

**WATERLOO CIVIC EMPLOYEES UNION**

**LOCAL 1542**

**CANADIAN UNION OF PUBLIC EMPLOYEES**

**BY-LAWS**

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## ARTICLE 1

### MEETINGS

1. That the fourth Wednesday of the month, excepting the months of July and August, shall be deemed to be the General Regular Monthly Meetings of Local 1542. Meetings shall be held at the Waterloo Knights of Columbus Waterloo, Ontario, or at any other location that may be determined by the Union Executive Board at a time so proclaimed by the said Executive Board.
2. That the Executive Board of the Union shall meet at least once each month, or at any other times, at the request of the President, or at the request of two Executive Board Members.
3. That the Executive Officers of the Union losing time to attend meetings, or any member of the Union so requested to attend meetings by the Executive Board of the Union, or any other function on behalf of the Union, on approval of the Executive Board and losing wages shall be compensated for wages lost.
4. (i) That any member absent from a meeting due to authorized Union business shall receive full credit for said meeting.  
  
(ii) That any Executive Board Member failing to answer the roll call for three (3) consecutive meetings without having good and sufficient cause, that Office shall be declared vacant and the position filled at the following Meeting.  
  
(iii) Should any Executive Board Member fail to attend:
  - (a) Union – Management Meetings
  - (b) Grievance Meetingswithout having good and sufficient cause, that Office shall be declared vacant and the position filled at the discretion of the Executive Board.
5. That a simple majority of the Executive Board Members constitutes a quorum.

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6. That any member wishing to attend a Union Meeting, but is unable to do so because of work commitments may do so, on the understanding that said member must notify the Employer at least forty-eight (48) hours in advance of his/her wish to attend. It will be the President's or Vice-President's sole duty to determine the importance of the member's request to attend said meeting or make the necessary arrangements that said member may present his/her issue to the Executive Board, at a time suitable to both parties concerned. The members from the Township of Woolwich or the Township of Wellesley shall contact their Chief Union Steward who in turn shall notify the President or the Vice-President with regard to the above noted. The Union may compensate said member for regular wages lost if said attendance should occur during the member's normal working shift.
7. It shall be declared a quorum for the purpose of transacting business of the Union at any regular or special meeting when six (6) members including at least three (3) members of the Executive Board are in attendance.

Notice of Motion – June 24, 2009 – to change or clarify the quorum at the General Membership Meetings(Article 1, number 7):

There will be 3(three) of 4(four) persons present from the \*\* Executive Committee and 3(three) members present from CUPE Local 1542 for a total of 6(six) in order for there to be a quorum and therefore a meeting can be held.

\*\*Executive Committee members include the President, Vice-President, Treasurer and Recording Secretary.

## ARTICLE 2

### UNION DUES

1. That the initiation fee be five dollars (\$5.00).
2. That the Union dues be at the rate of one point five (1.5) hour's wages per pay at each member's classified rate of remuneration for twenty-four pay periods per year.
3. That Officers laid-off be allowed to pay Union dues and carry on their normal duties for a period of three (3) months from the date of the lay-off.

## ARTICLE 3

### ELECTION OF OFFICERS

1. That the Executive Board of the Union shall be the President, Vice-President, Recording Secretary, Treasurer; and a Board of Directors as outlined in Section 2 following.
2. That the Board of Directors shall be comprised of a Chief Steward to be duly elected or appointed by a majority vote within each of the designated areas as listed below. (Note: Area 2 has two (2) Stewards and Area 3 has two (2) Stewards.)

Area 1. City of Waterloo	Operations Division Parks Works Services
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Area 2. City of Waterloo	Recreation & Leisure Division Facilities Services
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Area 3. Township of Woolwich	Public Works & Facilities
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Area 4. Township of Wellesley	Public Works & Facilities
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3. (i) That the election of the Executive Board, and all Committees shall be in the month of June and the term of Office shall be two (2) years. The newly elected Officers shall take Office in the month of July following.
- (ii) Beginning in the month of June 2005 that the election for the position of President and Treasurer take place in odd numbered calendar years; and that the election for the position of Vice-President and Recording Secretary take place in even numbered calendar years.
4. In the event that there is not a sufficient number of members available to constitute a legal meeting to elect Officers for said Union, that the out-going Executive Board be so empowered to carry on under the Trusteeship of the

Canadian Union of Public Employees Area Representative, the normal business and relevant duties of their respective Offices until such time as an election of Officers may be held.

5. (i) That any member standing for Office must have attended on half (1/2) of the six (6) regular meetings prior to the date of the election.

### ARTICLE 3

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- (ii) In the event that the conditions under Section 5 (i) above cannot be met, then any member in good standing for the last six (6) months and having attended at least one (1) regular meeting during this time shall be able to stand for Office.
  - (iii) That any member standing for the position of President must have served on the Executive Board or the Board of Directors for one (1) full term.
6. (i) That a member or members elected to any Office need only to have a simple majority to be elected.
  - (ii) That any member standing for Office be a member of the Union in good standing for twelve (12) continuous months prior to the date of standing for election.
7. In the event of a vacancy on the Executive Board, notice shall be posted for a period of thirty (30) days, with an election to be held at the next General Membership Meeting.
  8. That a list of Union Officers be posted on all bulletin boards.

