

BYLAWS

Canadian Union of Public Employees (SCFP)

Sunwing Flight Attendants

Local no.4055

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PREAMBLE

In order to improve the social and economic welfare of its members without regard to sex, colour, race or creed, belief in the value of the unity of organized labour, this Local of the Canadian Union of Public Employees (hereinafter referred to as CUPE) has been formed.

The following Bylaws are adopted by le Local pursuant to, and to supplement, Appendix “B” of the CUPE Constitution, to safeguard the rights of all members, to provide for responsible administration of the Local, and to involve as many members as possible through the sharing of duties and responsibilities.

SECTION 1 – NAME

The name of this Local shall be Canadian Union of Public Employees, Local no. 4055 (Sunwing Flight Attendants).

SECTION 2 – OBJECTIVES

The objectives of the Local are to:

- a) Secure adequate remuneration for work performed and generally advance the economic and social welfare of its members and of all workers;
- b) Support CUPE in reaching the goals set out in Article II of the CUPE Constitution;
- c) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- d) Encourage the settlement by negotiation and mediation of all disputes between the members and their employer.

SECTION 3 – INTERPRETATION AND DEFINITIONS

- a) Wherever possible, the language of this document shall be gender non-specific.
- b) Numbers of Articles at the end of sections or sub-sections refer to the relevant articles of the CUPE Constitution (2011) which should be read in conjunction with these Bylaws.
- c) « National » shall mean the Canadian Union of Public Employees, with headquarters in the city of Ottawa, Ontario.

- d) « Constitution » shall mean the National Constitution.
- e) « Local » shall mean the Canadian Union of Public Employees, Local 4055.
- f) « By-Laws » shall mean the regulations governing the Local.
- g) « CUPE » shall mean the Canadian Union of Public Employees.

SECTION 4 – MEMBERSHIP MEETINGS – Regular and Special

- a) Regular membership meetings shall be held every three month at each base. The meeting schedule shall be posted at least 24 hours prior to scheduling bid closure of the month prior the month of the meeting. Due consideration shall be given to consistency and regularity in the creation of the meeting schedule.
- b) Special membership meetings may be ordered by the Executive Board or requested by no fewer than five (5) percent of the total base membership. The President shall immediately call a special meeting when so ordered or requested and shall see that all members receive at least twenty-four (24) hours' notice of the special meeting and the subject(s) to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.
- c) Seasonal base meetings shall be conducted by the V-president of the base and one of the national officers; President, Recording secretary or Treasurer.
- d) A quorum for the transaction of business at any regular or special meeting shall be seven members, including at least two (2) members of the Executive Board, In the absence of a quorum, the Executive Board may conduct the business of the Local, provided four (4) members of the Executive Board are present. In this case, any decision(s) made by the Board will be subject to approval by the membership at the next regular meeting.
- e) The order of business at regular membership meetings is as follows :

- Reading of the Equality statement
- Roll Call of Officers
- Voting on New Members and Initiation
- Reading of the minutes
- Matters Arising
- Treasurer's Report
- Communications and Bills
- Executive Committee Report
- Reports of Committees and Delegates
- Nominations, Elections, or Installations
- Unfinished Business
- New Business

Good of the Union
Adjournment (Article B.8)

SECTION 5 – VOTING OF FUNDS

Expenditures of the Local Union shall be only for the purposes of the Local Union, as authorized by these Bylaws or as duly authorized by majority vote of the membership at a regular meeting of the Local Union. The Treasurer is authorized to maintain a petty cash fund of up to \$50.00. (Article B.4.4)

SECTION 6 – OFFICERS

The officers of the Local shall be the President, one (1) Vice-President at each base, one (1) Treasurer, one (1) Recording Secretary, and three (3) Trustees. The officers of the local executive board are considered to be the President, Vice-President(s), Treasurer and Recording Secretary. Additional officers include Trustees. All officers shall be elected by the membership (Articles B.2.1 & B.2.3)

