



CANADIAN UNION OF PUBLIC EMPLOYEES

LOCAL 411

# BY-LAWS

Local 411  
Chilliwack Schools  
**BY-LAWS**

In order to improve the social and economic welfare of it's members without regard to sex, colour, race or creed, to promote efficiency in public employment and to manifest it's belief in the value of the unity of organized labour, this Local of the Canadian Union of Public Employees (hereinafter referred to as CUPE) has been formed.

The following by-laws are adopted by the Local pursuant to, and to supplement Appendix "B" of the CUPE constitution, to safeguard the rights of all members, to provide for responsible administration of the Local, and to involve as many members as possible through the sharing of duties and responsibilities.

Section 1      The name of this Local shall be: Canadian Union of Public Employees, Local 411 Chilliwack Schools.

Section 2      **OBJECTIVES**

1. To promote such educational and other activities as may assist the members of the Local.
2. To abide by the National Constitution which will safeguard and promote principles of free collective bargaining, the rights of workers and security and welfare of all through support of the overall programme of CUPE.
3. To protect the labour movement from any and all corrupt influences and totalitarian agencies which are opposed to the basic principles of our democracy and free democratic unionism.
4. Encourage the settlement by negotiation and mediation of all disputes between the members and their employers.
5. To secure adequate remuneration for work performed.
6. By all legal and proper means to elevate the moral, intellectual, economic and social conditions of all workers in general and of this membership in particular.

Section 3      **MEMBERSHIP**

1. Any person who is employed within the jurisdiction of this union shall become a member.
2. All employees shall be required to pay as a condition of continued employment his/her initiation fee.
3. No initiation fee shall be charged any applicant for membership in this union if said applicant has an honourable transfer from and is a paid up member of any other local which is affiliated with CUPE.

Section 4      **INITIATION FEES AND DUES**

1. Initiation Fee - The initiation fee shall be established from time to time at a Regular Membership meeting. The fee is currently \$10.00.
2. Union Dues - The regular, regular part time and temporary Employees' Union Dues payable shall be established from time to time by a Regular Membership meeting; but in any event shall not be less than the per capita taxes levied. Monthly dues currently are 1.75%.
3. Upon receipt by the Treasurer of application for membership into the Local, the initiation fee will be deducted by payroll and forwarded to the Union. If application is rejected the fee shall be returned.
4. Re-admittance. The re-admittance fee shall be the same as the initiation fee.
5. Changes in the levels of the Initiation Fee, the Re-admission Fee, or the Monthly Dues may be amended at a regular or special membership. The vote must be by secret ballot. Notice of at least seven days at a previous meeting or 60 days in writing must be given.
6. Honourary Life Memberships: The membership may confer an Honourary Life Membership upon a member who has rendered valued service to this Union. Such Honourary Life Membership shall, after the member has ceased to become an Active Member, entitle the holder to attend all meetings, functions, etc., but shall not entitle the holder to vote or hold office.

Section 5

**OFFICERS - COMMITTEES – DUTIES**

All Officers must give all properties, assets, funds and all records of the Local Union to their successors at the end of their term of office.

All signing Officers of Local 411 shall be bonded through the master bond held by CUPE National. Any Officer who cannot qualify for the bond shall be disqualified from signing authority.

A.1. The elected officers of the Local Union shall consist of:

- President
- Secretary
- 1<sup>st</sup> Vice President
- 2<sup>nd</sup> Vice President
- Treasurer
- Chief Shop Steward
- Trustees (3)

Shop Stewards:

- Assistants (2): Education Assistant, Supervision Assistant, Chef Assistant and Aboriginal Education Assistant (2)
- Clerical (2)
- Custodial (2)
- Maintenance (1)
- Transportation (1)

A.2. The Table Officers of this Local shall be the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer, and Chief Shop Steward.

A.3. The Executive Board of this Local shall consist of the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer, Chief Shop Steward, and all Shop Stewards.

