

CUPE LOCAL 374

Bylaws and Policies



JUNE 2016

TABLE OF CONTENTS

INTRODUCTION.....	3
SECTION 1 – NAME	3
SECTION 2 – OBJECTIVES	3
SECTION 3 – REFERENCES	4
SECTION 4 – AFFILIATIONS	4
SECTION 5 – REGULAR AND SPECIAL MEMBERSHIP MEETINGS.....	4
SECTION 6 – UNIT, REGION or SITE MEETINGS	6
SECTION 7 – OFFICERS	6
SECTION 8 – EXECUTIVE BOARD	6
SECTION 9 – DUTIES OF OFFICERS	7
SECTION 10 – NOMINATION, ELECTION, AND INSTALLATION OF OFFICERS.....	12
SECTION 11 – FEES, DUES, AND ASSESSMENTS.....	14
SECTION 12 – NON PAYMENT OF DUES AND ASSESSMENTS	14
SECTION 13 – VOTING OF FUNDS	14
SECTION 14 – OUT-OF-POCKET EXPENSES	15
SECTION 15 – DELEGATES TO CONFERENCES, CONVENTIONS AND EDUCATIONALS	15
SECTION 16 – COMMITTEES	15
SECTION 17 – RECALL PROCEDURE AND TRIALS.....	15
SECTION 18 – RULES OF ORDER.....	19
SECTION 19 – AMENDMENTS	19
SECTION 20 – PRINTING AND DISTRIBUTION OF BYLAWS.....	19
SECTION 21 – GOOD AND WELFARE REQUESTS	20
Appendix “A” – CUPE NATIONAL EQUALITY STATEMENT	21
Appendix “B” – RULES OF ORDER.....	22
Appendix “C” – CUPE 374 EXPENSE GUIDELINES.....	22
Appendix “D” – OATH OF MEMBERSHIP	30
Appendix "E" - UNIT STEWARD POLICIES.....	31
Appendix "F" - CODE OF CONDUCT.....	32
Appendix "G" - PROTECTION OF PERSONAL INFORMATION POLICY.....	34

INTRODUCTION

Local 374 of the Canadian Union of Public Employees has been formed to:

- Coordinate and support individual CUPE Bargaining Units under a local charter;
- Improve the social and economic well-being of all of its members;
- Promote equality for all members and to oppose all types of bullying, harassment and discrimination;
- Promote the efficiency of public services; and
- Express its belief in the unity of organized labour.

The following Bylaws are adopted by Local 374 in accordance with the CUPE National Constitution (Articles 13.3 and B.5.1), to protect the rights of all members, to provide for responsible governance of the Local Union, and to involve as many members of the Local Union as possible through the sharing of duties and responsibilities.

CUPE chartered organizations shall respect and apply the CUPE National Equality Statement to all of the chartered organizations' activities. The CUPE National Equality Statement can be found in Appendix "A" to these bylaws.

SECTION 1 - NAME

The name of this Local Union shall be Canadian Union of Public Employees, Local 374.

Local 374 consists of the following units:

The Corporation of the District of Oak Bay, The Corporation of the Township of Esquimalt, Town of Sidney, District of North Saanich, City of Colwood, District of Sooke and District of Metchosin.

SECTION 2 - OBJECTIVES

The objectives of Local 374 are to:

- (a) Secure the best possible pay, benefits, working conditions, job security, pensions and retiree benefits for its members;
- (b) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- (c) Encourage the settlement by negotiation and mediation of all the disputes between the members and their employers;

- (d) Eliminate bullying, harassment and discrimination of any sort or on any basis, for the equality of treatment regardless of class, race, colour, nationality, age, sex/gender, language, sexual orientation, place of origin, ancestry, religious beliefs, or mental and physical disability, and the active opposition of discrimination of same wherever it occurs or appears;
- (e) Establish strong working relationships with the public we serve and the communities in which we work and live; and
- (f) Support CUPE in reaching all of the objectives set out in Article II of the CUPE National Constitution.

SECTION 3 – REFERENCES

- (a) Masculine pronouns shall be understood to be non-gender specific.
- (b) Numbers of articles at the end of sections or sub-sections in this document refer to relevant articles of the CUPE National Constitution which should be read together with these bylaws.

SECTION 4 – AFFILIATIONS

In order to strengthen the labour movement and work toward common goals and objectives, Local 374 shall be affiliated to, and pay per capita tax to, the following organization(s):

- The CUPE British Columbia Provincial Division
- The Vancouver Island District Council
- The British Columbia Federation of Labour
- The Victoria CLC Labour Council

SECTION 5 – REGULAR AND SPECIAL MEMBERSHIP MEETINGS

- (a) The Local shall hold three general membership meetings per year. Meetings will be held in February/March, May/June and October/November. Elections for Local wide positions will be held in the Fall (October/November) at the Annual General Meeting.
- (b) The time and place of General Membership Meetings will be determined by the Executive Board. One month notice must be given to the membership prior to a meeting.
- (c) Special membership meetings of Local 374 may be required, and shall be called by the Executive Board or may be requested in writing by no fewer than 10 (ten)

members. The President shall immediately advise members when a special meeting is called, and ensure that all members receive at least seventy-two (72) 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.

(d) The minimum number of members required to be in attendance for the transaction of business at any regular or special meeting shall be 10 members, including 5 members of the Executive Board.

(e) The order of business at the Annual General Membership Meetings is as follows:

1. Call to Order
2. Roll call of officers
3. Reading of the Equality Statement
4. Voting on new members and initiation
5. Guest Speakers (if any)
6. Reading and approval of minutes of previous meeting
7. Matters arising out of the minutes
8. Secretary-Treasurer's report and approving expenditures
9. Correspondence
10. President and Executive Committee report
11. Executive Board Recommendations
12. Reports of committees and delegates
13. Unfinished business
14. New business and Action Plan
15. Nominations, Elections, or Oath of Office
16. Good of the Union
17. Adjournment

(f) Local 374 is committed to ensuring that all of its meetings and activities are safe environments where members are encouraged to speak. Existing members are encouraged to welcome, mentor and support new members and equity-seeking members.

SECTION 6 –UNIT, REGION or SITE MEETINGS

(a) Each Unit Vice President shall hold a minimum of two (2) Bargaining Unit membership meetings during a calendar year. Additional meetings may be held at the discretion of the Unit Vice President.

- (b) Decisions made at regular or special unit meetings shall only affect members of the unit.
- (c) Any Items with financial implications will be submitted as a Unit Recommendation to the Executive Board by the Unit Vice President.
- (d) Unit Vice Presidents shall be responsible for content of Unit meetings and for communicating status of any unit recommendations to the Executive Board.