SECTION 7 – EXECUTIVE BOARD

- a) The executive Board shall comprise all Officers, except Trustees. (Article B.2.2)
- b) The Board shall meet no less than one (1) time per month face-to-face or via conference call. (Article B.3.14)
- c) A majority of the Board constitutes a quorum.
- d) The Executive Officers shall hold title to any real estate of the Local as trustees for the Local. They shall have no right to sell, convey, or encumber any real estate without first giving notice and then submitting the proposition to a membership meeting and having it approved.
- e) The Board shall do the work delegated to it by the Local and shall be responsible for the proper and effective functioning of all committees.
- f) All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution. (Article B.6.1 à B.6.7)
- g) Should any Board member fail to answer the roll call for two (2) consecutive regular membership meetings without having submitted good reasons for those failures, the office shall be declared vacant and shall be filled by an election at the following membership meeting.
- h) Subject to membership review, the Executive Board has authority over all grievances.
 - i. The Executive Board can refer a grievance to the next step, including arbitration.

- ii. The Executive Board can withdraw a grievance at any step, including arbitration.
- iii. If a decision to proceed or withdraw a grievance is opposed by the grievor, the grievor shall have the opportunity to appear before the Executive Board at the next scheduled Executive Board meeting to explain the merits of their grievance. If the Board decision remains unchanged, the grievor shall be entitled, if he/she wishes to have the issue placed on the agenda for the next regular or special membership meeting. The decision of the membership shall be final.
- iv. Appeals to the membership shall be heard only at the base at which the member resides.

SECTION 8 – DUTIES OF OFFICERS

a) The President shall :

- Enforce the CUPE Constitution and these Bylaws;
- Preside at all membership and Executive Board meetings and preserve order;
- Inform the Executive Board in all matters involving the overall operation of the Local Union;
- Report to the Executive Board and to the general membership all significant issues discussed with the Employer;
- Serve on the Negotiating Committee, Grievance Committee and Joint Occupational Health and Safety Committee;
- Be a member ex-officio of all other committees and be responsible for coordination between the committees and the Executive;
- Keep an up-to-date record of names, addresses and phone numbers of all members;
- Be responsible for matters directly related to press releases, public relations and public statements;
- Decide all points of order and procedure (subject always to appeal to the membership);
- Have a vote on all matters (except appeals against her/his rulings) and in case of a tie vote in any matter, including elections, have the right to cast an additional vote to break the tie;
- Ensure that all officers perform their assigned duties;
- Fill committee vacancies;
- Introduce new members and conduct them through the initiation ceremony;
- Sign all cheques along with the Treasurer and ensure that the Local's funds are used only as authorized or directed by the Constitution, Bylaws, or vote of the membership;
- Be allowed necessary funds to reimburse her/himself or any officers for expenses supported by vouchers, incurred on behalf of the Local;
- Arrange for representation of the Local at any appropriate and available educational seminar or conference and submit recommendations accordingly to the membership;
- Ensure motions passed at any membership meeting are acted upon in a timely and effective manner.
- Have first preference as a delegate to the CUPE National Convention, and week-long schools. (Article B.3.1)

b) The Vice-President shall :

- If the President is absent or incapacitated, perform all duties of the President(at his base);
- If the office of President falls vacant, the Board shall chose by majority vote from the current Vice Presidents whom shall sit as Acting President until a new President is elected;
- Render assistance to any member of the Board as directed by the Board;
- Be an automatic delegate to all conventions and other functions if the President declines and in such case where there are an insufficient number of delegates permitted to allow all base Vice-presidents to attend, a draw by lottery will be conducted. (Article B.3.2)

c) The Recording Secretary shall :

- Keep a full, accurate and impartial account of the proceedings of all regular or special membership and Executive Board meetings. Theses records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Treasurer. The record will also include Trustee reports;
- Record all alterations in the Bylaws;
- Answer correspondence and fulfill other secretarial duties as directed by the Board;
- File a copy of all letters sent out and keep on file all communications;
- Prepare and distribute all circulars and notices to members;
- Have all records ready on reasonable notice for auditors and Trustees;
- Preside over membership and Board meetings in the absence of the President;
- Be empowered, with the approval of the membership, to employ necessary clerical support or other assistance to be paid for out of the Local's funds;
- On termination of office, surrender all books, seals and other properties of the Local to her/his successor. (Article B.3.3)

d) The Treasurer shall :

