



**(Canadian Office and Professional Employees Union, Local 378)**

# BYLAWS

# INDEX

<b>1</b>	<b>DEFINITION AND DUTIES OF STANDING COMMITTEES</b>	<b>1</b>
A.	ADVISORY COMMITTEE	1
B.	ARBITRATION REVIEW COMMITTEE	1
C.	CONSTITUTION AND BYLAWS COMMITTEE	1
D.	EDUCATION COMMITTEE	1
E.	ELECTORAL COMMITTEE	1
F.	ENVIRONMENT COMMITTEE	2
G.	EVENTS & SOCIAL PLANNING COMMITTEE	2
H.	HEALTH & SAFETY COMMITTEE	2
I.	HUMAN RIGHTS & MULTICULTURAL COMMITTEE	2
J.	POLICY CREATION COMMITTEE	ERROR! BOOKMARK NOT DEFINED.
K.	POLITICAL ACTION COMMITTEE	2
L.	STAFF RELATIONS COMMITTEE	3
M.	WOMEN & GENDER RIGHTS COMMITTEE	3
N.	YOUTH ACTION COMMITTEE	3
<b>2</b>	<b>APPOINTMENT OF DELEGATES</b>	<b>3</b>
	DELEGATES TO THE DISTRICT LABOUR COUNCIL	3
<b>3</b>	<b>CAMPAIGN PROCEDURES</b>	<b>3</b>
A.	VOTERS' LIST	3
B.	NOTICE OF POLL AND BALLOTING PROCEDURE	4
C.	VOTING IN PERSON	5
D.	VOTING BY MAIL AND ELECTRONIC BALLOTS	7
E.		7
F.		7
G.		7
<b>4</b>	<b>EMPLOYMENT WITH MOVEUP</b>	<b>7</b>
A.		7
B.		7
C.		7
D.		7
E.		8
F.		8
<b>5</b>	<b>MEMBERS' COMPENSATION FOR WAGES AND EXPENSES WHILE ENGAGED ON LOCAL UNION BUSINESS</b>	<b>8</b>
A.		8
B.	MEMBERSHIP MEETINGS AND STRIKES:	8
<b>6</b>	<b>ORDER OF BUSINESS</b>	<b>8</b>
A.	EXECUTIVE COUNCIL AND EXECUTIVE BOARD MEETINGS	8
<b>7</b>	<b>RULES OF ORDER</b>	<b>9</b>
A.		9
B.		9
C.		9
D.		9
E.		9
F.		9
G.		9
H.		9

<b>8</b>	<b>DEFENCE FUND - RULES AND REGULATIONS.....</b>	<b>9</b>
A.	GOVERNING BODY .....	9
B.	PAYMENT OF BENEFITS - STRIKES/LOCKOUTS.....	9
C.	PAYMENT OF BENEFITS - RESPECTING PICKET LINE OF ANOTHER UNION .....	10
D.	ADMINISTRATION AND MAINTENANCE OF FUND .....	11
E.	ELIGIBILITY FOR BENEFITS .....	11
F.	WELFARE PLAN PREMIUMS.....	12
<b>9</b>	<b>MINIMUM DUES AND MAINTENANCE OF BENEFIT FEES.....</b>	<b>12</b>
A.....	.....	12
B.....	.....	12
C.....	.....	12
<b>10</b>	<b>FINANCIAL REPORTING.....</b>	<b>13</b>
<b>11</b>	<b>INITIATION FEE.....</b>	<b>13</b>
<b>12</b>	<b>VICE-PRESIDENTIAL CONSTITUENCIES, EXECUTIVE BOARD .....</b>	<b>13</b>
	<b>COMPONENTS AND EXECUTIVE COUNCILLOR POSITIONS.....</b>	<b>13</b>
	<b>TABLE OF AUTHORITIES.....</b>	<b>14</b>

## 1 DEFINITION AND DUTIES OF STANDING COMMITTEES

Standing committees should be balanced, comprising members from the different Vice-Presidents' components and reflect the variety of workers MoveUP represents. Each Standing Committee will create Terms and References that help govern their committees. Each committee will review their Terms and References at the start of each term, at minimum. Terms and References should include the process of acquiring chair(s) as well as the goals of the committee.

### A. Advisory Committee

The Advisory Committee shall deliberate on all matters of business or policy referred to it by the Executive Board, Executive Council or Convention.

The committee shall review all existing policies to ensure that policies maintain consistency with the Constitution and Bylaws, are kept current, and remain relevant at least once every three (3) years.

The committee shall create new policies as required and make recommendations to the Executive Board and Executive Council.

### B. Arbitration Review Committee

The Arbitration Review Committee shall receive submissions from Union Representatives wishing to bring matters to arbitration for resolution. The Committee will make the determination whether to go forward or not. The Committee's decision is final.

### C. Constitution and Bylaws Committee

The Constitution and Bylaws Committee shall constantly review the Constitution and Bylaws and make recommendations for changes where necessary. Deliberate and make recommendations on all relative matters referred to it by the Executive Board, Executive Council or Convention.

### D. Education Committee

The Education Committee shall assist in Union education in accordance with the policy approved by the Executive Board, Executive Council or Convention.

