

<p>Sec 2 Treasurer</p> <ul style="list-style-type: none"> • 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 CUPE 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 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. • Make 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 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. 	<p>Deleting because this is established by the bylaws</p> <p>Sec 2 Treasurer</p> <ul style="list-style-type: none"> • 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 CUPE 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 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. • Make 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 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
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<ul style="list-style-type: none"> • Provide the Trustees with any information the Trustees require to complete the audit, including forms provided by CUPE National. • Where required, not later than February 28th each year, furnish each member, on the forms supplied by CUPE National, with a statement showing the net amount of tax-deductible dues paid by him during the preceding calendar year. • Be empowered, with the approval of the membership, to employ necessary administrative assistance to be paid for out of the Local Union's funds. • 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. 	<p>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.</p> <ul style="list-style-type: none"> • 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. • Where required, not later than February 28th each year, furnish each member, on the forms supplied by CUPE National, with a statement showing the net amount of tax-deductible dues paid by him during the preceding calendar year. • Be empowered, with the approval of the membership, to employ necessary administrative assistance to be paid for out of the Local Union's funds. • 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.
<p>Sec 3 Executive Board</p> <p>a) The Executive Board shall authorize such expenditures to a limit of EIGHT HUNDRED DOLLARS (\$800.00) as it deems necessary and advisable for the proper functioning of the Local.</p> <p>b) The Executive Board shall authorize the hiring of legal advice consultants, arbitration board members and will report the same to the membership in the Executive Board report.</p> <p>c) The Executive Board shall recommend purchasing of any additional supplies of equipment that is not budgeted for. Seven (7) days of notice of motion shall be given before presentation to the membership at a regular meeting.</p>	<p>Sec 3 Executive Board</p> <p>c. The Executive Board shall recommend purchasing of any additional supplies of equipment that is not budgeted for. Thirty (30) days of written notice of motion or notice given at a prior regular membership meeting Seven (7) days of notice of motion shall be given before presentation to the membership at a regular meeting.</p>

<p>Sec 4 Secretary</p> <ul style="list-style-type: none"> • The Secretary shall be responsible for keeping an adequate supply of stationery and office supplies on hand for the Local's use and is authorized to purchase up to Two Hundred Fifty Dollars (\$250.00) per month from suppliers for that purpose. Expenses over \$250.00 must be approved by the Executive Board. Actual purchase may be made by the Office Assistant. • 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 Treasurer. The record will also include Trustee's reports. • Record all amendments and/or additions in the bylaws and make certain that these are sent to the National President for approval prior to implementing. • Answer correspondence and fulfil other administrative duties as directed by the Executive Board. • Keep a record of all correspondence received and sent out. • Prepare and distribute all notices to members. • Have all records ready on reasonable notice for the Trustees or auditors. • Preside over membership and Executive Board meetings in the absence of both the President and Vice-President. • Be empowered, with the approval of the membership, to employ administrative assistance to be paid for out of the Local Union's funds. • Performs other duties required by the Local Union, its bylaws, or the National Constitution. 	<p><u>Deleting as a repetition from the bylaws.</u> Sec 4 Secretary</p> <ul style="list-style-type: none"> • The Secretary shall be responsible for keeping an adequate supply of stationery and office supplies on hand for the Local's use and is authorized to purchase up to Two Hundred Fifty Dollars (\$250.00) per month from suppliers for that purpose. Expenses over \$250.00 must be approved by the Executive Board. Actual purchase may be made by the Office Assistant. • 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 Treasurer. The record will also include Trustee's reports. • Record all amendments and/or additions in the bylaws and make certain that these are sent to the National President for approval prior to implementing. • Answer correspondence and fulfil other administrative duties as directed by the Executive Board. • Keep a record of all correspondence received and sent out. • Prepare and distribute all notices to members. • Have all records ready on reasonable notice for the Trustees or auditors. • Preside over membership and Executive Board meetings in the absence of both the President and Vice-President. • Be empowered, with the approval of the membership, to employ administrative assistance to be paid for out of the Local Union's funds.
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	<ul style="list-style-type: none"> Performs other duties required by the Local Union, its bylaws, or the National Constitution.