- Receive all revenues, initiation fees, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union;
- Maintain, organize, safeguard and keep on file all supporting documents, authorizations, invoices and/or vouchers for every disbursement made, receipts for all monies forwarded to CUPE National, as well as records and supporting documents for all income received by the Local;
- Prepare all CUPE National per capita tax forms and remit payment no later than the last day of each month;
- Record all financial transactions in a manner acceptable to the Board and in accordance with good accounting principles;
- Make a full financial in writing report to the Local union monthly;
- Be bonded for not less than \$1000.00 through the master bond held by the National Office, and any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office;
- Pay no money unless supported by a voucher duly signed by the President and one other member of the Board or any two other members of the Board, except that no voucher shall be required for payment of per capita fees to any organization to which the Local is affiliated;
- Make all books available for inspection by the auditors and/or Trustees on reasonable notice, ensure that the books are audited at least once in each calendar year and within a reasonable amount of time, respond in writing to any recommendations and concerns raised by the Trustees;

- Provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE;
- Be empowered, with the approval of the membership, to employ necessary clerical assistance to be paid out of the Local's funds;
- Notify all members who are one month in arrears and report to the Board all members two or more months in arrears in the payment of union dues;
- On termination of office, surrender all books, records, and other properties of the Local to her/his successor. (Article B.3.4 à b.3.9)

e) The Trustees shall :

- 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 Committees at least once every calendar year;
- Make a written report of their findings to the first membership meeting following the completion of each audit;
- Submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct and proper manner;
- Be responsible to ensure that monies are not paid out without proper constitutional or membership authorization;
- Ensure that proper financial reports are made to the membership;
- Audit the record of attendance;
- Inspect at least once a year any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local, and report their findings to the membership;
- 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 Union 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 the Canadian Union of Public Employees, with a copy to the assigned servicing representative. (Articles B.3.10 à B.3.12)

SECTION 9 – OUT-OF-POCKET EXPENSES AND EXPENSE GUIDELINES

- a) All expenses will be reimbursed with the agreement of the President (national) and the Secretary-Treasurer according to the expense claim policy adopted by the Bylaw Committee located in Appendix "C".
- b) The Local will give a departure gift to any Executive officer equivalent to \$100.00 per year of total service as a union officer to a maximum of \$1000.00.

SECTION 10 – FEES, DUES, AND ASSESSMENTS

a) *Initiation Fee*

Each application for membership in the Local shall be directed to the Secretary-Treasurer and shall be accompanied by an initiation fee of \$5.00 (five dollars) which shall be in addition to monthly dues. The Secretary-Treasurer shall issue a receipt. If the application is rejected the fee shall be returned. (Articles B.4.1 & B.10.2)

b) *Readmittance Fee*

The readmittance fee shall be \$5.00 (five dollars). (Articles B.4.4 & B.11.2)

c) *Monthly Dues*

The monthly dues shall be 1.5% of a union member's salary. (Article B.4.3)

Changes in the levels of the Initiation Fee, the Readmittance Fee, or the Monthly dues can be affected only by the following procedure for amendment of these Bylaws (see Section 16), with the additional provision that the vote must be made by secret or electronic ballot. (Articles B.4.1 & B.4.3)

Notwithstanding the above provisions, if the CUPE 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 CUPE minima.

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

SECTION 11 – NON-PAYMENT OF DUES AND ASSESSMENTS

Any member in arrears for a period of three months or more shall be automatically suspended and her/his suspension shall be reported to the Executive Board by the Secretary-Treasurer, with exception of seasonal lay-off or personal leave of absence. The Executive Board shall report to the next membership meeting with a recommendation. Any member under suspension wishing to be reinstated shall, upon application, pay the readmittance fee, plus any dues and assessments in arrears. This money will be returned if the application is rejected. If a member has been unemployed or unable to work because of sickness, she/he shall pay the readmittance fee but may not be required to pay her/his arrears. (Article B.11.1)

SECTION 12 – NOMINATIONS, ELECTIONS, AND INSTALLATION OF OFFICERS

- a) To be part of the nominations, a member will have to belong to the local Executive or a committee since at least one (1) year or will have attended at least fifty (50) percent of the general base meeting within the twelve (12) previous month, or during the period since she or he became member, if this period is lower than one year.
- b) The term of office for National Officers (President, Recording-sec and sec-Treasurer) of the local shall be 3 years effective January 2015 and every three years thereafter. (Except for Trustees) There will be a seven (7) days transition for all newly elected and outgoing officers, after the results of the elections.

