

Constitution and By-Laws

CUPE Local 4600:

Carleton University Teaching Assistants and Contract Instructors' Union

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Constitution and By-Laws of CUPE Local 4600: Carleton University Teaching Assistants and Contract Instructors' Union

Approved by the membership (August 2023)

PREAMBLE

This Local of the Canadian Union of Public Employees (hereinafter referred to as CUPE) has been formed to bring about improvements in working environments, working wages, fair wage standards and to assure equal pay for work of equal value for all employees.

The following by-laws are adopted by the Local pursuant to, and to supplement, Appendix 'B' of the CUPE Constitution to provide for the responsible administration of the Local, and to involve as many members as possible through the sharing of duties and responsibilities.

ARTICLE 1: NAME

The name of this Local shall be Canadian Union of Public Employees, Local No. 4600 (Carleton University Teaching Assistants and Contract Instructors' Union).

ARTICLE 2: OBJECTIVES

The objectives of the Local are to:

1. Secure adequate remuneration for work performed and generally advance the economic and social welfare of its members and of all workers;
2. Support CUPE in reaching the goals set out in Article II of the CUPE Constitution;
3. Provide an opportunity for its members to influence and shape their future through free democratic trade unionism.
4. Encourage the resolution, by negotiation and mediation, of all disputes between the members and their employers;
5. Defend the quality and accessibility of publicly-funded post-secondary education;
6. Establish strong working relationships with the public we serve and the communities in which we work and live;

ARTICLE 3: DEFINITIONS, INTREPRETATIONS, AND GENERAL INSTRUCTIONS

1. Unless otherwise noted, “year” shall be taken to mean the Carleton University academic year, consisting of three equal terms from September 1 to August 31.
2. The Local is comprised of Unit 1, consisting of teaching assistants, demonstrators, markers, internally funded research assistants or associates, service assistants, and student consultants appointed by the Department of Computing Services, who are graduate students enrolled in the Faculty of Graduate and Postdoctoral Affairs or undergraduate students at Carleton university; and Unit 2, which includes all Contract Instructors.
3. No person shall be excluded from the membership, nor from participating in any activities of the Local, by reason of academic school of thought, age, ancestry, citizenship, colour, creed, civil liability or criminal conviction, family status, gender, gender identity, gender expression, language ability, marital status, mental disability, physical appearance, physical disability, place of residence, race, religion, sex, sexual orientation, ethnic, nation or aboriginal origin, political belief, affiliation or activity, or that individual’s association with another individual or class of individuals having characteristics referred to in this Article.
 - a) For the purposes of Article 3.3, physical disability includes AIDS, ARC (Aids-Related Complex), and a positive HIV antibody test.
 - b) For the purposes of Article 3.3, mental disability includes but is not limited to the following:
 - i) a learning disability, or a dysfunction in one or more of the processes involved in understanding symbols or spoken language;
 - ii) a mental disorder or condition;
 - iii) dependence on alcohol or drugs.
4. All officers and stewards must be members in good standing of the Local. A member in good standing either:
 - a) currently holds a bargaining unit position and has paid their dues to the Local; or
 - b) has held a bargaining unit position as a Teaching Assistant within the past twelve (12) months and/or are in the priority pool; or
 - c) has held a bargaining unit position as a Contract Instructor within the preceding 24 months, as per Article 16.5 of the Unit 2 Collective Agreement.
 - d) Notwithstanding the above sub-article 4 c) shall be reduced from 24 months should any changes be negotiated to the extension of seniority retention in the Collective Agreement for Unit 2.

5. For the purposes of Unit 1 (Teaching Assistants), only members who currently hold a bargaining unit position or are in the priority pool may vote on the ratification of a new collective agreement.

ARTICLE 4: COLLECTIVE LEADERSHIP

The term “collective leadership” refers to the following policy:

The members of the Executive Board and Council of CUPE 4600 accept the responsibility to make decisions in maximum consultation with the membership. The decisions should reflect members’ views and express their needs. The Board and Council will actively encourage the input and participation of, and provide a welcoming environment for, equity seeking groups. In decision-making, the Board and Council are committed to an open process where participants have an equal voice and responsibility; where information and skills are shared; and where all members are committed to implementing decisions of the group.

ARTICLE 5: MEMBERSHIP MEETINGS-REGULAR, ANNUAL, AND SPECIAL

1. The plenary authority of CUPE 4600 shall rest with the membership of the Local. Such authority shall be exercised at properly constituted membership meetings, in accordance with this Constitution. All members in good standing form part of the general membership.
2. The Local’s staff and National Staff Representative shall have voice but no vote at all membership meetings.
3. There shall be at least two (2) regular membership meetings per term, plus one in the summer. The Board shall decide the date and time for each meeting and shall give members at least two weeks’ notice of each meeting.
4. A regular membership meeting shall take place in March and shall be designated the Annual General Meeting (AGM). Yearly elections of Officers and a review of this constitution shall take place at the AGM.
5. All membership meetings are chaired by the President or their designate.
6. Special meetings may be ordered by the Board or requested in writing by no fewer than 15 members. The Board shall immediately call a Special Membership Meeting when so ordered or requested and shall see that members receive at least two working days’ notice of the Special Membership meeting and the subjects to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called or given notice.
7. A quorum for the transaction of business at any regular, special, or annual meeting of the membership shall be eighteen (18) members, including at least three (3) members of the Board, which must include two (2) of the following: President, Vice-President Internal, Vice-President External, Unit Vice-President, Secretary-Treasurer or Recording-Secretary.

8. Membership votes concerning bargaining proposals, strikes, ratification of Collective Agreements, and any merger of the Teaching Assistant and Contract Instructor units must be conducted on a Bargaining Unit basis. All other issues will be decided by the entire Local 4600 membership, unless otherwise stated in this Constitution

ARTICLE 6: VOTING OF FUNDS

1. Except for ordinary expenses, budgeted items and bills as approved by the membership at Membership meetings, no sum of money over two-hundred and fifty dollars (\$250) shall be voted for the purposes of a grant, contribution to a member or cause, except for the purposes of strike support in which case the sum shall not exceed five-hundred dollars (\$500) and shall be donated from the strike support fund with the approval of the Executive Board. For all other contributions exceeding these amounts, notice shall be given in writing and dealt with at the following Membership meeting. Strike support donations made by the Executive Board shall be reported at each General Membership meeting.

The local shall not issue loans to nor be the guarantor of any loans for its members.

