

**CENTRAL WESTERN ONTARIO DISTRICT COUNCIL, C.U.P.E.
(C.W.O.D.C.C.)**

1.0 NAME AND AFFILIATIONS

1.1 The name of this Council shall be: **THE CENTRAL WESTERN ONTARIO DISTRICT COUNCIL C.U.P.E. 9136.**

1.2 The Central Western Ontario District Council, C.U.P.E. shall be affiliated to the following organizations listed and shall be subject to their constitutions:

A) Canadian Union of Public Employees (C.U.P.E.)

B) Ontario Division, C.U.P.E.

2.0 JURISDICTION

The Council shall endeavour to protect, promote and support the Canadian Union of Public Employees and its members within the geographical boundaries of the Counties of: Brant, Oxford, Perth and Wellington and the Region of Waterloo. Any local Union within the servicing radius of the Kitchener Area office without the benefit of a District Council may also affiliate.

3.0 STRUCTURE

3.1 EXECUTIVE BOARD

The Executive Board of the Council shall be as follows: President, Vice-President, Secretary-Treasurer, Recording Secretary, Sergeant-at-Arms, 3 Executive Members-at-Large.

3.2 TRUSTEES

Trustees shall be elected as per the National Constitution.

3.3 COMMITTEES

The standing committees of the Council shall be: Education, Strike Support, Organization, Newsletter, Political Action.

4.0 MEETINGS

4.1 General Meetings

Bi-monthly meetings shall be held on the third Wednesday. Meetings for the month of July shall be at the call of the Chair. The locale of each bi-monthly meeting shall be announced at the previous bi-monthly meeting. Time of the meeting shall be 7:00 p.m.

4.2 Executive Meetings

The Executive meetings shall be held on third Wednesday, of the month in the same location as the general meeting. Time of the meeting shall be 6:00 p.m.

4.3 Special Meetings

Special meetings may be called by a majority vote of the Executive Board. Only matters listed on the agenda shall be discussed at the special meeting.

5.0 DUES

From all affiliated local unions, a per capita tax of ten (10) cents per full-time member per month and five (.05) per part-time member per month payable quarterly, in March, June, September and December. The per capita tax shall be paid on all dues paying members, including Rand-Formula.

6.0 ELECTIONS

6.1 Elections of Executive Officers, and Executive Members shall be held biennially in the odd numbered years in the month of September. The position of Trustees, shall consist of three (3) members elected for 1-, 2-, and 3-year Terms at the September meeting as the term of office concludes.

6.2 No person shall be eligible for election to any office or to the membership of any committee unless such person is a member in good standing of an affiliated local union. **Anyone elected, to a position, shall retain office for the duration of the term.**

7.0 MEMBERSHIP

(a) Each affiliated local shall elect two voting delegates and one alternate to attend the meetings of the District Council. **Each sub-unit of an affiliated composite local may elect two voting delegates and one alternate to attend the meetings of the District Council.** The meetings shall be open to all interested members of affiliated locals with the privileges as follows: a voice and no vote.

(b) If an executive board member ceases to be a delegate from their Local Union during their term of office, the said member shall retain their position until completion of their term. An executive member must remain a member in good standing with their Local Union.

8.0 QUORUM

The quorum for both the General and Executive Board meetings shall be a minimum of four (4) affiliated local unions in attendance.

9.0 DUTIES OF OFFICER, EXECUTIVE BOARD

9.1 IT SHALL BE the duty of the President to:

- preside at all meetings except for the Executive Board meeting;
- see that ALL Officers perform their respective duties;
- preserve Order and enforce the Constitution and By-laws;
- fill vacancies on Committees where elections are not provided for;
- decide on questions of Order, subject to an appeal by a member of the Council, but shall not vote on such an appeal;
- announce the results of all votes;
- enforce all fines and penalties;
- call special meetings when directed to;
- vote on all matters including elections of Officers;
- cast the tie-breaking vote when needed;
- sign all orders on the Treasury for such money as shall, by the Constitution and By-Laws, by vote of the Council, be ordered paid
- sign all recorded minutes of meetings, cheques and drafts on bank or Credit Union
- perform such other duties as the Constitution and By-Laws of the Council may require;
- authorize expenditures, upon submission of signed vouchers, on behalf of the Council for not more than \$100.00 monthly;
- be an ex-officio of all committees whether standing or special.

9.2 IT SHALL BE the duty of the Vice-President to:

- perform the functions and duties of the President in the absence of the President;
- act as President in the case of a vacancy until a new President is elected;
- record attendance on the record of the Recording Secretary, with the assistance of the Sergeant-at-Arms.

9.3 IT SHALL BE the duty of the Recording Secretary to:

- keep an accurate and full account of proceedings of all meetings in the minutes book of the Council
- record all motions with the mover's and seconder's names in the minute book of the Council;
- record all alterations in the Rules and By-Laws by motion or amendment;
- fulfill secretarial duties as directed by the President
- file a copy of all correspondence and communications;
- answer all correspondence;
- prepare and sign with the President all recorded minutes;
- prepare all notices and circulars and distribute to the membership;
- shall be books and papers ready for trustees and auditors;
- surrender all books, seals and other property of the Council upon termination of office;

- preside over meetings in the absence of the President and Vice-President;
- employ such stenographic or other assistance if necessary with such assistance to be paid out of Union funds. A float of \$100.00 will be maintained.
- a bi-monthly honoraria will be paid at \$50.00, and reviewed annually.

