

CEP Local 630 BY-LAWS

Article 1 NAME AND JURISDICTION

Section 1.

The name of this local shall be known as; Chinook Local 630, of the Communications, Energy and Paper workers Union of Canada (C.E.P.)

Section 2.

The Jurisdiction of the employees of C.E.P. Local 630 at Elk Falls Mill, in Campbell River, shall include, # 1, # 2,# 5 Paper machines, #4 News Specialty Machine, Finishing dept., Stock Preparation, Technical control Departments and Clothing Crew.

Section 3.

The headquarters of this local shall be at suite #3, 830, 14th avenue, Campbell River B.C. V9W 4H4 or such other place as may be designated by the Local executive Board.

Article II Objectives

Section 1.

The object of this Local Union shall be to promote by proper means the moral, intellectual and social welfare, and to regulate the hours, wages and working conditions of it's members. It shall work to settle all disputes between it's own members and their employers, by conference, negotiations, counsel, and arbitration if necessary.

Section 2.

To work in harmony with all other locals of the C.E.P. (CLC AND ICEF)

Article III Limitation of By Laws

Any action not covered in the By Laws, shall be explained in the C.E.P. Constitution of General Laws or referred to the C.E.P. Executive Board.

Article IV Meetings

The Local meeting is the highest authority of the Local. All officers, the Executive Board, and all other committees of the Local are accountable to the membership of the Local and are subject to membership approval at Local meetings, except as may be otherwise provided.

Section 1.

A General Meeting of C.E.P. Local 630 will be held every calendar month. To be held the second (2nd) Thursday of each month, at 8:00 PM in the evenings. Except the November Shutdown meeting which will be held during the hours of 6:00 PM to 10 PM in the evenings. There will be no meetings held during the summer months, (July, August) unless deemed necessary by the Local's Executive. The executive will meet monthly, at their discretion.

Section 2.

Sixteen (16) members or ten percent (10%) of the Local membership at any General Meeting or legally constituted Special Meeting shall constitute a quorum.

Section 3.

Special Meetings of the Local Union will be called, upon written request to the President, signed by ten percent (10%) of the Membership outlining the reason for the Meeting.

Section 4.

Special Meetings will deal only with the subject outlined in the request.

Section 5.

The Executive Board shall have the power to call Special Meetings.

Section 6.

Notice of General or Special Meetings will be posted on main gate bulletin board, One (1) week, Seven (7) days preceding a General Meeting. One notice at the front gate is sufficient enough to notify members; also the front of the "PAPER BREAK " shall be considered notification of upcoming meeting.

Where the Executive Board calls a Special Meeting, the seven (7) days notice may be waived.

Section 7.

All bills and accounts will be paid by cheque and will be reported to the membership at every regular monthly meeting.

Section 8.

C.E.P. Local 630 will abide by Robert's Rules of Order, for Regular or Special Meetings, and at all Executive Meetings.

Article V Maintenance of Membership

Section 1.

All members must pay Union Dues by pay roll deduction.

Section 2.

All members must pay all Dues, and Assessments within sixty (60) days of approval by the General Meeting or be subject to suspension by the Executive Board.

Section 3.

Any member working less than Forty (40) hours per month (excepting vacations or leaves of absence) shall have their Dues refunded for that month or months.

Section 4.

New members must be initiated within Two (2) months of signing an application card or pay an Initiation Fee.

Article VI Dues, Assessments and Fees**Section 1.**

Membership dues shall be collected as follows;

- A) Membership dues for the National Union shall be collected in a manner determined by the convention or the National Executive board.
- B) Membership dues for this local union shall be $0.0085 \times \text{Card rate} \times \text{all hours paid}$ plus an additional five dollars (\$5.00) per member per month, this to be upgraded Jan 1st and July 1st of each year

Section 2.

There shall be Two Dollars (\$2.00) allocated from each member's dues per month. This money to go towards a Good and Welfare Fund. (set by the membership, with recommendations from the Good and Welfare Committee.)

Section 3.

- A) There will be dues allocated in the amount of Three dollars (\$3.00) per month, to be assessed from each member. This money to be returned to those members present at regular monthly meetings.
- B) When meetings are not held in July and/or August, monies collected for these months will be returned at November Shut Down meeting

Section 4.

New members shall pay an Initiation Fee of dollars, of that set by the National convention or produce a Transfer card from a C.E.P. Union within Thirty (30) days of signing an application card.

Section 5.

Assessments in excess of one (1.00) dollar per member will be voted upon by secret ballot, by members in attendance at the meeting. Approval will be a simple majority of 50% plus one (1).

Section 6.

Members willing to exchange their shift to enable an executive board member, to attend a regular monthly meeting, will be credited with attending the meeting. (it will be the responsibility of the executive board member to notify the Financial Sec. and Treasurer of the change and who gets credit.)

Section 7.

When there is a death of an active member, there shall be a two-hour assessment at card rate, Distribution on behalf of deceased member shall be the responsibility of the executive board.

Section 8

There shall be dues allocated in the amount of (1) one dollar per month, to be assessed from each member, and to be paid, from the General revenue account. This money to go towards funding an entertainment account.

Article VII. Officers

Section 1.

The elected officers of this Local Union shall be designated as follows;

- | | |
|----------------------|-------------------------|
| President, | 1st Vice President, |
| 2nd Vice President, | Recording Secretary, |
| Financial Secretary, | Treasurer, |
| three (3) Trustees, | Inside Guard, |
| Outside Guard, | Three Safety Delegates, |
| Standing Committee, | Editor of Newsletter. |

Section 2.