2. For any non-budgeted capital expenditures over two-hundred and fifty dollars (\$250), the Secretary-Treasurer or any Executive Board member shall make a recommendation to the Executive Board and, if approved, make a recommendation to the Membership.
3. The Executive Board, with the approval of the Membership, may hire employees for union business. The Secretary-Treasurer shall report, and the membership must approve the cost, in detail, of such hiring prior to the hiring taking place.
4. Upon hiring, the Executive Board, or its designate, shall draw up a job description stating wages, terms of employment, and benefits. The Executive Board and employee shall sign the contract within one (1) week of the commencement of employment.

ARTICLE 7: OFFICERS

Trustees

Three trustees shall audit the books of the Secretary-Treasurer and shall exercise general supervision over the property of the Local. The term of office for trustees shall be as laid down in Article B.2.4 of the CUPE Constitution.

Executive Board

The Executive Officers of the Local shall be:

1. President
2. Vice-President Internal
3. Vice-President External
4. Secretary-Treasurer
5. Recording Secretary
6. Vice-President, Unit 1
7. Vice-President, Unit 2

8. Chief Steward, Unit 1
9. Chief Steward, Unit 2

Officer positions, except for the President, Secretary-Treasurer, and Recording Secretary, may be held by one or two people. In the event of a dispute between two members holding a single officer position, either person may refer the dispute to the Executive Board whose decision shall be binding on both members of the team.

ARTICLE 8: EXECUTIVE BOARD

Composition

The Board shall be comprised of the executive officers of the Local.

Meetings

The Board shall meet at least once per month. Quorum for Board meetings shall be one-third of the Executive Board. These meetings shall be open to the membership and all members have the right to voice, but no vote. Board meetings shall be chaired by the President or their designate.

Responsibilities

The Board shall:

1. be the governing body of the Local between Council meetings;
2. be accountable to the membership and to the Executive Council;
3. be responsible for the proper and effective functioning of all standing committees;
4. work to ensure all committees and caucuses are active;
5. implement the policies and direction set by the membership and Executive Council;
6. take measures as to ensure that stewards are elected in, or appointed to, each department of the University, and ensure the election of a new executive each year;
7. select, by democratic vote, one of its members to perform all the duties of the President if the President and Vice-President Internal are absent or incapacitated.

Attendance

Should any Board member fail to attend three consecutive Board meetings or three consecutive regular Membership meetings without having submitted good reasons for those absences, their office shall be declared vacant and shall be filled by a by-election.

By-elections

A by-election to fill a Board position that is vacant shall be held at the next General Membership meeting, pursuant to Article 16 of this Constitution.

Honorarium

Each member of the Executive Board who has adequately fulfilled their responsibilities, as per the attendance requirements, shall be paid an honorarium as set out in Appendix B. Honorariums for positions that are jointly held shall be split equally between the two holders of the position.

ARTICLE 9: EXECUTIVE COUNCIL

Composition

The Executive Council shall consist of all Officers (except the Trustees), committee and caucus chairs, departmental stewards, delegates to the Ottawa-District Labour Council, delegates to the Ottawa CUPE District Council, the Personal Safety Officer, Human Rights Officer, and the Health and Safety Representatives from each Unit.

Meetings

The Council shall meet at least once per month. Quorum shall be eight, two of whom shall be Board members. Executive Council meetings shall be chaired by the President or their designate.

Responsibilities

The Executive Council, with the Executive Board, shall be responsible for:

1. formulating, reviewing, and voting on policy and actions brought forward by the general membership or the Executive Board;
2. working to ensure that all committees, caucuses, and councils are convened and active;
3. conducting strike votes, if necessary

Attendance

Executive Council meetings shall be opened to the membership, and all members shall have the right to voice but no vote.

Should any Council member fail to attend three consecutive General Membership meetings or three regular Council meetings without having submitted good reasons for those absences, their office shall be declared vacant and shall be filled by a by-election in accordance with Article 16 of this Constitution.

ARTICLE 10: DUTIES OF OFFICERS, EXECUTIVE COUNCIL MEMBERS, AND TRUSTEES

Executive Officers

All officers must give all properties, assets, funds, and all records of the Local union to their successors at the end of their term of office.

All signing officers of Local 4600 shall be bonded through the master bond held by CUPE National. Any Officer who cannot qualify for the bond shall be disqualified from having signing authority, but shall retain all other duties of their portfolio (save for the Secretary-Treasurer as stipulated in Article 10.4(f) below). Should an Officer be disqualified from having signing authority, the Board shall select one of its members as an alternate signing authority.

1. The **President** shall:

- a) be the spokesperson for the Local;
- b) enforce the CUPE constitution and these by-laws;
- c) preside at all Membership, Council, and Board meetings, and preserve order;
- d) decide all points of order and procedure (subject always to appeal to the membership);
- e) work with the Vice-President Internal to ensure that all officers perform their assigned duties;
- f) have first preference as a delegate to the CUPE National Convention;
- g) be an ex-officio member of all councils, caucuses, and committees, unless otherwise specified;
- h) ensure that all requirements of Article 12 (Stewards) are fulfilled before making any appointments;
- i) convene the Local's Constitutional Committee, whose activities are outlined in Article 18.2;
- j) serve on the Bargaining Committee for each unit, whose activities are outlined in Article 20;
- k) serve on the Finance Committee, whose activities are outlined in Article 18.3;
- l) be one of the Local's two principal signing officers.

2. The **Vice-President Internal** shall:

- a) if the President is absent or incapacitated, perform all the duties of the President;
- b) if the office of President is vacant, be Acting President until a new President is elected;
- c) render assistance to the Board, Committees, Council, or the Membership as directed by the Board;
- d) work with the President to ensure that all officers perform their assigned duties;
- e) perform portfolio reviews with each new executive member and exit interviews of outgoing executive members.
- f) fill committee vacancies where elections are not provided for;
- g) convene, with the Recording Secretary, the Local's Mobilization and Communications Committee, whose activities are outlined in Article 18.1 of these by-laws;

- h) perform additional duties to ensure effective communications and mobilization of the membership, in support of the President, Board, Council, Committees, Caucuses, or Membership as directed.
- i) be a signing officer of the Local, but whose signature shall only be needed when the President or Secretary-Treasurer cannot sign.

