

CAPE LOCAL 511 BY-LAWS

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CANADIAN ASSOCIATION OF PROFESSIONAL EMPLOYEES

October 9th, 2024

CAPE Local 511 By-Laws

1. NAME

- I. The name of this local shall be CAPE Local 511; hereafter referred to as “the Local”.

2. AUTHORITY

- I. Article 22 of the CAPE Constitution provides authority for the establishment of Locals including the role and authority of local officials.
- II. CAPE’s By-Laws provide direction to the Locals on the roles and responsibilities of their Local Executives, Stewards and representatives.
- III. The Locals’ By-Laws provide authority for the roles and responsibilities of their Executive, Stewards and representatives.
- IV. Locals do not have the authority to make CAPE policy.

3. OBJECTIVES

- I. The objectives of the Local are as follows:
 - A. To defend member rights and interests through organization, advocacy, and Consultation;
 - B. To build and maintain a CAPE Local 511 as a high-participation, member-led local;
 - C. To create and strengthen connections between members at the Local level, the National Office and the National Executive Committee;
 - D. To assist in the promotion of CAPE’s policies and programs;
 - E. To establish and maintain strong relationships of solidarity between Labour Unions in our workplaces, and locally, nationally and internationally;
 - F. To establish and maintain strong relationships with the public we serve and the communities in which we work and live.

4. GOVERNANCE STRUCTURE

- I. The governing bodies of the Local consists of the:
 - A. Membership
 - B. Executive Committee
 - C. Local Organizing Committees
- II. The plenary authority of the Local shall rest with the Local membership. All other bodies and committees exist to support or structure member-led actions and activities.

5. LOCAL MEMBERSHIP

- I. Members must be currently employed by Canada’s Federal Public Service in a position classified as Economics and Social Science Services (EC) within the province of Ontario, but outside of the National Capital Region (NCR).
- II. Members must be in good standing with CAPE National, qualify as a member under the CAPE Constitution and pay membership dues to CAPE.

6. MEMBERSHIP RIGHTS

- I. All members in good standing have the right to:

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- A. nominate and vote and express opinions on all subjects before the Local;
- B. attend all general membership meetings, special meetings and the Annual General Meeting and express their opinion on all business before the meeting;
- C. Participate in activities of the Local in a responsible manner.

7. EXECUTIVE COMMITTEE

- I. The Executive Committee shall include; a President, Vice-President, Secretary, Treasurer and Chief Steward.
 - A. If the Executive Committee lacks a full slate of members, the Secretary and Treasurer positions may be amalgamated into a single Secretary-Treasurer position.
- II. Duties of the Executive Committee
 - A. All committee members shall:
 - 1. serve on departmental Union Management Consultation Committees and Occupational Health and Safety Committees as need be.
 - 2. endeavour to serve on at least one National-level committee.
 - 3. receive and approve applications for stewards.
 - 4. on termination of office, transfer all records, accounts, passwords and any other properties of the Local to their successor.
 - B. The **President** shall:
 - 1. be the spokesperson for the Local;
 - 2. chair Local meetings;
 - 3. attend regional and national meetings,
 - 4. delegate another officer to attend meetings and act on behalf of the Executive Committee as needed.
 - 5. Interpret the Local Bylaws and Policies as required.
 - 6. act as signing authority for the Local, in cooperation with the Vice-President and Treasurer.
 - C. The **Vice-President** shall:
 - 1. act in the absence of the President;
 - 2. act as signing authority for the Local, in cooperation with the President and Treasurer.
 - D. The **Secretary** shall:
 - 1. record, prepare and distribute minutes of meetings;
 - 2. draft and send communications to members on behalf of the Local and its committees;
 - 3. familiarize themselves with Bourinot's rules of order and advise meeting chairs on proper procedure;
 - 4. maintain and monitor the Local member lists.
 - E. The **Treasurer** shall:
 - 1. responsibly manage and track the Local's finances.

