

UNION 52 BENEVOLENT SOCIETY
Bylaws



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1. NAME

1.01

Oct 2/01 The name of this Society shall be “Union 52 Benevolent Society” (hereinafter referred as “the Society”).

2. MEMBERSHIP

2.01

Apr 6/21 Membership in the Society shall be automatic upon becoming a member of CSU 52.

2.02

Apr 4/23 Membership fee, if any, in the Society shall be determined by the members at a General Meeting of the Society.

2.03

Apr 4/23 Good Standing is defined in CSU 52 Constitution Article 3.04.

2.04 Rights & Responsibilities

Apr 4/23 Members in Good Standing have the right to attend meetings as per Article 13.07, the right to vote as outlined in Article 15.01, as well as access the Members & Community Supports as outlined in Appendix 2.

Members have the responsibility to comply with the spirit of the Society.

Failure to meet those expectations can result in discipline as outlined in Article 16. A Member can have their status of Good Standing revoked as per Article 16.

Members without a Union Membership Card are entitled to Emergency Members & Community Support Committee assistance as outlined in Schedule 2. No other privileges of Good Standing will be conferred upon a member without a Union Membership Card.

2.05

Apr 4/23 Membership in the Society ceases upon termination of Membership in CSU 52.

3. BOARD OF DIRECTORS

3.01

Oct 20/15 The Directors of the Society will be known as the Board of Directors.

3.02

Apr 2/19 The CSU 52 Board of Directors shall comprise of the following Directors:

- (a) President
- (b) First Vice-President

- (c) Second Vice-President/Secretary of the Board
- (d) Treasurer
- (e) Chief Trustee
- (f) Chief Shop Steward
- (g) One (1) Contractual Unit Director for each contractual bargaining unit

3.03

Apr 2/19 The Board of Directors shall:

- (a) subject to the bylaws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the Society;
- (b) meet at least monthly and more often as may be required for the efficient conduct of the business of the Society;
- (c) allow the meeting to be open to Society members to view and that only portions of the Board of Directors Meetings that deal with confidential issues, such as staffing or grievances, be held in camera or at the discretion of the Chair;
- (d) be responsible for the satisfactory operation of Society business in the interval between meetings;
- (e) be responsible for general supervision of all Committees and adequate reporting of its action to Society meetings;
- (f) prepare and present an Annual Budget at the Society Meeting in January;
- (g) present to the Membership a signed annual audited statement at the April General Meeting and that any special audit as may be requested by the General Membership also be presented to the members at the next Society General Meeting following the completion of the audit and be available to the Membership upon request;
- (h) attend and report at all Board of Directors Meetings and assume full duties and responsibilities of a member of the Board;
- (i) attest to the Oath of Office as noted in Article 8.04 of the CSU 52 Constitution;

Apr 6/21 (j) adhere to the position descriptions in the CSU 52 Policy & Procedures Manual.

3.04

Apr 4/17 A quorum for Board of Directors meetings shall be fifty percent (50%) plus one (1) of the Board of Directors.

4. PRESIDENT

4.01

Apr 4/17 The President shall:

- (a) preside at all meetings of the Society and of the Board of Directors;
- (b) be an ex-officio member of all Committees;
- (c) appoint all Committees not otherwise ordered;
- (d) sign all orders on the Treasury when ordered by the Society;
- (e) transact such other business as may, of right, pertain to the President's office, and which may be necessary for the proper functioning of the Society.

5. FIRST VICE-PRESIDENT

5.01

Apr 2/19 The First Vice-President shall:

- (a) in general, assist the President in the performance of the President's duties;
- (b) convene and preside at meetings at the request of or in the absence of the President;
- (c) in the absence of the President, assume the roles and responsibilities of the President;
- (d) perform such duties as the Board of Directors shall, from time to time, determine.

6. SECOND VICE-PRESIDENT/SECRETARY OF THE BOARD

6.01

Apr 2/19 The Second Vice-President/Secretary of the Board shall:

- (a) in general, assist the President in the performance of the President's duties;
- (b) convene and preside at meetings at the request, or in the absence, of the President and First Vice-President;
- (c) supervise a hired non-Society member as the secretary who will take the minutes of the Society General Meetings and the Board of Directors Meetings (this appointment will have to be approved by the Board of Directors);
- (d) ensure that the minutes of all meetings of the Board of Directors and the Membership, and all correspondence of the Board are properly kept;
- (e) be responsible for ensuring that notices for all meetings of the Board of Directors and General Meetings of the Society are published in accordance with its Bylaws and Policies;
- (f) perform such duties as the Board of Directors shall, from time to time, determine.