SECTION 7 - OFFICERS

The Officers of Local 374 shall be the President, Secretary-Treasurer, Recording Secretary and one (1) Unit Vice President from each bargaining unit and three (3) Trustees. The Unit Vice Presidents will elect from among themselves, one (1) person to serve as Executive Vice President in addition to their position of Unit Vice President and one (1) person to serve as Privacy Officer in addition to being the Secretary-Treasurer.

SECTION 8 - EXECUTIVE BOARD

Members of the Executive Board shall act in a manner to promote solidarity, unification and cooperation between the bargaining units to create a strong union local which benefits all members.

- (a) The Executive Board shall include all Officers of the Local
- (b) Trustees shall not sit on the Executive Board.
- (c) The Executive Board shall meet at least ten (10) times per year.
- (d) A majority of the Executive Board constitutes a quorum.
- (e) Each Bargaining Unit shall be entitled to one (1) Alternate Unit Vice President who may sit on the Executive Board with voice but no vote. The Alternate Unit Vice President must be elected by the members of the bargaining unit or appointed from the elected union officials from that unit.
- (f) The Executive Board shall hold title to any real estate of the Local Union as trustees for the Local Union. They shall have no right to sell, convey, or encumber any real estate without first giving notice and then submitting the proposal to a membership meeting and having it approved by a majority vote.
- (g) The Executive Board shall do the work delegated to it by the Local Union and shall be held responsible for the proper and effective functioning of all committees.
- (h) Should any Executive Board member fail to answer the roll call for three consecutive regular meetings, or three consecutive regular Executive Board meetings without

having submitted good reasons, their office shall be declared vacant and shall be filled by an election at the following membership meeting.

SECTION 9 - DUTIES OF OFFICERS

Each Officer of Local 374 is encouraged to participate in CUPE educational events to enhance their leadership skills and expand their knowledge and expertise. Any Officer who is required to be bonded shall be so as determined by the Executive Board.

All signing Officers of Local 374 shall be bonded through the master bond held by CUPE National. Any Officer who cannot qualify for the bond shall be disqualified from having signing authority.

(a) The President shall:

- The President shall preside at all meetings of the Local Union; sign each order on the treasury only as authorized and ordered by the Local Union; appoint all committees not otherwise ordered; and transact such other business as may of right pertain to the office of President, and which may be necessary for the proper functioning of the Local Union.
- Enforce the CUPE National Constitution, these Local Union bylaws and the Equality Statement.
- Have a vote on all matters (except appeals against the President's rulings) and in case of a tie vote in any matter while chairing, including elections, have the right to cast an additional vote to break the tie.
- Ensure that all Officers perform their assigned duties.
- Ensure Shop Steward and any other Bargaining Unit level elections are conducted in a fair and impartial manner by either conducting them, or assigning an impartial Elected Officer to conduct the elections.
- Introduce new members and conduct them through the initiation ceremony at General Membership Meetings.
- Be allowed necessary and reasonable funds, to reimburse the President or any Officers for expenses 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.
- Have first preference as a delegate to the conventions of affiliates listed under Section 4.
- Be a required signing authority for all matters pertaining to all collective agreements in the local.

- On termination of office, surrender all books, seals and other properties of the Local Union to their successor.

(b) The Executive Vice President shall:

- Perform all the duties of the President, Secretary-Treasurer or Recording Secretary in their absence.
- Be an alternate signing authority to the President for all matters pertaining to all collective agreements in the local and a required signature for agreements with financial implications to the local.
- Render assistance to any member of the Executive as directed by the Executive Board.
- Fulfill all duties as the Unit Vice President of their bargaining unit as per Article 9 (e).
- On termination of office, surrender all books, seals and other properties of the Local Union to their successor.

(c) The Secretary-Treasurer shall:

- Receive all revenue, initiation fees, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union.
- Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the National Constitution, Local Union bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences.
- Ensure that per capita tax is paid by direct remittance, or where per capita is not paid by direct remittance, prepare all CUPE National per capita tax forms and remit payment, including \$1.00 of each initiation fee on all members admitted, no later than the last day of the following month.
- Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by the Local Union.
- Record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices.
- Make a full financial report to meetings of the Local Union's Executive Board.

- Present and distribute a written financial report to each regular membership meeting, detailing all income and expenditures for the period.
- Be bonded through the master bond held by CUPE National. Any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office.
- Pay no money unless supported by a cheque requisition or expense form or request for payment duly signed by the President and one other member of the Executive Board as determined by the Executive Board. No request shall be required for payment of per capita fees to any organization to which the Local Union is affiliated.
- Make all books available for inspection by the Trustees and/or auditors on reasonable notice. Ensure that the books are audited at least once each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees.
- Provide the Trustees with any information the Trustees require to complete the audit, including forms provided by CUPE National.
- Notify all members who are one month in arrears and report to the Executive Board all members two or more months in arrears in the payment of union dues.
- Answer correspondence and fulfil other administrative duties as directed by the Executive Board.
- Provide T4s when required by Canadian tax law.
- Fulfill the responsibilities of Privacy Officer for the local.
- On termination of office, surrender all books, records and other properties of the Local Union to their successor.

(d) The Recording Secretary shall:

- Keep full, accurate, and impartial account of the proceedings of all regular or special membership and Executive Board meetings. These records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (Membership meetings) presented by the Secretary-Treasurer. The record will also include reports presented by the Trustees.
- Complete and distribute Executive Board meeting minutes to the Executive Board members within two weeks of the meeting.
- Record all amendments and/or additions in the bylaws, and make certain that these are sent to the National President for approval.

- Answer correspondence and fulfil other administrative duties as directed by the Executive Board.
- Keep a record of all correspondence received and sent out.
- Maintain motion log of General Membership and Executive Board meetings of motions carried and defeated.
- Maintain a donation log chronicling all donations made by the local.
- Note all donations in the minutes for future reference.
- Prepare notices as directed.

(e) A Bargaining Unit Vice President shall:

- Be involved in and responsible for representing their bargaining unit to the fullest extent possible.
- Maintain communication between their membership and the Executive Board, deal with problems and grievances in their areas and report back on matters affecting their members.
- Ensure at least two (2) membership meetings occur annually in their bargaining unit.
- Be a required signing authority on all matters relating to the collective agreement of their bargaining unit.
- Perform additional duties or serve on committees as may be assigned from time to time, by the President and/or Executive.
- Call for elections for Shop Stewards or appoint in the event of a vacancy until a by-election can be held.