3. The ***Vice-President External*** shall:

- a) render assistance to the Board, Committees, or Membership as directed by the Board;
- b) serve as Chair of the Local's External Affairs Committee, whose activities are outlined in Article 18.4 of these by-laws;
- c) serve on the Local's Bargaining Research Committee, whose activities are outlined in Article 20.5 of these by-laws;
- d) liaise and maintain relationships with other unions and groups on and off campus;
- e) be one of the Local's delegates to meetings of CUPE and CLC federations and councils to which the Local is affiliated or of which the Local is a member organization;
- f) be one of the Local's delegates to union conferences and other events in which the Local has an interest, or work to ensure that the Local is represented;
- g) perform additional duties to ensure effective communications and mobilization of the membership, in support of the Board, Council, Committees, Caucuses, or Membership as directed.

4. The ***Secretary-Treasurer*** shall:

- 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;
- b) prepare all CUPE National per capita tax forms and remit payment no later than the last day of the following month;
- c) throughout their term, and on behalf of the Local Union membership, be responsible for maintaining, organizing, safeguarding, and keeping on file all supporting documents, authorizations, invoices and/or vouchers for every disbursement made, receipts for all money sent to CUPE headquarters, as well as records and supporting documents for all income received by the Local;
- d) record all financial transactions in a manner acceptable to the Board and in accordance with good accounting practices;
- e) make a full financial report to meetings of the Local's Executive Board, as well as a written financial report to each General Membership meeting, detailing all income and expenditures for the period;
- f) be bonded through the master bond held by the National Office, and any Secretary-Treasurer who cannot qualify for the Bond shall be disqualified from office;
- g) pay no money unless supported by a voucher duly signed by any two members of the Executive Board, except the Secretary-Treasurer. No voucher shall be required for the payment of per capita fees to any organization to which the Local is affiliated;
- h) make all books available for inspection by auditors and/or trustees on reasonable notice, and have the books audited semi-annually and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees;
- i) provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE;

- j) not later than February 28th each year, furnish each member, on the forms supplied by the National Office, with a statement showing the net number of tax-deductible dues paid by them during the preceding calendar year;
- k) make a financial report to all General Membership meetings;
- l) on termination of office, surrender all books, records, and other properties of the Local to their successor;
- m) make a financial report to the Board each month;
- n) maintain a list of all organizations and groups to which the Local is affiliated, including the amount of any fees and/or per capita tax paid to said groups;
- o) calculate and disburse monthly honoraria for executive officers, as set out in Appendix B;
- p) approve and disburse out-of-pocket expenses, as per the Local's expense policy, for which receipts and an expense voucher shall be provided;
- q) serve as Chair of the Local's Finance Committee, whose activities are outlined in Article 18.3 of these by-laws;
- r) with the Finance Committee, administer the Strike Fund;
- s) be one of the two principal signing officers for the Local.

5. The **Recording Secretary** shall:

- a) arrange with the Business Agent to:
 - i) keep full, accurate and impartial minutes of the proceedings of all regular or special Membership, Council, and Board meetings, ensuring that these records include a copy of the full financial report presented by the Secretary-Treasurer;
 - ii) record all alterations to these by-laws;
 - iii) post, on or near the Local's office door, a notice announcing a Board or Council meeting at least three working days prior to the meeting;
- b) arrange with the Business Agent to:
 - i) answer correspondence and fulfill other secretarial duties as directed by the Board;
 - ii) file a copy of all letters sent out and keeping on file all communications;
- c) prepare and distribute all circulars and notices to members, including editing the Local's monthly Bulletin;
- d) have all records ready on reasonable notice for auditors and Trustees;
- e) perform additional duties to ensure effective communications and mobilization of the membership, in support of the Board, Council, Committees, Caucuses, or the Membership as directed;
- f) on termination of officer, surrender all books, seals and other properties of the Local to their successor;
- g) convene, with the Vice-President Internal, the Local's Mobilization and Communications Committee, whose activities are outlined in Article 18.1 of these by-laws.

6. The **Unit Vice-President** shall, within their Bargaining Unit:

- a) render assistance to the Board, Committees or Members as directed by the Board;
- b) serve as Chair of the Bargaining Research Committee for their bargaining unit;
- c) convene the bargaining unit meetings to hold votes concerning bargaining proposals, strikes, and ratification of Collective Agreements;
- d) serve as Chair of the Caucus for their bargaining unit;

- e) if their Unit fails to elect a Chair of the Negotiating Committee for the Unit at a membership meeting, take on the position and responsibilities of Chair of the Bargaining Committee, as set out in Article 20.3, for their Unit;
- f) serve on the Stewards Council for their unit;
- g) perform additional duties to ensure effective communications and mobilization of the membership of their bargaining unit, in support of the Board, Council, Committees, or the Membership as directed.

7. The **Chief Steward** shall, within their Bargaining Unit:

- a) work with the Business Agent to co-ordinate the elections and/or appointments of stewards in each department during the fall of each year;
- b) chair the Stewards Council, whose activities are outlined in Article 20.4 of these by-laws;
- c) arrange with the Business Agent to organize and conduct a Stewards Training session in the fall of each academic year;
- d) perform additional duties to ensure effective communications and mobilization of the membership, in support of the Board, Council, Committees, Caucuses or the General Membership as directed;
- e) on termination of office, surrender all books, records, and other properties of the Local to their successor;
- f) serve on the Unit's Strike Committee, whose duties are outlined in Article 20.6 of these bylaws;
- g) serve on the Unit's Bargaining Research Committee, whose activities are outlined in Article 20.5 of these by-laws;
- h) serve as Chief Grievance Officer for their Unit.

Executive Council Positions

8. The **Health and Safety Representatives** shall:

- a) represent the Local on the Joint Occupational Health and Safety Committee with the employer;
- b) report the Executive Council and Membership on activities of the Joint Occupational Health and Safety Committee;
- c) serve on the Local's Health and Personal Safety Committee, whose activities are outlined in Article 18.5 of these by-laws;
- d) attend a CUPE health and safety course when first offered in Ottawa during their term;
- e) make reports available to the National Staff Representative, National Health and Safety Representative or any other such CUPE staff person who may, from time to time, request such information;
- f) in conjunction with the Personal Safety Officer, jointly chair the Local's Health and Personal Safety Committee, whose activities are outlined in Article 18.5 of these by-laws. There shall be one health and safety representative from each of the Local's bargaining units.