7. TREASURER

7.01

Apr 3/18 The Treasurer shall:

- (a) ensure all financial accounts of the Society are maintained correctly by the Financial Administrator/Building Coordinator;
- (b) be responsible for holding such information as confidential for the information of the Board of Directors or as directed by the Society;
- (c) be properly bonded by an insurance company and such bond shall not be for less than five-hundred dollars (\$500.00). Any Treasurer who cannot qualify for a bond shall be immediately disqualified from the Treasurer's office and the Society shall proceed with the election of another Treasurer;
- (d) present to the monthly Board of Directors meeting a Comparison Financial Statement for the previous month of the Society, such statement then to be presented to the next scheduled General Meeting of the Society;

- (e) at the end of the term of office, turn over to the successor, all properties and assets, including funds, books and records belonging to the Society;
- (f) recommend honorariums and expenses for the Board of Directors for the ensuing year and submit them for inclusion in the Annual Budget;
- (g) recommend an Auditor cooperatively with the Financial Review Committee;
- (h) bring forward, for approval, allowable election expenses and honorariums at the October General Meeting.

7.02 Signing Authority

Apr 4/17 Expenses of the Society shall be only for the purposes of the Society and, in all cases, shall be paid by cheque signed by the Treasurer and counter-signed by the President. If the President is not available, the First Vice-President may sign. If the First Vice-President is not available, the Second Vice-President may sign.

However, a petty cash fund may be authorized by the Society, from which expenditures can be made.

In the event that the Treasurer is not able to sign cheques due to an absence from office (sickness, vacation, leave of absence, etc.), the President and the First Vice-President (or the Second Vice-President, if the First Vice-President is not available) may sign cheques.

8. CHIEF TRUSTEE

8.01

Apr 2/19 The Chief Trustee shall:

- (a) be the Chair of the Financial Review Committee;
- (b) be the spokesperson for the Committee;
- (c) report at meetings, as required.

9. CHIEF SHOP STEWARD

9.01

Apr 2/19 The Chief Shop Steward shall:

- (a) report to the Board of Directors and be fully informed by same of Society Business;
- (b) be responsible for development and delivery of education and training programs for Shop Stewards;
- (c) increase the knowledge, skill and proficiency of Shop Stewards;
- (d) work with Contractual Unit Directors to recruit and maintain Shop Stewards in each contractual bargaining unit.

10. CONTRACTUAL UNIT DIRECTORS

10.01

Apr 2/19 The Contractual Unit Directors shall:

- (a) represent the global interest of the members of their unit;
- (b) work with the Shop Stewards within their respective contractual bargaining unit area and with the Chief Shop Steward;
- (c) assist the Chief Shop Steward with recruitment of Shop Stewards within the contractual bargaining unit;
- (d) attend meetings or committees related to the contractual bargaining unit as required;
- (e) chair meetings of and/or for members of the contractual bargaining unit as applicable;
- (f) be an active member of the Labour Management Committee within their contractual bargaining unit and Occupational Health & Safety Committee, where applicable;
- (g) provide members and Shop Stewards with advice, counsel and direction;
- (h) represent the Society at functions as required;
- (i) keep the membership informed with regular updates regarding relevant issues arising from all Society and Management meetings;
- (j) work with Personnel managers and Labour Relations Officers in interpretation and administering the Collective Agreements;
- (k) provide support at discipline and dismissal meetings when called upon;
- (l) arrange and host a Contractual Bargaining Unit Meeting a minimum of two (2) times a year for their respective contractual bargaining unit.

11. COMMITTEES

11.01 Members & Community Support Committee

Oct 4/05 This Committee is established and its operations are governed as per the attached Schedule 1 to these Bylaws.

11.02 Financial Review Committee

Oct 20/15 (a) The Committee shall:

- (i) review and report on the financial status of the Society;
- (ii) ensure that the finances of the Society are managed in the best interest of the Membership, and are carried out in accordance with the mandate set by the Membership at the Annual General Meeting(s);
- (iii) review the financial transactions of the Society to ensure proper spending;
- (iv) have a presence at Board meetings to ensure good financial governance; the Chief Trustee will be a member of the Board of Directors.

Apr 5/16 (b) The Committee shall consist of the Chief Trustee of the Society and two (2) members elected at the January General Meeting for a two (2) year term. One (1) member shall be elected each year.

- (i) The Chief Trustee will be elected by the General Membership as part of the CSU 52 Board of Directors election cycle.

Apr 2/19 (c) Concerns that arise as a result of the Committee’s reviews will first be brought to the President, then the Board of Directors for review and resolution. Where the concerns of the Committee are not resolved by the President or the Board of Directors, the Committee may call a Special General Meeting for the purpose of addressing the situation with the Membership. Such a meeting may be called by a sixty-seven percent (67%) majority vote of the Committee.