<p>Sec 5 President</p> <ul style="list-style-type: none"> Enforce the CUPE National Constitution, these Local Union bylaws and the Equality Statement. Interpret these bylaws as required. Preside at all membership and Executive Board meetings and preserve order. Decide all points of order and procedure (subject always to appeal to the membership). Have the same right to vote as other members. In the case of a tie vote, the President may cast another vote, or the President may refrain from casting an additional vote, in which case the motion is defeated. Ensure that all Officers perform their assigned duties. Fill committee vacancies where elections are not provided for. Introduce new members and conduct them through the initiation ceremony. 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. 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 CUPE National Convention. The President shall authorize all leave of absence which are felt necessary by the President. The President shall report all leave of absence and the reason for the leave to the Executive Board which shall report to the membership. 	<p><u>Deleting as a repetition from the bylaws</u></p> <p>Sec 5 President</p> <ul style="list-style-type: none"> Enforce the CUPE National Constitution, these Local Union bylaws and the Equality Statement. Interpret these bylaws as required. Preside at all membership and Executive Board meetings and preserve order. Decide all points of order and procedure (subject always to appeal to the membership). Have the same right to vote as other members. In the case of a tie vote, the President may cast another vote, or the President may refrain from casting an additional vote, in which case the motion is defeated. Ensure that all Officers perform their assigned duties. Fill committee vacancies where elections are not provided for. Introduce new members and conduct them through the initiation ceremony. 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. 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 CUPE National Convention.

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<p>Sec 6 Vice President</p> <ul style="list-style-type: none"> If the President is absent or not eligible, perform all duties of the President. Preside over membership and Executive Board meetings in the absence of the President. If the office of the President falls vacant, be Acting President until a new President is elected through a by-election. Render assistance to any member o the Executive as directed by the Executive Board. 	<p>Deleting as a repetition from the bylaws</p> <p>Sec 6 Vice President</p> <ul style="list-style-type: none"> If the President is absent or not eligible, perform all duties of the President. Preside over membership and Executive Board meetings in the absence of the President. If the office of the President falls vacant, be Acting President until a new President is elected through a by-election. Render assistance to any member o the Executive as directed by the Executive Board. 												
<p>Sec 7 General</p> <p>b) In the event of a motion from the floor would mean an expenditure of funds in excess of \$250.00, the motion shall be referred to the Executive who shall report back no later than the next regular membership meeting with a recommendation on the matter. The President, Secretary and Treasurer shall be bonded for the sum of not less than Five Thousand Dollars (\$5000.00).</p>	<p>Sec 7 General</p> <p>b) In the event of a motion from the floor would mean an expenditure of funds in excess of \$250.00, the motion shall be referred to the Executive Board who shall report back no later than the next regular membership meeting with a recommendation on the matter. The President, Secretary and Treasurer shall be bonded for the sum of not less than Five Thousand Dollars (\$5000.00).</p>												
<p>Sec 8 Honorariums</p> <p>a) The following honorariums shall be paid to the officers of the Local as listed below:</p> <table border="0"> <tr> <td>i.</td> <td>Treasurer</td> <td>\$ 525 monthly</td> </tr> <tr> <td>ii.</td> <td>Secretary</td> <td>\$ 420 monthly</td> </tr> </table> <p style="text-align: right;">(Amended December 10, 2025)</p> <p>Motion to increase honorariums by 4%.</p> <p>Rates as of January 2026:</p>	i.	Treasurer	\$ 525 monthly	ii.	Secretary	\$ 420 monthly	<p>Sec 8 Honorariums and President's Wages Executive to explore introducing honorariums to other Officer/Exec positions.</p> <p>a) The following honorariums shall be paid to the officers of the Local as listed below:</p> <table border="0"> <tr> <td>i.</td> <td>Treasurer</td> <td>\$ 525 546.00 monthly</td> </tr> <tr> <td>ii.</td> <td>Secretary</td> <td>\$ 420 436.80 monthly</td> </tr> </table> <p style="text-align: right;">(Amended December 10, 2025)</p> <p>Motion to increase honorariums by 4%.</p>	i.	Treasurer	\$ 525 546.00 monthly	ii.	Secretary	\$ 420 436.80 monthly
