

SECTION 4 - MEMBERSHIP MEETINGS - Regular and Special

- (a) Regular membership meetings shall be held each month on the       e.g. second Wednesday       at                      p.m. If a statutory holiday intervenes the Executive Board shall give a week's notice of any change in the date of the regular meeting.
- (b) Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than                      members.\* The President shall immediately call a special meeting when so ordered or requested and shall see that all members receive at least twenty-four (24) hours' notice of the special meeting and the subject(s) to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.
- (c) A quorum for the transaction of business at any regular or special meeting shall be                      members,\*\* including at least three (3) members of the Executive Board.
- (d) The order of business at regular membership meetings is as follows:
  - 1. Roll Call of Officers
  - 2. Voting on new members and initiation
  - 3. Reading of Minutes
  - 4. Matters arising
  - 5. Treasurer's Report
  - 6. Communications and Bills
  - 7. Executive Committee Report
  - 8. Reports of Committees and Delegates
  - 9. Nominations, Elections, or Installations
  - 10. Unfinished Business
  - 11. New Business
  - 12. Good of the Union
  - 13. Adjournment

(Article B.VIII)

SECTION 5 - VOTING OF FUNDS

Except for ordinary expenses and bills as approved at membership meetings, no sum over fifty dollars shall be voted for the purpose of a grant or contribution to a member or any cause outside CUPE, except by a notice of motion given in writing and dealt with at the following membership meeting. (Article B.4.4)

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\* The number should be large enough to prevent frivolous requests but not so large as to make this safeguard unworkable. Many locals use the same number as for a quorum.

\*\* No rigid rules exist for fixing a number for a quorum, but between 10% and 20% of the membership is common in various organizations.