The President, 1st Vice President, 2nd Vice President, Recording Secretary, Financial Secretary, Treasurer and Standing Committee Member, shall receive an Honorarium, to the amount of dues paid to the local, for services to the Union.

In addition to the above compensation, the Financial Secretary will be granted, one (1) day off work per month, with pay, at the least expense to the local, in order to conduct the business of his office to the Local Union. The Treasurer the Editor and the Rec Sec shall also have One (1) day off as out lined above.

The executive board shall have the power to rescind this amendment if in the opinion of the board; this trust is abused in any way other than its intent.

Section 3.

The Trustees shall have custody of all assets of the Local, excepting the operating Funds, and any investments.

Section 4.

Any Officer of the Local that is unable to attend a Meeting shall notify the President before the Meeting and arrange to get their books, minutes, reports, correspondence, etc. to the Meeting, so the affairs of the Local can stay current.

Section 5.

Any Officer, who is absent from three (3) successive General or Executive Meetings without a reasonable excuse, shall be automatically suspended from Office and the Local shall proceed with the election of a successor.

Section 6.

The Executive Board shall consist of;

- | | |
|-------------------------|--|
| President, | Past President (will have a voice but no vote*) |
| 1st Vice President, | 2nd Vice President, |
| Recording Secretary, | Financial Secretary, |
| Treasurer, | Inside Guard, |
| Outside Guard, | the three (3) Trustees, |
| the Shop Stewards, | Standing Committee |
| Three Safety Delegates. | |

They shall meet every month between General Meetings to transact any business necessary and legal for the welfare of the Local. The President (or Acting President) may call Special Executive Board Meetings as deemed necessary, to deal with special circumstances arising.

Editor of Newsletter is considered a member of the Executive, but with no vote.

Section 7.

The signing Officer of the Local shall be the President, Recording Secretary, the Treasurer and the 2nd Vice President.

Article VIII. Nomination and Election of Officers

Section 1.

Nomination of Officers shall take place at the October General meeting and the November shut down Meeting.

Section 2.

Election and Installation of Officers will be held during the month of November.

Election of a Safety delegates to be held during the month of October, so that newly elected safety representative may attend annual safety conference usually held in early November (note: if conference dates change to a later date , elections will be held in November)

Section 3.

Election of Offices will be done by a majority vote and will be by secret ballot.

Section 4.

To be elected, a candidate must receive fifty percent (50%) plus One (1) vote, of the votes cast. If no candidate receives the necessary number of votes, then the candidate who received the lowest number of votes will be dropped and a new ballot and a new vote held.

Section 5.

No member shall be entitled to hold Office unless he has been a member in good standing of one (1) year prior to his or her nomination in the Parent Union.

Section 6.

Any member who is unable to attend the Meeting for the Nomination of Officers, but is willing to accept a nomination, if proposed, must send their consent to accept in writing to the meeting.

Section 6a.

No nominee shall act as a scrutinizer at the election of officers.

Section 7.

A stagger system for the Election of Officers be instituted in the Election year of 1977. In the 1977 elections, and thereafter in Odd numbered years, the following Officers will be elected for a Two-year Term, The Position of the Three Safety Delegates to be elected for (3) Years terms in alternate Years.

President	Financial Secretary
2nd Vice President	Inside Guard
Safety	

In the 1977 election the following Officers will be elected for a one year term, and thereafter in Even years, they will be elected for a Two year term

1st Vice President	Treasurer
Recording Secretary	Outside Guard
Safety	

There after all Officers will be elected for a Two-year Term.

The position of Three (3) Trustees, Elected for three-year terms in alternate years.

Safety delegate shall be a two-year term, staggered
 Standing Committee shall be one-year term.
 Editor shall be a one-year term.

Article IX Delegates

Section 1.

The elected President shall be a wage delegate and Two other member shall be elected as a delegate.

Section 2.

Elected Delegate shall be elected for term of the agreement.

Section 3.

Wage delegates shall attend all Conferences and Meetings sanctioned by the Local, relative to the Collective Agreement.

Section 4.

All Delegates to out of town conventions, conferences, and meetings approved by the Local Union shall receive their lost wages, Per Diem Equal to the national officers in article vii section 6 of the C.E.P. constitution plus traveling expenses equal to the national officers article 8.10.03.01 of the CEP constitution plus ferry costs or Air fare plus airporter.

Each wage Delegate is required to operate in such a manner as to cost the local the least amount of money in regards to the transportation cost.

Article X Elected Committees

Section 1.

Standing Committee. One member to be elected and shall serve for one (1) year together with the 1st and 2nd Vice Presidents. The nominee who receives the second highest number of votes shall be the alternate Standing Committee Member.

Section 2.

Safety Committee.

Three (3) members elected shall serve alternately for Three (3) year Term as like the Trustee. The President and the 1st Vice President or 2nd Vice President. Nominations for elected members of the Safety Committees shall be opened at the October General Meeting and at the November General Meeting, the election shall be held. The elected member of the Safety Committee shall attend the Annual Labour Management Safety Conference.

Section 3.

Financial Committee.