At least one of the Representatives shall have relevant skills in laboratory safety; they will have a minimum of three years post-secondary training or 1,000 hours of practical work experience dealing with laboratory hazards. Furthermore, they must have been, or

currently be, assigned as a lab demonstrator or Research Assistant in an environment where there are clear chemical, biological, or physical hazards.

9. The **Personal Safety Officer** shall:

- a) mobilize the membership of the Local to confront violence and intimidation on campus, especially gendered violence, as well as racist and homophobic violence and intimidation;
- b) represent the Local on the Presidential Advisory Committee on Personal Safety, or any other similar committee, which may be formed from time-to-time by the employer;
- c) provide a written report to the Executive Council on safety matters within the campus community;
- d) report to all General Membership meetings on safety issues on campus;
- e) in conjunction with the Health and Safety Representatives, jointly chair the Local's Health and Personal Safety Committee, whose activities are outlined in Article 18.5 of these by-laws.

10. The **Human Rights Officer** shall:

- a) mobilize the membership to confront overt and systemic discrimination based on sex, race, colour, national origin, citizenship, place of residence, physical ability, language ability, religious or political affiliation or belief, marital status, sexual practice, sexual orientation, family status, gender identity or gender expression;
- b) represent the Local on the Presidential Advisory Committee on Human Rights, or any other such similar committee which may be formed from time-to-time;
- c) give a written report to the Executive Council on human rights and equity matters on-campus and in the community;
- d) chair the Local's Human Rights Committee, whose activities are outlined in Article 18.6 of these by-laws;

11. The **Chair(s)** of the Local's Standing Committees and Caucuses recognized under Articles 17 and 18 of these by-laws, shall:

- a) chair meetings of their respective committee(s) and/or caucus(es);
- b) receive, at their earliest opportunity and if they have not already done so, training on parliamentary procedure;
- c) promote the involvement of members of their constituencies in the affairs of the Local at all levels;
- d) represent to the Executive Council the concerns of their constituencies.

12. The **Delegates** to **Ottawa District Labour Council** and to the **Ottawa CUPE District Council** shall:

- a) represent the Local, and its interests, at all meetings of the Council(s) and report to those bodies about the activities of the Local;
- b) report to the Executive Council and General Membership on the activities of the Council(s);
- c) encourage active participation of the membership in the activities of the District Councils

Trustees

13. The **Finance** Trustees shall:

- a) act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary and the Standing Committees at least once every calendar year;
- b) make a written report of their findings to the first membership meeting following completion of each audit;
- c) submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local's funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct, and proper manner;
- d) be responsible to ensure that monies are not paid out without proper constitutional or membership authorization;
- e) ensure that proper financial reports are made to the membership;
- f) audit the record of attendance;
- g) inspect, at least once per year, any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local, and report their findings to the membership;
- h) send a copy of the completed audit report (on the prescribed form provided by the National Secretary-Treasurer), as well as a copy of their report to the Local membership along with a copy of their recommendations and/or concerns to the President and Secretary-Treasurer, and the Secretary-Treasurer's response, to the National Secretary-Treasurer of CUPE, with a copy to the assigned National Staff Representative;
- i) perform any other duties as required pursuant to Article B.3.12 of the CUPE Constitution.

14. The **Equity Officer** shall:

- a) assess and evaluate CUPE 4600's equity policies and other equity measures on behalf of the membership at least once every academic year;
- b) seek submissions from the membership and from Caucus and Committee Chairs as part of this assessment;
- c) provide a written report of their findings to the Executive Board not less than one month prior to the Annual General Membership meeting;
- d) present their findings report at the Annual General Membership meeting, including any written responses to the report provided by the Executive Board;
- e) act as the equity contact person at union meetings, activities, and events for any members experiencing forms of exclusion, harassment, and/or discrimination;
- f) make recommendations about equity, diversity, and inclusion to the Executive Board, Executive Council, and Negotiating Teams as needed.

ARTICLE 11: STEWARDS AND ELECTION OF STEWARDS

1. Each academic department of the University in which members of either unit are employed is entitled to elect stewards on the following basis (for each unit):

1-29 members..... 1 steward

30-59 members.....2 stewards
60-89 members.....3 stewards
each additional 30 members.....+1 steward

2. Election of stewards, if possible, shall take place in the first term of the academic year. Nominations shall occur one week after adequate notice has been given within the department or bargaining unit concerned, at a time convenient with most of the members of the department. Elections shall be held in accordance with Article 16 and 5 of these by-laws.
3. Stewards shall serve a term of office of one calendar year from the date of their election.
4. All stewards shall receive honoraria as stipulated in Appendix B.

ARTICLE 12: APPOINTMENT OF STEWARDS

1. For a department or faculty not represented by an elected steward, the Board may appoint a temporary steward, in compliance with Article 8(f) of these by-laws.
2. Any person appointed shall be charged with the responsibility of:
 - a) organizing, as soon as possible, steward elections within the department(s) to which they are appointed;
 - b) carrying out the duties of a steward.
3. If, after a reasonable time, the Board concludes that elections are not likely to be held, it may, by majority vote, make the appointment permanent for one calendar year.
4. Notwithstanding Article 8(f) of these by-laws, if members within a department indicate in writing to the Board, their willingness to have an election, such an election must be held within two weeks of the Board receiving the request. An elected official shall automatically replace an appointed one;
5. For any appointment, first preference shall be given to a member within the department or faculty. Failing this, any member may be appointed.
6. The Board may, at any time, rescind an appointment by majority vote so long as a replacement is named concurrently

ARTICLE 13: DUTIES OF STEWARDS

1. **Stewards** shall:
 - a) define, detect, prepare, and present grievances at the initial level in accordance with the directives of the Stewards Council;
 - b) generally know and police the Collective Agreement of their Unit, as well as provincial or federal legislation affecting labour and/or a particular job;

- c) provide communications and information from the members in the department to the Board and from the Board to the members, including distribution of union literature;
- d) greet and sign-up new employees, and encourage participation of all members of the department in the union's activities;
- e) maintain contact with members to provide ongoing Local awareness and education;
- f) call at least one information meeting per term within the department in which they are steward;
- g) sit on at least one of the Union's standing committees or caucuses, as well as the Executive Council;
- h) arrange, insofar as possible, for the election of a steward for the following academic year;
- i) carry out their duties in accordance with the mandate of this Local as set out in the Preamble and Article 2 of these by-laws.