A.4. **PRESIDENT**

It shall be the duty of the President to:

- Preside at all meetings
- To preserve order and enforce the CUPE Constitution and these By-Laws
- To see that all officers perform their respective duties

- To fill vacancies on committees where elections are not provided for and to decide all questions of order, subject to an appeal by a member of the Local (but shall not vote on such appeal)
- Announce the results of all votes
- Enforce all fines and penalties
- Have the power to call special meetings when requested ~~in writing~~ by the Executive Board
- Have a vote on all matters, and in the case of a tie vote he or she also has the right to cast the deciding ballot
- Sign all orders on the Treasury for such money as shall, by the Constitution and By-Laws, or by vote of the Local, be ordered paid
- Sign all cheques and drafts on bank or credit union
- Perform such other duties as the Constitution and By-Laws of the Local may require.

The President shall have first preference as a delegate to the CUPE National Convention, CUPE B.C. Convention, and B.C. Federation of Labour Convention.

A.5. **1<sup>st</sup> VICE PRESIDENT**

The 1<sup>st</sup> Vice President may have signing authority. The 1<sup>st</sup> Vice President shall perform the duties of the President in the absence of that officer, and in case of the resignation or death of the President shall perform the duties of the President until such position is filled at the next Regular Meeting or at the Annual Election in May. Additional duties will be assigned by the President and/or Executive.

A.6. **2<sup>nd</sup> VICE PRESIDENT**

The 2<sup>nd</sup> Vice President shall perform the duties of the 1<sup>st</sup> Vice President in the absence of that officer. Additional duties will be assigned by the President and /or the Executive.

A.7. **SECRETARY**

The Secretary shall:

- Keep full, accurate, and impartial account of the proceedings of all Regular or Special membership, Table Officers, 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 Treasurer. The record will also include Trustees' reports when available.

- Be responsible for the maintenance and safe preservation of the Minutes
- Attend to all union correspondence
- Assist the President in preparing order of business for all meetings
- Make meeting notices and send to members.

The Secretary may have signing authority.

The Secretary may be empowered, with the approval of the Executive Board, to employ necessary clerical assistance to be paid for out of the local's funds.

#### A.8. **TREASURER**

The Treasurer shall:

- Have signing authority: sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership
- In consultation with the Executive Board, designate a signing officer during prolonged absences
- Receive all revenue, initiation fees, dues and assessments
- Keep a record of each member's payments
- Deposit promptly all money with a bank or credit union
- Regularly attend meetings of the executive
- Make a written financial report to each executive and regular membership meeting, detailing all income and expenditures for the period
- 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
- Pay no money unless supported by voucher duly signed by two table officers or two trustees. No voucher shall be required for payment of per capita fees to any organization to which the Local is affiliated.
- Record all transactions in a manner acceptable to the Board in accordance with good accounting practices
- Prepare all CUPE per capita tax forms and remit payment by the last day of the following month
- Compile an annual budget for monies to be spent, by February's Regular meeting
- Ensure that not later than February 28th each year, the employer furnish each member with a statement showing the net amount of tax deductible dues paid by him/her during the preceding calendar year

- 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 they may need to complete the audit report forms supplied by CUPE.
- Make all books available for inspection by the Trustees and/or auditors on reasonable notice
- Be bonded with a faithful performance of duty bond. Such bond shall not be for less than \$500.00 and shall be approved by the National Secretary-Treasurer of the Canadian Union in accordance with the Constitution. Any Treasurer who cannot qualify for the bond shall be disqualified from office.

The Treasurer shall be empowered, with the approval of the Executive Board, to employ necessary clerical assistance to be paid for out of the Local's funds.

Under the direction of the executive, upon election of a new Treasurer, the books shall be audited by a certified auditor. The executive, in consultation with the trustees, may recommend an audit every two years.

#### A.9. **TRUSTEES**

The Trustees shall:

- Serve for three years; each year the Local shall elect one Trustee for a three-year period (or in the case of vacancies occurring elect Trustees to fill only the unexpired terms in order to preserve overlapping terms of office).
- Act as an auditing committee on behalf of the members and audit the books and accounts of the Treasurer, the Secretary, and the committees at least once every calendar year
- Make a written report of their findings to the first membership meeting following the completion of each audit
- Submit in writing to the President and 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 Treasurer in an organized, correct and proper manner
- Be responsible to ensure that monies are not paid without proper constitutional and membership authorization
- Ensure the proper financial reports are made 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, and report their findings to the membership
- Send a copy of the completed audit report (on the prescribed form provided by the National Secretary-Treasurer), to the National Secretary-Treasurer of the Canadian Union of Public Employees, with a copy to the assigned servicing representative. They shall also send a copy of their report to the Local Union membership, along with a copy of their recommendations and/or concerns and the Treasurer's response to the President, Secretary and Treasurer.