The Financial Committee shall consist of the Financial Sec., Treasurer, and the Three (3) Trustees. The elected Trustees shall have charge of auditing the books of the Local when required, whether by the membership, or by the C.E.P. Headquarters. They shall have access to all financial records of the Local as required.

- It will be the duty of the Treasurer and or Financial Sec., to prepare and distribute, to the membership a financial statement (including a breakdown of Wage negotiation costs) for the past year.

-This Statement shall be completed no later than March of the following year. Copy to be entered into the minute book.

Section 4.

Entertainment Committee.

The first (1st) and second (2nd) Vice Presidents of Local 630 shall be the Co Chair persons of the Social Committee of the Local.

Article XI. Appointed Committees

Section 1.

Other Committees, in effect and appointed shall be Job Evaluation, By Laws, Seniority, Holiday Chart, Good and Welfare and Historical, and such committees as deemed necessary for orderly operation of the Local, as from time to time need be appointed by the President or Executive. Environment will also be included in this section.

Article XII. Shop Stewards

Section 1.

This Local recognizes the Shop Steward System and will co operate to the fullest possible extent in furthering and maintaining it's workings.

Section 2.

The Second (2nd) Vice President shall be the Chief Shop Steward and shall conduct elections or shall appoint Shop Stewards in each department and each shift in the month of December. The roster of Shop Stewards must be finalized within sixty (60) days of the December General Meeting. A Meeting shall be called at the discretion of the Chief Shop Steward and will meet at least every 2 months.

Article XIII. Annual Vacations

Section 1.

The Local endorses a system of Rotation regarding Annual Vacations.

Article XIV. Amendments

Section 1.

Amendments to the By Laws may be accepted from time to time, as membership of the Local sees fit, and changes in the By Laws must be approved by Two Thirds (2/3) of the members Voting, after proposed amendments have been read out as "Notice of Motion" at Two (2) Previous Regular Monthly Meetings of the Local. Voting to take place at Third regular monthly meeting.

Section 2.

The By Law Committee will update the By Laws each year, with copies going to each of the Executive Board members, Regional and National.

Article XV. Record of By Laws

Section 1.

The Recording Secretary shall incorporate the Local By Laws as part of the Regular monthly Meeting Minute book.

These By Law amendments have been duly approved by the membership and updated by the membership, on this day October 7, 1998.

By Laws ratified by the National President of the Communications, Energy and Paper workers Union of Canada.
(C.E.P.)

Executive board

Section 1.

There shall be an executive board consisting of the President, Two Vice Presidents, Recording Secretary, Financial Secretary, and Treasurer, Two Guards, Three Trustees, one Standing Committee member, Three Safety delegates and one Wage Delegate.

Section 2.

The executive board shall be the highest governing authority within the local between meetings of the local and shall exercise general supervision over its business and affairs. It shall have power, subject to the approval of the local and the provisions of the Canadian, Energy, and Paper workers local of Canada's constitution to invest the funds and properties of the local, to authorize the expenditure of the local or the use of the property of the local for the effectuation of any of its objects, to borrow money and to pledge any property or securities of the local as security, therefore, and to buy, sell exchange, rent, lease or otherwise acquire or dispose of real or personal property, and shall fix the salaries or honorarium, if any, of the elective officers or any employees.

Section 3.

The executive board shall have such powers as are necessary and appropriate to effectuate the purposes of the local. It shall present a report of its activities to each meeting of the local for its approval.

Section 4.

It shall be the duty of the executive board to cause the provisions of the C.E.P. Constitution, and the By laws, rules and regulations of this local to be faithfully executed, and to preserve, promote and safeguard the best interests and general welfare of the CEP, this local and the members. The executive board may adopt such rules and regulations not in conflict with the CEP Constitution and the by laws as it may deem necessary and advisable.

Section 5.

- A) The executive board shall meet at least once a month, as such time and places as it shall determine.
- B) Special meetings of the executive board may be called at any time by the President or by three members of the board upon not less than four hours verbal or written notice to the executive board members of the time and place of the meeting and of the business to be transacted there.
- C) Not less than six members shall constitute a quorum at any meeting of the executive board.

Section 6.

The executive board shall have the power to determine that any decision affecting a limited group of members within the local (including but not limited to, the election of shop stewards and questions regarding the application of the Collective Bargaining Agreement to a particular department or group) shall be made by the members affected.

Section 7.

An elective office shall automatically become vacant if the holder of such office shall be absent from his duty for two consecutive regular meetings, or in the case of an executive member two regular executive meetings, unless it be for just cause, and it shall be the duty of the executive to decide by majority of votes whether such cause is sufficient excuse. Should the excuse not be accepted by the executive, the executive shall then recommend that the local proceed to elect an officer for such vacancy.

Term of Office

All officers shall hold office until their successors are elected and installed.

The outgoing officers shall immediately turn over all papers, monies, rights, titles, chattels, books, records, property, and assets belonging to the local to their successor or the President of the Local.

In the event the office of President becomes vacant, the 1st vice president will assume the office of President for the remaining of the unexpired term and an election to fill the office of 1st vice president will be held.

Whenever an elective position other than President shall become vacant for any cause, the President shall order an election to fill the vacancy at the next general meeting.

All vacancies occurring because of an election at a general meeting shall be filled at that meeting.

Any officer or member may be nominated to fill such vacancy but it is necessary that the officer resign his previous office if elected.

President

Unless otherwise provided by the By laws, the local union president shall preside at all meetings of the local union and its executive board.