- A « notice of election » shall be issued by a Tabulating Committee 90 days prior to the end of term of office. Members who desire to be nominated for a National officer position shall file a nomination paper, to be received at the tabulating committee 60 days prior to the end of term of office. Candidates may be nominated for only one national position. Nomination papers must have at least 50 signatures or 5% of active members of the local which ever is less. The Tabulating Committee will also announce on this date, the total amount of active members.
- The Local Tabulating Committee will send out the referendum ballot information to the membership within 20 days following the receipt of the nomination deadline. Voting information and a candidate's statement no longer than one page (letter size) will be included in this package. The Local Executive will decide on which method of balloting that will be used to conduct the referendum vote and will advise the Tabulating Committee accordingly.
- The referendum vote process will be 2 days longer than the longest pairing available system wide and results shall be made available on January 25th by 5 pm HNE. The candidate receiving the most votes shall be declared elected.
- In the event the candidates are not satisfied that the elections was held in accordance with these by-laws or with the Airline Division by-laws, the candidate may request a challenge with the Tabulating Committee within 15 days of the results of the elections. The Challenge will then be heard within 30 days of the election results. The Tabulating Committee shall file a response to the Candidates within 7 days of the hearing.
- All members performing duties on behalf of the Union shall, at the end of their term of office, deliver up to their successors all property of the Union in their possession.
- If bargaining with the employer has begun (not earlier than 60 days prior to the expiry of the Collective Agreement), the election process will be delayed until the ratification of the new collective agreement is finalized. The time lines noted above will then be adhered to and the notice of elections will be sent out 60 days following ratification.
- No member shall be eligible for nomination if he is in arrears of dues and/or assessments. At the first election of officers, the Trustees shall be elected so that one shall serve for a period of 3 years, one for 2 years and one for 1 year. Each year thereafter the Component shall elect one Trustee for a 3 year period or in the case of vacancies occurring, elect Trustees to fill only the unexpired terms in order to preserve overlapping terms of office.

b) Vacancies

a) Local President

Should the position of Local President become vacant, it shall be filled by one of the Local Vice-President who shall then perform the duties of the Local President. The Local Executive shall choose one (1) member of the Delegates at the base to perform the duties of the Vice-President at the base, until such time as an election can be called.

b) Local Recording-Secretary

Should the position of Local Recording-Secretary become vacant, the Local Executive shall

choose one (1) member of the Local Executive to perform the duties of Local Vice-President, until such time as an election can be called.

c) *Local Secretary-Treasurer*

Should the position of Local Secretary-Treasurer become vacant, the Local Executive shall choose one (1) member of the Local Executive to perform the duties of the Local Secretary-Treasurer, until such time as an election can be called.

d) A vacant Trustee position shall be filled by election.

Vice-presidents and Delegates

Vice-presidents and Delegates Elections

- a) There will (1) Vice-president at each base and (3) Delegates for each permanent base and (2) Delegates for each seasonal base.
- b) The Local Vice-presidents and the Local Delegates shall be elected by the membership at the respective base, (14) month following the result of the national officer's election. (President, Recording-Sec, Sec-Treasurer).
- c) Nominations for Vice-president and Delegates shall be submitted at a general base meeting.
- d) The nomination shall be submitted through a referendum vote from the base members and candidates who will get the majority of the vote will be elected.
- e) The general base meeting will choose the Tabulating committee with at least (3) members to oversee the referendum vote.
- f) The general base meeting will decide the time and method of voting which allows all base members to vote.
- g) The mandate of the officers shall be (3) years, within the base.
- h) Their mandate will end on their resignation date or on the date of transfer to another base with the exception of bumping due to seasonal base closure.
- i) In case of a tie, we will proceed with a new election immediately.

SECTION 13 – VACANCIES TO BE FILLED

- 13.01 The position of Local Vice-President shall be filled by one of the Local Delegates of the base. The Local Delegates from the base shall decide amongst themselves who shall be

the replacement. If unable to reach a decision, the Local Delegates shall vote on it. In the event of a tie, the Local (national) President will break the tie.