12. RESOLVING DISPUTES AMONG MEMBERS

12.01

Oct 3/06 Internal disputes among members of the Society will be dealt with in accordance with the principles, processes and procedures identified in Article 7 of the CSU 52 Bylaws.

12.02

Oct 3/06 Penalties assessed against a member through this process, regardless of whether the complaint originated in CSU 52 or in the Society, will apply to the member in both organizations.

12.03

Oct 2/07 A penalty fine imposed through the discipline process may not exceed five dollars (\$5.00).

13. MEETINGS

13.01 General Meetings

- Apr 2/19 (a) General Meetings of the Society shall be held five (5) times per year on the second Tuesday of each January, and the first Tuesday of each April, June, October and December.
- (b) Notices of General Meetings shall be provided to all members by posted notices at least twenty-one (21) days prior to the meeting.

13.02 Special Meetings of the Society

May 3/05 Special Meetings of the Society shall be held at the call of the President at a time convenient to the majority of the members.

Oct 4/05 Notices of Special Meetings shall be provided by written notices posted in the workplace at least twenty-one (21) days prior to the meeting.

Any five (5) Members in Good Standing may request a Special Meeting to be held provided that such request is:

- (a) in writing;
- (b) addressed to the Board of Directors;
- (c) signed by the five (5) members;
- (d) and indicates the purpose of such a meeting.

Special Meetings shall consider only that business for which the meeting has been called and as is set forth in the notices of such Special Meeting.

13.03 Special Meetings of the Board of Directors

Apr 4/17 Special Meetings of the Board of Directors:

- (a) may be called on the instructions of any five (5) members, provided they request the President, in writing, to call such meeting and state the business to be brought before the meeting;
- (b) shall be called by seven (7) days' notice in writing, mailed to each member, or by one (1) day's notice by telephone or email.

13.04 Annual Meetings

Apr 4/23 The Annual General Meeting will be held in place of the April General Meeting.

13.05 Emergency Meetings

Oct 4/05 Emergency Meetings of the Society shall be held at the call of the President at a time convenient to the majority of the members. Notices of Emergency Meetings can be provided by any means of communication and public media if necessary and must be sent to all Shop Stewards and Mailout Representatives. Emergency Meetings shall consider only that business for which the meeting has been called and as is set forth in the notices of such Emergency Meeting.

13.06 Quorum

Apr 2/19

- (a) No business shall be transacted at any General, Special, Annual or Emergency Meeting unless a quorum of members is present at the time when the meeting proceeds to business. A quorum shall be members personally present and not being less than thirty (30) in number, except where herein otherwise provided.
- (b) Official business cannot be transacted in the absence of quorum. Should members leave in the course of a meeting that has begun with a quorum, proceedings must cease at the point at which the number attending falls below quorum. (*Bourinot's Rules of Order, by Geoffrey Stanford, 4th revised ed. P. 45*)

13.07 Who May Attend

Oct 4/05 General, Special, Annual or Emergency Meetings of the Society may be attended by a Member, Honorary, Honorary Life and Associate Members in good standing only. The Sergeant-at-Arms will be responsible for the effective check on membership at each regular or Special Meeting of the Society.

13.08 Place of Meeting

- (a) The General and Annual Meetings of the Society shall be held in such building, hall or room as the Membership shall decide. When any change of meeting place is decided by the Membership or arranged by the Board of Directors due to unavailability of the regular meeting place, that good and sufficient notice of change is posted for the information of all Members in Good Standing.
- (b) Special and Emergency Meetings of the Society shall be held in a location most convenient to the majority of the Members in Good Standing of the Society.

14. ELECTIONS AND ELECTION PROCEDURES

14.01 Directors of the Society

Apr 4/17 The Board of Directors of CSU 52 will also act as the Directors of the Society.

14.02 Election Dates

- (a) Board of Directors Members
 - (i) Nominations will take place at the October General Meeting.
 - (ii) In the event of an in-person election, the Membership will decide on an election date (or election period in the event of an electronic or mail-in ballot vote) proposed by the Returning Officer, which shall not be less than fourteen (14) days or more than twenty-four (24) days from the nominations, or
 - (iii) In the event of an online election, the Membership will decide on an election period proposed by the Returning Officer. The period of online voting will be five (5) calendar days commencing on a Monday in October, which shall be not less than fourteen (14) days or more than twenty-four (24) days from the nominations.
 - (iv) Advance Poll Day will be held at the CSU 52 Office on a date determined by the Returning Officer, at least one week prior to the opening of the online voting period or election day.