He shall sign all cheques or other authorizations for the withdrawal of the funds of the local union. Unless the local union shall provide otherwise and subject to the approval of the local union executive board, he shall appoint and be an ex officio member of all local union committees. He shall enforce the Constitution, Local union By laws and all union rules and regulations.

Vice presidents

1st and 2nd

Unless otherwise provided by the by laws, the vice presidents of the local union shall assist the president in the performance of his duties.

The 1st Vice president shall act for the president in his absence and in the event of a vacancy in the office of President, shall succeed to the office of President for the unexpired term.

The First and Second Vice Presidents of the local shall be co chair persons of the social committee of the local.

The Second Vice president shall be the chief shop steward and shall conduct elections or shall appoint shop stewards in each department and one each shift in the month of December.

Recording Secretary

Unless otherwise provided by the by laws, the recording sec. of the local union shall keep correct minutes of all meetings of the local union and its executive board, conduct all correspondences of the local union, receive and read all correspondence addressed to the local union and keep such correspondence on file, and have charge of the seal of the local union, which he shall insure is used only as authorized and shall attach same to all documents requiring authentication. He shall submit such reports and information to the National president as the National President may require.

Financial Secretary

Unless otherwise provided by the by laws, the Financial Secretary of the local union shall collect all monies paid to the local union, including membership dues, fines and assessments, and deliver same to the treasurer of the local union.

He shall keep true and accurate accounts of all transactions as Financial Secretary and shall make reports thereon to the local union and it's executive board. He shall keep record of the names and addresses of all members of the local union and their status. He shall also submit a written report of the finances and the membership of the local union to the National union in such manner and at such times as the National President or Secretary Treasurer may require. On demand of the National President, he shall make all of his books and records available for examination and audit.

Treasurer

unless otherwise provided by the by laws, the local union Treasurer shall receive all monies from the Financial Sec. and all other securities, funds and other valuables of the local union and shall deposit same in the name of the local union in such bank or banks as the local union executive board may direct. He shall countersign all cheques or other authorizations for the removal of funds of the local union.

Guards

Unless otherwise provided by the by laws, the Guard(s) shall attend the meetings of the local union and the executive board, guard the door, see that all persons present are qualified to remain at the meetings, preserve order and decorum, and perform such other duties as are usual to the office.

Trustees

The Trustees of the local union shall

- A) Examine and audit the books and records of the local union at least every three (3) months and shall submit a written report on each audit to the local union and to the National Secretary Treasurer in such manner at such time as the National Secretary Treasurer may require.
- B) Have such further powers and duties as may be provided by the local union by laws.

Property and Funds

Section 1.

The funds of the local are for the legitimate expenses required in its conduct and maintenance and shall not be diverted there from.

Section 2 .

Should the occasion arise when, in the opinion of the executive, monies should be diverted, they may appeal to the local during regular or special session, when the appeal may be approved or rejected by two thirds (2/3) majority vote.

Section 3.

No amount in excess of \$100.00 be donated to any club, person or charitable or similar organization in any one year, unless such a request be posted as a "Notice of Motion" and dealt with according to the Constitution.

Section 4.

No funds or property of this local shall be loaned, given or expended to promote, support, endorse assist or oppose directly or indirectly the candidacy of a member seeking office or seeking to retain office in the National or any of its locals.

Section 5.

No funds or property of this local shall be given away or expended to assist any seceding, dual or antagonistic organization, or any local, which is violating the Constitution of the National. The funds and property of this local shall be used only to effectuate the purposes and objects of this local under and subject to the provisions of the National union Constitution.

Section 6.

No funds, monies, or other property of a local union shall be withdrawn for bank accounts, savings accounts (Safe deposit boxes) or other depositories or shall be disbursed or transferred unless two (2) or more officers, committee members, or other persons authorized to do so shall sign the bank withdrawal slips, cheques or other necessary documents or authorizations.

Transfer and withdrawals

Section 1.

Transfers and withdrawals will be as outlined in the National Constitution. Article_____

Section 2.

Any person presenting a CEP transfer or withdrawal card will not be required to pay a new initiation fee provided they commence to pay dues with the month of their employment if they worked more than forty (40) hours during that month.

Membership

Section 1 Eligibility

- A) Any worker, within the jurisdiction of this local, shall be eligible for membership.
- B) no person shall hold membership simultaneously in this local and another local of the Canadian, Energy and Paper workers union of Canada.

Section 2 Qualifications

A person shall be a member of local 630 when he has fulfilled the following;

1. Has been a member of Local 1123 and fulfilled the necessary requirements of their by laws.
2. Paying and signing a dues check off card for dues and initiation fee as set forth in the by laws of this local.
3. Shall have signed a transfer form from local 1123 to local 630 and given it to the financial secretary.
4. Shall appear at a regular meeting within two (2) months and be accepted at that meeting by the membership present.
5. As he is already a sworn member of CEP no oath is necessary for joining local 630. The new member shall be given a copy of the locals by laws and constitution, which he is expected to keep and read.

Section 3

Time off with vacation or holiday pay shall be considered as time worked for the purpose of paying union dues

Section 4 Failure to appear

Failure to appear at a general meeting within the period set forth in Section 2 of this article, the union security sections of the contract will apply.

The executive board may exonerate a member from the time period under special circumstances.

Section 5 Failure to pay dues

Any member failing to pay dues will be dealt with as outlined in the National Constitution.