Accredited representation of the Canadian Union with signed instructions from the National President or National Secretary-Treasurer of the Canadian Union, shall have the power to examine all books and records of a local Union to ascertain the proper bookkeeping and accounting system of a Local Union and the general conduct of a Local Union.

A.10. **EXECUTIVE BOARD**

- (a) The Executive Board shall administer and carry out all work delegated to it by the Local and receive, consider and report on all grievances made by members as submitted by the Grievance Committee. Grievances must in all cases be in writing on the forms provided by the Canadian Union of Public Employees.
- (b) All charges against members or officials shall be made in writing and handled in accordance with Article B. 11.2 of the National Constitution.
- (c) 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.
- (d) The term of office for Executive Board members shall be not less than two years for both President (commencing May 2008) and 1<sup>st</sup> Vice President (commencing May 2009).

The term of office for Shop Stewards shall be not less than two years. In the case where there are two Shop Stewards in a Division, the positions will be elected alternately (commencing May 2014).

The term of office shall be not less than one year for the remaining executive members. One term of office for any executive member cannot exceed three

years. A letter of resignation may be put forth by such member with at least one calendar month's notice of resignation.

- (e) No member may hold more than one elected position on the Executive Board.
- (f) In order to be considered for attendance at Conventions executive members must attend 8 out of 10 Executive Meetings and 4 out of 5 Regular Meetings. Consideration will be given for absences due to good and sufficient cause.

A. 11. **SHOP STEWARDS**

The Shop Stewards shall attend an approved Shop Steward Training Course.

The Shop Stewards shall adhere to the established policies of the Union and shall:

- Gather all pertinent information relative to a grievance and process the grievance through the initial stages of the procedure contained in the appropriate Collective Agreement.
- Take those measures necessary to ensure that the provisions and conditions of the Collective Agreement are upheld, and notify the Executive Board of any apparent violations.
- Familiarize the members of their rights, privileges and obligations, as such matters relate both to the Constitution and these By-Laws and the Collective Agreement.
- Know thoroughly, the Collective Agreement, the Constitution, the By-Laws, Rules of Order and work for their enforcement both on the job and at meetings of the Union.
- Whenever possible meet with all new members in their department or section and keep all members advised of the time, date and place of all Union meetings.
- Actively encourage all members to attend meetings of the Union.

B. **SERGEANT-AT-ARMS**

The Sergeant-at-Arms shall:

- Guard the inner door at membership meetings and admit no one but members in good standing or officers and officials of CUPE,

except on the order of the President and by consent of the members present;

- Assist in maintaining the record of membership attendance at meetings;
- Perform such other duties as may be assigned by the Executive Board from time to time.

## Section 6 **STANDING COMMITTEES**

### 1. Grievance Committee

There shall be a Grievance Committee comprised of the Chief Shop Steward and of such persons appointed by the President and approved by the Executive Board to administer the Grievance(s) concerned and shall consist of no less than three (3) members. This committee shall process all grievances not settled at the initial stage. Grievances must be in writing on the grievance forms provided by shop stewards and signed by the griever. The National Representative shall receive copies of all grievance reports. The Grievance procedure shall be carried out as per the current Collective Agreement. Grievance reports will be presented to the Executive Board as well as to the membership.

### 2. Negotiating Committee

The Negotiating Committee will be a special committee established at least 3 months prior to the expiry of the Local Union's collective agreement and automatically disbanded when a new collective agreement has been signed. The function of the committee is to prepare collective bargaining proposals and to negotiate a collective agreement.

The Negotiating Committee shall be comprised of the President and a representative from each Division recommended and approved by the Division's membership.

The National Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.

All members of Local 411's Negotiating Committee shall attend Level 1 and Level 2 of CUPE's Collective Bargaining education sessions.