### E. Electoral Committee

- (1) The Electoral Committee shall review the membership lists in each employer bargaining unit at least once a year or as directed by the Executive Board or Executive Council.

The Electoral Committee shall make recommendations based on these reviews to the Executive Council to ensure Executive Councillor and Executive Board representation reflects the changes occurring in the membership.

- (2) At least sixty (60) days prior to opening of nominations the Electoral Committee shall re-examine the Councillor representation and electoral districts, and if required, recommend changes thereto for the then forthcoming election. Concurrently, the Electoral Committee shall establish for the Executive Council Elections the monthly membership averages for the preceding twelve (12) months to October 31 for the purpose of the forthcoming elections.

At least sixty (60) days prior to opening of nominations the Electoral Committee shall re-examine the Executive Board and Vice-Presidential representation and electoral district, and for the election of the Executive Board and Vice-Presidents the monthly membership average for the twelve (12) month period ending six (6) months prior to the last day that ballots are to be received for election.

- (3) In recommending Councillor, Executive Board and Vice-Presidential representation or changes thereto, the Electoral Committee shall employ such criteria as group, section, region, department, geography, historical relationships or such other criteria as determined by the Executive Council.
- (4) While attempting to promote as fair and equitable representation on Council for members in each bargaining unit, the Electoral Committee shall use as a guide the numerical ratio of approximately one (1) Councillor for each eighty-five (85) members in each employer bargaining unit.

#### **F. Environment Committee**

The Environment Committee is committed to environmental sustainability, assisting members' education, to improve MoveUP's environmental performance and to practice continuous environmental stewardship.

#### **G. Events & Social Planning Committee**

The Events & Social Planning Committee shall be responsible for planning and organizing social events for the benefit of MoveUP members and their families.

#### **H. Health & Safety Committee**

The Health & Safety Committee shall be responsible for addressing health and safety matters pertaining to all MoveUP members.

#### **I. Human Rights & Multicultural Committee**

The Human Rights Committee shall be responsible for ensuring that MoveUP members are well versed in human rights and social justice issues which impact our workplaces and our communities.

#### **J. Political Action Committee**

The mandate of the Political Action Committee shall be:

- to participate and assist the union in all aspects of political activity to protect and advance the objectives of the Union.

- to continue to work to educate the members of the importance of the Local being involved in the political process.
- to continue to encourage and educate the members to participate either as candidates or volunteers, in all levels of political activity.

**K. Staff Relations Committee**

The Staff Relations Committee will be chaired by the President and shall include the Vice-President(s) and Secretary-Treasurer.

**L. Women & Gender Rights Committee**

Reaching out and engaging women, empowering, mobilizing and building capacity through mentoring, education, and advocating, raising awareness of all issues that affect women globally.

**M. Youth Action Committee**

The Youth Action Committee exists to promote the involvement of young workers (35 and under) in the union through education and activism around issues important to youth.

**2 APPOINTMENT OF DELEGATES**

**Delegates to the District Labour Council**

Delegates to a District Labour Council shall be appointed by the President subject to the approval of the Executive Board. A delegate acting contrary to the interests of our organization may be removed by decision of the Executive Board.

**3 CAMPAIGN PROCEDURES**

**A. Voters' List**

- 1) The Returning Officer shall, no later than March 18<sup>th</sup> in an Executive Council election year and on the day that the nominations for Executive Board close, establish a preliminary voters list showing the name and constituency number in which each Member is entitled to vote.
- 2) Members whose names do not appear on the preliminary voters list will be entitled to have their names added up until April 1<sup>st</sup> in an Executive Council election year and four days prior to the start of polling when the Executive Board is being elected.
- 3) The Returning Officer shall, no later than May 15<sup>th</sup> in an election year for the Master Construction Trade Union Benefit Plan, establish a preliminary voter's list of members entitled to vote in the election of these trustees. These members shall be those members working under the terms and conditions of the Construction Industry Affiliated Trade Unions collective agreement.
- 4) Notwithstanding 1), 2), and 3) only members in good standing shall be entitled to vote until the close of polls.