- 13.02 If a position becomes vacant in accordance with Article 14 of this Bylaw or for any other reason, a by-election shall be held by abiding as strictly as possible to provisions in Article 12.

SECTION 14 – RESIGNATION

14.01 Any Local base officer or committee member wishing to resign from his/her position shall have to deliver a written notice to this effect to the Local Vice-president of his base.

14.02 If the Local Vice-President wishes to resign from his/her position, he/she shall have to deliver a written notice to this effect to the Local President as well as to the Local Executive Members.

SECTION 15 – DELEGATES TO CONVENTIONS, CONFERENCES AND EDUCATIONAL SEMINARS

- a) The President, Recording-secretary and the Treasurer have the first option to attend National Convention.
- b) The Local Vice-President will have the first option to attend the convention if held at his home base.
- c) An additional Vice-President may attend if the Convention is held in the province which they are based.
- d) Representation at conference and educational seminars shall be on the recommendation of the president subject to the final approval of the membership. The Local shall endeavor to provide equal educational opportunities per capita by base. Expenses shall be paid in accordance with section 9. Any member selected to attend a conference or education seminar will be expected to use the information for the good of the Local.

SECTION 16- COMMITTEES

All Committees will operate under the direction of the Local Executive Board and the membership consistent with these Bylaws. The President in consultation with the Executive Board will appoint Committee chairs, except where otherwise stated. Committee membership will be appointed by the Local Vice-President as

specified in the committee description.

The Local Vice-presidents shall notify all members of the base, of the call for nomination in order to give everyone the chance to express their interests in these positions.

The committee members will be a member ex-officio of their respective committee of the local.

The Local Executive Board will establish the working procedures and record them for the convenience of new members appointed to the Committee. Committees will regularly deliver reports to the Executive Board and the membership and will prepare written copies of these reports for the convenience of the Recording Secretary. Various departments shall be equitably represented on Committees whenever it is possible and reasonable.

a) *Bargaining Committees*

The Bargaining committee shall consist of all the members of the Local Executive Board (or their designated Local Delegates). The CUPE representatives assigned to the Bargaining Committee shall be a non-voting member of the committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.

b) *Tabulating Committee*

The Local will have a Tabulating Chair and committee members. The Local National officers will appoint the Chair of this committee. The Chair will then submit to the Local executive a list of 12 candidates for this committee following discussion and recommendations from each base Vice-Presidents. The Executive will then appoint members from that list to form the committee. The Tabulating chair and the committee shall not be a candidate for office.

c) *Grievance Committee*

It is the function of this committee to process all grievances not settled at the initial stage, submit a copy to the CUPE Representative, and report to the next membership meeting. Grievances must be in writing on the forms provided by the National Office and be signed by the complainant or complainants, as provided for in the Collective Agreement. The Committee shall comprise the Local officers. The President in consultation with the Executive Board may appoint a Steward or Stewards to sit on this Committee.

d) *Health and Safety Committee*

It is incumbent on members of the Health and Safety Committee to promote a healthy and hazard-free work environment on behalf of our members; to do so, they shall acquire the necessary training, identify occupational hazards, implement solutions and reduce the number of work-related accidents.

Committee representatives shall answer to members when the latter raises questions regarding its field of activities.

The committee shall also be responsible for assisting members with compensation claims regarding occupational accidents to the best of their abilities.

The Committee's president shall report to the Chairperson of the Local Executive Committee as well as to the General Local Meeting. It shall therefore make the recommendations necessary to the Executive in order to advance the conditions of its field of activities.

The Committee's president shall inform the Executive as soon as possible of any committee or Company problem or difficulty affecting members.

e) ***Hotel and Transportation Committee***

The Hotel and Transportation Committee shall be in charge of ensuring that the provisions pertaining to the crew's accommodations and transportation within the Collective Agreement are being respected. It shall invest all efforts necessary before the Company so that members may benefit from quality accommodation and transportation.

Committee representatives shall answer to members when the latter raises questions regarding its field of activities.

The Committee's president shall report to the Chairperson of the Local Executive Committee as well as to the General Local Meeting. It shall therefore make the recommendations necessary to the Executive in order to advance the conditions of its field of activities.