ARTICLE 14: GRIEVANCES

1. The grievance procedure detailed in the Collective Agreement for each Unit shall be understood to form a part of this Constitution. The duties of Officers and Stewards as laid out Articles 10 and 13 of these by-laws shall be interpreted as being modified to comply with the Collective Agreements of the individual's respective Unit.
2. In case of a potential grievance against Carleton University as the employer, from a member of one bargaining unit concerning the conduct or actions of a member of the other bargaining unit, the potential grievor shall have the following options in seeking representation by the Local in the matter:
 - a) take the issue to the steward in their department from their bargaining unit;
 - b) where there is no such steward, to another steward from their bargaining unit;
 - c) take the issue to the Chief Steward of their bargaining unit;
 - d) take the issue to the Business Agent of the Local;
 - e) take the issue to the CUPE National Staff Representative assigned to the Local.

ARTICLE 15: FEES, DUES AND STRIKE FUND

1. Each member of the Local shall pay 2.42% of their gross salary in membership dues, to be deducted bi-monthly.
2. The Local shall establish a Strike Fund, to be paid for by contributing 0.2% of each member's gross monthly salary that is collected by authority of Article 15.1 above. This Fund shall be administered by the Local's Finance Committee and shall be equally accessible to both bargaining units.
3. The Local shall establish an "International Social Justice Fund" to be paid for by contributing 0.02% of each member's gross monthly salary that is collected by authority of Article 15.1.
4. All members, upon admission to CUPE 4600, shall be subject to a \$1 initiation fee as set out in accordance with Article B.4.1 of the CUPE Constitution.

5. The readmission fee shall be \$1.00.
6. Special assessments may be levied in accordance with Article B.4.2 of the CUPE Constitution.

ARTICLE 16: NOMINATIONS, ELECTIONS, AND INSTALLATION OF OFFICERS

Nominations

1. Nominations for the Board and Council positions up for election shall be received up to, and including, the Annual General Membership meeting.
2. A nomination will not be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting their consent in writing, duly witnessed by another member.

General Elections

3. General elections shall be held at an Annual General Membership meeting for the Officers, Health and Safety Representatives, Personal Safety Officer, Human Rights Officer, Equity Officer, Trustees, and delegates to Ottawa District Labour Council, Ottawa CUPE District Council, and CUPE Ontario convention.
4. The Board positions of Unit Vice-President and Chief Steward shall be elected by members from the respective Unit.
5. Caucus chairs shall be elected by their respective caucus at duly constituted caucus meetings.
6. The Board shall determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Business Agent, who shall act as the Chief Electoral Officer (C.E.O). In the absence of the Business Agent, the National Staff Representative shall serve as the Electoral Officer.
7. The Chief Electoral Officer shall be responsible for conducting elections in conformity with these by-laws and CUPE Constitution. The Electoral Officer shall also be responsible for issuing, collecting, and counting ballots. They must be fair and impartial and see that all arrangements and procedures are unquestionably democratic.
8. Voting shall be by secret ballot. However, if no competition exists for a position, the candidate shall be declared elected by acclamation.
9. Any candidate receiving more than 50% support of valid ballots cast shall be declared elected; additional rounds of voting shall be held until the appropriate number of candidates is declared elected. In each additional round, the last-place candidate in the previous round shall be dropped from the candidate list for subsequent rounds.
10. Any member may request a recount of the ballots, as long as the request is made prior to the commencement of nominations for the next position, and is supported by at least the number of members equal to the quorum for a membership meeting as set out in Article 5.7. Such a request shall be accepted by the Chief Electoral Officer. Ballots shall be destroyed after adjournment of the meeting.

Term of Office

11. Elected Officers shall normally serve from May 1 to April 30th, unless otherwise indicated in these by-laws.

By-Elections

12. Should an office fall vacant for any reason, the resulting by-election should be conducted as closely as possible in conformity with this Article.

Recall

13. Any Executive Officer may be recalled. A recall vote may be initiated by petition to the Executive Council by 10% of the general membership, or 120 members, whichever is less. The Executive Council shall deliberate and, if two-thirds (2/3) of Council members present at the meeting vote to put the issues to the Membership, a two-thirds (2/3) vote of the members present at a General Membership meeting in favour of the recall of the Officer in question will result in the office being declared vacant and a by-election being called in accordance with these by-laws.

ARTICLE 17: CAUCUSES

The Chair of each caucus shall provide timely reports to the Executive Council concerning each meeting of the Caucus and its decisions/recommendations. Each caucus chair shall receive honoraria as stipulated in Appendix B of these by-laws.

Recognition of Caucuses

Groups within the Local that share a common interest or identity and wish to form an official caucus in CUPE 4600, may present a written statement of purpose to the Executive Board. If the statement of purpose is in keeping with these by-laws and the CUPE Constitution, the Board shall then issue a recommendation at the next membership meeting regarding recognition of the caucus.

ARTICLE 18: STANDING COMMITTEES

1. Members of committees are to be recruited on a voluntary basis and the size of these committees is not limited insofar as the committee is capable of functioning. If the Chair of a committee is not determined by this constitution, the committee members shall elect one. Members of the Executive Board are expected to convene and support these committees and may act as chair if no other chair is elected. Stewards are expected to serve one at least one of these committees. All committees Chairs shall present minutes of their committee's meetings to the Executive Council and General Membership.
2. The Unit 1 and Unit 2 Mobilization and Communications Committees shall each:
 - a) co-ordinate and maintain contact with the general membership on all issues relating to the activities of the Local;

- b) organize periodic sessions that may deal with specific job-related concerns such as: health and safety, overwork, university underfunding and restructuring, the right to strike, etc.;
- c) contribute to the Local's newsletter;
- d) contribute to editorial control of the Local's web site;
- e) in co-ordination with the External Affairs Committee, distribute materials to the membership;
- f) as directed by the Executive Council and the Stewards' Council, coordinate and conduct membership mobilization on negotiations and other contract related issues of importance to the membership;
- g) co-operate with the other unit to co-ordinate mobilization of the full membership particularly during bargaining.

3. The **Constitutional Committee** shall:

- a) conduct an annual review of the Local's by-laws;
- b) if necessary, make a recommendation to the Executive Council on changes to the by- laws, for consideration by the General Membership;
- c) consult with the Local's National Staff Representative to ensure conformity between the bylaws and CUPE Constitution, who shall have voice but no vote on the committee.