9.4 IT SHALL BE the duty of the Secretary-Treasurer to:

- receive all initiation fees, dues and assessments and to keep a record of each member's payment;
- prepare all necessary per capita tax forms and remit no later than the end of the month for which they are due;
- maintain a bond of at least Five-Hundred Dollars through a master bond held by the Canadian Union of Public Employees
- prepare and forward the books of the Council to the auditors and trustees for semi-annual audits;
- deposit promptly, all monies received by the Council in the bank or credit union in the name of the Council and receive a receipt for the same;
- pay out monies as per By-Laws, Constitution of affiliates and motions of the General Membership meeting;
- insure properly signed vouchers are prepared for all expenditures except for per capita tax of affiliates;
- employ any necessary clerical assistance which will be paid out of Council funds;
- advance funds for warranted foreseeable expenses to be incurred by Council members provided a voucher is prepared and duly signed;
- maintain an approved ledger;
- prepare and issue a financial statement for the previous year by March 31st of each year;
- maintain, with Executive Board assistance, a mailing list of all members.

9.5 IT SHALL BE the duty of the Trustees to:

- act as an auditing committee;
- audit the books and accounts of the Council semi-annually and report to the membership at the General Meeting following the audit;
- conduct an inventory of property of the Local at the time of the audit;
- forward a copy of the semi-annual audit to the National Secretary-Treasurer of forms provided by the National Union;
- insure all audits are performed as per the Constitution of C.U.P.E.

9.6 IT SHALL BE the duty of the Sergeant-at-Arms to:

- guard the inner door and admit no one but members in good standing or officers and officials of the Canadian Union except on order by the President and by consent of the members present;
- not allow any member to retire without permission from the chair;
- assist the Vice-President in maintaining the record of membership attendance at meetings;
- report to the President any members present without membership cards;
- perform other duties as assigned.

9.7 IT SHALL BE the duty of the Executive Members-at-large to:

- chair the Organization, Strike Support and Political Action Committees;
- offer assistance to the Executive and members of the Council when the need rises.

10.0 COMMITTEES AND THEIR DUTIES

10.1 Education Committee:

The Education Committee shall consist of five (5) members. It shall be the duty of the Education Committee to:

- organize Area Schools on a rotating basis
- assist the Ontario Division and the Education Department whenever Provincial Schools are held within the Council's jurisdiction.

10.2 Strike Support Committee:

The Strike Support Committee shall consist of three (3) people. The committee shall offer strike support through, but not limited to:

- organizing strike appeals for Local Unions;
- organizing picket lines in support of Local Unions;
- supplying other support for Local Unions on strike or in a strike position.

10.3 Organizing Committee:

The Organizing Committee shall consist of three (3) members, one from each jurisdictional group. The duties of the committee shall be, but not limited;

- organizing the unorganized by assisting staff of the National Union;
- bring unaffiliated Local Unions into the Council.

10.4 Newsletter Committee:

The Newsletter Committee shall consist of three (3) members. It shall be the duty of the committee to:

- publish a quarterly newsletter;
- maintain an updated mailing list through the Recording Secretary.

10.5 Political Action Committee:

The Political Action Committee shall consist of five (5) people. The duties of the Committee shall be:

- monitor elected officials and governments;
- organize political action and campaigns to protect the interest of C.U.P.E. members;
- assist candidates who are labour friendly to gain political office.

10.6 Special Committees:

Special Committees for a specified purpose and period may be established by the delegates or by the Council Executive as need arises. The members of such a committee may be elected at the next Council meeting or appointed by the Council Executive if time does not permit for an election.

The President or one (1) member of the Executive Board may sit on any Special Committees as an ex-officio member.

The committee shall give a report at the next Council meeting on their activities. A written report shall be forwarded to the Recording Secretary to be filed.

11.0 EXPENSES OF DELEGATES AND COMMITTEE MEMBERS

When a council member or delegate is appointed to attend to business on behalf of the council they shall be paid as follows:

- mileage shall be paid:
 - 34 ¢ per kilometer, or, if travelling by public transit, the most reasonable transportation cost shall be paid;
- out of pocket expenses shall be as follows:
 - for attending council business: \$75.00 out of Council area per day for a full day;
\$35.00 in Council area per day for a full day, \$35.00 outside of Council area for half day, which must be applied for per expense voucher.
- when away on overnight Council business, accommodation will be provided as a private accommodation unless willing to share with another. This will also be applied for by expense voucher.

12.0 LOST WAGES AND TIME:

Lost wages and time will be paid for as billed through the local Union at straight time rate and not at time and a half.

13.0 CONVENTION DELEGATES:

The delegate(s) will be elected at a general membership meeting or appointed by council if time does not permit. The person(s) elected will be sent by the council as a delegate with all expenses paid (as per Article 11 and 12).

14.0 RULES OF ORDER/ORDER OF BUSINESS:

14.1 The Rules of Order shall be as per Appendix 'A' of the National Constitution.

14.2 The Order of Business shall be as per the National Constitution.