## **B. Notice of Poll and Balloting Procedure**

- 1) On or before April 1<sup>st</sup> in an Executive Council election year the Returning Officer may designate polling day(s) which shall be between April 5<sup>th</sup> and April 30<sup>th</sup>. For the election of the Executive Board, refer to Article 10.1(c) of the Constitution.
- 2) On or before June 1 in election years as described in the Master Construction Trade Union Benefit Plan Trust Agreement, the Returning Officer may designate polling days which shall be between June 15 and July 15.
- 3) The Returning Officer shall designate a secure site for the return of paper ballots.
- 4) The Returning officer will, insofar as is practical, adopt the following procedure for the distribution and counting of paper ballots:
  - i) Ballots shall list candidates in random order and where appropriate, the name of the Bargaining Unit.
  - ii) Ballots to be returned by mail will be accompanied by a ballot envelope and a return envelope.
  - iii) The Returning Officer shall distribute the ballots and related documents to each eligible voter at that person's last known home address or in any manner approved by the Executive Board or Executive Council.
  - iv) Ballots for the Executive Council election shall be mailed to eligible voters no earlier than April 5<sup>th</sup> and no later than April 9<sup>th</sup> in an Executive Council election year and will not be counted unless received by 4:30 p.m. on April 30<sup>th</sup> in an election year at the designated site as specified in 3 above. In the event that April 30<sup>th</sup> falls on a weekend the Friday preceding the date will apply (i.e. April 28<sup>th</sup> or 29<sup>th</sup>). For the Executive Board elections voting shall open as per Article 10.1(c) of the Constitution. Votes will not be counted unless received by 4:30pm on the day voting closes. In the event that the last day of voting for the Executive Board falls on a non-business day, the next business day will apply.
  - v) Ballots for the Master Construction Trade Union Benefit Plan will not be counted unless received by 4:30pm on July 15. In the event that July 15 falls on a weekend, the Friday preceding the date will apply.
- 5) The Returning officer will, insofar as is practical, adopt the following procedure for the distribution and counting of electronic ballots:
  - i) Ballots shall list candidates in random order and where appropriate, the name of the Bargaining Unit.

- ii) The Returning Officer shall notify each eligible voter of the voting process at that person's last known home email address or in any manner approved by the Executive Board or Executive Council.
  - iii) Notification of Voting for the Executive Council elections shall be emailed to eligible voters no earlier than April 5th and no later than April 9th in an Executive Council election year. Tabulation of votes will be completed and counted at 4:31 p.m. on April 30th in an election year. The results are sent to the Returning Officer.
  - iv) Notification of Voting for the Executive Board elections shall be emailed to eligible voters no earlier than eighty (80) days prior to Convention. Tabulation of the votes will be completed and counted at 4:31pm on the day voting closes (as per Constitution Art. 10.1 b iv)).
- 6) The Returning Officer together with their deputies and such poll clerks as may be required will, forthwith after close of poll, count the ballots and report the results in writing to the President. It shall require a plurality of the respective votes cast to elect Union Officers and Master Construction Trade Union Benefit Plan trustees.
  - 7) The Returning Officer will preserve all election records, including ballots for 12 months from the date of the election after which time they may be destroyed upon approval of the Executive Council unless a question has arisen in connection therewith.

### **C. Voting in Person**

Where votes are conducted at Membership Meetings the following procedure will be adopted:

- 1) The Returning Officer shall prepare and provide to the Presiding Officer of the meeting, sufficient ballot papers for the Members attending the meeting.
- 2) A Deputy Returning Officer will be appointed and will be in charge of balloting.
- 3) The Deputy Returning Officer at the meeting shall appoint scrutineers who shall issue ballots and ensure no Member receives more than one ballot.
- 4) Marked ballot papers shall be placed and sealed in envelopes marked "ballot" by the voting Members. The ballot envelope(s) shall in turn be enclosed and sealed in a ballot return envelope with the voter's name, home mailing address, Union Membership number and signature on the outside of the envelope. The ballot return envelopes shall be placed by the voting Members into ballot containers approved by the Returning Officer which shall be sealed by the scrutineers and handed to the Presiding Officer who shall sign for same.
- 5) The Presiding Officer shall return the sealed ballot container to the Returning Officer who shall keep such containers sealed until voting is completed at all meetings.



- 6) Where practicable, members geographically unable (beyond 1 hour travel time each way from any meeting location) to attend the meetings may vote in accordance with D, by contacting the person(s) appointed by the President prior to the last scheduled meeting.

#### **D. Voting by Mail and Electronic Ballots**

Electronic ballots are preferred, however, paper ballots shall be available to any member upon request.

Where a ballot is to be conducted by mail or electronically the following procedure will be followed:

- 1) Members voting by mail shall follow the procedure set out in C(4) and will return the ballot to the Returning Officer.
- 2) The Returning Officer will maintain a mail ballot return box which shall be kept closed until the conclusion of voting.
- 3) Only those ballots received by the Returning Officer, on or before the designated post marked date, will be counted.
- 4) The Returning Officer shall supervise electronic balloting as approved by the Executive Board or Executive Council.

**E.** Other than the Table Officers, any employee of the Local who stands as candidate for office will take a leave of absence without pay for the duration of the election as of the closing date of nominations. Accrued time may be used in lieu if the candidate so desires.

**F.** Staff who are not candidates shall not canvass, campaign or solicit on behalf of any candidate.

**G.** No Union member shall campaign or knowingly permit any person on their behalf to campaign on the premises of the Union office.

#### **4 EMPLOYMENT WITH MOVEUP**

**A.** The Executive Council, as advised by the President and Executive Board, shall have the authority to approve the hiring of additional regular employees: Clerical; Union Representatives; Senior Union Representatives; and Staff Specialist(s), to carry on the business of the Local Union.

**B.** The Executive Board shall have the authority to approve the hiring of temporary employees as advised by the President except that the President shall be authorized to hire such employees without approval for short term emergent requirements.

**C.** The salary of the President of MoveUP shall be at the maximum of the highest salaried job grouping of all the Local Union's bargaining units, plus 25% to recognize flexible hours worked. The President shall receive a monthly vehicle allowance of \$600.00

**D.** The salary of the Secretary-Treasurer of MoveUP shall be at the maximum of the highest salaried job grouping of all the Local Union's bargaining units, plus 5% to recognize flexible hours worked. The Secretary-Treasurer shall receive a monthly vehicle allowance of \$600.00.