(f) An Alternate Unit Vice President shall:

- Perform all duties of the position in the absence of the Unit Vice President.
- Assist the Bargaining Unit Vice President as required with all matters pertaining to the bargaining unit, including grievance handling.
- Perform additional duties or serve on committees as may be assigned from time to time, by the President and/or Executive.

(g) The Trustees shall:

- Act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer and Recording Secretary, and the Committees at least once every calendar year.
- 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.
- Make a written report of their findings to the first membership meeting following the completion of each audit.
- Be responsible to ensure that monies have not been paid out without proper constitutional or membership authorization.
- Ensure that proper financial reports have been given 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 Union, and report their findings to the membership.
- Send to the National Secretary-Treasurer, with a copy to the assigned Servicing Representative, the following documents:
 - i. Completed Trustee Audit Program
 - ii. Completed Trustees' Report
 - iii. Secretary-Treasurer Report to the Trustees
 - iv. Recommendations made to the President and Secretary-Treasurer of the Local Union
 - v. Secretary-Treasurer's response to recommendations
 - vi. Concerns that have not been addressed by the Local Union Executive Board.

(h) Privacy Officer shall:

- Uphold the Privacy Policy as per Appendix G.

SECTION 10 – NOMINATION, ELECTION, AND INSTALLATION OF OFFICERS

(a) Nominations

1. Nominations will be made at the November General Membership Meeting for the positions of President, Secretary-Treasurer and Recording Secretary.
2. Nominations for the Unit Vice President Positions and will be held in their bargaining unit and be conducted by the President of the local.
3. Nominations will be accepted from members in attendance at the nomination meeting or from those members who have allowed their name to be filed in writing at the meeting, witnessed by another member.
4. A member may accept nomination for a position while holding office in any position. If successful in the election, their resignation from their current position will take effect at that time.
5. To be eligible for nomination, a member must be a member in good standing as set out in Article B.8.3 of the National Constitution.
6. No member will be eligible for nomination if they are in arrears of dues and/or assessments.

(b) Elections

1. The President, Secretary-Treasurer and Recording Secretary will be elected at the Annual General Meeting in odd years.
 2. Unit Vice Presidents of, Sidney, North Saanich, and Metchosin will be elected in odd years. The Unit Vice Presidents for Oak Bay, Esquimalt, Colwood and Sooke shall be elected in even years.
 3. Unit Vice President Elections shall occur at a scheduled bargaining unit meeting during the fall (September/October) and be conducted by the President.
 4. The Executive Vice President will be elected annually at the **December** Executive board meeting following the Annual General Meeting.
 5. **Elections will be held at a time and location determined by the Oak Bay and Esquimalt Unit's Vice President in the month of February following the VP's election (for example: VP is elected Oct 2014; steward elections would be held in February 2015). The VP will call for the elections. There must be a minimum ten (10) day notice to the membership for any election meeting.**
 6. The Local 374 Executive Board will appoint an Elections Committee consisting of a Returning Officer and Assistants to conduct the Elections of President, Treasurer and Recording Secretary.
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7. The Returning Officer must be fair and impartial and see that all arrangements are unquestionably democratic.
8. All election voting will be conducted by means of a secret ballot.
9. Voting to fill one office will be conducted and completed and recounts dealt with before balloting may begin to fill another office.
10. To be elected a candidate must receive a majority of votes cast (at least 50% plus 1). If no candidate receives a majority of votes cast, a second ballot will be held. The candidate who received the fewest votes on the first ballot will be removed from the second ballot. This process will continue until a candidate is elected by a majority of votes cast. After each ballot the Chairperson will declare which candidates have been elected and which candidate must withdraw. In a ballot to fill multiple positions, the Chairperson will also declare the number of positions to be elected on the next ballot.
11. Any member may request a recount of the votes for any election and a recount will be conducted if the request is supported, in a vote, by a majority vote of the members present at the meeting.

(c) Installation

1. All duly elected Officers shall be installed at the meeting at which elections are held and shall continue in office for two (2) year(s) or until a successor has been elected and installed, provided, however, that no term of office shall be longer than three years.
2. The terms of office for Trustees shall be so that one serves for a period of three years, one for two years, and one for one year, as laid down in Article B.2.4 of the CUPE National Constitution. Each year thereafter, the Local Union shall elect one Trustee for a three year period. No member who has been a signing officer for the Local Union is eligible to run for Trustee, until at least one full term of office has elapsed.
3. The Oath of Office to be read by the newly-elected Officers is:

“I, _____, promise to perform the duties of my office, as set out in the Constitution and laws of the Canadian Union of Public Employees, faithfully and to the best of my ability for my term of office. As an Officer of the Union, I will always promote the harmony and dignity of its sessions by counsel and example. I also promise to turn over all property of the Union to my successor at the end of my term.”

(d) By-Election

Should an office fall vacant pursuant to CUPE 374 Bylaws, Section 8(h) or for any other reason, the resulting by-election will be held as soon as practical and should be conducted as closely as possible in conformity with this Section.

SECTION 11 – FEES, DUES, AND ASSESSMENTS

(a) Initiation Fee

Payment of initiation fees is a tangible confirmation of the desire to become a member of your Local Union and the Canadian Union of Public Employees. Each application for membership in the Local Union will be directed to the Secretary-Treasurer and will be accompanied by an initiation fee of ten dollars (\$10.00), 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.

(b) Re-admittance Fee

The readmittance fee shall be five dollars (\$5.00).

(c) Monthly Dues

The monthly dues shall be 1.75% of gross wages. Dues may be changed at a regular or special membership meeting. Notice of at least seven days at a previous meeting, or 60 days in writing, must be given.

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

SECTION 12 – NON PAYMENT OF DUES AND ASSESSMENTS

Any member in arrears for a period of three months or more will be automatically suspended and the suspension will be reported to the Executive Board by the Secretary-Treasurer. The Executive Board will report all suspensions to the next membership meeting. Any member under suspension wishing to be reinstated will, upon application, pay the readmittance fee plus any dues and assessments in arrears. This money will be returned if the application is rejected. A member who has been unemployed or unable to work because of sickness shall pay the readmittance fee but may not be required to pay arrears.

SECTION 13 – VOTING OF FUNDS

(a) Local 374 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 Local Membership meeting.

Authorization to pay per capita tax to CUPE National, CUPE BC Division, or any labour organization the Local Union is affiliated with, is not required.