Constitution of the Communications, Energy and Paper workers of Canada.**Section 1.**

The Constitution of the Communications, Energy and Paper workers Union of Canada is hereby made part of these By Laws

Where there is any doubt about any section or part of these By Laws, or where such might appear to be in conflict with the Constitution, the Constitution shall control and be the law which must be followed.

Section 2.

- A. Any of these By laws may be amended by a two thirds(2/3) majority at three (3) consecutive meetings, provided that Notice of Motion giving details of the amendment has been read at two (2) previous meetings.
- B. Any amendments, additions and / or changes to these By laws shall be in conformity with the Constitution of the National Union and must have the approval of the National President. In the event of a conflict between these By Laws and the Constitution, the Constitution shall govern.

Section 3.

This Local union, its officers, agents or representatives, shall have no authority to make any contract or incur any liability binding on the National Union without the written consent of the National President and the approval of the National Executive board.

Discipline, Trial and Appeals**Section 1 .**

Any member violating any part of the Constitution of the Communications, Energy and Paper workers Union of Canada or any part of these By Laws or any agreement of this Union or working rules shall be dealt with as outlined in the National Union, Article VXII (Charges, trials and appeals)

Assessments**Section 1.**

The local shall have power to levy on its members, for special purposes, such tax as may be necessary at the time. Such assessments shall be determined by a two-thirds (2/3) vote of the members present by secret ballot and two (2) weeks notice of motion must be given, in writing prior to the meeting at which the levy is to be presented.

Section 2.

All assessments and fines shall be charged against the members as regular dues, and must be paid within the time specified to protect the members' standing and benefits. Such assessments and fines must be paid before regular dues are accepted.

Harassment Policy

The Communications, Energy and Paper workers Union of Canada believes that every individual has the right to dignity, respect, and the right to be treated fairly both within the Union and in the workplace. This Policy applies to all persons under the jurisdiction of the CEP and all persons employed by the National Union. As an employer, the CEP will be consistent with this policy.

Harassment is not a joke. It creates feelings of uneasiness, humiliation and discomfort. Therefore, the CEP finds any such behaviour unacceptable and intolerable, regardless of the perpetrator.

Definitions

Personal Harassment is any behaviour by any person that is directed at and is offensive to an individual or endangers an individual's job, undermines the performance of that job or threatens the economic livelihood of the individual.

Sexual Harassment is any unwanted attention of a sexual nature such as remarks about appearance or personal life, offensive written or visual actions like graffiti or degrading pictures, physical contact of any kind, or sexual demands. It can be either on a one time basis or in a continuous series of incidents, however minor. Sexual harassment is coercive and one sided and both males and females can be victims.

Racial Harassment is any unwanted comments, racist statements, slurs and jokes.

Racist graffiti and literature including articles, pictures and posters.

Unions and their members may face the issue of harassment in any number of situations; harassment by a member of management; harassment by a client or customer; harassment by a co worker; or, harassment at a Union function.

Our goal is to make the CEP harassment free. To achieve that goal, the following broad policy shall apply in CEP.

The policy is composed of three components:

1. GUIDE LINES FOR DEALING WITH HARASSMENT
2. INTERNAL RESOLUTION AND COMPLAINT PROCEDURE
3. A PROGRAMME OF ACTION

This approach, it should be noted, is based on the principles of solidarity and dignity and is intended to educate people on the issue as well as eradicate incidents of harassment wherever they occur.

Guide line for dealing with harassment

As a CEP member

- A. Offer support for the victim
- B. Raise the issue at local union meetings.
- C. Support inclusion of language against harassment in the contract.

As a Victim

- A. Don't ignore it and don't feel guilty
- B. Communicate to your harasser that the behaviour is objectionable and unwelcome. Ask the harasser to stop. You may want to have a union representative with you.
- C. Warn the harasser that any continuation will not be ignored.
- D. Seek the support from a Union steward or representative.
- E. all cases of harassment should be reported.
- F. Keep a record of each incident (date, time, location, possible witness, what was said, what happened.)
- G. Determine from co workers whether they have been victims of similar behaviour.
- H. If applicable, seek advice from the Union representative about filing a grievance.

As the Union Steward/Representative or designated member:

- A. Follow the same ground rules you would use to investigate any grievance.
- B. Be supportive and patient while documenting the case.
- C. Maintain confidentiality and act as rapidly as possible.
- D. When applicable, uses the grievance procedure.
- E. If the harasser is a CEP member, confront that person with the evidence, seek redress for the victim, and make the CEP policy available.
- F. Educate the membership on the subject and outline Constitutional provisions, which may apply.

As the Local Union

- A. Ensure members are aware of the CEP Harassment Policy.
- B. Educate members, steward and officers at every opportunity.
- C. Negotiate protective language in the contract, which defines harassment and includes a complaint/grievance procedure in cases of harassment and guarantees that the harasser not the victim should suffer the consequences of his/her actions.

