officio be a delegate to CUPE BC and CUPE National Conventions.

20.5 – Delegates to Labour Councils, Seminars, etc.

Delegates or representatives to education functions, Labour Councils, Seminars or any other functions shall be identified by the Sub-Unit Executive and confirmed by the members at a membership meeting. The Provincial Executive Committee shall approve all such appointments.

20.6 – Grievance Officer Sub-Local 873-02

(a) The Grievance Officer Sub-Local 873-02, primary responsibility is to oversee and manage all grievances, by ensuring that each grievance is being handled appropriately and responses are communicated within their proper time lines at each stage of the grievance procedure upto and including arbitration. This includes ensuring each investigative, disciplinary and grievance meeting has it's notes completed and the file is updated and archived appropriately to throughout the grievance/disciplinary process. The Grievance Officer Sub-Local 873-02, will also be responsible for preparing and presenting grievances at Provincial Grievance Caucuses.

(b) Be responsible to the Sub-Unit Chairperson.

(c) When available, take education courses in consultation with the Chair and the Provincial Education Director, to increase knowledge and skills in the role.

(d) In the case of Sub-Unit's 873-02 the Grievance Officer Sub-Local 873-02, will ensure all Shop Stewards perform their duties with an acceptable degree of competency, and shall be empowered to recommend appointment or removal of Shop Stewards to the Provincial Executive Committee. When a Shop Steward is removed, the following shall occur:

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- i. The member shall be advised of the Committee's intention prior to removal and given reasonable opportunity to appear before the Committee. Notice of removal shall be in writing and shall state the reason for removal.
- ii. If a member is removed, then he/she is no longer a Shop Steward once they have received notice of their removal.
- iii. A removed Shop Steward may file an appeal to the Provincial Executive Board, within ninety (90) days of the removal. The Provincial Executive Board will hear and decide on the appeal within 30 days of receipt.

20.7 – Chairperson Responsibilities

The Chairperson of Sub-Unit 873-02 shall be responsible for the day to day operation of the Sub-Unit. Full written reports shall be provided to the Provincial Executive Committee at every meeting. Further, the Chairperson shall:

- (a) Enforce the CUPE Constitution and these By-laws at all meetings of the Sub-Unit;
- (b) Decide all points of order and procedure (subject always to appeal by membership) at all meetings of the Sub-Unit;
- (c) Have a vote on all matters (except appeals against his ruling);
- (d) Ensure that all Officers of the Sub-Unit perform their assigned duties;
- (e) Fill the committee vacancies when elections are not provided for within the Sub-Unit;
- (f) Perform other duties as directed by the Provincial Executive Committee;
- (g) Upon termination of office, promptly surrender all books, seals, monies, and any property of the Sub-Unit or Local to their successor in office.

20.8 – Vice-Chair Responsibilities

The Vice-Chairperson of Sub-Unit 873-02 shall:

- (a) If the Chairperson is absent or incapacitated, perform all duties of the Chairperson;
- (b) If the office of the Chairperson falls vacant, be Acting Chairperson until a new Chairperson is elected;
- (c) Render assistance to any member of the Provincial Executive Committee or Board as directed by the Provincial Executive Committee or Board.

ARTICLE 22 – STRIKE FUND

22.1 - Objectives

- (a) To reimburse loss of regular salary, wages, stipends or benefits to any Local 873 or Local 873-02 member resulting from the respective Local's strike action.
- (b) After the primary objective has been achieved and by majority vote of the Provincial Executive Board, will be to disburse funds in an equitable manner to other non-873 unionized employees directly and negatively impacted by CUPE 873 strike action.
- (c) To fund up to the amount required to match the normal net take home pay of the 873 member's pre-strike pay, after accounting for taxes and including other normal deductions such as Union dues, employee pension contributions, etc, but will not include any amounts for overtime, recall or other additional earnings.
- (d) The Strike Fund may also reimburse members for amounts equal to the Employer contributions required to buy back lost pension benefits due to the strike, and extended medical and dental benefits premiums as required to maintain coverage at pre-strike levels.

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- (e) The level and manner of reimbursement will be determined by majority vote of the Provincial Executive Committee.

22.2 – Implementation

- (a) Will be applied to the respective Local on strike, operate during the period of a strike, during any lock-out by the Employer, continuing until a new collective agreement is concluded, and or job action is terminated.
- (b) The Strike Fund regulations will be established by the PEB and the Union Trustees and may be amended at any time by a majority vote of the PEB.
- (c) Will be funded by an additional special levy, to a minimum of 10%, on:
 - 1) All full-time employees' hours worked in accordance with Articles 16.04 a) and 16.04 c) of the Collective Agreement.
 - 2) All On-Call employees' hours worked in accordance with Article F7.01 of the Collective Agreement.
 - 3) Sub-Unit 873-02's Collective Agreement Article 8.
- (d) The percentage of levy and the type of earnings levied may be amended at any time during the strike period by a majority vote of the Provincial Executive Board, excepting that it may not be less than 10%.
- (e) Six months after the end of the strike action, any remaining funds will be placed either in the Union's Scholarship Fund or be donated to a registered charity providing services to people in all areas of the province and operating primarily in BC. This will be chosen by majority vote of the PEB.

22.3 – Eligibility

- (a) Prior to accessing the Strike Fund affected members will obtain any strike benefits payable under CUPE National and CUPE BC Strike Funds. These payments will count as part of the total reimbursement available under the Local 873 Strike Fund.
- (b) All members in receipt of any combination of strike funds will be required to perform designated strike duties to a minimum of 70 hours every two weeks. Such duties will be designated by the PEB or the determination may be delegated to the Strike Committee.
- (c) Failure to perform such duties without valid reason, as determined by majority vote of the PEC, will result in a loss of the Strike Fund benefits.