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<p>i. Treasurer \$ 546.00 monthly ii. Secretary \$ 436.80 monthly</p> <p>T-4 slips shall be issued for all honorariums</p>	<p>Rates as of January 2026:</p> <p>i. Treasurer \$ 546.00 monthly ii. Secretary \$ 436.80 monthly</p> <p>T-4 slips shall be issued for all honorariums <u>and the President's compensation.</u></p> <p><u>b) The Local President is a paid full-time position booked off their job for the term of office. The wage of the President shall be equal to the highest wage rate of the existing Local 454 members. The President will work a 40-hour non-standard work week.</u></p>																		
<p>Sec 9 Expenses</p> <p><u>Mileage to be paid when a member uses his/her vehicle to attend a Union business as per the Collective Agreement.</u></p> <p>In the event a member decides to drive when alternate transportation would be less costly, the cost of the alternate transportation will be paid as the only mileage reimbursement.</p> <table border="0"> <tr> <td>e.g.</td> <td>Naramata – flight cost</td> <td>\$157.25</td> </tr> <tr> <td></td> <td>Approx. mileage 800km - \$0.41</td> <td>\$328.00</td> </tr> <tr> <td></td> <td>Payment will be</td> <td>\$157.25</td> </tr> </table> <p>- Car pooling must be considered whenever practical, as a condition of reimbursement.</p> <p>- When a member uses his/her vehicle for Union business on a day in which he/she is booked off work, the usual mileage incurred to transport to and from work for that individual shall be deducted from the total amount.</p> <p>- Reasonableness shall be exercised at all times.</p> <p><u>Meals, Refreshments, etc.</u> reasonable expenses for meals or refreshments will be reimbursed upon receipt of a completed expense voucher where this expense has not otherwise been provided for.</p> <p><u>Conventions, Out of Town Seminars, Meetings, etc.</u></p> <p>i) Delegates to conventions, out of town seminars, or meetings, where overnight accommodation is required, and where expenses have not been paid by the Union,</p>	e.g.	Naramata – flight cost	\$157.25		Approx. mileage 800km - \$0.41	\$328.00		Payment will be	\$157.25	<p>Sec 9 Expenses</p> <p><u>Mileage and vehicle insurance coverage (difference between personal and business-use)</u> to be paid when a member uses his/her <u>their</u> vehicle to attend a Union business as per the Collective Agreement <u>CUPE BC Expense policy.</u></p> <p>In the event a member decides to drive when alternate transportation would be less costly, the cost of the alternate transportation will be paid as the only mileage reimbursement.</p> <table border="0"> <tr> <td>e.g.</td> <td>Naramata – flight cost</td> <td></td> </tr> <tr> <td></td> <td>Approx. mileage 800km -</td> <td></td> </tr> <tr> <td></td> <td>Payment will be</td> <td></td> </tr> </table> <p>- Car pooling must be considered whenever practical, as a condition of reimbursement.</p> <p>- When a member uses his/her <u>their</u> vehicle for Union business on a day in which he/she is booked off work, the usual mileage incurred to transport to and from work for that individual shall be deducted from the total amount.</p> <p>- Reasonableness shall be exercised at all times.</p> <p><u>Conventions, Out of Town Seminars, Meetings, etc.</u></p> <p>j) Delegates to conventions, out of town seminars, or meetings, where overnight accommodation is required, and where</p>	e.g.	Naramata – flight cost			Approx. mileage 800km -			Payment will be	