- E. That the salary for the Vice-Presidents be established at \$112,488.05 annually at the commencement of the 2021 Vice-Presidential term of office. The compensation shall be adjusted at the same time, and at the same percentage as the President and Secretary-Treasurer for the remainder of the term. The Vice-Presidents shall receive a monthly vehicle allowance of \$600.00.
- F. For any period that a member performs the role of any Acting Table Officer (President, Secretary-Treasurer, or Vice-President) for more than one consecutive day, they shall be paid 15% of that Table Officer's current salary, in addition to that member's current salary.
- G. Terms and conditions of employment for full time elected officials shall be contained in a contract prepared by the Executive Board and approved by the Executive Council. Such contract shall be available to any candidate prior to an election.
- H. The salary scales of the unionized employees of MoveUP shall be as negotiated with the certified bargaining agent of the employees.
- I. The salary of the exempt employees of MoveUP shall be as negotiated between the President, Secretary-Treasurer and the exempt employee.

**5 MEMBERS' COMPENSATION FOR WAGES AND EXPENSES WHILE ENGAGED ON LOCAL UNION BUSINESS**

- A. Any member or employee authorized or instructed to perform any particular service for the Local Union shall be reimbursed for all salary loss incurred while so acting.

Members and employees of the union will be reimbursed for reasonable expenses incurred while on authorized union business, provided that such expenses are appropriate for the union, necessary, reasonable, and supported by receipts as required by the 'Executive Administrative Policy' governing Member and Employee Expense Claims.

**B. Membership Meetings and Strikes:**

Members from isolated areas attending Union meetings will be encouraged to car-pool to meetings and will be reimbursed for the cost of gas, supported by receipts, with prior approval of the Secretary-Treasurer. Likewise, during job action, job stewards, picket captains and picketers will be reimbursed for reasonable and necessary gas and meal expenses which are supported by receipts, with prior approval of the Secretary-Treasurer.

**6 ORDER OF BUSINESS**

**A. Executive Council and Executive Board Meetings**

- 1<sup>st</sup> Installation of Officers and Councillors
- 2<sup>nd</sup> Minutes of Previous Meeting
- 3<sup>rd</sup> Business Arising from Minutes
- 4<sup>th</sup> Financial Reports
- 5<sup>th</sup> Reports of Officers and Committees Updates or Actions
- 6<sup>th</sup> Correspondence

## **7 RULES OF ORDER**

- A.** The President, or in their absence, the Secretary-Treasurer or a Vice-President of MoveUP shall preside at all Executive Board and Council meetings and Conventions. Business shall be adopted from a pre-arranged agenda, a copy of which shall be forwarded or published to all attendees prior to the meeting.
- B.** In all debates or discussions no speaker shall speak more than three minutes without the consent of the majority of the meeting, and no member shall speak more than once to a motion without the consent of the Chair.
- C.** Any member wishing to speak shall address the Chair. The member shall confine their remarks to the question or subject and avoid repetition.
- D.** The President shall be privileged to debate upon all subjects on calling any other Officer to the Chair.
- E.** All questions, other than the election of officers shall be decided by a vote. Any three members can request a count to be taken.
- F.** The election of officers shall be by secret ballot vote.
- G.** Revisions and amendments to the Bylaws must carry a two-thirds majority of the Executive Council present.
- H.** “Bourinot’s Rules of Order” shall be the authority governing all questions of order or procedures not otherwise covered by the above Bylaws or by the Constitution of MoveUP.

## **8 DEFENCE FUND - RULES AND REGULATIONS**

### **A. Governing Body**

- (1) These Rules and Regulations may be amended from time to time by the Executive Council.

### **B. Payment of Benefits - Strikes/Lockouts**

- (1) Each member of the Union who is on strike in compliance with of the National Constitution or has been locked out, shall be eligible to receive weekly benefits on or after the 8th calendar day following the beginning of such strike or lockout.
- (2) Members who, after the beginning of any strike or lockout as aforesaid, receive any vacation pay or allowances, disability benefits, unemployment compensation, or sick leave benefits, shall not be eligible for benefits under the Defence Fund until the beginning of the 8th calendar day after the termination of any such payments.

- (3) Benefits (in addition to any National strike benefits) in strikes conducted in accordance with of the National Constitution, or during lockouts shall be paid in an amount of \$340 per week as long as the Defence Fund is \$18,000,000 or more, \$300 per week when the Defence Fund is between \$15,000,000 and \$18,000,000, or \$275 per week when the Defence Fund is below \$15,000,000, in accordance with these Rules and Regulations.
- (4) Members who have become eligible for benefits under the Defence Fund shall, after the termination of a strike or a lockout as aforesaid, be eligible for payment of one week's additional benefits.
- (5) In the case of a rotating strike or other job action, the determination of eligibility for benefits and method of payment of benefits to members shall be within the discretion of the Executive Board and not necessarily be in strict compliance with these Rules and Regulations.
- (6) The body determining the amount and duration of benefits from the Defence Fund, based upon the solvency of the Defence Fund and in accordance with these Rules and Regulations, shall be the Executive Board.
- (7) The Executive Board shall review weekly benefits, at each meeting, following the beginning of a strike or lockout.