3. Education Committee

The Education Committee shall be comprised of the 2<sup>nd</sup> Vice President as chair and two other members. It shall be the duty of this committee to:

- Arrange for representation of the Local at any appropriate and available educational seminar or conference and submit recommendations accordingly to the Executive Board;
- Instruct delegates in the preparation of reports to the membership on seminars and conferences and maintain a reference file of these reports;
- Cooperate with the Executive Board in preparing press releases and other publicity material;
- Cooperate with the Education and Public Relations Department of CUPE and with the regional Educational Representatives, in implementing both the Local's and CUPE's policies in these fields.

4. Bursary Committee

The Bursary Committee shall be comprised of three Union members. Bursaries are intended to further the education of a student, whose parent, or legal guardian, is a member of this Local and shall be awarded annually as follows:

- 1 bursary to schools with a graduating class of 1 to 250 students
- 2 bursaries to schools with a graduating class of 251 to 500 students
- 3 bursaries to schools with a graduating class of more than 500 students

5. Special Committee

A Special Ad Hoc Committee may be established for a specified purpose and a specified period of time by the membership at a meeting. The members shall be elected at the same or another membership meeting or may, by specific authorization of the membership, be appointed by the President or the Executive Board. Two members of the Board may sit on any special committee as ex-officio members.

**RULES OF ORDER**

- R1 Any member addressing an officer or other member of this Union shall use the term Brother or Sister.
- R2 The President shall state every question coming before the meeting, and before allowing debate thereon, and immediately before putting it to a vote, shall ask: Are you ready for the Question? Should no member rise to speak, the Question shall then be put.
- R3 Every member wishing to obtain the floor shall rise and state Chairperson: and when the member is recognized by the Chair, the member shall then state his or her name and the name of the Department in which he or she is employed.
- R4 A motion to be entertained by the Presiding Officer must be seconded and the mover and the seconder must rise and be recognized by the chair.
- R5 A motion to amend, or amend an amendment, shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment or amendment to an amendment shall be in order which is a direct negative to the resolution.
- R6 On motion, the regular order of business may be suspended to deal with any urgent business. Such motion shall require a two-thirds (2/3) vote of those present.
- R7 All resolutions and motions other than those named in R18, or to accept or adopt the report of a committee shall, if requested by the Presiding Officer, be presented in writing before being put to the meeting.
- R8 Any member having made a motion can withdraw it, with the consent of the seconder, but a motion once debated cannot be withdrawn except by a majority of those present.
- R9 When a member desires to speak on a question, or offer a motion, he or she shall rise in his or her place and respectfully address the Presiding Officer, but shall not proceed further until recognized by the Chair, except to state that he or she rises to a point of order, or on a question of privilege.
- R10 When two or more members rise at the same time to speak, the Presiding Officer shall decide which one is entitled to the floor.
- R11 Every member, while speaking, shall adhere to the question under debate, avoid all personal, indecorous or offensive language, as well as any reflection on the Union or any member thereof.

- R12 If a member while speaking, is called to order, he or she shall cease speaking until the point is determined, when, if decided in order, he or she may proceed.
- R13 No sectarian discussion shall be permitted in the meeting at any time.
- R14 No member, except the chairman of a committee, or the mover or seconder of a resolution, shall speak more than ten minutes at any one time, or more than once on the same question, until all members wishing to speak have had an opportunity to do so, when he or she may be allowed to speak a second time by permission of the Chair.
- R15 The Chairman shall take no part in debate while presiding, but may yield the chair to the Vice President, in order to speak on any question before the meeting, or to introduce a new question.
- R16 The Presiding Officer shall have the same rights as other members to vote on any question. In the case of a tie vote, he or she shall refrain from voting, in which case the motion does not prevail and the decision is in the negative.
- R17 When a question has been put, no motion shall be in order except (1) to adjourn; (2) the previous question; (3) to lay on the table; (4) to postpone to a definite time; (5) to refer; (6) to divide or amend; which motion shall have precedence in the order named. The first three and fifth of these shall be decided without debate.
- R18 A motion for the previous question, when regularly moved or seconded, shall be put in this form, 'Shall the main question now be put?' If adopted, the Chairman shall proceed to take the vote on the resolution and amendments thereto (if any) according to their priority. If an amendment or an amendment to an amendment is adopted, the original resolution shall be put to the meeting.
- R19 A motion to adjourn is in order except (1) when a member has the floor; (2) when members are voting.
- R20 A motion to adjourn, having been put and lost, shall not be in order again, if there is further business before the meeting, until fifteen (15) minutes have elapsed.
- R21 Before the Presiding Officer declares the vote on a question, or after a vote has been declared lost or carried, and before the meeting proceeds to another order of business, any member may ask for a recount. A standing vote shall then be taken and the Secretary shall count same.
- R22 If any member shall feel personally aggrieved by the decision of the Chair, he or she may appeal to the meeting from such decision.