- (b) No member of Local 374 will be allowed to spend any Local Union funds without first having received authorization under CUPE Local 374 Section 13(a) bylaws.

SECTION 14 – OUT-OF-POCKET EXPENSES AND HONOURARIUM

All Out-of-Pocket expenses are found at Appendix “C” of these Bylaws as “CUPE 374 Expense Policy”.

SECTION 15 – DELEGATES TO CONFERENCES, CONVENTIONS AND EDUCATIONALS

- (a) The budget for delegates to conventions, and attendees to conferences and educations, shall be determined by the membership at the Annual General Membership meeting.
- (b) Delegates and Alternates to Conferences, Conventions and Educational courses shall be decided by the Executive, with the President having the right to attend conventions as per Section 9. Delegates and Alternates shall be decided at the same time.
- (c) Per Diem amounts for delegates attending Conferences, Conventions and educational courses shall be tied to the CUPE 374 Expense Guide (Appendix “C”).
- (d) Local 374 will provide members with their per diem allowance prior to their attending the convention, conference, or educational.
- (e) Delegates to the VIDC, VLC shall be approved by Executive.

SECTION 16 – COMMITTEES

The following are the committees of this Local:

- (a) Bargaining
- (b) Labour Management
- (c) Grievance
- (d) Health & Safety
- (e) Job Evaluation (Unit specific)
- (f) Constitution and Policies
- (g) Communications
- (h) Administration Committee

(i) Ad hoc Committees

a) Committee Elections

- When an election is necessary for any committee delegates, or for any other reason when the members required will be more than one, the Committee will be selected in order of the votes obtained; the alternates, if any, will also be declared from the same ballot in descending order. If the President is an automatic nominee to any Committee, then the meeting assembled will vote on one less member than is required on that committee.
- Where Committees are not elected at the annual meeting, the President and Executive shall, before the next meeting, appoint the above committees.
- These Committees shall stand for a period of one year at a time.

(a) Bargaining Committee(s)

- A Unit Bargaining Committee shall be elected at a unit bargaining unit meeting prior to collective bargaining, by the unit's membership, and will serve until all business arising out of the agreement has been completed. The President shall be a member of all bargaining committees in the local. The CUPE Representative assigned to the local shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.
- The function of the Committee shall be to survey the membership for collective agreement issues, determine roles and responsibilities of committee members, and to negotiate collective agreements for approval of the membership.
- There shall be a bargaining committee for each unit, although they may bargain jointly where required. The committees shall consist of the following:

District of Oak Bay: Unit VP plus 2 bargaining unit members

Township of Esquimalt: Unit VP plus 3 bargaining unit members

Town of Sidney: Unit VP plus 1 bargaining unit member

District of North Saanich: Unit VP plus 1 bargaining unit member

City of Colwood: Unit VP plus 1 bargaining unit member

Sooke: Unit VP plus 1 bargaining unit member

District of Metchosin: Unit Vice President only

Unit Vice Presidents shall be automatics to the Bargaining Committee in their unit.

(b) Labour Management Committee

- A Labour-Management Committee shall be formed in each unit to include the applicable Unit Vice President, and other members appointed by the Unit Vice President when required, and other members from the applicable areas to

deal with subjects for discussion. The President shall be a member of all Labour Management Committees in the Local.

(c) Grievance Committee

A Grievance Committee for each unit shall be appointed by the respective Unit Vice President where deemed necessary, to a maximum of:

Corporation of the District of Oak Bay: three (3)

Corporation of the District of Esquimalt: four (4)

Town of Sidney: two (2)

District of North Saanich: two (2)

City of Colwood: two (2)

District of Metchosin: two (2)

District of Sooke: two (2)

(d) Health and Safety Committees

- Each Bargaining Unit required to have a Joint Occupational Health and Safety Committee(s) shall conduct committee member elections during unit meetings.
- Terms of the Bargaining Unit representative Joint Occupational Health and Safety Committee member shall be determined by the each individual bargaining unit.
- As required by the Occupational Health and Safety Amendment Act (October 1999), the Union has a responsibility to ensure equal representation on the joint health and safety committees; and where a committee is not required, there will be a worker representative acting on behalf of the membership, elected by the bargaining unit they represent.

(e) Job Evaluation Committee (Unit specific as required)

- The Committee shall consist of bargaining unit members appointed by the Unit Vice President and President.
- The duties of the union committee members shall be to review job descriptions and rate them according to the joint job evaluation plan and to advise the local of any important issues arising out of these matters.

(f) Constitution and Policies Committee

- This Committee shall consist of the President, and a single representative from each unit, to be elected at a unit meeting after the Annual General Meeting of the odd year.
- It shall be the duties of this Committee to review and revise, if necessary, the Bylaws and any applicable Policies and/or Procedures, and make recommendations to the Executive Board for their approval, and in turn to the members for approval at a

Special Membership meeting. A two-thirds majority is required to adopt changes to the constitution, and a majority is required to adopt policy changes.

(g) Communications Committee

- This Committee shall consist of members appointed by the Executive Board. The duties of this Committee shall be to distribute updates and/or items of interest to the membership (i.e. newsletter, website and social media).

(h) Administration Committee

- This Committee shall consist of the President, Executive Vice President, and Secretary-Treasurer.
- This Committee shall prepare a proposed budget to be recommended to the Executive Board at least two Executive Board meetings prior to being presented to the membership at the Spring General Membership Meeting.
- This Committee shall also address all matters pertaining to the operation of local and make recommendation to the Executive Board for determination.

Be empowered with the approval of the membership, to employ necessary administrative assistance to be paid for out of the Local Union's funds.

(i) Ad hoc Committees

- A special ad hoc committee may be established for a specified purpose and period of time, by the membership at a meeting or may be appointed by the President. Up to two (2) members of the Officers may sit on any Special Committee as ex-officio members, if required.

SECTION 17 - RECALL PROCEDURE AND TRIALS

All charges against members or Officers must be made in writing and dealt with in accordance with the Trial Procedure provisions of the CUPE National Constitution.

Should a member of the Executive Board lose the confidence of the applicable membership, the following procedure shall be followed:

1. Any local member may initiate a recall procedure by presenting, at a General Meeting, a signed petition of 50% of the local membership for the positions of President, Secretary-Treasurer or Recording Secretary.
2. Any member of a Bargaining Unit may initiate this recall procedure by presenting, at either a General or Bargaining Unit meeting, a signed petition of 50% of the bargaining unit membership of the applicable Bargaining Unit Vice President.