**C. Payment of Benefits - Respecting Picket Line of Another Union**

- (1) Each member of the Union who suffers a loss of salary as a result of respecting a picket line related to labour disputes shall be paid the same level of benefits as under section 8B (3).
- (2) The body determining the amount and duration of benefits from the Defence Fund, based upon the solvency of the Defence Fund and in accordance with these Rules and Regulations, shall be the Executive Board.
- (3) The Executive Board, dependent upon the scope of the action, may authorize weekly benefits in excess of those amounts as listed in 8C (1) up to \$500. per week as per Bylaw 8B (3), but not in excess of 60% of the member's regular earnings for the period affected.
- (4) Any benefits to which members may be entitled from the National Union will be paid into Local 378's Defence Fund when the member is receiving enhanced benefits under this Section and will not be paid to the affected members.
- (5) Members respecting a picket line related to labour disputes who are receiving any disability benefits, unemployment compensation, or sick leave benefits, shall not be eligible for benefits under the Defence Fund until after the termination of any such payments.
- (6) The Executive Board shall review weekly benefits, at each meeting, following the beginning of a strike or lockout.

#### **D. Administration and Maintenance of Fund**

- (1) The Secretary-Treasurer shall keep such records as may be required from time to time for the proper administration of the Defence Fund. Such records shall be maintained with the Local Union files.
- (2) The Defence Fund shall be maintained in an account separate and apart from all other funds and assets of Local 378, in such banks, trust companies, credit unions or other institutions as may be determined by the Executive Council. All earnings from such accounts or investments shall accrue to and form a part of the Defence Fund.
- (3) Financial statements of the Defence Fund shall be prepared as required for submission to the Executive Council. This report shall be separate from the regular financial report of the general fund of the Local Union.
- (4) All monies of the Defence Fund shall be invested in accordance with the MoveUP Statement of Investment Policies: as developed by the Executive Board and ratified by Executive Council.

#### **E. Eligibility For Benefits**

- (1) During the period of a strike, picketing, or a lockout as aforesaid, the Union shall maintain a "strike" roll, in duplicate, for its members at specified locations. Each member of the Union in order to be eligible for receipt of benefits from the Defence Fund must sign the "strike" roll each week beginning with the first week of the strike, picketing or lockout.

However, these Rules and Regulations shall be interpreted as permitting a member to qualify any time during such strike, picketing or lockout, and that after once qualifying they will forfeit benefits only for those weeks when they failed to sign the "strike" roll. The Secretary-Treasurer or their authorized representative shall have authority to sign on behalf of members who are unable to physically attend to sign the "strike" roll; such authority shall be exercised only in unusual circumstances and only for extreme good cause shown.

- (2) The Secretary-Treasurer or their authorized representative must specify each member for whom they have signed and state in writing the reasons for signing the roll on behalf of each member so affected.
- (3) Each member receiving a benefit from the Defence Fund shall sign a receipt on a form supplied by Local 378's Secretary-Treasurer. The receipt shall be returned to the Secretary-Treasurer and maintained as a part of the records of the Defence Fund.
- (4) Each member on strike, picketing, or locked out is expected to do their assigned duties. Failure to do so will result in a penalty of all or any portion of benefit under the Defence Fund.
- (5) The Secretary-Treasurer or their authorized representative shall withhold distribution of any benefit to any member who has become ineligible for receipt of benefits at the time of distribution. Any benefits, either by cash or

cheque, not distributed on these grounds shall be returned forthwith to the Secretary-Treasurer and shall be credited to the Defence Fund. Any member feeling aggrieved by denial of benefits shall have the right to appeal, within ten calendar days of such denial, to the Executive Board, whose decision on eligibility at time of distribution shall be final and binding. If the Executive Board determines that such member was eligible at the time of distribution, payment of benefits shall be forthwith made to such member.

**F. Welfare Plan Premiums**

- (1) The Defence Fund shall pay group life and group medical insurance premiums for members entitled to benefits under the Defence Fund covering the whole period of the work stoppage if such premiums are not prepaid. If the employer fails, neglects or refuses to continue payment of their share of the said premiums, thus jeopardizing the group life and medical coverage, the Defence Fund shall pay the whole cost of such plans for the duration of the strike, picketing or lockout.

**9 MINIMUM DUES AND MAINTENANCE OF BENEFIT FEES**

- A.** Maintenance of Benefit Fees shall be the same as Minimum Dues, and Minimum Dues shall be \$20.00 per month. No member shall pay less than the Minimum Dues, except for variations authorized by the Executive Council. Any such variations shall apply to employer groups and not individuals.
- B.** Pursuant to the provisions of Article 9.8 of the Constitution, Maintenance of Benefit Fees for members who have terminated or have been laid off by employers in the construction industry with whom the Union has or had collective agreements is hereby established at minimum monthly dues and shall be payable by the first of the month following the last month for which the regular Union dues were paid. Such members who have qualified under the provisions of the MoveUP Health and Benefit Plan and the MoveUP Pension Plan may continue participation in those plans subject to the rules and regulations of the said plans and also are eligible to register with the union for referral for employment with employers with whom the Union has referral agreement. Members who are employed by any other employer as designated by the Executive Board may also register with the Union for referral for employment with employers with whom the Union has referral agreements. Further, a member who becomes delinquent for three months in payment of such fees shall be automatically suspended.