APPENDIX "A" - RULES OF ORDER

- 1) The President, or in his absence, the Vice-President, shall take the Chair at all membership meetings. In the absence of both the President and the Vice-President, the Recording Secretary shall act as President, and in his absence, a President, protem, shall be chosen by the Local.
- 2) No member, except the Chairperson of a committee making a report, or the mover of a resolution, shall speak more than five (5) minutes, or more than once on the same question without the consent of the meeting or until all who wish to speak have had an opportunity.
- 3) The President shall state every question coming before the Local, and before allowing debate thereon, and again immediately before putting it to a vote, shall ask: "Is the Local ready for the question?" Should no member rise to speak, the question shall then be put.
- 4) A motion to be entertained by the Presiding Officer must be moved and seconded; both mover and seconder must rise and be recognised by the Chair.
- 5) A motion to amend, or to amend an amendment, shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment, or amendment to an amendment, which is a direct negative of the resolution shall be in order.

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- 6) On motion, the regular order of business may be suspended by a two-thirds (2/3) vote of those present to deal with any urgent business.
 - 7) All resolutions and motions other than those named in rule 17, or those to accept or adopt the report of a Committee, shall, if requested by the Presiding Officer, be presented in writing before being put to the Local.
 - 8) At the request of any member, and upon a majority vote of those present, a question may be divided when the sense of it will admit it.
 - 9) Any member having made a motion can withdraw it with the consent of the seconder, except that any motion, once debated, cannot be withdrawn except by a majority vote of those present.
 - 10) When a member wishes to speak on a question, or to make a motion, he shall rise in his place, and respectfully address the Presiding Officer but, except to state that he rises to a point of order or on a question of privilege, he shall not preside further until recognised by the Chair.
 - 11) When two (2) or more members rise to speak at the same time, the Presiding Officer shall decide which one is entitled to the floor.
 - 12) Every member, while speaking, shall adhere to the question under debate, and avoid all personal, indecorous, or offensive language, as well as any poor reflection on the Local or any member thereof.
 - 13) If a member, while speaking, is called to order, shall cease speaking until the point is determined. If it is decided he is in order, he may again proceed.
 - 14) No religious discussion shall be permitted.
 - 15) The President shall take no part in debate while presiding, but may yield the Chair to the Vice-President in order to speak on any question before the Local or to introduce a new question.
 - 16) The Presiding Officer shall have the same rights as other members to vote on any question. In case of a tie, he may, in addition, give a casting vote in which case the motion is lost.
 - 17) When a motion is before the Local, no other motion shall be in order except 1) to adjourn, 2) put the previous question, 3) to lay on the table, 4) to postpone for a definite time, 5) to refer, 6) to divide or amend, which motions shall have precedence in the order named. The first three of these shall be decided without debate.
 - 18) A motion for the previous question, when regularly moved and seconded shall be put in this form: "Shall the main question be now put?" If it is adopted, the President shall proceed to take the vote on the resolution and amendments thereto (if any) according to their priority. If an amendment or an amendment to an amendment is adopted, the original resolution, as amended, shall be put to the Local.
 - 19) A motion to adjourn is in order except when a member has the floor and when members are voting.
 - 20) A motion to adjourn, having been put and lost, shall not be in order, again, if there is further business before the Local, until fifteen (15) minutes have elapsed.
 - 21) After the Presiding Officer declares the vote on a question, and before the Local proceeds to another order of business, any member may ask for a division. A standing vote shall be taken, and the Secretary shall count same.
 - 22) If any member wishes to challenge (appeal) a decision of the Chair, he must do so at the time the decision is made. If the challenge is seconded, the member shall be asked to state briefly the basis for his challenge. The Chairperson may then state briefly the basis for his decision, following which the Chairperson shall immediately and without debate put the question: "Shall the decision of the Chair be sustained?" A majority vote shall decide, except that in the event of a tie, the Chair is sustained.
 - 23) After a question has been decided, any two (2) members who have voted in the majority may, at the same or next meeting, move reconsideration thereof.

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- 24) No member shall enter or leave a meeting during the reading of the minutes, the initiation of new members, the installation of new members, the installation of officers, or the taking of a vote, and no member shall be allowed to leave without the permission of the Vice-President.
- 25) The Local's business and proceedings of meetings are not to be divulged to any persons outside the Local or the Canadian Union of Public Employees.

APPENDIX "B" - MEMBERS DISPUTES

- (a) Union members are required to settle disputes between members by negotiations, referral and mediation utilising union resources.
- (b) Union members will first attempt to resolve any dispute or concern with the member involved.
- (c) Failing resolution with the individual, the matter will be referred immediately to the union by way of a union Occurrence Report.
- (d) Shop Stewards must notify members who have had a complaint/allegation lodged against them within twenty-one (21) calendar days of receiving the complaint/allegations. This written notification shall include particulars of the complaint/allegations made against the member and shall advise the member of any investigation and/or outcome of the complaint/allegation investigation.
- (e) Matters of an urgent nature which involve patient care or safety issues will be referred immediately to a Shop Steward or other union officer who will advise as to the appropriate action.
- (f) Disputes which cannot be resolved through those procedures will be forwarded to the Provincial Executive Committee for resolution or referral to another resource, which may include but will not be restricted to occupational Health, Employee Assistance Programs, Standards of Care, or Management.