4. The **Finance Committee** shall:

- a) prepare an annual budget for the Local, to be presented at the Local's Annual General Membership meeting in March;
- b) monitor the spending of the Budget throughout the year;
- c) set policies and administer the Local's Strike Fund, as established by Article 15.2 of these bylaws.

5. The **External Affairs Committee** shall:

- a) inform members of the labour activities within and outside CUPE, at the national, provincial, district, and local levels;
- b) ensure delegates representing concerns of CUPE 4600 participate in local groups such as the CUPE District Council and the Ottawa District Labour Council;
- c) maintain liaison with other part-time teaching staff union in Canada, especially CUPE 2626, and through the Ontario Universities Workers Coordinating Committee of CUPE Ontario;
- d) cooperate with non-labour groups involved in the education sector (e.g. GSA, CUSA, OFS, CFS);
- e) cooperate with other Carleton University unions and student groups for solidarity on campaigns of interest to the local and to the members of the committee;
- f) investigate and make recommendations to the Executive Council and to the General Membership as to which groups should receive funds from the members' International Development Fund;
- g) investigate and make recommendations to the Executive Council and to the General Membership concerning the Local's donations policy and donations.

6. **Bargaining Unit Caucuses** - each bargaining unit caucus shall be chaired by its respective Vice-President and shall:

- a) hold at least one meeting each academic term;

- b) work to inform the CUPE 4600 executive of the concerns of their Unit, and to inform Unit members of the projects of CUPE 4600;
- c) provide a meeting-ground and communications framework for Unit members working in various departments;
- d) investigate and make recommendations to the Executive Council and Membership on issues of particular importance to members of the Unit;
- e) organize, mobilize, and take action on issues of importance to the local and members of the caucus.

7 The **Stewards Council for each Unit** shall:

- a) be composed of all stewards, the Chief Steward, the Unit Vice-President and the President (ex-officio);
- b) meet at least twice per term to:
 - i) discuss any and all issues related to the duties of stewards and Chief Steward;
 - ii) formulate, in consultation with the Executive Board, guidelines for the initiation of grievances;
 - iii) formulate recommendations to be submitted to the Executive Board and/or General membership and consider recommendations and directives made to the Stewards Council by the Executive Board and/or General Membership.
- c) be primarily concerned with the issues related to the duties and activities of stewards and with the content of the Collective Agreement;
- d) defer to the General Membership in the case of disagreement between the Stewards Council and Board on how best to implement a policy.

8. The **Health and Safety Committee** shall:

- a) be comprised of the Personal Safety Officer, the Health and Safety Representatives, and other interested Local members;
- b) work with the Human Rights Committee, the Women's Caucus, and the International Members Caucus to mobilize the membership of CUPE 4600 to confront violence and intimidation on campus, especially gender-related violence, as well as racist and homophobic violence and intimidation;
- c) work to improve, with an emphasis on preventative measures, the health and personal safety of CUPE 4600 members by (a) improving the awareness of health and personal safety problems faced by members of the Local; and (b) informing members of solutions to health and personal safety hazards; and (c) conducting campaigns on health and personal safety issues;
- d) work with the Local's Representatives on the Joint Occupational Health and Safety Committee, and with the Personal Safety Officer;
- e) work with other local health and safety organizations that represent workers.

9. The **Human Rights Committee** shall:

- a) assist and advise the Local with regards to human rights issues;
- b) identify and investigate other human rights issues affecting the members of the Local;
- c) address such human rights problems as may exist within the Local;
- d) with the International Members Caucus and LGBTTQI Caucus, work to ensure representation at human rights conferences;

- e) with the International Members Caucus, ensure representations at International Solidarity events,

10. Ad Hoc Committees

Special ad hoc committees may be established for a specific purpose by the Executive Council. Any special committee shall be chaired by a member of the Executive Council.

ARTICLE 19: JOINT CONSULTATION COMMITTEES

1. Joint Consultation Committees

- a) There shall be a Joint Consultation Committee (or other such similar name) for each Bargaining Unit. This is a standing committee that fulfills all obligations placed on it by the Bargaining Unit's Collective Agreement.
- b) Each Committee shall consist of four members:
 - i) the Chief Steward from the respective Unit;
 - ii) the Vice-President from the respective Unit;
 - iii) the President of the Local;
 - iv) the Vice-President Internal of the Local.
- c) The Joint Consultation Committee shall fulfill the requirements placed upon it by the Collective Agreement for the Bargaining Unit.
- d) The Joint Consultation Committee members shall:
 - i) report upcoming committee meetings in a timely fashion to the Executive Council;
 - ii) provide an individual or group report of every committee meeting they attend;
 - iii) bring the directives of the Union to committee meetings, and act responsibly in all activities representing the Union at these committees.

ARTICLE 20: BARGAINING UNIT COMMITTEES AND CAUCUSES

1. Negotiating Committee

The **Negotiating Committee for each unit** shall:

- a) meet with representatives of the employer to negotiate improves to the collective agreement;
- b) be directed in its work by the membership;

- c) work with the Mobilization Committee to keep the membership informed of the progress of negotiations, by way of General Membership Meetings, the Executive Council, Board, and various forms of written and electronic communication.

a. Election and Composition

- i) each bargaining unit of the Local shall elect its own committee and a committee chair at a meeting convened by the Vice-President of the Bargaining Unit;
- ii) the election shall occur at the bargaining unit meeting convened for that purpose, no later than three months before the end of the term of the current Collective Agreement;
- iii) the committee shall consist of six members, three of whom shall be elected by the Bargaining Unit members at a Regular, Annual or Special Membership meeting;
- iv) the selection process of these representatives shall strive to reflect the composition of the Bargaining Unit;
- v) The fourth, fifth, and sixth members shall be the President, Vice-President Internal and Unit Vice-President;
- vi) if the position of Chair is vacant, it shall be filled by the President;
- vii) The CUPE National Staff Rep assigned to the Local, and the Business Agent, shall be nonvoting members of the committee and shall be consulted at all stages, from formulating proposals, through negotiations, to contract ratification by the membership. However, decisions shall rest with the elected members of the committee;
- viii) One bargaining committee alternate position per Unit will be filled and voted on at a General Membership Meeting for the specific purpose that there is full representation of the Bargaining Committee at the table with the employer;
- ix) In the case of vacancies, the Executive Board, subject to election at the next General Membership Meeting, shall appoint interim representatives;
- x) meetings of the bargaining committee of each Unit shall be open to the members of the bargaining committee from the other Unit; those who are non-members of the respective bargaining unit shall have voice but no vote at these meetings.

b. Chair of the Negotiating Committee

The Chair of the Negotiating Committee shall:

- xi) act as the principal (but not sole) negotiator during meetings with the employer; chair internal meetings of the committee;
- xii) encourage and foster collective decision-making within the committee;
- xiii) assist with research for bargaining proposals and rationales in-between meetings with the employer;
- xiv) help prepare written proposals for meetings with the employer when the need arises;
- xv) act as the committee's liaison with the Mobilization Committee.