Such a member may not be reinstated after being delinquent for twelve months. The Maintenance of Benefit Fee provision may not be extended to members who have a lapse in membership of more than twelve months.

- C.** Members who have terminated with their employer, and where their collective agreement specifies the retention of specific benefits, may pay the union maintenance of benefit fees and retain their membership in the MoveUP for a period of up to two years. The members' seniority will not accrue during this period, but will be granted up to the date of their termination.

## **10 FINANCIAL REPORTING**

- A.** A member who has a question about the propriety of a financial matter should submit it in writing to the Executive Board with a copy to the Audit Committee, and failing satisfaction, to the Executive Council.
- B.** The Executive Board shall be responsible for publishing and generally distributing to the Executive Council and membership each year, an overview of the Auditor's reports for the Local and Building Ltd. Committee.

## **11 INITIATION FEE**

New members of MoveUP, in workplaces with collective agreements already in force, must pay an initiation fee of \$25. This fee can be waived by the Executive Board upon recommendation of the Secretary-Treasurer.

## **12 VICE-PRESIDENTIAL CONSTITUENCIES, EXECUTIVE BOARD COMPONENTS AND EXECUTIVE COUNCILLOR POSITIONS**

The electoral districts, Vice-Presidential Constituencies, Executive Board Components and Executive Councillor positions shall be determined by the Electoral Committee and approved by the Executive Council prior to each general election.



## MOVE UP

### TABLE OF AUTHORITIES

### BYLAWS

DATE	AUTHORITY	ARTICLE	CHANGE
Sep. 25, 1995	Executive Council Mtg.	I (c)	Change re: Staff Relations Committee
Feb. 5, 1996	Executive Council Mtg.	V (B) (4)	Change 1 ¼ % to 1 ½ %
Feb. 5, 1996	Executive Council Mtg.	XV (A)	Maintenance of Benefit Fees
Mar. 28, 1996	Executive Council Mtg.	V (A) (1) V (A) (6)	Seniority Definition
Apr. 24, 1997	Executive Council Mtg.	V (A) (1) V (A) (6)	Seniority Bridging
June 9, 1997	Executive Council Mtg.	VII (B) through (I)	Remove from Bylaws
June 9, 1997	Executive Council Mtg.	VII (A)	Additional language re: Expense Policy
June 9, 1997	Executive Council Mtg.	VII (B)	New language re: Membership Meetings and Strike Expenses
Dec. 15, 1997	Executive Council Mtg.	XVI (C)	Change re: Auditors Report
Dec. 15, 1997	Executive Council Mtg.	V (A) (9)	New – Re: Seniority
Sep. 28, 1998	Executive Council Mtg.	V (A) (1) V (A) (6)	Change to Seniority with regards to break in service
Dec. 14, 1998	Executive Council Mtg.	XII (B) (3)	Change re: Strike Pay Increase
Feb. 2, 1999	Executive Council Mtg.	XVII	New language re: Vice-President Election Process
Feb. 2, 1999	Executive Council Mtg.	XVIII (Previously XVII)	Revise Executive Councillor Area Descriptions and Boundaries and Renumber Article
Nov. 22, 1999	Executive Council Mtg.	XVIII	Add Executive Councillor Position for Danka
June 19, 2000	Executive Council Mtg.	XVIII	Add Executive Councillor Position for BCAA – Emergency Road Service (1 position) and BCAA – Service Centres (2 positions)
Sept. 11, 2000	Executive Council Mtg.	I (G)	Establish Political Action Committee as a Standing Committee
Sept. 11, 2000	Executive Council Mtg.	I (H)	Establish Women’s Committee as a Standing Committee
Dec. 3, 2001	Executive Council Mtg.	XII (B) (2) XII (C) (5)	Delete words “vacation pay and allowances”
Dec. 3, 2001	Executive Council Mtg.	XII (C) (1)	Change to \$200. per week
Dec. 3, 2001	Executive Council Mtg.	XII (C) (3)	Change to \$400. per week
Feb. 18, 2002	Executive Council Mtg.	VI (C)	Change re: President’s salary
Feb. 18, 2002	Executive Council Mtg.	XVIII	Revise Executive Councillor Area Descriptions and Boundaries
Dec. 6, 2004	Executive Council Mtg.	XVIII	Revise Executive Councillor Area Descriptions and Boundaries
Sept. 11, 2006	Executive Council Mtg.		Numbering changed throughout to standard numeric and alpha – no more roman numerals
Sept. 11, 2006	Executive Council Mtg.	1	Re-arranging current committees alphabetically
Sept. 11, 2006	Executive Council Mtg.	3 (B)	Delete Joint Council of Unions with agreements at B.C. Hydro
Sept. 11, 2006	Executive Council Mtg.	4 (B)	Secretary-Treasurer now a full time paid position
Sept. 11, 2006	Executive Council Mtg.	4 (E)	Nominating Committee no longer exists – Resumes to be submitted to “Local Voice”
Sept. 11, 2006	Executive Council Mtg.	5	Seniority article deleted and assigned to Advisory Committee
Sept. 11, 2006	Executive Council Mtg.	8 (B)	Regional General Membership meetings deleted
Sept. 11, 2006	Executive Council Mtg.	9 (B)	References to Regional General Meetings replaced with ‘Convention’
Sept. 11, 2006	Executive Council Mtg.	10 (A)	Include Secretary/Treasurer as a presiding officer at meetings
Sept. 11, 2006	Executive Council Mtg.	10 (L)	Bourinot’s Rules of Order replaces Robert’s
Sept. 11, 2006	Executive Council Mtg.	11	Eligibility to attend regional meetings changed to conventions
Sept. 11, 2006	Executive Council Mtg.	18	Electoral districts and Councillor positions deleted.
Nov. 20, 2006	Executive Council Mtg.	1	Definition and Duties of Standing Committee
Nov. 20, 2006	Executive Council Mtg.	2	Appointment and Qualification of Delegates
Nov. 20, 2006	Executive Council Mtg.	3	Campaign Procedures
Nov. 20, 2006	Executive Council Mtg.	4	Employment with COPE endorsed except 4(D) as presented

