

Written notice of amendments as permitted by Section 17(b) of the Bylaws to provide at least sixty (60) days advance notice before the General Membership Meeting of Saturday June 23, 2018

(April 18, 2018)



WORKERS UNITED

Canadian Union of Public Employees Local 3261 Bylaws

(Covering Full and Part-time Bargaining Unit members and Casual Bargaining Unit members at the University of Toronto and University of Toronto Press and the Faculty Club)

Approved November 6, 1993

Amended May 14, 1994

Amended January 25, 2003

Amended 2011

Amended May 25, 2013

Approved by the National President by letter dated June 14, 2013

Amended February 8, 2014

Approved by the National President by letter dated May 1, 2014

Amended June 25, 2016

Revisions from National President accepted at GMM on October 15, 2016 GMM

Approved by National President by letter dated November 28, 2016

Page 1 - Units

Page 12 - H&S housekeeping (Section 7)

Page 13 - shop steward appointments (section 7(F))

Page 14 & Page 17 temporarily appoint (Section 7(H) and (I))

Page 18 - Section 11(d) and 12

Page 21 - Section 14(c) President on committees

SECTION 1 – NAME

The name of this Local Union shall be Canadian Union of Public Employees, Local 3261 (CUPE Local 3261). Local 3261 consists of the following units:

- Full-time and Part-Time Service Workers employed at the University of Toronto
- Casual Service Workers employed at the University of Toronto
- Full-time Press Distribution Warehouse, Part-time Press Distribution Warehouse, Part-time Press Bookstore
- Faculty Club
- **89 Chestnut**

SECTION 7 – DUTIES OF OFFICERS

(F) The **Health and Safety Officer** shall:

1. Serve as Chairperson of the Local's Health & Safety Committee and coordinate Health & Safety activities.
2. Have successfully completed the Certified Health & Safety Training, or equivalent.
3. Recruit, organize and ensure training of the Local's Health & Safety Representatives
4. Represent the interests of the Local, regarding Health & Safety and the *Workplace Safety and Insurance Act*.
5. Receive and report on Joint Health & Safety committee proceedings and activities.
6. Annually review Health& Safety policies.
7. Maintain a list of Health & Safety reps and forward to Communications Committee for posting on Union/Health & Safety boards.
8. Prepare a written report summarizing accidents, incidents and issues for monthly review.
9. Give monthly reports to the Executive Board on outstanding issues.
10. Network with CUPE Ontario Division and CUPE National regarding information and training opportunities.
11. **Be** ~~Are~~ responsible for ensuring compliance with the *Occupational Health and Safety Act* and Regulations.

12. **Be** Are to attend joint Health & Safety Committee meetings representing the Union and fellow employees' best interests.
13. Shall provide information to the Executive Board and membership regarding unsafe work practices or environmental problems and information from committee meetings.
14. Shall submit terms of reference agendas and minutes for all Joint Health and Safety Committees meetings to the Recording Secretary.
15. Attend CUPE Health and Safety Conferences as finances permit.

(H) The **Stewards** shall:

There shall be sufficient Shop Stewards selected or appointed to cover all locations.

1. Such Shop Stewards shall **be appointed by the Executive Committee. Where more than one person is interested in the appointment, the Executive will provide for an election among the members of the department or location.** elected or appointed by a majority of members in their department.
2. If the Shop Steward is not available or if a member would prefer, that member may speak directly to the Chief Steward. If the Chief Steward is unavailable, the member may speak directly to the President.
3. All Shop Stewards shall keep the Chief Steward informed of matters in their area.
4. Stewards shall meet a minimum of six (6) times per year.
5. The Shop Stewards shall post all notices of meetings and other posters sent to them by the Local and carry out any further duties the Local assigns.
6. The Shop Stewards shall serve a term of two (2) years.
7. The Chief Steward sits on the Executive Board. The Chief Steward shall chair Shop Stewards meetings.
8. Should any Shop Steward fail to answer the roll call for three consecutive regular meetings, or three consecutive regular Shop Steward meetings without having submitted good reasons, their office shall be declared vacant and shall be filled by an election or appointment as above.
9. **Shop Stewards shall receive the amount of \$40 for attendance at the bi-monthly Stewards meetings as reimbursement for expenses.**