3. Upon confirmation by the assigned CUPE National Servicing Representative that the petition meets the required threshold, the Local will hold a special membership meeting (either a General Meeting or Bargaining Unit Meeting, whichever is appropriate), provided at least seven (7) days' notice has been provided to the membership.
4. The sole purpose of the special membership meeting will be to vote on the confidence of the Executive Board member identified in section 1 or 2. 50% of the applicable membership must be in attendance for quorum.

SECTION 18 - RULES OF ORDER

All meetings of the Local Union will 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 "B". These rules will 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 "B", the CUPE National Constitution may provide guidance, but, if the situation is not dealt with there, Bourinot's Rules of Order shall be consulted and applied.

SECTION 19 - AMENDMENTS

- (a) These bylaws are always subordinate to the CUPE National Constitution (including Appendix "B") 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 National Constitution, the latter shall govern. The National President has the sole authority to interpret the CUPE National Constitution.
- (b) These bylaws will not be amended, added to, or suspended, except upon a two-thirds vote of those present and voting at a regular or special membership meeting. Notice of the intention to propose the amended or additional bylaws must be given at least seven (7) days before at a previous membership meeting or 60 days before in writing.
- (c) No change in these bylaws will be valid and take effect until approved by the National President of CUPE. The validity will date from the letter of approval of the National President.

SECTION 20 - PRINTING AND DISTRIBUTION OF BYLAWS

Upon Request, members will receive a copy of Local 374 bylaws, either in paper format or via the Local Union website. Members with disabilities may request a copy in an alternate format.

SECTION 21 – GOOD AND WELFARE REQUESTS

Good and Welfare requests shall be decided upon by the Executive Board, and where confidentiality is appropriate, care should be taken by Executive Board members to respect the privacy of the membership.

Appendix "A"

CUPE NATIONAL EQUALITY STATEMENT

Union solidarity is based on the principle that union members are equal and deserve mutual respect at all levels. Any behaviour that creates conflict prevents us from working together to strengthen our union.

As unionists, mutual respect, cooperation, and understanding are our goals. We should neither condone nor tolerate behaviour that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile, or offensive environment.

Discriminatory speech or conduct which is racist, sexist, transphobic, or homophobic hurts and thereby divides us. So too, does discrimination on the basis of ability, age, class, religion and ethnic origin.

Sometimes discrimination takes the form of harassment. Harassment means using real or perceived power to abuse, devalue, or humiliate. Harassment should not be treated as a joke. The uneasiness and resentment that it creates are not feelings that help us grow as a union.

Discrimination and harassment focus on characteristics that make us different; and they reduce our capacity to work together on shared concerns such as decent wages, safe working conditions, and justice in the workplace, society and in our union.

CUPE's policies and practices must reflect our commitment to equality. Members, staff, and elected officers must be mindful that all sisters and brothers deserve dignity, equality, and respect.

Appendix "B"

RULES OF ORDER

1. The President will be the Chairperson at all membership meetings. In the absence of the President, the Executive Vice President will be the Chairperson at the membership meeting. In the absence of the President and Executive Vice President, the Recording Secretary will be the Chairperson at the membership meeting. In the absence of the President, Executive Vice President and Recording Secretary, members at the membership meeting will select a Chairperson by majority vote. Quorum rules must be met.
2. Members are not allowed to speak about an issue for more than five minutes. Members can only speak to an issue once unless there is agreement by the members at a meeting, or where all those wishing to speak have had the opportunity to speak.
3. The Chairperson of a committee who is making a report or the mover of a motion may speak for up to fifteen minutes. With the agreement of the members present, the fifteen minutes may be expanded.
4. The Chairperson will state every motion presented at a membership meeting before allowing debate on the motion. Before putting a motion to a vote, the Chairperson will ask: "Is the Local ready for the motion?" If no member rises to speak, the motion will be voted upon.
5. A motion must be moved and seconded. The mover and seconder must rise and be recognized by the Chairperson.
6. A motion to amend a motion or a motion to amend an amendment is allowed; however, a motion to amend an amendment to an amendment is not allowed.
7. An amendment to a motion or an amendment to an amendment to a motion that is a direct negative to the main motion is never permitted.
8. On motion, the regular order of business at a membership meeting may be suspended where two-thirds of those present vote to do so. The regular order of business should only be suspended to deal with urgent business.
9. Motions other than those named in Rule 19, or motions to accept or adopt the report of a committee, will, if requested by the Chairperson, be put in writing prior to beginning debate and vote.
10. At the request of a member, and upon a majority vote, a motion which contains more than one action or issue can be divided.

11. The mover of a motion can withdraw the motion upon the consent of the seconder, prior to the end of debate. Once debate has ended on a motion, the motion can only be withdrawn upon unanimous vote of the members present.
12. A member who wishes to speak on a motion, or a member who wishes to move a motion, shall rise and respectfully address the Chairperson. The member shall not proceed until the member is recognized by the Chairperson, except where the member rises to a point of order or on a question of privilege.
13. The Chairperson will keep a speakers list, and in all cases, will determine the order of speakers, including those circumstances where two or more members rise to speak at the same time.
14. A member, while speaking, will speak only to the issue under debate. Members shall not personally attack other members. Members will refrain from using language that is offensive or in poor taste. Members will not speak in a manner that reflects poorly on the Local Union or other members.
15. A member that is called to order will stop speaking until the point of order is determined. If it is decided that the member is in order, then the member may continue speaking.
16. Religious discussion of any kind is not permitted.
17. The Chairperson will not take part in any debate. Where the Chairperson wishes to speak on a resolution or motion, or where the Chairperson wishes to move a motion, the Chairperson must rise from the chair and hand the chair over as outlined in Rule #1.
18. The Chairperson will have the same right to vote as other members. In the case of a tie vote, the Chairperson may cast another vote or the Chairperson may refrain from casting an additional vote, in which case the motion is defeated.
19. When a motion is before the members, no other motion is in order except a motion to 1) adjourn; 2) put the previous question; 3) table; 4) postpone for a definite time; 5) refer; or 6) divide or amend. These six motions shall have precedence in the order indicated. Motions 1 through 3 shall be decided without debate.
20. The Chairperson will ask "Will the main question be now put?" where a motion for the previous question is moved and seconded. If approved, the Chairperson will then take votes on the motion and amendments to the motion (if any) in order of priority. If an amendment or an amendment to an amendment is approved, then members will be asked to vote on the motion as amended.
21. A motion to adjourn is in order except when a member is speaking or when members are voting.