2. . Bargaining Research Committees

The Bargaining Research Committee for each unit shall:

- a) subordinate its activities to the Bargaining Committee;

- b) engage in the gathering of research on a year-round basis to provide bargaining information to be used during negotiations;
- c) conduct, revise and review the membership survey;
- d) oversee the analysis of the results of the membership survey;
- e) compile bargaining proposals for consideration by the membership of the Unit;
- f) contribute to the production and distribution of information and materials for mobilization of members during the bargaining period.

3. **Strike Committees**

a) **Election and Composition**

- i) The Strike Committee Chair for each Bargaining Unit shall be elected at a meeting of the Bargaining Unit convened by the Unit Vice-President for that purpose;
- ii) The Strike Committee for each Bargaining Unit shall be comprised of the Stewards' Council, the Secretary-Treasurer, any and all interested CUPE 4600 members, and the elected committee Chair;
- iii) The Unit Vice-Presidents may, at a meeting held before convening the Strike Committee, decide to combine the committees for both units and create a single, unified Strike Committee for the Local if the state of bargaining would make sense of it.

b) **Responsibilities - The Strike Committee** shall:

- i) make logistical arrangements, including locating a strike headquarters;
- ii) liaise with municipal and other authorities;
- iii) liaise with university security to establish a strike protocol;
- iv) liaise with CUPE National to arrange distribution and disbursement of strike pay;
- v) organize picket lines, picket training, and picket captains;
- vi) other duties related to the strike, as necessary;
- vii) work closely with the Mobilization Coordinator and Office/Database Administrator to ensure all necessary work, arrangements, and precautions in relation to a strike, strike aversion campaign or other work action has been completed.

ARTICLE 21: LOCAL AFFILIATIONS

In addition to its automatic affiliation to CUPE National, CUPE Local 4600 is affiliated to:

- a) CUPE Ontario Division
- b) Ottawa CUPE District Council

Any move to affiliate, or disaffiliate with another labour body, shall be put to the membership at a General Membership Meeting and require a majority vote to pass.

ARTICLE 22: ONTARIO COALITION AGAINST POVERTY (OCAP) SUSTAINERSHIP

The Local shall donate \$100 per month to the Ontario Coalition against Poverty (OCAP). This money shall be donated to the Ottawa chapter of OCAP, if such a chapter exists. If no such chapter exists, the money shall be donated to the main branch of OCAP in Toronto.

ARTICLE 23: STUART RYAN SOLIDARITY AWARD

1. The Stuart Ryan Solidarity Award was created in April 2013 in honour of Stuart Ryan's, the Local's Business Agent, 30 years of service with CUPE 4600. The award recognizes Brother Stuart's dedication and commitment to the Local, its members, and the wider community.
2. The Award shall be given annually to two differently gender-identified individuals who have shown exemplary dedication, support, and commitment to the labour movement, the academic community, equity, international solidarity, and/or anti-oppression.
3. The Solidarity Award Committee shall:
 - a) be chaired by the President of the Local;
 - b) Consist of at least one officer from each unit, in addition to the President
 - c) have no more than seven (7) members;
 - d) consist of Brother Stuart Ryan as an honorary member, with voice but no vote;
 - e) draft a nomination form for the award; such a form shall stipulate the qualifications for the award;
 - f) review all submitted nominations and select two differently gender-identified individuals to receive the award at the next Annual General Membership;
 - g) be responsible for having the Award prepared for presentation at the Annual General Membership.

ARTICLE 25: COMPLAINTS AND TRIALS

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

ARTICLE 26: AMENDMENT

1. These by-laws are always subordinate to the CUPE Constitution (including Appendix 'B') as it now exists or may be amended from time to time by National Convention. In the event between these by-laws and the CUPE Constitution, the latter shall prevail. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.
2. These by-laws shall not be amended, added to, or suspended except upon a two-thirds majority vote of those present and voting at a regular, annual or special General Membership meeting following seven days' notice at a previous meeting or at least sixty days written notice.

3. No change in these by-laws shall be valid and take effect until approved by the National President of CUPE. The validity shall date from the letter of approval of the National President.

APPENDIX 'A' – RULES OF ORDER

1. No member, except the Chair of a committee making a report or the mover of a resolution, shall speak for more than three minutes, or more than once on the same question without the consent of the Chair or until all who wish to speak have had an opportunity. Chairs or movers of resolutions shall be limited to ten minutes except with the consent of the Chair.
2. The Chair shall state every question coming before the Local, and before allowing debate on the question, and again before taking a vote, will ask "Is the Local ready to vote on the question?" Should no member indicate they wish to speak, the question will be put to a vote.
3. In order for a motion to be entertained by the Presiding Officer, it must be properly moved and seconded.
4. A motion to amend, or amend an amendment, is in order. However, no motion to amend an amendment to an amendment will be permitted. No amendment, or amendment to an amendment, which would directly negate the motion shall be in order.
5. Upon motion, the regular order of business (the Agenda) may be suspended by a two-thirds (2/3) vote of those present and voting, to deal with any other urgent matters.
6. All resolutions and motions other than those named in Rule 16, or those to accept or adopt the report of a committee, shall, if requested by the Chair, be presented in writing before being entertained.
7. At the request of any member, and upon the majority vote of those in attendance and voting, a question may be split if doing so would make sense.
8. Any member making a motion may withdraw the motion, so long as they have the consent of the seconder, except that any motion, once debated, cannot be withdrawn except by a majority vote of those present and voting.
9. When a member wishes to speak on a question or to move a motion, they shall raise their hand and wait to be recognized by the Chair.
10. When two or more speakers raise their hand at the same time, the Chair will decide which one is entitled to the floor.
11. Every member, while speaking, will adhere to the question currently under debate and avoid all personal, indecorous remarks, or offensive language, as well as any poor reflection on the Local or a member of it.