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<p>shall be paid as per the current CUPE BC expense policy. (Amended September 21, 2022)</p> <p>Executive Meetings</p> <ul style="list-style-type: none"> i. Mileage will be paid for meetings where Executive members attend one hour or longer. ii. Mileage will not be paid for meetings where the Executive member attends for less than one hour or if leaving the meeting results in the loss of quorum. iii. If the meeting is immediately preceding or immediately following work, then mileage as per the Collective Agreement shall be paid. iv. If the meeting requires a special trip from home, then mileage shall be paid. v. An Executive member can opt to either have a meal provided (maximum value of \$15) or accept mileage when attending monthly Executive meeting. Added November 16, 2011 <p>Job Steward Meetings Added November 16, 2011</p> <ul style="list-style-type: none"> i. Mileage will be paid for meetings where Job Stewards attend one hour or longer. ii. Mileage will not be paid for meetings where the Job Steward attends for less than one hour or if leaving the meeting results in the loss of quorum. iii. If the meeting is immediately preceding or immediately following work, then mileage as per the Collective Agreement shall be paid. iv. If the meeting requires a special trip from home, then mileage shall be paid. v. A Job Steward can opt to either have a meal provided (maximum value of \$15) or accept mileage when attending monthly Job Steward meeting. <p><u>Day Meetings</u></p>	<p>expenses have not been paid by the Union, shall be paid as per the current CUPE BC Expense policy. (Amended September 21, 2022)</p> <p><u>Executive Meetings</u></p> <ul style="list-style-type: none"> i. If the meeting is immediately preceding or immediately following work, then mileage as per the Collective Agreement <u>CUPE BC Expense Policy</u> shall be paid. v) An Executive member can opt to either have a meal provided (maximum value of \$15 purchased by the Executive Board and included in the annual budget) or accept mileage when attending monthly Executive meeting. Added November 16, 2011 <p><u>Job Steward Meetings</u> Added November 16, 2011</p> <ul style="list-style-type: none"> iii. If the meeting is immediately preceding or immediately following work, then mileage as per the Collective Agreement <u>CUPE BC Expense Policy</u> shall be paid. v. A Job Steward can opt to either have a meal provided (maximum value of \$15 <u>\$25</u>) or accept mileage when attending monthly Job Steward meeting.
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<p>i. Full Day Meetings – will require attendance for a minimum of five hours before expenses and mileage will be accepted.</p> <p>ii. Part Day or Evening Meetings – Full attendance will be required (this includes delegates to Labour Council, Metro Council, etc.), before expenses will be considered. Amended November 16, 2011</p> <p><u>Travel</u></p> <p>All travel shall be arranged by the Union. Arrangements shall be by the quickest method possible at the most reasonable fares available taking into consideration such things as length of stay, hotel accommodations (if necessary), other transportation, lost time, etc. Amended November 16, 2011</p> <p>The Local shall pay full costs of a rental vehicle, for delegates attending Union business, subject to the criteria set forth above regarding cost efficiency and reasonableness.</p> <p>Executive Board shall determine if accommodation is necessary for delegate.</p> <p>All Expenses shall be submitted to the Executive for authorization. The Executive shall report in the financial report a listing of all expenses incurred and approved for payment. A motion to formalize payment by the members must be made.</p>	
<p>Sec 13 Retirement Gifts/Presents Amended November 17, 2021 / March 19, 2025</p> <p>Members who retire shall be given a suitable gift from the members of Local 454. All retiring members shall receive a cheque for \$15.00 per year of service in addition to the gift upon their retirement.</p> <p>Retirement means leaving the service of the employer at an age where the member will be eligible to receive pension benefits. This includes part-time and full-time members who have reached minimum retirement age or who because of disability are forced to retire.</p> <p>Retiree Goodwill - CUPE 454 retirees may be entitled to goodwill donations as are current member, at the discretion of the President and/or Executive.</p>	<p>Sec 13 Retirement Gifts/Presents Amended November 17, 2021 / March 19, 2025</p> <p>Members who retire shall be given a suitable gift from the members of Local 454. All retiring members shall receive a cheque for \$10<u>15</u>.00 per year of service in addition to the gift upon their retirement.</p>

<p>CUPE 454 retirees will be presented with an honorary Lifetime membership card.</p>	