14.03 Nominations

Apr 2/19

- (a) Qualifications
 - (i) Any Member in Good Standing may nominate another Member in Good Standing for the Board of Directors.
 - (ii) For nomination to the Board of Directors, the nominee must have Shop Steward and/or Committee experience and have attended a minimum of six (6) regularly scheduled General Meetings and/or Shop Steward Training Sessions and/or Unit Meetings of the contractual bargaining unit to which the nominee belongs, during the period of October 1st of the preceding year to September 30th of the current year, and must submit a completed nomination form signed by three (3) Members in Good Standing, by commencement of the meeting in which nominations are made. Special Meetings are excluded for the purpose of determining qualification.
 - (iii) For Contractual Unit Directors, the nominator and the nominee must be members of the contractual bargaining unit in question.
 - (iv) For Chief Shop Steward, the nominators and the nominee must be Shop Stewards.
 - (v) A member accepting a nomination cannot hold the position of Union Scrutineer, Returning Officer or Assistant Returning Officer.
 - (vi) Should a Board of Directors Member be vacating an existing position at the October General Membership Meeting to run for a different Board of Directors position, nominations and election for the vacant position shall take place at the following General Membership Meeting.
- (b) Duties and Terms of Position

The Presiding Officer will state clearly the number of members to be elected, describe in detail the duties of the position, and term of office for each Board of Directors position.
- (c) Nominations
 - (i) Nomination forms shall be available four (4) to six (6) weeks prior to the October General Membership Meeting. Interested candidates must complete the nomination form and be nominated by at least three (3) Members in Good Standing.

- (ii) For candidates wishing to represent their contractual bargaining unit, the nominee and nominators must be members of the same contractual bargaining unit.
 - (iii) Nomination forms must be submitted to the Assistant Returning Officer prior to the scheduled commencement time of the October General Meeting. If the nominee is unable to attend the October General Meeting:
 1. The nominee, or their designate, shall submit the completed nomination form to the Assistant Returning Officer prior to the scheduled commencement time of the October General Meeting; or
 2. A scanned copy of the completed nomination form shall be emailed to the Assistant Returning Officer, no later than four (4) hours prior to the scheduled commencement time of the October General Meeting.
- (d) Acceptance of Nomination
- (i) The Assistant Returning Officer will announce all nominees in alphabetical order for each position.
 - (ii) The Assistant Returning Officer will verify with the Sergeant-at-Arms if the nominee is qualified as per Bylaws Article 5.02(a). Any unqualified nominees shall be removed from the list of nominees, unless there is only one candidate nominated for the position, an acclamation is pending and Bylaws Article 5.02(e) is affected.
 - (iii) Upon verification of qualification by the Sergeant-at-Arms, the Assistant Returning Officer will ask each nominee, commencing in reverse alphabetical order (according to candidate surname), “If elected, are you willing to serve in this capacity?” Any nominee who declines will have their name struck from the list. Any nominee who accepts will have their name left on the list of candidates for the position.
 - (iv) Acceptance of nomination must be done in person, or provided in writing (signed and dated by the nominee) at the October General Meeting.
 - (v) Any member of the Board of Directors who accepts nomination for another position on the Board of Directors will be deemed to have resigned their former position, effective the date the position nominated to is filled, being January 1st of the following year, as per Constitution Article 8, Terms of Office. Any resulting vacancy will be filled according to Constitution Article 8.03, Vacancies.
- (e) Acclamation
- (i) When only one (1) candidate comes forward for election to any position, the candidate is said to be “elected by acclamation.” The Presiding Officer shall ask the Second Vice-President/Secretary of the Board or designate to cast a single ballot for the nominee. The Presiding Officer shall then declare the nominee duly elected.
 - (ii) Where an acclamation is declared for a position and the candidate does not have the qualifications according to Bylaws Article 14.03(a)(ii), the candidate will be acclaimed to the position with full voting privileges.
- (f) Presentation
- (i) Candidates who are nominated for Board of Directors positions shall be given the opportunity to make a presentation at a Special Meeting before the Election Date.
 - (ii) Candidates may hand in a written presentation to be attached to the minutes of the Special Meeting.
 - (iii) Candidate campaign material will be posted on the CSU 52 website and CSU 52 social media sites.

15. VOTING RIGHTS

15.01

Oct 4/05 All Active Members in Good Standing, present in person, may vote on any business before the Society.

16. REMOVAL FROM OFFICE AND DISCIPLINE OF MEMBERS

Apr 4/17

16.01 Discipline of Members and Board Members

(a) Grounds of Discipline

Any member may bring another member before the Society for discipline where the other member:

- (i) violates the Bylaws of the Society;
- (ii) supports, organizes or assists in the withdrawal of members from this Society;
- (iii) publishes or circulates among the member(s) false reports or misrepresentations;
- (iv) misappropriates the funds or assets of this Society;
- (v) furnishes a complete or partial list of the Membership of this Society to any unauthorized person(s);
- (vi) crosses any lawful picket line;
- (vii) fails to comply with the penalties imposed by the Discipline or Grievance Appeal Committees;
- (viii) engages in any other conduct prejudicial to the good order and welfare of this Society.