12. If a member, while speaking, is called to order, they will cease speaking until the point is determined; if the Chair determines they were in order, they may proceed.
13. No religious discussion shall be permitted.
14. The Chair will take no part in debate while presiding, but may cede the chair to a designated person in order to speak to any question before the Local or to introduce a new question.
15. The Presiding Officer shall have the same rights as other members to vote on any question. In addition, in the case of a tie vote, they may cast an additional tie-breaking vote, or if they choose, refrain from breaking a tie, in which case the motion is lost.
16. When a motion is properly before the Local, no other question is in order except: (a) motion to adjourn, (b) motion to call the question, (c) motion to table, (d) to postpone for a definite time, (e) to refer, (f) to divide or amend, in which case the motions will have precedence in the order named here.
17. If a motion to call the question is adopted, the Chair will proceed to take a 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 motion, as amended, will be put to the Local.
18. A motion to adjourn is always in order, except: (a) when a member has the floor, or (b) when members are voting.
19. 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 minutes have elapsed.
20. If a member wishes to challenge a decision of the Chair, they must do so at the time the decision is made, or the challenge is out of order. If the challenge is seconded, the member will then be asked to state briefly the basis of the challenge. The presiding officer may then state briefly the basis of their decision, following which the presiding officer will 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 decision of the Chair is sustained.
21. After the Presiding Officer declares the results of a vote on a question, and before the Local proceeds to another order of business, any member may request a standing vote. A standing vote shall be taken and the Recording-Secretary shall conduct the vote count.
22. After the question has been decided, two members who have voted in the majority may, at the same meeting or next meeting, move reconsideration of the adopted motion.
23. No member shall enter or leave the meeting during the taking of a vote.

The Local's business proceedings are not to be divulged to any persons outside the Local or CUPE unless such action is approved by the Board.

APPENDIX 'B' – HONORARIUM

2. Executive Board

All Executive Board members shall receive an honorarium for the services they provide to the Local. This honorarium shall be equivalent to the salary level for a one-quarter course as per the Unit 2 Collective Agreement, per *academic term* (four months). As of September 2012, the honorarium for Executive Board members will be \$3,241.50 per academic term. This total shall increase or decrease based on salary changes gained through the renegotiation of each new Unit 2 Collective Agreement. Executive Honorarium will be paid monthly. Executive Board members who share a position shall split their honorarium.

3. Executive Council and Other Positions

Each Executive Council member who has adequately fulfilled their responsibilities, as per the attendance requirements laid out for Council members in this Constitution shall be paid an honorarium as listed in this Appendix for each *academic term* (four months) of service. Executive Board members shall not receive an additional honorarium for services rendered under this section while they are serving on the Executive Board. Honoraria shall not be paid for the summer term, unless authorized by the VP Internal. This amount is to increase, or decrease, based on negotiated changes to wages in the Unit 2 Collect Agreement.

- Departmental Stewards - \$200
- Caucus and Committee Chairs - \$200
- Officers (Equity, Human Rights, Personal Safety) - \$230
- Joint Committee Representatives - \$230

4. Negotiating Committee Members

In recognition of the exceptional commitment of time and energy that collective bargaining entails, Negotiating Committee members shall be given a base honorarium of \$150 *per month* while they sit on the committee.

Additionally, Negotiating Committee members shall be paid at an hourly rate, as prescribed by the Secretary Treasurer, up to a maximum of \$150 for each day of bargaining work. These amounts shall be capped at \$750 per month.

Any Executive Board members who serve on a Negotiating Committee shall be compensated in accordance with Appendix B (3), in addition to any honoraria they shall receive under Appendix B (1).

The payment of this per diem will be determined by two executive members who are not on the bargaining team with the assistance of the Business Agent.

APPENDIX `C` – OUT-OF-POCKET EXPENSE POLICY

Out of pocket expenses are intended to cover incidental expenses and are not a salary for holding a position within the Local. Expenses shall be reimbursed in accordance with the Local's expense policy, and subject to the approval of the President and Secretary-Treasurer. Receipts and an expense voucher must be submitted for any reimbursement to be considered. In the case of dispute, the matter shall be referred to the Executive Council which will make a final determination. Pursuant to Article 10.4(g) all expense vouchers shall be signed by any two members of the Executive Board except the Secretary-Treasurer.

Regulations on the reimbursement of such expenses shall be drafted by the Finance Committee and approved by the General Membership as Local policy.

APPENDIX `D` – SPENDING APPROVAL PROCESS

Stage 1: Approval of Monetary Request

Monetary Requests should be sent to the Treasurer and President, who determine to where the expense should be approved as per Bylaw Article 6:

- Ordinary Expense, Budgeted Item or Bill (internal approval)
 - Approved by: President (Art 10, 1(b))
 - Approved by Treasurer (Finance Committee Chair, Art 18 (b))
- Or sent to the Exec Board
 - Approved by EB: can approve up to \$250; or up to \$500 strike-support specific. If requests exceed these amounts:
- Sent to General Membership
 - Written notice (e.g. a financial motion) must be given in and the requested item voted on at the next GMM.

In the event the Treasurer and President cannot mutually determine to where the expense should be approved, the Executive Board will make the decision.

Stage 2: Voucher Approval

Voucher Approval is to provide oversight of the Spending Process, from Stage 1 – Stage 3; however, in practice they are signed at Stage 2 before Stage 3. The Voucher document provides transparency for the Trustees, Membership, and the entire organization at-large.

The Treasurer cannot disperse any money without the supporting Voucher document.

Vouchers can only be approved by: President, VP Internal, VP External or Recording Secretary. These positions have the responsibility to oversee Stage 1 Approval has been granted according to Bylaws

(Expense Type, Amounts, and Approval Body), as noted on the Voucher; and provides oversight to the President and Treasurer decision(s) that occurred in Stage 1.

Stage 3: Transaction (Cheque) Approval

Transaction Approval (aka Cheque Writing) only occurs once the Voucher has been duly signed. Transaction approval grants the organization permission to disperse money from the Membership's Monetary Accounts or Funds.

Cheque approval can only be granted by the two Principal Signing Officers: the President and Treasurer; however, due to the nature of the academic year, the Local has provided the Business Agent with Signing Officer Authority to ensure the workflow of the organization, especially in Summer.

Once the transaction has received transparent approval via Stage 1 and 2, the cheque number and date are recorded on the Voucher.

All vouchers are filed by month together with deposit information, bank statements and cheque stubs.