

Bylaw Changes – June 2015 - July 2018

Additions Deletions

June 23, 2015

Appendix F: Listserv Posting Guidelines and Moderator Honoraria

Posting guidelines:

...

4. Respect other people’s time. Try to limit the length of your posts. Limit your posts to no more than 3 emails to a list within a 24-hour period.”

Moderators are selected as follows:

...

3. Each moderator shall receive an honoraria of \$500. Each moderator shall write a report of their activities to be presented to the Membership at the end of their term. Honoraria will not be released until this report is received.”

November 19, 2015

<https://3903.cupe.ca/2015/11/19/bylaw-amendment-and-election-results-november-gmm/>

Article 5(f): Working Groups

Current Working Groups:

First Nations Solidarity Working Group
Anti-Racist Working Group
Student Power Working Group
Electronic Voting Implementation Working Group

Article 10 Committees

Childcare Committee

The purpose of this committee is to facilitate the disbursement of Child Care Fund among CUPE 3903 members. Part of the work of this committee will be mobilizing members to apply for this fund, reaching out to all members with childcare needs, and inputting the data collected. The committee consists of four members and is elected annually. \$500 honoraria.

Dec. 9, 2015

<https://3903.cupe.ca/2015/12/09/december-9-gmm-vote-results/>

Article 5(f): Working Groups

Current Working Groups:

- First Nations Solidarity Working Group
- Anti-Racist Working Group
- Student Power Working Group
- Electronic Voting Implementation Working Group
- Free School Working Group
- Social Space Working Group

Article 9: I Treasurer (g)

~~The Treasurer shall submit the local's books and records to the Trustees for audit once each calendar year, each year between May 1st and June 30th. and in addition to providing The Treasurer shall provide all books, records, invoices and other supporting documents, and original bank statements, and must also furnish the Trustees with a letter from the bank(s) where funds of the local are deposited, attesting to the amount to the credit of the local at each bank(s). Additionally the Treasurer shall provide the Trustees with any information the Trustees require to complete the audit, including forms provided by CUPE National. The Treasurer must, within a reasonable time, The Treasurer shall arrange for a professional external audit each year between July 1st and August 31st. The Treasurer shall respond in writing to any recommendations and concerns raised by the Trustees in accordance with Article B. 3.12 of the CUPE constitution, as well as any recommendations and concerns that arise from the professional external audit. The Treasurer shall compile the findings and recommendations from both the Trustee audit as well as the external audit and present a comprehensive financial report to the membership at the October General Membership meeting each year. Provide the Trustees with any information the Trustees require to complete the audit, including forms provided by CUPE National.~~

Article 9: II Trustees (g)

~~The audit is to be carried out at the end of the fiscal year, and most meetings should be held in February and March between May 1st and June 30th. The Trustees shall make a written report of their findings at the first General Membership meeting following the completion of the audit October General Membership meeting each year.~~

Feb. 23, 2016

<https://3903.cupe.ca/2016/02/23/bylaw-amendment-vote-results/>

Article 14: Elections

II. Campaigning phase

(a) Campaigning shall mean any attempt by an individual or organization to encourage a union member to cast a ballot in favour of, or in opposition to, a candidate. This may occur with or without campaign material.

(b) Campaign material shall mean any item, design, sound, symbol, or mark that is created or copied in any form in order to influence voters to cast a ballot in favour of, or in opposition to, a candidate.

(c) The campaigning phase shall commence immediately following the close of the nomination period.

(d) For any contested position, a formal campaign period of no less than fourteen (14) days shall be established before voting begins at the Annual General Membership Meeting (or, in the case of a by-election, a General Membership Meeting).

...

III. Election(s) phase

(g) Campaigning shall not take place and campaign material shall not be distributed or posted within 20 meters of a voting station.

Article 6: Membership

The structure of the membership of the local shall be comprised of:

...

(d) Unit 4 members, which consists of all Employees of York University in the City of Toronto employed as part time Librarians and Archivists, save and except supervisors and persons above the rank of supervisor and any person for whom a trade union held bargaining rights on the date of the Application.

Article 7: Dues and Assessments

Unit 1: 2.8%;

Unit 2: 2.3%;

Unit 3: 2.3%;

Unit 4: 2.3%;

Article 8: Executive Committee

(c) The Executive Committee of the local shall consist of the following:

- Chairperson
- Secretary/Research Officer
- Treasurer
- Communications Officer
- Trans-Feminist Action Caucus Chair(s) (elected by TFAC)
- Vice President Unit 1
- Vice President Unit 2
- Vice President Unit 3
- Chief Steward Unit 1
- Chief Steward Unit 2
- Chief Steward Unit 3
- Chief Steward Unit 4
- Grievance Officer

(f) A simple majority of members of the Executive Committee, which will include no less than one (1) Executive Committee member, ~~from~~ to represent each unit, shall constitute a quorum for the transaction of business.