(b) Initiation of Charges

- (i) A member initiating a charge that another member has contravened one or more of the grounds enumerated in Article 16.01(a) shall deliver a written, signed and dated complaint to the Chair of the Discipline Committee. Charges tendered in electronic format are not permitted and will not be accepted or acted upon.
- (ii) The charge shall be delivered to the Chair of the Discipline Committee not more than ninety (90) calendar days after the date the member first became aware, or reasonably should have been aware, of the occurrence of the act giving rise to the charge.
- (iii) The time intervening, if any, between a joint request of members to initiate an Alternative Dispute Resolution process established, in accordance with the Society's Alternative Dispute Resolution Policy, and the date the Alternative Dispute Resolution process concludes shall not be included in the calculation of this time limitation.
- (iv) The charge shall include:
 1. the name of the member being charged;
 2. the section(s) of Article 16.01(a) alleged to have been contravened including specification of any section(s) of the Constitution & Bylaws alleged to have been violated;
 3. details of the charge, including particulars as to the date and location of the alleged contravention;
 4. the signature, printed name and current mailing address of the member bringing the charge.

(c) Pre-Hearing Procedure

- (i) The Chair of the Discipline Committee shall call a meeting of the Discipline Committee within twenty-one (21) calendar days of receipt of the charge to review the charge to ensure that it meets the requirements of Article 16.01(b) above.
- (ii) If it is determined that the charge does not meet the requirements of Article 16.01(b), the charge shall be dismissed and the member bringing the charge shall be notified accordingly.

- (iii) If it is determined that the charge meets the requirements of Article 16.01(b), all documentation before the Committee will be provided to the member charged.
- (d) Discipline Committee Hearing
 - (i) Except as otherwise prescribed by the Society Bylaws, the procedures to be followed at Discipline Hearings shall be in accordance with the Society Discipline Policy.
 - (ii) The Discipline Committee shall forthwith arrange for a hearing to take place and shall provide the parties at least fourteen (14) calendar days' notice of the date, time and location of the hearing.
 - (iii) Should the member bringing the charge fail to attend the hearing, the Discipline Committee shall dismiss the charge.
 - (iv) The Discipline Committee, where it so requires, may have the assistance of legal counsel. Legal counsel for the Discipline Committee will provide only legal advice and assistance to the Committee and will not participate in decision-making, present evidence or provide legal assistance to any other participant. The Society will pay the costs of the legal counsel for the Discipline Committee.
 - (v) After the hearing, the Discipline Committee will meet and deliberate to make its decision and to prepare written reasons. Only members of the Discipline Committee who attend the hearing may participate in decision making. A quorum of all five (5) Committee members is required to conduct a Discipline Committee hearing, except where withdrawals for reason of conflict of interest when the requisite quorum shall be not less than three (3) Committee members. The decision of the majority is the decision of the Committee. If there is no majority, the decision of the Chair is the decision of the Committee.
 - (vi) Within fourteen (14) calendar days of the conclusion of the hearing, or such further time as may be agreed by the parties, the Discipline Committee shall provide its decision. The decision shall be in writing with copies immediately sent by priority post to the member bringing the charge and to the member charged.
 - (vii) If the Discipline Committee finds that the charge is not proven on a balance of probabilities, it shall dismiss the charge or those parts of the charge as are not proven.

16.02 Penalty

- (a) If a charge is found to be proven the Discipline Committee may, as part of its decision, impose a penalty against the member charged. The penalty may include one or more of the following:
 - (i) a verbal or written reprimand;
 - (ii) a requirement to take certain types of education;
 - (iii) a requirement to take steps to rectify any wrongs created by actions or conduct of the member charged;
 - (iv) suspension of Membership in good standing, which includes suspension from holding Society positions;
 - (v) such other reasonable penalty options as the Discipline Committee determines are appropriate in the circumstances.
- (b) A time limit shall be fixed by the Discipline Committee both as to commencement and duration of any suspension and for any action that is required to be taken by the member charged, and the time when the action must be completed.
- (c) Any penalty imposed shall be stayed and shall not take effect pending exhaustion of rights of appeal as provided hereafter.
- (d) A suspended member must retake the Society Oath and must sign the Society Oath Card before reinstatement to membership in good standing takes effect.

- (e) The Discipline Committee shall be responsible to monitor whether its decisions have been complied with and to report non-compliance to the Board of Directors and the General Membership.