INTERNAL RESOLUTION AND COMPLAINT PROCEDURE

If we expect to eradicate the problem of harassment in our workplaces and in society in general, the Officers and members of the CEP must be prepared to set an example for others to follow. Therefore, the following procedure will apply at all CEP sponsored functions (including seminars, conventions, councils, meetings) in cases where harassment is alleged:

1. At each CEP function, a designated representative will be appointed to deal with incidents of harassment.
2. Victims of harassment will be instructed to make it clear to the harasser (either directly or through a third party) that the behaviour is unwanted and offensive and should stop.
3. If the behaviour persists, the victim shall approach the designated representative and ask him/her to act on their behalf.
4. The designated representative will make a swift but thorough investigation of the incident, in confidence, and will attempt to resolve the issue.
5. The resolution would include, but not be limited to , options of apology, reprimand and possible expulsion from the event at which the incident/s occurred. Additional action may be pursued in accordance with the CEP constitution or a complaint lodged at the appropriate Human Rights Commission.
6. A written report would be made to the Local the harasser comes from, with copies the Regional Vice President. In the event that the harasser is a staff member of officer, the report shall be made to the appropriate Regional Vice President and/or the President.
7. Designated representatives shall be the following:

- At Convention the executive board member designated as the Ombudsman.
- At Conference The Vice President of the Region or designee.
- At Council Meetings The Vice President of the Region or designee.
- At Education courses The instructor and/or the appropriate Vice President of Designee.
- At the Local Level an appropriately trained member of the Local Executive.

CEP PROGRAM OF ACTION AGAINST HARASSMENT

To ensure that the CEP becomes harassment free as quickly as possible, the National Executive board endorses the following program of action;

1. An introductory statement on harassment will be made at the start of every CEP education course, meeting, conference and Convention.
2. Training will be provided for designated representatives, at every level of the Union, in order to facilitate their responding to cases of alleged harassment.
3. A module on harassment will be developed for adaptation and inclusion in CEP courses as appropriate.
4. Copies of this policy, in booklet or pamphlet form, will be printed and distributed as possible throughout the CEP. Similarly, a poster promoting the CEP, as Harassment Free will be produced by the National Union for wide distribution.
5. The CEP will develop a model contract clause against harassment to help Locals negotiate proper protection against harassment in the workplace.
6. CEP Health and Safety Committees and representatives will be urged to have harassment recognized as an occupational health issue in the workplace.
7. The CEP will co operate with the Canadian Labour Congress and the Federations of Labour to lobby governments for legislation dealing with Harassment and all of its consequences.

The union recognizes the right of members to work in an environment free from sexual harassment and the Union shall take such actions as are necessary with respect to any person employed by the employer engaging in sexual harassment in the work place.

Definitions of sexual harassment

Harassment means using real or perceived power to abuse or humiliate, It is usually an expression of power made by someone in authority and can be expressed in any number of ways.

For example:

- Unnecessary touching or patting
- Suggestive remarks or other verbal abuse
- Demands for sexual favours
- Leering or compromising invitations
- Physical assault;
- Or implied or actual threats to the victim or her/his job.

Entertainment Committee Fund**General Rules and Procedures****Section 1.**

Committee

The executive board of C.E.P. Local 630 shall appoint a Social Committee of (4) four members, (2) Two of whom shall be members of the entertainment committee, as per Local 630 bylaws, Article X, Elected Committees. Section 4. (First and Second Vice-Presidents)

Section 2.

A) Creation of fund

This fund was established, with monies earned from an interest bearing account, and directed to this fund for the sole purpose of Funding entertainment activities, of CEP Local 630 members and their immediate families.

B) Funding

This fund will be funded ongoing, by a (1) one-dollar allocation from Each members dues, monthly from general revenue.

Section 3.

Procedure for requesting funds

- A) No retroactive requests will be considered.
- B) All requests must be submitted to committee members, in writing. No less than two weeks prior to a General Monthly Union meeting.
- C) Requests arising during the summer period, if no meetings are held, will be considered by Social Committee and will be submitted to CEP Local 630 executive for consideration. If Possible a poll will be taken of membership.

Section 4.

Distribution of funds

All monies that are granted by Social Committee for approved events

- A) Must be accounted for with receipts following the event, and be submitted to the Treasurer of the local.
- B) Any monies not accounted for shall be re-imbrued back to the fund.
- C) Amounts of money granted shall be determined by the request submitted and also by the discretion of the Social Committee.
- D) An event qualifying for funding under the criteria set out by Social
- E) Committee shall not receive funds in excess of (5 %) five percent of
- F) Total held monies in the fund or to a maximum of \$500.00 per event.

Section 5.

Exclusions.

- A) The Annual Elk Falls Memorial Fishing Derby, and the C.E.P. Local 630 Installation of Officers dinner is exempted from receiving funds from the Entertainment Fund. These are funded directly from General Revenue.
- B) Any or all, requests over the maximum allowable limit of the Entertainment Fund, for any event, will be passed on to the Executive Board of C.E.P. Local 630 for consideration and funding from General Revenue.

Section 6.

Amendments

- A) Amendments to these rules governing the entertainment Fund, may be affected at any regular monthly meeting of CEP Local 630.
- B) However, said amendments must be referred to the Locals Social Committee, for their consideration and recommendation.
- C) A majority vote of the members presents at a regular monthly meeting, when a committee recommendation affecting any changes, shall be required.
- D) Further to all items above in this section, the Social Committee shall meet periodically to ensure the proper governing and financial position of the entertainment fund.

Section 7.

The Recording Secretary shall incorporate these rules as part of their regular minute book.

GOOD AND WELFARE FUND**GENERAL RULES****SECTION 1.**

Committee.

The Executive Board of C.E.P. Local 630 shall appoint a Committee of Five (5) member, two (2) of whom shall be members of the Executive Board.