The Committee's president shall inform the Executive as soon as possible of any committee or Company problem or difficulty affecting members.

f) ***Uniform Committee***

The Uniform Committee shall be responsible for ensuring that the provisions of the Collective Agreement, in matters of uniforms, are being respected.

Committee representatives shall answer to members when the latter raises questions regarding its field of activities.

The Committee's president shall report to the Chairperson of the Local Executive Committee as well as to the General Local Meeting. It shall therefore make the recommendations necessary to the Executive in order to advance the conditions of its field of activities.

The Committee's president shall inform the Executive as soon as possible of any committee or Company problem or difficulty affecting members.

d) ***Blocking committee***

The Blocking Committee shall be responsible for ensuring that the provisions of the Collective Agreement, in matters of blocking, planning and scheduling are being respected.

Committee representatives shall answer to members when the latter raises questions regarding its field of activities.

The Committee's president shall report to the Chairperson of the Local Executive Committee as well as

e) Other Committees

All other Committees will have a chair if so desired by the Local. All Local Chairs shall be given a mandate including time frame, method of reporting and budget. The Local National officers will decide which committee requires a Chair on their behalf. Following consultation from the Local Executive, the Local President will appoint each Chair with the exception of the Tabulating Committee.

SECTION 17 – RULES OF ORDER

All meetings of 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 ». These rules shall be considered as an integral part of the bylaws and may be amended only by the same procedure used to amend the bylaws.

In situations not covered by Appendix « A », the CUPE Constitution may provide guidance, but, if the situation is not dealt with there, Bourinot's Rules of Order shall be consulted and applied.

SECTION 18 – AMENDMENT

(a) These bylaws are always subordinate to CUPE Constitution as it now exists or may be amended from time to time, and in the event of any conflict between these bylaws and the CUPE Constitution the latter shall govern. Constitutional interpretation, including determination of conflict is the prerogative of the National President.

(b) I – Proposals for amendments can be submitted and approved by members via a local base meeting and proposals for amendments can be submitted and approved by the Local Executive by the 1st of April of every year.

II- Proposals submitted by the Local Executive will become one package which will be distributed to each member. This package will be discussed at each local base meeting no later than 60 days following submission. The National Officers may be in attendance at these meetings in order to answer any questions and or concern. Information can also be provided by newsletters and website bulletins.

III- A referendum vote of the membership will then be held (eg. Electronic voting). The referendum vote process will be 2 days longer than the longest pairing. The Tabulating Committee will be in accordance with section 16 (b). No change in these bylaws shall be valid and take effect until approved by the National President.

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 Vice-president, the Recording-Secretary shall act as President, and in his absence a Delegates shall be chosen by the base.
2. No member, except the Chairperson of a committee making a report or the mover of a resolution, shall speak for more than five minutes, or more than once on the same question without the consent of the meeting or until all those who wish to speak have had an opportunity. Chairpersons and movers of a resolution shall be limited to fifteen minutes, except with the consent of the members.
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 recognized 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.
6. On motion, the regular order of business may be suspended by a two-thirds 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 and each part addressed in turn.
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, she/he shall rise in her/his place and respectfully address the presiding officer, but, except to state that she/he rises to a point of order or on a question of privilege, she/he shall not proceed further until recognized by the chair.
11. When two 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 member thereof.
13. If a member, while speaking, is called to order, she/he shall cease speaking until the point is determined; if it is decided she/ he is in order, she/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, she/he may in addition give a casting vote, or, if she/he chooses, refrain from breaking the tie, 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) to 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 (1) when a member has the floor, and (2) 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 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 then be taken and the Secretary shall count same.
22. If any member wishes to challenge (appeal) a decision of the chair, she/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 her/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. No member shall enter or leave a meeting during the reading of the minutes, the initiation 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.