16.03 Appeal to the Grievance Appeal Committee

- (a) The decision of the Discipline Committee may be appealed by the member bringing the charge or by the member charged, by delivering written notice of the appeal to the Chair of the Grievance Appeal Committee not more than fourteen (14) calendar days after the decision of the Discipline Committee is mailed by priority post to the member.
- (b) The grounds of appeal must be stated in the Notice of Appeal and shall be limited to:
 - (i) the decision of the Discipline Committee is unsupported by the evidence presented;
 - (ii) a substantive failure of the Discipline Committee to comply with the requirements of fairness which may have impacted the decision reached;
 - (iii) the penalty imposed is excessive or otherwise inappropriate;
 - (iv) new and previously unavailable evidence to be tendered for consideration.
- (c) The Chair of the Grievance Appeal Committee shall convene a hearing of the Grievance Appeal Committee to review the case within thirty (30) calendar days of receiving the appeal and shall provide at least fourteen (14) calendar days' notice of the date, location and time of the hearing to all parties affected by the Appeal Proceedings.
- (d) The Grievance Appeal Committee shall conduct the hearing on the appeal in accordance with the procedures set out in the Society Discipline Policy.
- (e) Only members of the Grievance Appeal Committee who attend the hearing may participate in decision-making. A quorum of at least three (3) Committee members is required to conduct appeal proceedings. The decision of the majority is the decision of the Committee. If there is no majority, the decision of the Chair is the decision of the Committee.
- (f) The Grievance Appeal Committee shall provide its written decision and reasons by mailing the decision and reasons, to the member charged and to the member bringing the charge, by priority post within fourteen (14) calendar days after the conclusion of the hearing, unless otherwise agreed by the parties.
- (g) The decision of the Grievance Appeal Committee may be to uphold or reverse the decision of the Discipline Committee or may be to modify the penalty imposed by the Discipline Committee. Where the decision is to modify the penalty, such decision must include the date when the penalty is to commence, the duration of the penalty and the date when the penalty must be completed.

16.04 Participation in Decision Making

- (a) Should an investigation of a charge have been commenced, but a decision not rendered when the term of office of a Discipline Committee member expires, such member shall continue to serve until all proceedings have concluded and decisions have been rendered. New charges or ones for which the investigation has not been commenced shall be handled by the incoming Discipline Committee.
- (b) Should a member of the Discipline Committee or the Grievance Appeal Committee be elected to the Board of Directors of the Society, such member shall not participate in Discipline Committee proceeding or Grievance Appeal Committee proceedings after taking office as a member of the Board of Directors.

16.05 Appeal to the General Membership

- (a) Only the member charged under Article 16.01(a) may appeal the decision of the Grievance Appeal Committee to the General Membership.
- (b) Notice of Motion to appeal to the General Membership to overturn the decision of the Grievance Appeal Committee must be given to the Board of Directors in writing within fourteen (14) calendar days of the date the decision of the Grievance Appeal Committee is sent by priority post to the parties.
- (c) The President shall cause the Notice of the Motion to be sent to the members. The Motion shall be included in the agenda for the next General Membership Meeting following a notice period of at least one (1) month.
- (d) The member charged shall provide a written statement of the reasons for the appeal for inclusion with the Notice of Motion to the members.
- (e) The Grievance Appeal Committee shall provide, for inclusion with the said Notice of Motion, a copy of the decision made by the Grievance Appeal Committee.
- (f) The decision of the Grievance Appeal Committee may be overturned by a two-thirds (2/3) majority of those members present and voting by secret ballot in favour of the motion to overturn the decision. The Chair will announce whether the Motion has been carried.
- (g) The results of the vote of the Membership on the Motion to overturn the decision of the Grievance Appeal Committee shall be announced at the meeting and be recorded in the Meeting Minutes. The decision of the Membership shall be final and binding.

16.06 Final Decision

If there are no appeals, all appeals have been exhausted or all appeal periods have expired, then the decision of the Discipline Committee, the Grievance Appeal Committee or the General Membership, as the case may be, is final and binding. Any penalty imposed shall be announced at the next General Meeting, except in the case of appeal to the General Membership, where the penalty imposed, if any, shall be announced at the same meeting that heard the appeal.

16.07 Records

All records of the Discipline Committee and the Grievance Appeal Committee shall be treated as confidential and kept in a secure location.

16.08 Board of Director Terms of Office

Apr 4/23

- (a) A Director shall be deemed to have resigned from the Board if they miss three (3) regularly scheduled Board meetings, unexcused, in one (1) calendar year, or fail to properly discharge their role and responsibilities.
- (b) A Director shall be deemed removed from the Board if they have been suspended of Membership in good standing, including suspension from holding Union positions as outlined in Article 16.02 (a) (iv) of these Benevolent Society Bylaws.
- (c) Should a Director be on leave from their contractual bargaining unit, the Board will have the authority to determine the Board member's continuance in their Board position with the support of two-thirds (2/3) of the Directors of the Board.