- R23 When the decision of the Chair is appealed, the Chair shall state his or her decision and the reason therefore, the appealing member shall also briefly state the reason for the appeal, after which without further debate, the question shall be put thus: 'Shall the decision of the Chair stand as the decision of the meeting?' It shall require a majority vote to sustain each appeal.
- R24 No member shall enter or leave the meeting during the reading of the minutes, initiation of new members, installation of officers or the taking of a vote. No member shall be allowed to leave without permission of the chair.
- R25 ALL BUSINESS DONE AT UNION MEETINGS SHALL BE STRICTLY SECRET TO ALL OUTSIDE THE UNION.
- R26 All rules and proceedings of debate not herein provided for, shall be in accordance with the Bourinot's Rules of Order.

#### Section 8

#### **REIMBURSEMENTS - OUT OF POCKET EXPENSES, ETC.**

The Executive Board shall cause a Policy Paper to exist wherein shall be contained among other policy items be determined by the Local from time to time, reimbursements to committees and members and out of pocket expenses, etc. These shall be subject to review and revision as required. Such expenses shall be recorded on an approved expense voucher, with receipts attached, and will be paid at a Regular meeting after being signed by any of the trustees in attendance or two table officers in lieu.

Any member absent from work on authorized Union business shall be fully compensated by the Union for loss of wages and for any other expenses properly incurred for the good of the Union.

#### Section 9

#### **ORDER OF BUSINESS**

1. Opening
2. Reading of Equality Statement
3. Roll Call of Officers
4. Application for membership
5. Voting for candidates for membership
6. Initiation
7. Reading of the Minutes
8. Treasurer's Report
9. Communications and Bills
10. Report to Committees
11. Nomination, election and installation of Officers

12. Unfinished Business
13. New Business
14. Good and Welfare
15. Adjournment

## Section 10 **MEETINGS**

The Executive Board shall meet at least ten (10) times a year

There shall be five Regular meetings per year excluding July and August. During the months of July and August the Executive shall have the power to transact regular Union business which transpires. Any decision made by the Executive Board during the months of July and August will be reported back for ratification at the next Regular Meeting.

The Regular Meetings shall be held on the third (3<sup>rd</sup>) Saturday of January, May, and September at 9:30 A.M. and on the Thursday prior to the 3<sup>rd</sup> Saturday of March and November at 7:00 P.M. The Executive Board shall meet on the Monday prior to the 3<sup>rd</sup> Saturday of every month at 5:00 P.M.

Regular Meeting notices will be posted at all sites two weeks prior to the meeting. Meetings shall normally be adjourned after two hours unless otherwise specified by the membership.

Special meetings may be called by the order of the Executive Board, provided however, that no business shall be transacted at such special meetings other than that for which the special meeting has been called. At least forty eight (48) hours notice of all special meetings must be given in writing by the Secretary to all members. Notice of regular and special meetings shall be posted in a conspicuous manner for all members to see.

Special meetings may be also be requested through petition to the Executive Board. Such petition must be signed by a minimum of 5% of the dues paying members.

## Section 11 **QUORUMS**

A quorum for regular and special meetings shall consist of not less than fifteen (15) members, (including a minimum of 3 Executive members), in good standing.

A quorum for the Executive Board meeting shall not be less than eight (8) of the Executive members.

In the absence of a quorum at any Regular meeting, the Executive shall be empowered to process routine administrative business including regular payments for which the Local is liable.

Section 12 **ELECTIONS**

The annual election of Officers shall be held in May each year at the Regular Meeting. Elections for the positions of President and 1<sup>st</sup> Vice President shall occur on alternate years.