(I) The **Unit Representative** shall:

1. The voting for each Unit Representative will be by employees within that unit as set out in Section 1 only.
 2. Be an employee within that unit that they are to represent.
 3. The term of office shall be two (2) years, elected in odd numbered years.
 4. Serve as the primary liaison person between their respective unit, and the Executive Board.
 5. Present a unit report at the Executive Board meetings.
 6. Assist the Executive Board in the preparation of bargaining proposals, and shall act as the information coordinator for their respective units.
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| <ol style="list-style-type: none"> 7. Where there is no representation elected for a unit, the position shall remain open for nomination and election for the duration of the term and in the interim be filled by a member temporarily appointed by of the Executive Board. |
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SECTION 8 - NOMINATION, ELECTION, AND INSTALLATION OF OFFICERS

F The Executive Board may appoint a member in good standing to fill a vacant position *pro tem* until a general membership meeting can be called to follow the nomination and election procedures in these Bylaws.

SECTION 11 - VOTING OF FUNDS

- (a) Local 3261 will pay out funds under the following circumstances:
 - When the expenditure has received prior authorization through a membership approved budget.
 - When these bylaws approve the expenditure; or
 - Through a vote of the majority of members at a membership meeting.

Authorization to pay per capita tax to CUPE National, CUPE Ontario Division, or any labour organization the Local Union is affiliated with, is not required.
- (b) In the case of a grant or a contribution to a member(s) or a cause(s) outside of CUPE greater than \$200, a notice of motion must be made at a regular membership meeting and then approved at the following regular membership meeting before the grant or contribution can be paid out.
- (c) No member of Local 3261 will be allowed to spend any Local Union funds without first having received authorization under Section 11 (a) of these bylaws.

(d) The Union may reimburse the President or any Officers or members for expenses properly incurred on behalf of the Local Union. Expense claims must be listed on a proper form outlining the expense, the reason for the expense and with supporting receipt(s) attached.

SECTION 12 - OUT-OF-POCKET EXPENSES HONORARIA

Local Union Officers and Committee members shall be provided **a monthly honorarium** an out-of-pocket expense allowance as follows:

1. The President shall be allowed ~~one hundred and twenty five dollars (\$125) monthly expenses upon presentation of a signed voucher.~~ **Each Unit officer shall be allowed eighty-five dollars (\$85) monthly.**
2. The Vice-President shall be allowed ~~seventy five dollars (\$75)~~ **eighty-five dollars (\$85)** monthly expenses upon presentation of a signed voucher.
3. The Recording-Secretary shall be allowed ~~seventy five dollars (\$75)~~ **eighty-five dollars (\$85)** monthly expenses upon presentation of a signed voucher.
4. Secretary-Treasurer shall be allowed ~~seventy five dollars (\$75)~~ **eighty-five dollars (\$85)** monthly expenses upon presentation of a signed voucher.
5. Chief Steward shall be allowed ~~seventy five dollars (\$75)~~ **eighty-five dollars (\$85)** monthly expenses upon presentation of a signed voucher.
6. The Health & Safety Chairperson shall be allowed ~~fifty dollars (\$50)~~ **eighty-five dollars (\$85)** monthly expenses upon presentation of a signed voucher.
7. The Casual Unit Representative shall be allowed ~~\$100 monthly expenses upon presentation of a signed voucher.~~
8. Committee members shall be allowed **\$40** ~~\$30~~ per diem upon presentation of a signed voucher.

All time off pertaining to negotiations shall be approved by the Executive Board.

SECTION 14 - COMMITTEES

(c)Permanent Committees

Permanent committees will have a term of two years. The Chairperson and the Executive Board may, with the concurrence of the membership, jointly appoint other members to serve on a committee. Committees will provide written reports to each regular membership meeting. The **President and** Vice-President shall be a member, ex-officio, of each committee. There shall be two (2) permanent committees as follows:

Health and Safety Committee
Communications Committee