- (d) A vacancy of a Board of Director's position shall be filled in accordance with Article 8.03 of the CSU 52 Constitution.

17. BORROWING POWERS

17.01

Oct 2/01 For the purpose of carrying out its objectives, the Society may borrow, raise or secure the payment of money in such manner as it thinks fit. This power shall be exercised only under the authority of the Society.

18. AMENDMENTS

18.01

Apr 5/16 (a) The Bylaws may only be amended by Special Resolution at the April General Meeting of the Society, provided that a minimum of twenty-one (21) days' notice has been given to its members and a written notice has been recorded in the minutes of the January General Meeting.

May 3/05 (b) Amendments shall require a minimum of seventy-five percent (75%) of the members present and voting, to be adopted.

18.02

Apr 5/16 Any amendments to the Bylaws of this Society shall be forwarded by the Second Vice-President/ Secretary of the Board to the Bylaws Committee of CSU 52.

19. LIABILITY OF BOARD OF DIRECTORS MEMBERS

19.01

Every Board of Directors member of the Society (and their heirs, executors and administrators of their estate) shall be indemnified and held harmless by the Society from any costs or expenses that they may incur in any action or suit brought against them, regarding any act or deed committed or caused to be done by them or any Board of Directors Member while discharging their responsibilities as Board of Directors Members (unless such costs or expenses are incurred as a result of their own willful negligence or default).

20. REMUNERATION

20.01

Apr 4/23 Unless authorized by members at a meeting of the Society, no Director, Officer, or member of the Society shall receive any remuneration for their services.

21. AUDIT

Feb 5/08

21.01

Oct 20/15 The books and records of the Society shall be audited at least once a year by an accountant duly qualified to perform audits.

21.02

Apr 4/23 The Treasurer and Financial Review Committee will recommend to the Board of Directors, upon pending contract completion, a financial auditor for approval for a term of up to five (5) years. The Board will bring this recommendation to the membership for approval at the next General Membership Meeting. In the event of a midterm termination, a replacement Auditor will be selected/chosen as soon as possible, and will be brought to the membership for approval.

21.03

A complete and proper financial statement of the standing of the books for the previous year and an Auditor's report shall be submitted by the Auditor at the Annual General Meeting of the Society.

21.04

Apr 4/23 The books and records of the Society may be inspected by any member of the Society at the Union Office upon reasonable notice at a time satisfactory to the Finance department. Each member of the Board of Directors shall at all times have access to such books and records.

22. REGISTER OF MEMBERS

22.01

Apr 5/16 A register of members is to be kept by the Second Vice-President/Secretary of the Board, or such other Officer appointed by the Board of Directors, recording the name of every person who is admitted as a member, their date of admission, their address and the date of their ceasing to be a member.

22.02

Apr 6/16 The register of members shall be kept at the registered office of the Society and under the custody of the Second Vice-President/Secretary of the Board, or such other Officer appointed by the Board of Directors to keep the register.

23. OFFICIAL SEAL

Apr 4/17

23.01

The Society has an official Seal of the Society.

23.02

The Treasurer shall have custody of the Seal of the Society. It shall be kept in the safe in the Financial Administrator/Building Coordinator's office.

23.03

The Seal is used primarily to authenticate documents, specifically those which carry some legal importance.

23.04

Whenever the Seal of the Society is used, it shall be authenticated by the signature of the Treasurer and the President, or, in the case of the death or inability or either to act, the First or Second Vice-President. In case of the absence of the Treasurer, the duties shall be discharged by such Officer as may be appointed by the Board.

Schedule 1 - MEMBERS & COMMUNITY SUPPORT COMMITTEE

Apr 4/23

Preamble

This preamble is included for historical purposes to outline how and why the Members & Community Support Committee was formed, and how it evolved over time.

The Employees Charitable Assistance Fund was formed in January 1941. It was then called the War Charities Fund. A vote was made in 1941 which resulted in favour of compulsory deductions for this Fund. A resolution was passed by City Council that the deduction for the fund would be a condition to employment.

Contributions for this Fund came from employee's wages. The deduction was based on one-quarter (1/4) of one percent (1%) of gross salary, excluding overtime.

A portion of this deduction, sixty percent (60%), could have been used by members as a charitable deduction.

Income tax regulations regarding charitable donations at that time determined disbursement of funds of forty percent (40%) for Members Assistance (Members emergency financial support and educational bursaries to dependents of participating, deceased or retired members) and sixty percent (60%) for donations to registered charitable organizations.

The fund was dispersed by the Employee Charitable Assistance Committee until 2005. A change in Canada Revenue status required a change to the Committee. After information sharing, a vote was taken by the Membership and a new Committee was formed.