Section 2.

There shall be a Two-dollar (\$2.00) allocated from each member's dues per month for a Good and Welfare Fund.

Section 3.

Benefits.

The Local shall have a system of sick benefits.

- A) No benefit shall be paid for the first thirty (30) days of sickness.
- B) Benefit shall be paid to a member of Local 630 after they have been off sick for a period of sixty (60) days. It is up to the member to notify the Financial Secretary; as to the time they went off sick and when they return to work.
- C) A member qualifying for sick benefits under "C" above shall receive a benefit of One (\$1.00) dollar per member per month.
- D) A member can only receive benefits for a period of six (6) months.
- E) Any member receiving net wage replacement from a third party liability insurance company shall be exempt from receiving Good and Welfare benefits.

Section 4.

Exceptions.

- A) Special exceptions of Section 3. "E" and 3. "F", of these rules may be made providing a member submits in writing to the Welfare Fund Committee, their request for special exception.
- B) If a member is on extended benefits the Welfare Committee will review their request for further benefits every six months.

Section5.

Amendments

- A) Amendments to these rules governing the Good and Welfare fund may be effected at any regular monthly meeting of C.E.P. Local 630
- B) However, said amendments must be referred to the Local's Good and Welfare fund Committee, for their consideration and recommendation.
- C) The Welfare Fund Committee's recommendations regarding "B" shall be presented to the Local Union Membership at the next Regular Monthly Meeting.

- D) A majority vote of the members present at a Regular monthly meeting, when a committee recommendation affecting any changes, shall be required.
- E) Further to all items above in this section, the Good and Welfare committee shall meet periodically to ensure the proper governing and financial position of the Welfare fund.

Section 6.

The Recording Sec. shall incorporate these rules as part of their regular minute book.

Sick Benefits

THE LOCAL HAS A SICK BENEFIT PLAN AND WILL BE ADHERED TO AS OUTLINED IN OUR BY LAWS. THE FOLLOWING IS FOR YOUR INFORMATION. TO OBTAIN SICK BENEFITS YOU SHOULD FOLLOW THE RULES AND APPLY IN THE PRESCRIBED MANNER HEALTH AND WELFARE FUND GENERAL RULES.

Section 3.

The local shall have a system of sick benefit.

- A) No benefit shall be paid for the first thirty (30) days.
- B) Benefit shall be paid to a member of local 630 after they have been off sick for a period of sixty (60) days. It is up to the member to notify the Good & Welfare committee or the financial secretary as to the time they went off sick and when they return to work.
- C) A member can only receive benefits for a period of six (6) months.

Section 4

Exceptions

- A) Special exceptions of section 3,"D", of these rules may be made providing a member submits in writing to the Good & Welfare fund committee, their request for special exception.
- B) Members having received benefits for a period of six (6) months, shall be eligible for another six (6) months of Benefits, providing the member complies with section 4,A as above. (Member must apply in writing.)
- C) If a member is on extended benefits the welfare committee will review their requests for further benefits every six (6) Months.

Shop Stewards**Section 1.**

The department or shift shall elect one (1) Shop Steward, who shall be a member in good standing.

Section 2

Shop Stewards shall be either appointed, elected or volunteer

Section 3.

Should a department fail to elect a shop steward the Executive board shall be empowered to appoint one within Two (2) weeks of the dated on which an election was held

Section 4.

The Shop Steward shall see that there is no breach In his/her department of the Labour Agreement arrived at between this local and the Elk Falls company, presently owned by Fletcher Challenge Canada.

Section 5.

The Shop Steward shall have a copy of the constitution, By Laws working rules and agreement with him/her at all times.

Section 6.

The Shop Steward shall have the authority to ask any member in his /her department to produce his/ her union card for inspection.

Section 7.

The Shop Steward shall report the Executive Board any violation of our laws, rules and agreements.

Section 8.**A shop Steward shall be dismissed by the Executive Board for the following reasons;**

- A) Failure to perform the duties as outlined in this Article.
- B) Failure to attend at least one regular meeting in three without just cause.

Section 9.

A full meeting of all Shop Stewards shall be held once a month with the Second Vice President, at which time they shall be instructed in their work, brought up to date on recent developments and be given copies of any interpretations of working instructions pertaining to the contract or local conditions.

Section 10.

The Second Vice President shall act in an advisory capacity to the Shop Stewards.

Section 11.

Subject to a two thirds (2/3) majority at the shop Stewards in attendance at a meeting, monthly shop stewards meetings may be suspended during the months of July and August.

Section 12**Procedures when department Shop Stewards conduct votes.**

- 1) The Shop Steward of the department requesting the vote, must first discuss it at the shop Stewards meeting to so inform the 2nd Vice President, or if unable to attend, contact the 2nd Vice President and fill him/her in on the details.
- 2) The 2nd Vice President must advise the Executive as to the content of the vote.
- 3) The Executive to give approval if the vote is not in contravention of our agreement or detrimental to the rest of the local.
- 4) The 2nd Vice President is to inform the department Stewards of the Executives decision and assist in the vote by having the office secretary make up the required number of ballots for regular Department employees and provide a ballot box.
- 5) The ballots should be clear and concise, if the vote is for a trial period, the ballot should say so, also regular balloting procedure should be followed.
- 6) The ballots are to be counted by the Trustees and the results posted in the department.
- 7) A two third (2/3) majority of the total regular department employees is necessary for a change of shift.
- 8) Unless conditions warrant it there will not be a vote conducted on the same issue more than twice a year.