<p>Sec 17 Delegates to Convention</p> <p>1. Delegate and Convention Selection</p> <p>d) Alternates shall be sent to convention along with the regular delegates and shall take the place of the regular delegate should they fall ill or be unable to attend for some reason. Alternates shall be entitled to all rights under this policy the same as regular delegates. Amended November 13, 2013</p> <p>2. Per Diems & Other Convention Expenses</p> <p>a) Delegates to convention shall be given a per diem to cover expenses while at the convention such as food, entertainment, and transportation while at convention, per Section 8. Amended November 16, 2011</p> <p>e) The cost of spouses traveling is the responsibility of the delegate.</p> <p>f) The extra cost of the spouse's accommodation shall be picked up by the Union. Amended November 16, 2011</p> <p>g) Phone calls of a personal nature shall be the responsibility of the delegate. Amended November 16, 2011</p> <p>h) Phone calls on behalf of the Union shall be reimbursed by or charged to the Union upon the delegate submitting a completed expense voucher. Amended November 16, 2011</p> <p>i) In unusual circumstances, where the delegate in order to take part fully in functions directly attributable to the convention would be required to put out an unusually large amount of their per diem, consideration shall be given to reimbursing the delegate for that amount.</p> <p>j) The amount of the per diem shall be as per the Administrative Policy Manual.</p> <p>3. Delegates' Responsibilities</p> <p>a) It is expected that all delegates will act in a responsible, honourable manner as representatives of Local 454 as per the code of conduct.</p>	<p>Sec 17 Delegates to Convention</p> <p>1. Delegate and Convention Selection</p> <p>d) Alternates shall be sent to convention along with the regular delegates and shall take the place of <u>only if the regular delegate should they fall ill or be is</u> unable to attend for some reason. Alternates shall be entitled to all rights under this policy the same as regular delegates. Amended November 13, 2013</p> <p>2. Per Diems & Other Convention Expenses</p> <p>a) Delegates to convention shall be given a per diem to cover expenses while at the convention such as food, entertainment, and transportation while at convention, per Section 8 <u>the CUPE BC Expense Policy</u>. Amended November 16, 2011</p> <p>e) The cost of spouses <u>spouses family members</u> traveling is the responsibility of the delegate.</p> <p>f) The<u>Any</u> extra cost of the spouse's <u>family members</u> accommodation shall be picked up by the Union <u>delegate</u>. Amended November 16, 2011</p> <p>g) Phone calls of a personal nature shall be the responsibility of the delegate. Amended November 16, 2011</p> <p>h) Phone calls on behalf of the Union shall be reimbursed by or charged to the Union upon the delegate submitting a completed expense voucher. Amended November 16, 2011</p> <p>i) In unusual circumstances, where the delegate in order to take part fully in functions directly attributable to the convention would be required to put out an unusually large amount of their per diem, consideration shall be given to reimbursing the delegate for that amount.</p> <p>k) The amount of the per diem shall be as per the Administrative Policy Manual.</p>

<p>b) All delegates shall submit a written report not more than 30 calendar days after the convention has closed. This report could be submitted by the delegates as a whole.</p> <p>c) Delegates are expected to attend all regular sessions of the convention.</p>	
<p>Sec 21 Good and Welfare</p> <p>The main contact person will be the Office Assistant in the Union Office (604.943.4526). All requests for recognition of an individual by CUPE Local 454 shall be based on the following:</p> <p>Definitions:</p> <p>a. <u>Member</u> shall be defined as a member in good standing, or a retired member.</p> <p>b. <u>Immediate Family</u> shall be defined as a member's spouse, children, grandchildren, brother, sister, parent, or grandparent, *Amended March 16, 1994, to include stepchildren and stepparents.</p> <p>c. <u>Family</u> shall be defined as a member's in-law parents, in-law brother, in-law sister, in-law grandparents, nephew, niece, cousin, aunt, or uncle.</p> <p>d. <u>Common law & Same sex shall be recognized and applied as it relates to a through c.</u></p> <p>Recognition:</p> <p>a) <u>Death:</u></p> <p>i) Member – flowers or donation not to exceed \$50.00 (total).</p> <p>j) Immediate Family – same as for members.</p> <p>k) Family – Card of regret.