22. A motion to adjourn, if lost, is not in order if there is further business before the Local Union, until fifteen minutes have elapsed.
23. After the Chairperson declares the vote results on a question, and before the Local Union proceeds to another order of business, any member can ask for a division. A standing vote on the division will be taken and the Recording Secretary will count the standing vote.
24. If a member wishes to appeal a decision of the Chairperson, the member must appeal at the time the decision is made. If the appeal is seconded, the member will be asked to state briefly the basis for the appeal. The Chairperson will then state briefly the reasons for the decision. Following immediately and without debate, the Chairperson will ask, "Will the decision of the chair be upheld?" A majority vote shall decide. In the event of a tie vote, the decision of the chair is upheld.
25. After a question has been decided, any two members who have voted with the majority can move reconsideration, provided that a motion for reconsideration is made at either the meeting where the decision proposed for reconsideration was made, or at the very next meeting.
26. Members are allowed to leave a meeting with the permission of the Vice-President; however in no case will a member leave during the reading of minutes, the initiation of new members, the installation of Officers, or the taking of a vote.

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

Appendix "C"

CUPE 374 EXPENSE POLICY

PREAMBLE

The purpose of this expense policy is to reimburse members for expenses incurred on behalf of CUPE 374. This policy shall be reviewed annually by the Trustees.

HONORARIUMS

The Honorariums of the Local shall be as follows:

President	\$250.00 per month
Secretary-Treasurer	\$200.00 per month
Executive Vice-President	\$200.00 per month
Recording Secretary	\$175.00 per month
Unit Vice Presidents	\$175.00 per month

OFFICERS OUT-OF-POCKET EXPENSES

1. The Officers of Local 374 can be booked off from work to conduct unit or local business, subject to approval by the President.
2. All out-of-pocket expenses (Per Diems and mileage rates) are to follow the CUPE BC expense policy except in the following instances:
 - a) The maximum amount of out of pocket expenses for meetings within the Capital Regional District [Greater Victoria Area] shall be forty-one dollars (\$41.00) for full day and seventeen dollars (\$17.00) for half day. Conventions and Conferences will not be considered meetings.
 - b) At local Education courses where meals are supplied the per diem shall be \$17.00 per day
3. Members, who without good reason are unable to attend the union function, must return to the local union any and all funds related to that function.

GUIDELINES FOR DONATIONS

Financial Donations

The donation policy of the Local upholds basic labour principles of solidarity, equality and equity. The Local donates only to Labour Support and Community organizations and groups that support these principles. The Local does not make donations to individuals. The Executive Committee shall be given the responsibility to decide on donations to a maximum of five hundred (\$500) per donation. The Local will establish a yearly budgetary limit for all such donations.

1. Solidarity

As a Local we uphold the basic union principles of equality, democracy and anti-oppression.

Our mission is to assert workers' rights by supporting social justice activities locally and globally.

Upon Executive recommendation, Local 374 may donate up to two thousand (\$2000) annually to organizations which uphold the same principles and values.

2. Member Recognition

CUPE 374 recognizes members of longstanding. Upon retirement and as approved by the Executive Board, the member will receive a gift in the value of \$10 per each year of service within Local 374. (This includes recognition of CUPE Local 333 members prior to transfer of jurisdiction).

CHILD CARE, DEPENDENT CARE AND ELDER CARE

Caring for children, dependents or the elderly are barriers to actively participating in the Union or to attending membership meetings. Local 374 is committed to removing barriers within its control, so that all members have equal access to participation.

- (a) When it is practical and demand warrants, Local 374 will provide on-site child care at all Local Union membership meetings. Where on-site child care is not provided, and in the case of dependent care or elder care, members will be reimbursed to a maximum of the living wage for the area for each hour of required care. Reimbursement will be provided upon proof of payment.
- (b) If required, dependent care will be paid outside of regular working hours at the rate up to \$20.00/hour to a maximum of \$300.00/day (which includes travel time) upon completion of the CUPE BC Dependant Care form which shall be provided by President upon request. Other dependent care expenses will be paid at a realistic rate, with prior approval of the Administration Committee, and upon completion of the CUPE BC Dependant Care form.

- (c) Claims will not be paid for a spouse, partner, or a family member who normally provides care without charges. Claims will not be paid for periods of time where a member would normally have paid for care, such as during normal hours of work at their job.

LOST TIME WAGES

1. Delegates or members who attend conventions, conferences, seminars, education schools etc., whereby wages would normally be paid by the employer, shall be billed to the Local and reimbursed to the Employer.
2. Under no circumstances shall lost time wages be reimbursed by the Local or the Employer directly to a union member.
3. Where a delegate or a member is reimbursed for lost time wages by a third party it shall be the responsibility to reimburse the Local for the lost time paid for by the Local.
4. When the members elect delegates or select members to conventions, conferences, seminars, education schools, etc., the President will provide direction of pertinent information to each member attending, and furthermore, will ensure that lost time wages and expenses are in conformity to all delegates or selected members. The President shall issue any required leave of absence forms for union business.
5. The President shall approve any required leave of absence forms for union business.
6. The Executive Vice President may approve leaves of absence if the President is unavailable. The Executive Vice President shall subsequently inform the President as soon as possible.

HOTEL BILLS

1. The President, chief delegate or member shall provide payment for the hotel bill(s) for union business. The expenses paid in this area shall consist of:
 - a) The hotel rate (single occupancy)
 - b) Applicable room tax
 - c) All local telephone calls
 - d) One long distance telephone call of reasonable cost per day
 - e) Parking

All other expenses appearing on a delegate's bill are the responsibility of the delegate.

2. If a member, by preference, chooses to change hotels, the member shall be reimbursed the actual cost of the hotel rate, not to exceed the room rate previously agreed to by the local.

3. The President, chief delegate or member shall present any required receipts, except for out of pocket expenses, to the Treasurer within the calendar year.
4. When a larger room for hospitality purposes is deemed to be required, and is approved by the Table Officers, the Local will bear the additional cost.

CELL PHONES

1. The President may be provided with a cell phone by the local, as well other officers as approved by the Executive Board, as an operating expense. Excessive personal use may result in charges for such air time.
2. Members who use their own personal cell phone for union business, who are approved by the Executive Board, may be compensated for use for union business.

TRAVEL

1. The most economical, yet practical mode of travel (taking into account the best use of hours spent travelling) shall be used by the delegates or members. Where applicable mileage expenses are incurred, the rate per kilometre shall be at CUPE BC rates, the total mileage expense shall not exceed the total amount of the normal mode of travel.