Nov. 20, 2006	Executive Council Mtg.	5	Members' Compensation for Wages and Expenses while engaged on Local Union Business
Feb. 19, 2007	Executive Council Mtg.	11	Amend – Minimum dues shall be \$20. per month unless variation by employee group is authorized by Executive Council
March 19, 2007	Executive Council Mtg.	(V)	Removal of Seniority Clause and adoption of Seniority Reinstatement Policy
Sept. 24, 2007	Executive Council Mtg.	4 (B)	Secretary-Treasurer salary paid at max of highest unit's salaried job grouping plus 5% and paid \$450. vehicle allowance.
Sept. 28, 2009	Executive Council Mtg.	3(A)(B)(C)(D)(E)	Changes suggested from Heyman Report to stagger JS and EC elections away from EB Election timeframe
Nov. 4, 2009	Convention	13	Addition of VP Constituencies, E/B Components and E/C references and amending triennial general election to general election.
May 28, 2012	Executive Council Mtg.	4(C)(D)	President & Secretary-Treasurer Car Allowance increased to \$550.
May 28, 2012	Executive Council Mtg.	1(E)2	Adjust Timeline to reflect new timeline for Executive Board Elections
May 28, 2012	Executive Council Mtg.	3(B)4	Amend to remove conflict with Article 11.5d of Constitution- Re: Returning Officer reporting of Results
May 28, 2012	Executive Council Mtg.	3(C)4	Remove requirement for members to use S.I.N. for voting purposes – Use Union Membership# instead
May 28, 2012	Executive Council Mtg.	3(E)	Delete Article 3(E) as it is a duplication of Article 11.5 of the Constitution. Renumber remaining .
May 28, 2012	Executive Council Mtg.	7	Delete Article 7 to remove reference to Matters of Referendum. Renumber remaining articles and cross references accordingly
May 28, 2012	Executive Council Mtg.	8(E)(F)	Sub E and F are not consistent with the current practice of taking votes.
May 28, 2012	Executive Council Mtg.	9(C)	Remove reference to 23% of revenue of Defence Fund
May 28, 2012	Executive Council Mtg.	9(D)	Amend to reflect monies in the Defence Fund will be “readily” available.
May 28, 2012	Executive Council Mtg.	10(B)1	Delete the requirement to maintain the Contingency Fund in a separate account.
Dec. 3, 2012	Executive Council Mtg.	1(N)	Add Youth Action Committee as Standing Committee
Mar 24, 2014	Executive Council Mtg	3(B)(iv)	Change time from 5:00 pm to 4:30pm for ballot return
May 26, 2014	Executive Council Mtg	6	Add new 3 <sup>rd</sup> - Business Arising from Minutes
Oct 6, 2014	Executive Council Mtg	1(E)	Add Executive Board Member
Oct 6, 2014	Executive Council Mtg	M	Amend name to Women's Rights Committee and update mandate
Oct 6, 2014	Executive Council Mtg	8(D)5	Amend to show Defence Fund shall be invested in accordance with the MOVEUP Statement of Investment Policies
Dec 7, 2015	Executive Council Mtg	8(B)3	Amend Payment of Benefit – Strikes/Lockout amount depending on Defence Fund amount
Dec 7, 2015	Executive Council Mtg	8(C)1	Amend Payment of Benefits – Respecting Picket Line of Another Union to allow for same level of benefit as 8(B)3
Feb 29, 2016	Executive Council Mtg.	9(A) & (B)	Delete entire bylaw 9
Feb 29, 2016	Executive Council Mtg.	1(E)1	Amend Electoral Committee bylaw to allow committee to review numbers at least once a year to ensure representation.
Feb 29, 2016	Executive Council Mtg.	1(a)	Amend Advisory Committee to ensure policies are relevant
Feb 29, 2016	Executive Council Mtg.	1(k)	Add new K. Policy Creation Committee and renumber remaining letters
Feb 29, 2016	Executive Council Mtg.	1	Amend to define that committees should be balanced
Feb 29, 2016	Executive Council Mtg.	Housekeeping	Amend to reflect name change from COPE 378 to MoveUP
Feb 29, 2016	Executive Council Mtg.	Housekeeping	Amend to reflect difference between triennial elections from executive board elections
Feb 29, 2016	Executive Council Mtg.	Housekeeping	Amend to change hyphenation of Vice-President, Secretary-Treasurer and bylaws
Feb 29, 2016	Executive Council Mtg.	Housekeeping	Amend entirety to reflect Canadian spelling
Feb 29, 2016	Executive Council Mtg.	Housekeeping	Ensure all numbering changes are corrected
May 30, 2016	Executive Council Mtg	1(f)	Amend Environment Committee protocol
May 28, 2018	Executive Council Mtg.	Housekeeping	Change all reference of he/she or his/her to they or their
May 28, 2018	Executive Council Mtg.	Housekeeping	Change all references to by-law or By-Law to bylaw or Bylaw