Should any vacancies arise during the term of office such position will be filled at the next Regular Meeting. The newly elected officer shall fill the position for the balance of the term.

Section 13 **VOTING**

Voting during Elections shall be by a ballot, and the successful candidate must receive a majority of the votes cast. When two or more nominees are to be elected to any office by ballot, each member voting will be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.

- (a) When three (3) or more candidates are nominated for the same office and no candidate on the first ballot receives a majority of the votes cast, the candidate receiving the lowest number of votes shall drop out; a second ballot shall be taken and the same procedure followed; if necessary, until one candidate, having received a majority of the votes cast, shall be elected.
- (b) When only two (2) candidates are nominated for the same office, the candidate receiving the higher number of votes cast shall be duly declared elected to the office.
- (c) Where only one (1) candidate is nominated for an office, the Presiding Officer shall declare such candidate elected by acclamation.
- (d) For the purpose of clarification, a candidate must be in good standing (one who is employed within the jurisdiction covered by the charter of the Local or if he/she retains the office or employ which determines membership and provided he/she does not lose his/her standing by virtue of the application of other relevant sections of the Constitution) and be nominated for an office and indicate either in writing or by voice, a willingness to stand for election to each office. Nominations will also be accepted from those members who have allowed their name to be filed in writing at the meeting, witnessed by another member.

Section 14 **APPROVAL AND EFFECT**

These By-Laws shall come into full force and effect upon the adoption by the Canadian Union of Public Employees, Local 411 and the approval of the National President of the Canadian Union of Public Employees.

Section 15 **AMENDMENTS OF THE BY-LAWS**

- (a) Amendments shall only be made to these By-Laws by a Notice of Motion made at a regular meeting, posted at least 7 days prior to the next regular meeting, or with at least 60 days written notice and adopted by a two-thirds majority of the Union membership in attendance.
- (b) A Notice of Motion shall be processed in the following manner:
  - (i) The presentation of the Notice of Motion as contained in subsection (a), shall constitute the first reading. No discussion or debate shall be permitted at this reading.
  - (ii) Such Notice of Motion to amend these By-Laws shall be considered at the meeting specified, and shall be subject to debate, but no amendment shall be entertained without the two-thirds (2/3) majority consent of the members present.

Section 16 **A. ADDITIONAL BY-LAWS**

The Local may, by a two-thirds (2/3) majority vote of those in attendance at a special meeting called for that purpose, make such additional By-Laws as it may deem advisable, provided they do not conflict with the Constitution. The same shall not become effective until approved by the National President of the CUPE.

**B. REVIEWING AND UPDATING OF BY-LAWS**

These by-laws shall be reviewed by a committee consisting of: President, Chief Shop Steward, and one other elected officer of the Local. The review shall be done biennially following the updating of the Constitution at the National Convention.

Section 17     **WITHDRAWAL AND TRANSFER CARDS**

Withdrawal Card

Local 411 shall grant a withdrawal card to members when leaving their place of employment to take up an occupation elsewhere or in another shop or industry in the jurisdiction of another affiliate or chartered Union of the Canadian Labour Congress. Such withdraw card shall be evidence of the fact that the holder was in good standing in the local Union when he or she transferred his or her employment from the jurisdiction of the Local, and shall entitle him or her to take up membership in the same Local at a future date should he or she again work within its jurisdiction, without the payment of a new initiation fee.

Transfer Card

Local 411 shall issue a transfer card to members who transfer their employment from the jurisdiction of one local to the jurisdiction of another. Such transfer cards shall be issued only to a member in good standing at the time the transfer is made; it shall immediately be deposited with the Secretary of the Local embracing the worker in the locality or the industry, etc. wherein the holder takes up employment.

Local 411 shall recognize the transfer cards issued by other CUPE locals when the transfer card is issued on the Canadian Union form, provided that the Local Union seal has been affixed. The holders of such transfer cards shall not be required to pay an initiation fee into their new Local.

Section 18     **RITUALS AND OBLIGATIONS**

The Rituals and Obligations to be followed by this Local Union shall be those authorized and distributed by the Canadian Union of Public Employees.

Revised: November 29, 2008

Revised: May, 2013; March 2015; March 2016