## ARTICLE 4

### COMMITTEES OF THE UNION

#### BARGAINING COMMITTEE

1.

- (i) That the President, Vice-President, Recording Secretary, and Chief Stewards from Area 1 and Area 2 (City of Waterloo) shall be members of the Bargaining Committee by virtue of their Offices.
- (ii) That the Treasurer by virtue of Office Shall be an alternate member of the Bargaining Committee for the City of Waterloo.
- (iii) That the President or Vice-President, and Chief Steward shall be members of the Bargaining Committee by virtue of their Offices for the Township of Woolwich.
- (iv) That the President or Vice-President, Chief Steward and Alternate Steward shall be members of the Bargaining Committee by virtue of their Offices for the Township of Wellesley.
- (v) That the Area Representative of the Canadian Union of Public Employees, by virtue of his/her Office, shall be present at all Bargaining Committee meetings with the employer as outlined under Article 4, Sections 1 (i), (iii), and (iv) above.

#### GRIEVANCE COMMITTEE

2.

- (i) That the President or Vice President, Recording Secretary, and Chief Steward or Area Steward shall be members of the Grievance Committee by virtue of their Offices for the City of Waterloo.
- (ii) That the President or Vice-President, Chief Steward or Area Steward shall be members of the Grievance Committee by virtue of their Offices for the Township of Woolwich.
- (iii) That the President or Vice-President, and Chief Steward shall be members of the Grievance Committee by virtue of their Offices for the Township of Wellesley.



- (iv) That the Area Representative of the Canadian Union of Public Employees shall be an ad hoc member of the Grievance Committees as stated under Article 4, Section 2 (i), (ii), and (iii) and may sit as a member of these Committees at their discretion or request.

## ARTICLE 5

### BY-LAWS AND AMENDMENTS

1. That any new by-laws or amendments to the existing by-laws shall be brought before a General Membership Meeting as a Notice of Motion and posted on the bulletin board at principal locations as such no later than one (1) week prior to the monthly meeting they are to be reviewed at.
2. These by-laws shall not be amended, added to, or suspended except upon a two-thirds (2/3) majority vote of those present and voting at a regular or special membership meeting following written notice given at a previous regular membership meeting as provided in number one (#1) above.
3. That the Recording Secretary distributes copies of the By-Laws of the Waterloo Civic Employees Union Local 1542 C.U.P.E. to each member of the Union as requested at the General Membership Meeting. When receiving each copy of the By-Laws shall be signed for by the person receiving said copy.

## ARTICLE 6

### COLLECTIVE AGREEMENTS

1. That the President and Recording Secretary of Local 1542 Waterloo Civic Employees Union be present at the signing of their Collective Agreements as Signing Officers.
2. Any concern of interpretation of the Collective Agreement should be directed to the attention of the member's Chief Union Steward in their respective designated area.

## ARTICLE 7

### AFFILIATIONS

1. That we affiliate with the following organizations:

Ontario Division – Canadian Union of Public Employees

Ontario Federation of Labour

Waterloo Regional Labour Council

## ARTICLE 8

### OFFICER'S OUT OF POCKET EXPENSES

1. That the President, Vice-President, Recording Secretary, Treasurer; and Stewards shall receive seven dollars (\$7.00) for each regularly scheduled meeting and each Executive Meeting attended, or any authorized meeting that may be called from time to time.
2. That all Trustees shall receive thirty dollars (\$30.00) at the completion of reviewing the Trustee Report every six (6) months.
3. Any authorized delegate shall receive seven dollars (\$7.00) to attend authorized meetings.
4. That said payments shall be made at the end of each calendar year.

## ARTICLE 9

### EXECUTIVE OUT OF POCKET EXPENSES

1. That the Executive Board use the Services of the Legal Department of the Canadian Union of Public Employees for any legal matters that may arise pertaining to the general operation of the Union.
2. That the Executive Board be authorized to spend up to five hundred dollars (\$500.00) between regular meetings on Union business.
3. That the President shall be granted a sum of no greater than one hundred dollars (\$100.00) and the Recording Secretary shall be granted a sum of no greater than fifty dollars (\$50.00) to cover expenses and small purchases on behalf of the Union.
4. Out of pocket expenses to the President seventy-five dollars (\$75.00), Vice-President fifty dollars (\$50.00), Recording Secretary fifty dollars (\$50.00); and Treasurer fifty dollars (\$50.00). The above amounts are monthly and paid every three (3) months.
5. Out of pocket expenses to the Stewards fifty dollars (\$50.00) per year but the Stewards must attend seven (7) Executive Meetings and six (6) General Membership Meetings in order to receive said honorarium. The Stewards shall receive their honorarium at the end of the calendar year.