May 28, 2018	Executive Council Mtg.	1(i)	Amend name of committee to Human Rights and Multicultural Committee
May 28, 2018	Executive Council Mtg.	3(a)(3)	Add new MCTUBP language and renumber remainder
May 28, 2018	Executive Council Mtg.	3(a)(4)	Amend to show new sub-article for MCTUBP
May 28, 2018	Executive Council Mtg.	3(B)(2)	Add new MCTUBP language and renumber remainder
May 28, 2018	Executive Council Mtg.	3(B)(4)(v)	Add new MCTUBP vote count language
May 28, 2018	Executive Council Mtg.	3(b)(5)	Amend to add MCTUBP language
May 28, 2018	Executive Council Mtg.	4(c)	Amend President's vehicle allowance to \$600
May 28, 2018	Executive Council Mtg.	4(c)	Amend Secretary-Treasurer's vehicle allowance to \$600
May 28, 2018	Executive Council Mtg.	8(B)(7)	Add new language for EB reviewing strike/lockout pay
May 28, 2018	Executive Council Mtg.	8(C)(6)	Add new language for EB reviewing strike/lockout pay
Oct 1, 2018	Executive Council Mtg.	Housekeeping	Change all references to COPE378, the Local, the Local Union, or the Union to MoveUP
Oct 1, 2018	Executive Council Mtg.	3.(a)(1)	Amend language on dates for preliminary voters list
Oct 1, 2018	Executive Council Mtg.	3(B)(1)	Amend language to reflect new election timelines
Oct 1, 2018	Executive Council Mtg.	3(B)(4)(iv)	Amend language to reflect new election timelines
Dec 9, 2019	Executive Council Mtg.	1(J)	Remove Pension Committee section 1 (J) and renumber
Dec 9, 2019	Executive Council Mtg.	12	Add language
March 1, 2021	Executive Council Mtg.	10-13	Renumber to 9 - 12
June 7, 2021	Executive Council Mtg	1(M)	Amend name of committee to Women & Gender Rights Committee
October 2021	2021 Convention	3(E)	Amendment re Officer Compensation
October 2021	2021 Convention	3(B)(1)	Amendments re Election Procedure
October 2021	2021 Convention	3(B)(4)(iv)	Amendments re Election Procedure
October 2021	2021 Convention	3(B)	Amendments re Balloting Process
October 2021	2021 Convention	3(C)	Amendments re Balloting Process
October 2021	2021 Convention	3(D)	Amendments re Electronic Preferred Voting
December 6, 2021	Executive Council Mtg	4 (E)	New language and renumbering of remaining articles.
October 3, 2022	Executive Council Mtg	8(F)	Amended by removing last two sentences
May 29, 2023	Executive Council Mtg.	4H	New language around salary of exempt employees
Dec. 4, 2023	Executive Council Mtg.	1 N	Youth Action Committee - Increase age from 30 to 35
Mar. 18, 2024	Executive Council Mtg.	1 A	Amend to add creation of new policies.
Mar. 18, 2024	Executive Council Mtg.	1 J	Remove Policy Creation Committee and renumber accordingly.
Mar. 18, 2024	Executive Council Mtg.	8 B (2)	Add new language for vacation pay/allowances
Mar. 18, 2024	Executive Council Mtg.	8 B (3)	Increase amount of strike pay & lower top-end Defence Fund threshold.
Mar. 18, 2024	Executive Council Mtg.	8 C (3)	Increase 3 <sup>rd</sup> party picket weekly benefit amount.
Mar. 18, 2024	Executive Council Mtg.	8 D (2)	Remove reference to administration expenses and renumber remainder of language accordingly.
June 3, 2024	Executive Council Mtg.	4 D, E & F	Remove language around acting pay in D & E; create new F to replace.
June 3, 2024	Executive Council Mtg.	7 A, C & E	Using consistent and gender-neutral language.
September 14, 2024	Convention	1	Add requirement for committee terms of reference.