Deceased Members

This local shall have representation at funeral services of all deceased members interred at the local cemetery. Such representatives to be appointed by the President or his/her authorized agent.

In lieu of flowers the Local will make a suitable donation to the charity of the deceased family members choice, in memory of our deceased brother/sister.

When a member of this Local dies, the President shall as the First Order of Business at the first following meeting, call the Brothers and Sisters to their feet and they will stand with bowed heads for a short period in respect of their departed Brother/ Sister.

A letter of sympathy to be sent to the next of kin.

It is also the whole locals responsibility to give any needed support that they can give to that individuals family.

And in accordance with our by laws, Article vi section 7 Dues, Assessments and Fees, Two hours pay at card rate will be assessed to members of Local 630, Distribution on behalf of deceased member shall be the responsibility of the executive board.

GENERAL POLICIES

- That in future all problems on shift schedules shall be handled departmentally. **Dec 16 1968**
- That no more than two (2) weeks vacation may be taken by any one person, in the prime time of July and August. **Oct 24 1972**
- Our annual Bursary be named the "D.G.McDonald Bursary Award"
The Bursary be raised to \$500.00 **June 4 1974**
May 25 1979
- Vacation list shall be on a rotating basis, with 20 people off at one time on the Newsmachines. **1977**
- Go through Standing Committee when Fridges are needed. **1977**
- The Trustees audit the books, with the Presidents sanction, will be carried out a minimum of Three (3) months and maximum of every six (6) months, with all members being paid /. **March 79**
- "No Smoking", at Union Meetings. **April 76**
- The 30-day move up clause be left as is, with the onus on the individual to approach management if person wants to move up **Sept 77**
- Safety delegates have full voting rights **April 92**
- Anyone working light duty will not work any more that their regularly scheduled shift **May 92**
- If called in for overtime.
- 1) You will fill the position where seniority puts you, crew will be moved back to accommodate senior people coming in.
 - 2) That scheduled rate shall prevail **April 13, 89**
- To form a society committee to govern union shut down payouts . **May 89**
- To allow disbursement by Treasurer of shut down payout for the best return on investment, and to protect funds **May 89.**
- To endorse the lockout procedure as circulated by the company **Feb 90**
- To withdraw from participation in the "Quality Team" **Feb 90**
- To make all Dry end and Wet end Shacks, including Winder shacks all non smoking areas
- Any project in Local 630's jurisdiction involving over time must be discussed with the standing committee prior to implementation. **Mar 91**
- For the purpose of taking holidays on a tour, No person may work on his vacation and the immediate 4 days after with out taking equivalent time off
- To establish a Seniority committee to monitor the scheduling on the news machines, each crew shall appoint their own monitors. **Oct 91**
- To accept company offer to return to the honour system in using earned time off to cover for sick days.
- That CEP locals share standing committee meetings
- That rate of pay, shall be the governing factor for the line of progression for #1, #2 and #5 pa's. The highest paying job will be the senior job position and so on down the line. **Feb '92**

-Any member moving up in a position of Relief tour boss shall not be eligible to hold the office of President, 1st Vice president or standing committee.

To make 6:30 am or 6:30 PM the official relief time on PM's Starting **Dec 27, 1992**

-That machine tenders relieve at 6:15 am or PM,(this was also with the understanding that when crews are moved up, junior people relieving at this job will not be hassled if they don't know prior to that time that they are machine tenders) jan 93

-Not to have any participation in Ryberg Levy or other consulting groups without the locals consent. **June 93**

-The Local 630 participate in after shift safety meetings as outlined in the latest proposal from Dave Bird **Nov 11 99**

-that as of July 1st 1997 we will no longer relieve for any staff position in all of Local 630's jurisdiction m/s/c **May 22 1997**

-Local 630 is a member of the provincial area council **April 29 1999**

- Local 630 is a member of the BC Federation of Labour

-That an annual donation of \$1000 be donated to the CEP 630 / 1123 Kevin Horncastle Memorial Trout Derby **Apr8 /99**

-Local 630 will establish an election committee to oversee election as article 14.04.01 of the national constitution. **June 2000**

- Change of Local 630 By-laws in regard of the Rec Sec getting one day off a month with pay **Jan 2001.**

- Motion made to rescind existing policy on relief tour boss **Nov 2001.**

- Motion to change the donation limit from \$100.00 to \$500.00 **Feb 2002**

- Motion to Donate \$1.00 per Member to the Campbell River Food Bank **Feb 2002**

- To change the Tout Derby from The Kevin Horne Castle Fishing Derby to the Elk Falls Workers Memorial Trout Derby **March 2002**

-Motion made to change 30 days move up policy to 60 days. **April 2002**

- Motion made that Relief Tour boss do not work as a Relief Tour Boss on overtime **April 2002**

- To accept the Code of Conduct **June 2002**

- The Ryberg & Levy Motion was amended **Nov 2002**

- Motion to institute a overtime call in procedure **Dec 2002**

- Motion to accept the Safety Delegate Change **Jan 2003**

-Motion to implement O T Policy in Finishing **Feb 2003**

-Motion to Transfer \$1.00 per Member per Month from General Revenue account to the Entertainment Fund. **Feb 2003**

- Motion to establish a Entertainment Fund **Feb 2003**

Updated on May 2003