EDUCATION

1. The Administration Committee shall recommend to the Local Executive appropriate courses and desired attendance.

MISCELLANEOUS

1. Expenses for any long distance telephone calls that are not made from the Union office, for Union business, shall be reimbursed upon a receipt and expense voucher showing who was called and the reason.
2. Delegates or members attending Union functions may contact the President for an up to date verbal report of activities, prior to attending the function, if they are required to make a report on behalf of this Local.
3. Delegates or members attending Union functions shall be required to make a report at the next Executive or General meeting of the function attended.

Appendix "D"

OATH OF MEMBERSHIP

All new members of CUPE Local 374 shall be required to state the following:

"I promise to support and obey the Constitution of this Union, to work to improve the economic and social conditions of other members and other workers, to defend and work to improve the democratic rights and liberties of workers and that I will not purposely or knowingly harm or assist in harming another member of the Union."

Appendix "E"

UNIT STEWARD POLICIES

OAK BAY STEWARDS POLICY

Purpose

This policy is to clarify the number and location of shop stewards in Oak Bay.

Elections

Elections will be held at a time and location determined by the Oak Bay Unit Vice President in the month of February following the VP's election (for example: VP is elected Oct 2014; steward elections would be held in February 2015). The VP will call for the elections. There must be a minimum ten (10) day notice to the membership for any election meeting.

There will be one (1) shop steward elected for the following locations/work groups. To be eligible for election the person must actively work in the work site as either a FT, PT or auxiliary/casual employee.

1. Public Works Yard
2. Parks Department
3. Municipal Hall
4. Oak Bay Recreation Centre
5. Monterey
6. Henderson

Shop Stewards are responsible for:

1. Investigating grievances in the workplace.
2. Distributing Union Bulletins and materials to bulletin boards.
3. Attending Union meetings and education courses when able to do so.
4. Represent the Union in all other matters to the best of their abilities.

Unit Shop Steward Meetings

The Oak Bay Unit Vice President is responsible for calling and organizing any meeting of the shop stewards. It is recommended they meet every two or three months.

ESQUIMALT STEWARDS POLICY

Purpose

This policy is to clarify the number and location of shop stewards in Esquimalt. The VP along with the elected stewards shall form the Esquimalt Labour Management Committee.

Elections

Elections will be held at a time and location determined by the Esquimalt Unit Vice President in the month of February following the VP's election (for example: VP is elected Oct 2014; steward elections would be held in February 2015). The VP will call for the elections. There must be a minimum ten (10) day notice to the membership for any election meeting.

The Unit VP will act as Steward in their work group they work the majority of their shifts. The remaining workplaces will elect one (1) shop steward elected. To be eligible for election the person must actively work in the work site as either a FT, PT or auxiliary/casual employee.

Worksites:

1. Public Works
2. City Hall
3. Esquimalt Recreation
4. Parks Department

Shop Stewards are responsible for:

- A. Investigating grievances in the workplace,
- B. Distributing Union Bulletins and materials to bulletin boards,
- C. Attending Union meetings and education courses when able to do so,
- D. Being the first point of contact for members for union representation.

Unit Shop Steward Meetings

The Esquimalt Unit Vice President is responsible for calling and organizing any meeting of the shop stewards. It is recommended they meet every two or three months.

Appendix "F"

CODE OF CONDUCT

The mandate of our union, the Canadian Union of Public Employees (CUPE), is to organize and defend workers and to promote economic and social justice for our members and for all workers. In carrying out our work, we in CUPE strive to promote our core values which include the principles of solidarity, equality, democracy, integrity, and respect. We are committed to mobilizing our energy and skills to work together to promote these values and to attain these goals in our union, our communities, and globally.

CUPE is committed to creating a union which is inclusive, welcoming, and free from harassment, discrimination and all types of bullying and intimidation. CUPE needs to ensure that we provide a safe environment for members, staff and elected officers to carry out our work. CUPE's expectation is that mutual respect, understanding and co-operation will be the basis of all our interaction.

The Code of Conduct sets out standards of behaviour for participants at national convention, national conferences, schools, meetings, and all other events organized by CUPE National. It is consistent with the expectations outlined in the Equality Statement and the CUPE National Constitution.

This Code of Conduct is intended to deal with complaints of inappropriate behaviour at events organized by CUPE National. It does not apply to complaints arising in the workplace, as those are dealt with through the grievance procedure and/or the applicable workplace harassment policy.

As CUPE members, staff, and elected officers, we commit to one another and to the union to be governed by the principles of the Code of Conduct and agree to:

- Abide by the provisions of the Equality Statement.
- Respect the views of others, even when we disagree.
- Recognize and value individual differences.
- Communicate openly. • Support and encourage each other.
- Make sure that we do not harass or discriminate against each other.
- Commit to not engaging in offensive comment or conduct.
- Make sure that we do not act in ways that are aggressive, bullying, or intimidating.
- Take responsibility for not engaging in inappropriate behaviour due to abuse of alcohol or other drugs while participating in union activities, including social events.

Harassment is objectionable behaviour which may include actions, language, gestures, and/or written material, and which the harasser knows or ought reasonably to know is abusive and unwelcome. Bullying is a form of harassment which is serious ongoing behaviour which targets an individual or group and which threatens that person or persons' mental and/or physical well-being.

A complaint regarding the Code of Conduct will be handled as follows:

1. If possible, a member may attempt to deal directly with the person alleged to have engaged in behaviour contrary to the Code, by asking him/her to stop such behaviour. If that is not possible, or if it does not resolve the problem, a member may bring forward a complaint.
2. At national convention, national conferences, schools, meetings, and all other events organized by CUPE National, a complaint shall be brought to the attention of an ombudsperson.
3. If the complaint involves a staff member, it shall be referred to the appropriate director for investigation and the complaint shall be dealt with in accordance with the applicable staff collective agreement.
4. Once a complaint is received, the ombudsperson will work to seek a resolution.
5. If this fails to resolve the matter, the ombudsperson shall report the matter to the person in charge, who shall determine whether there is need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses.
6. At CUPE National events where an ombudsperson is not available, a person properly appointed and designated to be in charge shall receive the complaint. Depending on the nature of the problem, the person in charge may attempt to resolve it through conflict resolution. If this fails to resolve the matter, the person in charge shall determine whether there is a need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses.
7. If the person in charge is a party to the complaint, the director or designate shall assume that role.
8. In a case where a member has been expelled from an event, the National President shall receive a report on the matter.

This Code of Conduct is designed to create a safe, respectful and supportive environment within CUPE. It is meant to enhance the rights and obligations outlined in the CUPE National Constitution, the Equality Statement, and applicable human rights legislation, not replace them.