</p> <p>b) <u>Births:</u></p> <p>i) Member – card of congratulations.</p> <p>c) <u>Accident or Illness:</u></p> <p>i) Member – if time to exceed 4 weeks – fruit basket.</p> <p>ii) Immediate Family – if time to exceed 6 weeks – get well card.</p> <p>d) <u>Accident or Illness – Terminal or Permanently Disabling</u></p>	<p>Sec 21 Good and Welfare <u>Housekeeping</u></p> <p>The main contact person will be the Office Assistant in the Union Office (604.943.4526). All requests for recognition of an individual by CUPE Local 454 shall be based on the following:</p> <p>Definitions:</p> <p>e. <u>Member</u> shall be defined as a member in good standing, or a retired member.</p> <p>f. <u>Immediate Family</u> shall be defined as a member's spouse, children, grandchildren, brother, sister, parent, or grandparent, *Amended March 16, 1994, to include stepchildren and stepparents.</p> <p>g. <u>Family</u> shall be defined as a member's in-law parents, in-law brother, in-law sister, in-law grandparents, nephew, niece, cousin, aunt, or uncle.</p> <p>h. <u>Common law & Same sex</u> shall be recognized and applied as it relates to a through c.</p>

<p>i) Member – appropriate card and small flower arrangement, not to exceed \$50.00 (total).</p> <p>ii) Spouse or children – same as for member.</p> <p>iii) Other Immediate Family – appropriate card</p> <p>e) <u>Marriage of Member</u></p> <p>i) Member – card of congratulations.</p> <p>f) <u>Return from Maternity Leave</u> <small>Amended November 17, 2021</small></p> <p>i) Upon notification of a member returning from maternity leave, the Local will provide that member with a \$10 gift card to a local coffee shop and a welcome back greeting card.</p> <p>All Expenditures shall be handled through the union office and shall be based on the above. Any other recognition desired, which is not contained in these terms, will be done “out of pocket” request for reimbursement of such an expense may be made at the following membership meeting, and shall be subject to membership approval.</p>	
<p>Sec 22 Heartship Fund</p> <p>Purpose: To provide guidance to Executive and Membership on dealing with member requests to access the Heartship fund.</p> <p>Policy:</p> <p>The CUPE Local 454 Heartship Fund is to assist Local 454 members or their immediate dependents who are in good standing as covered by the collective agreement.</p> <p>There shall be a maximum donation or equivalent fund of \$250.</p> <p>Coverage will be limited to medical hardship not covered by extended health benefits; and/or economic hardship caused by a major illness/condition. These include illnesses such as cancer, heart disease, HIV/AIDS, or other major illness.</p> <p>Elective surgery, such as cosmetic surgery, shall not be covered under the Heartship policy.</p>	<p>Sec 22 HeartshipHardship Fund</p> <p>Purpose: To provide guidance to Executive and Membership on dealing with member requests to access the HeartshipHardship fund.</p> <p>Policy:</p> <p>The CUPE Local 454 HeartshipHardship Fund is to assist Local 454 members or their immediate dependents who are in good standing as covered by the collective agreement.</p> <p>Elective surgery, such as cosmetic surgery, shall not be covered under the HeartshipHardship policy.</p>
<p>Sec 23 Scholarship Terms of Reference</p>	<p>Sec 23 Scholarship Terms of Reference <u>Housekeeping</u></p>

<p>1. Definitions: Amended November 16, 2011</p> <p>a) <u>Member</u> shall be defined as a member of CUPE Local 454 in good standing.</p> <p>b) <u>Family Member</u> shall be defined as a member's spouse, children, grandchildren, or ward/guardian. *Amended March 16, 1994, to include stepchildren and stepparents.</p> <p>c) <u>Common law & same sex</u> shall be recognized and applied as it relates to a & b.</p> <p>d) <u>Institute of Higher Learning</u> shall be defined as a post-secondary course of studies leading to a profession or trade.</p>	<p>1. Definitions: Amended November 16, 2011</p> <p>c) <u>Common law & same sex</u> shall be recognized and applied as it relates to a & b.</p>
<p>Sec 28 Election Process</p> <p><u>Chief</u> Returning Officer</p> <ul style="list-style-type: none"> One member of the Election Committee to be designated as the <u>Chief</u> Returning Officer 	<p>Sec 28 Election Process <u>Housekeeping</u></p> <p><u>ChiefLead</u> Returning Officer</p> <ul style="list-style-type: none"> One member of the Election Committee to be designated as the <u>ChiefLead</u> Returning Officer