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

APPENDIX B**BALLOTING PROCEDURES****1. GENERAL**

1. A motion must be passed by the Local Executive on whether the vote will be physical, mail, electronic or some other means.
2. Voting must be by secret ballot.
3. Eligible voters must be members in good standing of the Airline Division. (Administrative note – voter's name must appear on the specific Membership List for the specific vote.)
4. The list of eligible voters will be completed from Head Office membership records or Company records and will be referred to as the « Membership List ». This list will be given/sent to the Tabulating Chair-person.
5. All referendum voting material will be provided by the Committee.
6. Ballot boxes if used must have seals and be large enough to contain all ballot envelopes.
7. Ballot printing arrangements will be made by the Committee.
8. The Tabulating Committee is responsible for the entire voting procedure which includes :
 - I. Establishing date(s) of voting if not in the by-laws. Voting will be held for at least 2 days longer than the Local's longest pairing.
 - II. If additional assistance is necessary for conducting the vote, the Committee may request other members.
 - III. At no time during the voting process will there be less than two (2) Committee members present.
 - IV. If it is a « name » vote, candidates cannot be on the Committee.
 - V. Local members, as applicable, must be notified that a vote will be taking place. Notification will be by bulletin and/or posting of a notice in the Crew Room.
 - VI. Chairperson shall liaise with the Committee regarding preparation of balloting material.
9. Balloting material must be secure at all times.
10. The ballot must have some form of security mark or pin number.
11. RESUME: If this is an election of Officer; each candidate can provide the Chair with a one page

resume in which the Committee will photocopy and insert it in the material to each voting member. Or the candidate themselves can provide the total amount of a one page resume which will be required.

Resumes will use the following guidelines:

- I. One (1) page 8 ½ X 11
- II. Content :
 - i. Full name
 - ii. Education
 - iii. Experience (both within and outside Airline Industry)
 - iv. Involvement with CUPE and/or the Airline Service Division of CUPE or other Trade Union experience.
 - v. Volunteer work
 - vi. A paragraph or paragraphs, to answer the question: « How can my skills and experience help the Airline division of CUPE and the local?

Resumes shall be submitted as per the local by-laws. Should there be a problem with any of the resumes vis-a-vis style and content, the resumes will be modified and the candidate(s) advised. Should the resume deadline be ignored, the particular candidate(s) loses the opportunity to have his/her resume included in the ballot package.

12. APPEAL PROCEDURES: As per the local.

13. AFTER THE COUNT: The Tabulating Committee must prepare a Tabulating (result) Sheet. This must be signed by two (2) members of the Committee present.

1. For elections; each candidate must be notified prior to this information being available to the membership. For referendum votes; the Local President is to be notified of this alternate.
2. Tabulating Committee must post a bulletin to the membership regarding the outcome of the vote.

2. **SCRUTINEERS**

Scrutineers will be allowed for the count on count day provided that:

- a. A scrutineer holds an affidavit signed by a candidate stating he/she is a scrutineer for that candidate.
- b. A scrutineer must not interfere in any way with the count.
- c. A scrutineer must not express an opinion in the count room regarding the outcome or possible outcome of a vote, nor express, either verbally or through body language, an opinion of the competency of the Tabulating Committee.

- d. A scrutineer may take notes quietly, but not interrupt the work of the Tabulating Committee by asking questions.

APPENDIX C
EXPENSE CLAIM POLICY

Claims for expenses will be as follows;

- A. \$0.50 for each kilometer traveled for regular union duties, to a maximum of \$500.00 monthly, or for a transit pass will be paid. (exception for long distance travel over then 150Km, for meeting or Convention)
- B. \$20.00 allocation for lunch provided, for 8 hours spent working.
- C. \$30.00 allocation for dinner provided for over 8 hours spent working with receipt.
- D. Parking, taxi, car rental/fuel, etc...with receipt while away from home base.
- E. Hotel with receipt if not direct billing.
- F. Entitlement to be paid per diem as per the collective agreement, if not at your home base, but if you are at home base and not staying at home overnight and want to spend the night in a hotel, it will be granted under the following circumstances;
 - I. during Convention/conference
 - II. during union training
 - III. during bargaining and bargain preparation if the time between end of meeting and starting the next day is 12 hours or less.
 - IV. during requested Local Executive meeting if time in between end of meeting and starting the next day is 12 hours or less.
 - V. at the request of the Local
- G. Internet provider and associated expenses with receipts
- H. Dependent care expenses to a maximum of twenty-five (\$25.00) per day when on approved Union Business and when not incurring lost wages (i.e., applicable only on a day off) or after regular work hours and with appropriate receipts.
- I. Any expense submitted after 6 months will not be reimbursed