The above Code of Conduct arises from the National Women's Task Force (NWTF) report, and Resolution 209 adopted at the 2007 National Convention.

Appendix "G"

PROTECTION OF PERSONAL INFORMATION POLICY

Introduction

This policy applies to CUPE Local 374 (CUPE) and has been adopted pursuant to the *Personal Information Protection Act (BC)*.

CUPE, as a union, is responsible under the *Protection of Personal Information Act (BC)* (PIPA) to protect what is defined in PIPA as "personal information" and "employee personal information".

Not all information about all individuals is affected by PIPA. Much of the information CUPE collects and uses about individuals is defined in PIPA as "work product information" about its members, collected and used by CUPE as a collective organization, for purposes connected to promoting the welfare of the group. This information is not subject to PIPA.

Other information collected and used by CUPE is subject to PIPA. That information includes personal information about its employees and non-member volunteers, as well as information about others in the community who are not CUPE members.

CUPE protects the information of its members by ensuring that it is not disclosed to non-members, except as necessary to further the interests of the membership as a whole. Members who are concerned about the disclosure of information about them are encouraged to raise those issues with CUPE officials, with final decisions to be made democratically according to CUPE's Constitution and Bylaws.

This policy is designed to cover what is defined in PIPA as "personal information" and "employee personal information", which is included in "personal information". Where applicable, the principles of privacy protection contained in this policy should also be followed with respect to member information, as well as the information covered under PIPA. Members are encouraged to use the democratic processes of the union to ensure that privacy is appropriately protected within CUPE and by CUPE.

Protection of "Personal Information" and "Employee Personal Information"

CUPE, as an organization, is responsible for the protection of "personal information" and the proper handling of it at all times, throughout CUPE and in dealings with outside parties. We recognize that our proper handling of "personal information" is both essential to the individuals concerned and to our reputation as a union.

CUPE subscribes to the following principles for the protection of "personal information" and "employee personal information":

1. Accountability
2. Identifying the purpose of collection, use and disclosure

3. Obtaining consent for collection, use and disclosure
4. Limiting collection
5. Limiting use, disclosure, and retention
6. Maintaining accuracy
7. Using appropriate safeguards
8. Openness
9. Giving individuals access
10. Appeals

1. Accountability

CUPE Local 374 or the CUPE Victoria Area Office, CUPE BC, CUPE BC Regional Office has a Privacy Coordinator to look after the protection of information under PIPA. Individuals who are concerned about information CUPE possesses, and how it is stored, used and disclosed are encouraged to contact our Privacy Coordinator through the union office.

Our Privacy Coordinator is responsible for handling questions and requests for information from the public and our employees, as well as making recommendations to the Executive Board for the handling and protection of information. CUPE welcomes suggestions made to the Privacy Coordinator on how we can improve and maintain our protection of privacy.

The Privacy Coordinator will also work with other Privacy Coordinators and resource people within both CUPE BC and CUPE National to ensure that our privacy protection measures are appropriate and effective.

The CUPE 374 Privacy Coordinator shall be the Recording Secretary of the Local.

2. Identifying the purpose of collection, use and disclosure

Where PIPA requires it, CUPE will identify the reasons for collecting "personal information" or "employee personal information" before or at the time we collect it. As required, we will document those reasons and inform the individual from whom it is to be collected. Any further use of the information will be subject to a new consent where PIPA requires it.

3. Obtaining consent for collection, use and disclosure

It is our policy to obtain consent for the collection, use and disclosure of "personal information" as required by PIPA. Before any "personal information" is handled by any member or employee of CUPE, they will receive instruction on the requirements to be met under the legislation by the Privacy Coordinator or another person designated by

them.

4. Limiting collection

In general, it is our policy to avoid the unnecessary collection of information. Where "personal information" under PIPA is involved, or may be involved, we will require consultation with the Privacy Coordinator or reference to the written directions of the Privacy Coordinator.

5. Limiting use, disclosure and retention

"Personal information" should only be used for the purpose for which it was collected and should not be retained after its purpose is finished according to PIPA. There are uses for which the purpose may only seem to be completed; however, members and employees must refer to the Privacy Coordinator for direction before destruction of "personal information" pursuant to PIPA to ensure that destruction is appropriate. Instead of destruction, the information may sometimes be altered to remove identifying information, if appropriate.

The Privacy Coordinator will coordinate regular reviews to ensure that "personal information" is not retained unnecessarily.

6. Maintaining accuracy

CUPE will take every reasonable step to ensure that information used in decision making or disclosed to third parties is accurate and complete. Before making such decisions or disclosures, "personal information" must be checked.

7. Using appropriate safeguards

"Personal information" under PIPA must be protected from theft or unwarranted disclosure. All members and employees of CUPE will be advised of this requirement. The Privacy Coordinator is responsible for ensuring that CUPE maintains adequate safeguards against theft or unauthorized access, use or disclosure. These measures will be reasonably strict depending on the sensitivity of the information involved and will be reviewed on a regular basis by the Privacy Coordinator.

8. Openness

CUPE will make all reasonable efforts to inform the public, its members and its employees of this policy and any subsequent policy with respect to "personal information" under PIPA. To that end, a copy of the current policy will be available on request at our offices.

It is our intention to protect "personal information" as defined in PIPA, and to be as open to suggestion, criticism, complaint, and inquiry as we can. The Policy Coordinator will be responsible for dealing as quickly as possible with the public, members and employees who have concerns they wish to raise, and with the Privacy Commissioner under PIPA.

Complaints and requests under PIPA will be handled by the Privacy Coordinator, who will assist in drafting them.

9. Giving individuals' access

Under PIPA, individuals have rights to access their "personal information", with some exceptions. Requests for access should be made to the Privacy Coordinator, who will respond to them as quickly and effectively as possible, subject to PIPA's requirements.

If correction of the "personal information" is appropriate, the Privacy Coordinator will receive and act on a request for correction according to PIPA's requirements. If there is a disagreement about accuracy of the "personal information", PIPA requires CUPE to make a note of the requested correction attached to the document where the disputed information appears.

Fees may be charged under PIPA for access to "personal information" and may include the costs to CUPE of finding and copying such information. We will keep any such fees to a minimum, covering only our costs. Before doing the work, an estimate of any fees to be charged will be given.

10. Appeals

Any decision of the Privacy Coordinator may be appealed to the Executive Board or its delegate(s). CUPE will make every reasonable effort to resolve disputes without the need to involve the Privacy Commissioner under PIPA.