Article 9: Officers

1. Officers sitting on the Executive Committee

Chief Steward Unit 1/Chief Steward Unit 2/Chief Steward Unit 3/Chief Steward Unit 4

Chairperson

(o) Supports Unit 4 and may act their designated representative for the purposes of quorum.

Grievance Officer

(f) Supports Unit 4 and may act their designated representative for the purposes of quorum.

Article 12: Stewardship and Grievances

II. Stewards' Council

(iii) In order to make quorum, there must be representation from ~~each of the three~~ of the bargaining units.

III. Grievance Committee

(a) The Grievance Committee of the Local shall be composed of the Grievance Officer, the Chair (or Chair's designate), and the ~~three~~ four unit Chief Stewards and a member of the Employment Equity Committee. Where the Committee is considering potential or actual individual or group grievances, the Committee shall also include the steward who initially brought the complaint or potential grievance to the Committee. Each bargaining unit shall have representation on the Committee.

Article 17: Bargaining

1. General

(a) The local engages in coordinated bargaining, with all three units negotiating simultaneously with the employer.

Apr. 28, 2016

<https://3903.cupe.ca/2016/05/02/4477/>

Article 10: Communications Committee

(a) The Communications Committee consists of ~~two members~~ four members. ~~the Newsletter Coordinator and the Web Coordinator~~. It is responsible for planning and coordinating CUPE 3903 communications, and in particular is responsible for preparing and mailing newsletters regularly, and maintaining and updating the CUPE 3903 web site including proposing budgets. Under the direction of the Communication Officer, it produces content for diverse media, including the Local's email newsletter, websites and social media networks. It builds social media presence, develops and implements an internal/external communication strategy, including event and media planning, conducts media relations, and recruits members and unionized media professionals to support the work of the committee as needed. The committee shall implement best practices of communication to keep members informed, improve accessibility, and strengthen the Local's communication capacity.

(b) In collective bargaining years, the committee shall work in coordination with the bargaining team and bargaining mobilization committee and, in the event of a successful strike vote, the strike committee. All three committees are responsible for conducting a communication campaign that spans the bargaining cycle from pre- to post-bargaining.

(c) The committee shall meet with the Communications Officer ~~and the Distribution Committee~~ at least once a month, with assistance from the distribution committee as needed.

(d) The Communications Committee is elected for a one-year term.

Honorarium: ~~\$500~~ \$750 year, per position.

Article 10: Bilingualism Committee

Amendment to Article 10: Committees to create a Bilingualism Committee.

Bilingualism Committee

a) This committee is composed of 2 members from any unit.

b) The committee is responsible for assessing and responding to the needs of the local in terms of translation and French language content and promoting outreach and inclusion for our

francophone members. This committee coordinates translation of important documents and resources as well as any other translation projects that may arise.

c) This committee meets with the communications officer at least once a month and coordinates with the Communications committee.

d) The Bilingualism Committee is elected for a one term. Honorarium: \$500 per year.

Article 20: Strike

(h) Strike pay shall be paid out weekly.

Article 20: Strike

(i) Strike Headquarters must be wheelchair accessible. All committees of the strike shall be allowed to use the Strike Headquarters.

Article 14: Elections

a) i) ~~Two Election Officers shall be elected at the annual general meeting (AGM).~~ Two Elections Officers shall be elected at the GMM immediately following the conclusion of the executive elections. The executive shall be in charge of organizing the election. Current members of the executive are ineligible for the position of Election Officer. Additionally, Election Officers may not run for executive positions in the election for which they serve.

Article 14: Elections

TFAC elections

(v) The elections procedures described in this article shall not include the election of the Chairs of the Trans-Feminist Action Caucus or the Trans Caucus. ~~The Trans-Feminist Action Caucus and the Trans Caucus shall elect its Chairs in February of each year.~~ The Trans Feminist Action Caucus shall elect its chairs in the same month.

Nov. 25, 2016

<https://3903.cupe.ca/2016/11/27/committee-election-and-bylaw-amendment-results/>

Article 14: Elections

(iii) There shall be a base honoraria of \$750 to conduct the Annual Executive Committee elections. During bargaining years, an additional \$500 shall be added to the honoraria in recognition of the extra work of Bargaining Team elections. For each subsequent by-election throughout the year, \$150 shall be added to the honoraria. The dates and the duration of each by-election shall be included in the committee report.

Article 8: The Executive

(k) Each member of the Executive Committee shall make a report of their activities to the general membership, in writing and communicated through union channels, and in person at General Membership Meetings, one (1) time per month. Monthly honoraria for Executive service will only be released by the Treasurer upon receipt of these reports by the Recording Secretary and after they were presented to the general membership.