CSU 52 may establish or disband Committees, Sub-Committees, and Ad Hoc Committees to deal with Union matters. On June 7, 2005, at a General Membership Meeting, the Union members passed a motion:

“Effective the first pay period in 2006, the current deduction for charitable donations will be replaced with an equal deduction added to Union dues (one quarter (1/4) of one percent (1%) of each member's salary). The purpose of this deduction is to establish a specific Union Committee that will distribute money in a similar manner and in keeping with the purposes of CSU 52 Employee Charitable Assistance Committee as at the date the Committee ceases to operate or December 31, 2005, whichever first occurs.”

In 2022, to comply with the Restoring Balance in Alberta's Workplaces Act, the Union 52 Benevolent Society created a separate bank account to collect non-union dues revenue to maintain our financial support of community organizations and the vision of the Benevolent Society.

1. NAME

The name of this Committee shall be “Members & Community Support Committee” (hereinafter to be referred as the “Committee”).

2. RESPONSIBILITIES

Apr 4/23 The responsibilities of the Committee are to:

- (a) provide short-term emergency financial assistance to members;
- (b) provide educational bursaries to Members in Good Standing in support of their eligible dependents;
- (c) provide course reimbursement to members for continuing education related to union, labour or career development (effective January 2017);
- (d) make recommendations to the Board of Directors regarding the Guidelines for the distribution of funds;
- (e) provide donations to registered charities, non-profit organizations, and other organizations as determined by the Committee guidelines and in compliance with all legislation in force in the Province of Alberta.

The Committee shall follow the Union 52 Benevolent Bylaws, Committee Terms of Reference and the Policy & Procedures of the Union.

3. APPEALING A COMMITTEE DECISION

Apr 2/19 Should a request be denied by the Committee, the Member can appeal to the Board of Directors.

4. MEMBERS & TERMS OF OFFICE

Apr 2/19 The Members & Community Support Committee shall consist of the CSU 52 Treasurer and six (6) members elected by the Union membership at the January General Meeting for a two (2) year term. Three (3) members shall be elected in even years and three (3) members in odd years.

Vacancies shall be filled at the request of the Committee by election at a General Meeting.

5. CONTRIBUTIONS TO THE COMMITTEE

Apr 2/19 The Union will ensure that all its Collective Agreements contain an article establishing the collection of contributions by way of payroll deductions, and the Union hereby authorizes the Payroll section for each contractual bargaining unit to forward such funds to the Union. The Union dues collected for this purpose shall be one quarter (1/4) of one percent (1%) of each member’s salary, excluding overtime.

6. FINANCES

6.01 Signing Authority

Apr 3/18 Expenses of the Society shall be only for the purposes of the Society and, in all cases, shall be paid by cheque signed by the Treasurer and counter-signed by the President. If the President is not available, the First Vice-President may sign. If the First Vice-President is not available, the Second Vice-President may sign.

In the event that the Treasurer is not able to sign cheques, the President and the First Vice-President (or the Second Vice-President, if the First Vice-President is not available) may sign cheques.

6.02 Audit

Apr 2/19 The books, accounts and records of the Committee shall be audited at least once a year by a duly qualified accountant. The Auditor shall be selected according to Article 22 of the Benevolent Society Bylaws.

6.03 Undistributed Funds

Apr 2/19 Any funds not allocated by the Committee at the end of the calendar year will be transferred to the Members Emergency Fund. These funds will be used to promote the Society's objectives, and to further the interest and welfare of its members by working towards improved working conditions and a higher standard of living.

6.04 Termination of this Committee

In the event of the termination of this Committee, all assets of the Committee remaining after provision for all expenses in terminating, administering and providing for a final audit of the Committee will be allocated to the Members Emergency Fund.

UNION 52 BENEVOLENT SOCIETY Objectives



UNION 52 BENEVOLENT SOCIETY OBJECTIVES

1. The name of the Society is “Union 52 Benevolent Society.”
2. The objects of the Society are to:
 - (a) increase the knowledge, skill and proficiency of its members in all matters of business pertaining to Civic Service;
 - (b) further the interest and welfare of its members by working towards improved working conditions and a higher standard of living;
 - (c) foster a wholesome fraternal spirit among members by assisting with the promotion of social activities and other group activities of a recreational and cultural nature;
 - (d) advance and support the cause of worthy community interests and social well-being;
 - (e) provide a centre and suitable meeting place for the various activities of the Society;
 - (f) acquire lands, by purchase or otherwise, erect or otherwise provide a building or buildings for social and community purposes;
 - (g) sell, manage, lease, mortgage, dispose of, or otherwise deal with the property of the Society;
 - (h) provide all necessary equipment and furniture for carrying on its various objects.
3. The operations of the Society are to be chiefly carried on in Edmonton in the Province of Alberta.

Originally Registered: 1977-MAR-09
Approved: 2006-MAY-02