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2. request a rebate from CAPE National for the maximum amount allotted in section 4 of the CAPE national bylaws at the beginning of CAPE National's fiscal year (January 1st).
 3. collaborate with the executive committee and members to draft a budget for submission at a general meeting where it shall be considered for approval by a vote of the members.
 4. submit an annual financial report at the AGM, and for discussion and approval by a vote of the members and submission to CAPE National.
 5. submit to CAPE National every six (6) months all receipts and supporting documents, except receipts for food or meeting rooms,
 6. provide a report of the Local's finances at the request of the executive.
 7. act as signing authority for the Local, in cooperation with the President and Vice-President;
- F. The **Chief Steward** shall
1. be approved as a Local steward and fulfill all the duties of that position;
 2. promote the steward role amongst the membership and maintain a log of the names, contact information and departments / organizations / agencies of active stewards
 3. mentor, advise and engage with stewards of the local, bringing their collective concerns to the attention of the local executive as needed
 4. chair the Grievance Committee
 5. advise the Executive Committee and Chairs of Local Organizing Committees on trends relating to member grievances across the Local.
- III. The Executive Committee shall endeavor to meet at least every two weeks, or more often if the membership or the committee deems necessary.
- A. A majority of the members of the Executive Committee shall constitute quorum for the transaction of business;
 - B. Executive Committee meetings shall be open to all Local members in good standing;
 - C. Voting rights in Executive Committee meetings are restricted to committee members and the Chief Steward;
 - D. All meetings of the Executive Committee shall be conducted according to Bourinot's rules of order.
- IV. Each Executive Committee Member shall conform to the deliberations and decisions of the Executive Committee and shall ensure that the Executive Committee is fully informed with regard to their activities. In the event that a member of the Executive Committee is unable to fulfill their duties, they shall ensure that another member or members of the Executive Committee take responsibility for their duties.
- V. The Executive Committee members shall write and present an annual report on Executive activities to the membership at the Annual General Meeting.
8. ELECTIONS OF EXECUTIVE COMMITTEE MEMBERS
- I. The Executive shall be elected at the Local's Annual General Meeting via electronic voting.

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- A. The elections process must be fair, open and democratic
 - B. The term of office for all elected positions is one (1) year.
 - C. Any member of the Local in good standing has the right to run for office.
 - D. Candidates for the position of Chief Steward must have been selected as a steward prior to running for the position of Chief Steward.
- II. All executive committee members must make and sign an Oath of Office before assuming their duties (Appendix A).
 - III. Executive positions left vacant for any reason shall be filled via by-election, to be held at a general meeting in accordance with the requirements described above, excepting the length of term.
 - A. The Executive Committee may appoint a member in good standing to fill a vacant position pro tem until such time as a General Meeting can be called.
 - B. Terms of members elected or appointed via by-election will terminate at the next annual general meeting.

8. STEWARDS

- I. Duties of Stewards
 - A. A **Steward** shall
 - 1. serve as contact within the workplace and are recognized by the employer as the Local's official representatives of the Association.
 - 2. represent the Local on Union-Management Committees and / or Occupational, Health and Safety Committees as needed.
 - 3. collaborate as needed with the Labour Relations Officer (LRO's) to assist members for whom the LRO is providing representation.

9. LOCAL ORGANIZING COMMITTEES

- I. Forming a Local Organizing Committee (LOC)
 - A. LOCs shall consist of at least five members in good standing
 - 1. Members of locals can be on more than one LOC, should more than one campaign exist at a given time.
 - 2. Federal public servants who are not members of CAPE may participate in LOCs though strategic and tactical planning as well as campaign implementation.
 - a) Non-CAPE LOC members shall not chair the LOC or access any sensitive CAPE member data, such as the membership lists,
 - B. Proposed LOCs must name at least one chair but not more than five co-chairs of a proposed committee.
 - C. Proposed LOCs must submit their proposed list of members and chairs for approval from CAPE National Office according to the policy on local organizing committees
- II. An LOC shall
 - A. Meet monthly, or more of as deemed necessary by the committee;
 - B. Support national organizing campaigns through

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1. charting their workplaces and identifying strategic paths to campaign implementation;
 2. Develop campaign implementation tools appropriate to their workplaces;
 3. Track and report campaign implementation data
- III. Approved LOC members shall
- A. Receive organizing training from CAPE National prior to beginning systematic campaign organizing;
 - B. Sign a CAPE solemn declaration prior to receiving access to any organizing infrastructure.