## ARTICLE 10

### DELEGATE OUT OF POCKET EXPENSES

1. Any member wishing to be a delegate at a convention, school, or other authorized conference must have attended one-half (1/2) of six (6) regular meetings prior to the date of the notification of the event. By virtue of their office the Executive and Board of Directors have priority to be a delegate before any member.

2. That the delegates participating at a convention, school, or other authorized conference or meeting outside the Region of Waterloo receive the following:

(i) Registration Fees

(ii) Any officer of the Waterloo Civic Employees Union C.U.P.E. Local 1542 must attend appropriate C.U.P.E. courses pertaining to their position while they are in office.

(iii) Meal Expenses in the amount of ninety dollars (\$90.00) per day plus accommodation expenses,

or

Expenses in the amount of forty dollars (\$40.00) per day plus accommodations if meals are included in the registration,

and

While same is in session also to include the days necessary to travel to and from the function.

(iv) When any of the above activities are to be held within the Region of Waterloo, expenses shall be set by a vote of the Executive Board.

(v) Lost time of delegates at regular remuneration for the time deemed necessary to travel to and from the function and the attendance thereof shall only be permitted.

- (vi) The Executive Board shall retain the full authority to set the amount of travel expenditures.
- (vii) All delegates must retain receipts and file a C.U.P.E. Expense Voucher of travel expenditures.

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- (viii) The President, by virtue of his Office, may attend all affiliate conventions.
- (ix) When away from home delegates are authorized one (1), ten (10) minute phone call home which will be paid for by the Union for each day of their absence on Union Business.
- (x) Delegates use of personal automobile will be paid forty-five cents (\$0.45) per kilometre. This will apply to the driver only.

## ARTICLE 11

### DONATIONS

1. That when an appeal is made for financial assistance and is passed, a minimum of fifty dollars (\$50.00) shall be granted.
2. Donations for financial assistance under special circumstances may be authorized by the Executive Board or by vote of the General Membership depending on the circumstances or the situation at the time.
3. Special consideration may be given to appeals within the Canadian Union of Public Employees Organization.



## ARTICLE 12

### BEREAVEMENT EXPENSES

1. When death occurs to a member or the immediate family of a member that a fifty dollar (\$50.00) donation be forwarded to a charitable organization or fund at the discretion of the Executive Board.
2. It will be the responsibility of the Chief Stewards as outlined under Article 3, Section 2 of these By-Laws to notify the Treasurer of the details involved as soon as possible.
3. That a forty dollar (\$40.00) fruit basket or equivalent token to be given to a member who is hospitalized as a result of illness or injury.

## ARTICLE 13

### RETIREEES

1. (i) That members in good standing, on retirement, receive the sum of one hundred dollars (\$100.00) honorarium or ten dollars (\$10.00) per year of continuous service, whichever is greater, following his/her date of retirement from service.

The presentation of this honorarium shall be arranged at the discretion of the Executive Board.

- (ii) Any member taking a position with their respective employer outside of C.U.P.E. Local 1542 Waterloo Civic Employees Union, after being a member in good standing within C.U.P.E. Local 1542 for twenty (20) years of service or more; shall receive an amount not to exceed one hundred fifty dollars (\$150.00) upon retiring.
2. A Canadian Union of Public Employees Life Membership Card shall be presented to the retiree at the time as determined under Article 13, Section 1 above.
3. A longstanding Executive Member when he/she retires, the Executive Board shall retain an amount of honorarium above that set amount in item one (1) of this Article.

## ARTICLE 14

### UNION PROPERTY

1. The Sergeant-At-Arms will assume the duties of Property Chairman.
2. His/her duties shall be to keep an accurate record as to the name and address of persons having Union property in their possession.
3. He/she will maintain an accurate record of all Union equipment and to whom it is assigned and will be responsible to take an inventory of said equipment at least once per year, submitting this report to the Executive Board and the Trustees.

## PREFACE

THESE BY-LAWS ARE THE PROPERTY OF THE WATERLOO CIVIC EMPLOYEES UNION (LOCAL 1542) CANADIAN UNION OF PUBLIC EMPLOYEES AND ARE FOR THE USE OF ITS MEMBERS ONLY, UNLESS OTHERWISE AUTHORIZED BY THE EXECUTIVE BOARD OF SAID UNION.

THE ATTACHED BY-LAWS WERE REVIEWED AND AMENDED THEREOF, BY A COMMITTEE ESTABLISHED FOR THAT PURPOSE AS OF SEPTEMBER 22<sup>nd</sup>, 2004 BEING DULY PRESENTED BEFORE A GENERAL MEMBERSHIP MEETING OF THE WATERLOO CIVIC EMPLOYEES UNION (LOCAL 1542) CANADIAN UNION OF PUBLIC EMPLOYEES AT WATERLOO, ONTARIO, BEING DULY VOTED ON AND PASSED BY A MAJORITY VOTE OF SAID MEMBERSHIP PRESENT AND ARE NOW IN EFFECT.

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**P. Filato - President**

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**G. Grassi - Vice-President**

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**B. Foell - Recording Secretary**

Dated at Waterloo, Ontario, this 26<sup>th</sup> day of the month of April in this year of two thousand and five.