February 8, 2017

<https://3903.cupe.ca/2017/02/14/new-donations-policy-and-elections-officer/>

Donations Decision Making Policy

- i. The base amount for a donation from the Donations Fund is \$250. Donations of this amount will be decided upon at the Executive level. The Executive must disclose all donations at the next GMM. Donations greater than \$250 must be approved with 2/3 majority vote at the next GMM with proper notice.
- ii. The base amount for a donation from the Solidarity Fund is \$250. Donations of this amount can be made by the Executive, and then disclosed at the next GMM. Donation amounts in excess of \$250 must be approved at a GMM. The membership may increase the amount following prior donations procedures (notification of donation request prior to voting on the request), and donations from the Solidarity Fund will not exceed \$1000 without a vote with a 2/3 majority of the members present at the GMM. The Secretary-Treasurer (or delegate) shall inform the membership, prior to voting, on the status of the budget line, should the donation in question be approved.

May 2, 2017

<https://3903.cupe.ca/2017/05/02/committee-election-and-bylaw-amendment-results-2/>

Article 8(k): Executive Honoraria

Each member of the Executive Committee shall make a report of their activities to the general membership, in writing and communicated through union channels, and in person at General Membership Meetings, one (1) time per month. Monthly honoraria for Executive service will only be released by the Treasurer upon receipt of these reports, and by the Recording Secretary, and after they have been presented to the general membership, with the exception of the TFAC members who may obtain their honoraria by presenting and making available their monthly reports to the TFAC membership.

Article 9: I Trustees (k)

Honorarium: \$1000 per year, per position. In the event of a strike, each trustee shall receive an additional \$500 for the separate audit of the strike fund and strike documentation.

June 27, 2017

Article 10: Committees: Labour-Management

The Labour-Management Committee consists of one representative from each Unit, with the exception of Unit 4 (who must form their own LMC as per Article 5.01 of the Unit 4 Collective Agreement). The Unit 4 LMC consists of 3 representatives. General responsibilities: This committee meets with management about once a month and is charged with facilitating the implementation and interpretation of Collective Agreements. The Labour-Management Committee is elected for a one-year term.

Honorarium: \$750 per year, per position.

July 26, 2017 GMM

<https://3903.cupe.ca/2017/07/30/bylaw-amendment-and-committee-vote-results/>

Article 10: Committees

Research Grants Fund and Travel Costs Fund Committee

The Research Grants Fund and Travel Costs Fund Committee consists of two members. This committee, joint with YUFA, decides on allocation of the major and minor research grants, and on travel grants. There are 3 or 4 meetings per year. Most of the time requirement is in preparation for the meetings, since, the files can be quite lengthy. Members of the committee are ineligible to apply for funds. The representative is elected for a one-year term at the September GMM.

Honorarium: \$500 per year, per position

Article 14: III Election(s) Phase

(g) Security:

- i. except in those cases that do not require voting the following days, the Keele campus ballot box shall be brought to the CUPE 3903 headquarters by at least two scrutineers, where it shall be held overnight in a locked room from the time balloting ceases the night of the meeting until the commencement of balloting the following morning;

(j) Recount: Any member may request a recount of the votes for any election within five (5) days of the announcement of the vote count results on the local's website if the margin of victory for the winning candidate is less than ten (10) percent of the accepted ballot count.

Article 17.2: Election of Negotiating Teams

(f) ~~—The chief negotiator shall be selected by and from the appointed negotiators for all bargaining units and shall be the spokesperson in all negotiations.~~

May 9, 2018

Article 15(p)

Audio or video recording of all meetings and/or discussion of union business will not be permitted without the approval of members present. Members in violation of this policy may be asked to leave the meeting/discussion. Other resolutions may be permitted with consent of the members present.

July 5, 2018

Article 8(m)

Further to Article 14 on elections, the Executive Committee shall not have the authority to remove from office any Executive Committee member elected by the General Membership. However, by a two-thirds majority, the Executive Committee may censure any one or more of its members for specific reasons, and any such decision, along with the names of the Executive Committee members voting for and against shall be recorded in the minutes as an Executive Committee motion. Abstentions will be recorded but will not count in the calculation of the two-thirds majority. By a similar vote, the Executive Committee may direct that a Special Membership Meeting be called (as per article 15) to consider the recall of any Executive Committee officer except the chair(s) of the Trans Feminist Action Caucus. If the recall of the Chairperson of the Executive Committee is at issue, a Chief Steward shall chair the Special Membership Meeting. Recall of any Executive Committee member, except the co-chair(s) of the Trans Feminist Action Caucus, can also be initiated by the membership if a petition is signed by 150 members of the unit or units that elected the position in good standing or 25%, whichever is lower, calling for such action. Signatures will consist of name, department, unit number, employee number, and signature. Then, at a Special Membership Meeting to consider the recall of an Executive Committee member, a two-thirds majority of those present (not counting abstentions) would be required to remove the member from office. In the event of a recall, nominations for the position would be opened and an election held as per article 14. Any officer elected in this manner would hold their position until the regular election in March.