10. GRIEVANCE COMMITTEE

- I. The Grievance Committee shall include; the Chief Steward, the President (or designate), the designated Labour Relations Officer, all stewards.
- II. The Grievance Committee shall
 - A. Meet monthly, or more frequently as deemed necessary by the Committee;
 - B. Report on issues facing members, advise and support one another in organizing and other activities across the Local;
 - C. Advise and assist the Labour Relations Officer in matters involving grievances and grievance strategy;
- III. All discussion of matters related to specific grievances shall be conducted in-camera.
- IV. The Grievance committee may request the participation of other National Staff, such as legal counsel as appropriate.

11. TRAINING OF LOCAL EXECUTIVE AND STEWARDS

- I. All Local Executive members, Stewards and Officers shall attend steward training, provided by CAPE National.
 - A. In the case of Occupational Health and Safety Committee representatives, the appointee will attend training provided by management.

12. GENERAL MEETINGS

- I. Annual General Meeting
 - A. The Local shall hold one (1) Annual General Meeting (AGM).
 - B. The Local shall have the right to invite guests of their choosing to address their AGM.
 - C. Members will be given at least fourteen (14) calendar days notice of the time, place, and date for the AGM.
- II. The Local shall hold at least (1) general member meeting in addition to the AGM per calendar year.
- III. A Special Local meeting may be called by the Local President or by a majority of the Executive.
- IV. A written request to hold a Special Local meeting, signed by at least 50 members will result in a meeting being called by the Executive Committee.

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- V. All General and Special meetings shall be conducted according to Bourinot's rules of order.
- VI. All General and Special meetings will have a quorum of thirty (30) members in good standing. Meetings must be quorate to conduct business.

13. OFFENCES AND DISCIPLINE

- I. The Local recognizes the jurisdiction of CAPE National to receive, investigate and rule on allegations of misconduct against any member of the union
- II. Upon confirmation that allegations of misconduct were founded, the Local executive will defer to the authority of CAPE National to, where necessary, suspend or expel a member in good standing from the union
- III. While the investigation is pending, the local executive reserves the right to temporarily suspend a member from local membership and any positions and/or affiliations by majority vote of the executive
- IV. Upon confirmation from CAPE National that a disciplinary measure has been successfully repealed, the affected member shall have their status with the local restored and will return to any position they previously held, provided there is time remaining in the affected term.

14. AMENDMENTS

- I. These By-Laws may be amended by simple majority vote of the members at an AGM, general meeting or Special meeting. Members shall be given at least fourteen (14) calendar days notice of a motion to amend the Local's By-Laws.

15. CONFLICT

- I. Where Local By-Laws conflict with CAPE's Constitution and By-Laws the latter shall prevail.

APPENDIX A: OATH OF OFFICE

"I, _____, do most sincerely promise, that I will truly and faithfully, to the best of my ability, perform the duties of my office for the ensuing term, as prescribed in CAPE's Constitution and By-Laws and the Local's By-Laws and, as an officer of this Local, will at all times endeavor, both by counsel and example, to promote the harmony and preserve the dignity of its sessions. I further promise, that I will not, except in the discharge of my duties, disclose or make known to any person matters of a confidential nature that come to my knowledge by reason of my office and that I will, at the close of my official term, promptly deliver all monies, books, papers, or other property of this Local in my possession, to my duly elected successor in office."