

28/4/87

SPECIAL MEMBERSHIP MEETING

TUESDAY MAY 12, 1987 AT 5:15 P.M.

IRC # 2

NOTE: IN ORDER THAT ALL MEMBERS HAVE THE OPPORTUNITY OF ATTENDING THIS MEETING TO DISCUSS THOSE CRITICAL ISSUES IDENTIFIED ON THE AGENDA AN OPEN ENDED MEETING HAS BEEN SPECIALLY SCHEDULED.

AGENDA:

- 1. Roll Call of Officers
- 2. Adoption of Agenda
- 3. Adoption of Minutes of meeting April 16, 1987 (attached)
- 4. Business arising from the minutes:
  - a) 1987 Projected Budget for approval
- 5. Discussion of the Doris Hansen Report relative to the hiring of a Business Agent\*, and notice of By-Law amendments.

\*NOTICE OF MOTION:

moved that the question of whether or not to hire a Business Agent be sent to a mail-out referendum ballot moved and seconded by the Executive

- 6. Nominations for Officers:
  - Recording Secretary
  - \* Second Vice-President (Chairperson of Contract Committee)
  - \* Sergeant-At-Arms (two positions)

\* Subject to approval of By-Law Amendments proposals which will be covered in Item #5 above.

- ATTACHED:
- Projected Budget 1987/88
  - Summary of the Doris Hansen Report
  - Minutes of the April 16, 1987 General Membership Meeting

NOTE: People who wish to submit a statement on the question of hiring versus electing must submit their statement prior to May 13, 1987. The statement should be no longer than one page in length.

TO THE MEMBERSHIP

THE ATTACHED TEN BY-LAW AMENDMENTS PROPOSE SOME VERY IMPORTANT CHANGES TO OUR BY-LAWS. MANY OF THE CHANGES WILL BRING OUR BY-LAWS IN LINE WITH THE CUPE CONSTITUTION, AND ARE REQUIREMENTS OF OUR MEMBERSHIP IN CUPE. THE FOLLOWING SUMMARY WILL IDENTIFY THE CHANGES, SO PLEASE READ CAREFULLY.

1. SUMMARY OF PROPOSED BY-LAW CHANGES;

The Local Union's bookkeeping duties and auditing are consigned to an outside agency. (K.6)

2. RESTRUCTURING OF LOCAL ASSOCIATION OFFICERS:

- a) Deletes the position of Vice-President and creates two positions: First Vice-President and Second Vice-President (Section E.1)
- b) Deletes Chairperson of Grievance Committee and Chairperson of Contract Committee from Executive Board, and assigns the position of Chairperson to the First Vice-President and Second Vice-President respectively (Sections E.1, G.2 and G.2.1)
- \*\* Should the positions of First and Second Vice-President be approved, our current Vice-President, Alannah Anderson, who currently Chairs the Grievance Committee, will hold the position of First Vice-President for the remainder of the current term of office. Therefore nominations will be opened at this meeting under Item 6 for the position of Second Vice-President only.
- c) Creates the position of Sergeants-At-Arms (two positions) (Section E.1). The Officers will be responsible for the security of the Union. Should this position be approved nominations will be opened at this meeting under Item 6 for these positions.
- d) Re-names the position of Treasurer to Secretary-Treasurer. This is a requirement under the CUPE Constitution. This will not affect the current incumbent, Diana Ellis, nor will the duties of the office be changed. ...3

- e) Removes the three Trustees as voting members of the Executive Board (Section E.2). This is a requirement of the CUPE Constitution
- f) Changes the term of office for the Local Executive Board from one year to two years. The CUPE Constitution allows each Local Association to chose a term of office of either one, two or three years. Your Executive believes that a two-year term of office will provide a much better continuity of work flow, and of information

The amendment also includes the requirement under the CUPE Constitution that a member can only hold one position of Executive office

(Section E.3, H.2)

If the two-year term of office is approved, the first two-year term will be 1988-89, and the current Executive will complete their elected one-year term.

- g) The changes to the Office of Trustee (none-voting members; three-year staggered terms) will commence in 1988. This will mean that every year one Trustee position will be open for election to a three-year term of office. This is a requirement under the CUPE Constitution. (Section E.3.1)

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Notice of By-Law Amendment # 1

E. LOCAL ASSOCIATION EXECUTIVE OFFICERS

E.1 The Local Association Executive shall include the following officers:

President

\*First Vice-President (Chairperson of the Grievance Committee)

\*Second Vice-President (Chairperson of the Contract Committee)

\*Secretary-Treasurer

Recording Secretary

Union Representative (2 positions)

Trustees (3 positions)

\*Sergeant-At-Arms (2 positions)

Chairperson of the Health & Safety Committee

Chairperson of the Communications Committee

Chairperson of the Action & Publicity Committee

Chairpersons of the Job Evaluation Committee

Chairperson of the Technological Change Committee

NOTICE OF BY-LAW AMENDMENT # 2

E.2 Executive Board (Addition)

The Local Union Executive Board shall include all the above Local Association Officers except that the three Trustees shall not be members of the Executive Board

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NOTICE OF BY-LAW AMENDMENT # 3

E.3 Term of Office for Executive Board (Addition)

The term of office for Executive Board members and Officers, except Trustees, shall be two years. No member may hold more than one elected position on the Executive Board

E.3.1 Term of Office for Trustees (Addition)

At the first election of Officers in the Local Union the Trustees shall be elected so that one shall serve for a period of three years, one for two years, and one for one year. Each year thereafter the Local Union shall elect one Trustee for a three-year period, or, in the case of vacancies occurring, elect Trustees to fill only the unexpired terms in order to preserve overlapping terms of office.

NOTICE OF BY-LAW AMENDMENT # 4

Section F. ELECTION OF OFFICERS:

Section F.6

The Grievance Committee, Contract Committee and Communications and Strike Committee shall each elect from among their members a Chairperson to serve on the Union Executive or have someone serve as an Executive Representative from the Committee on a rotational basis

MOVED THAT BY-LAW SECTION F.6 BE AMENDED TO READ

The Communications Committee, Strike Committee, and the Health & Safety Committee elect from among their members a Chairperson to serve on the Union Executive or have someone serve as an Executive Representative from the Committee on a rotational basis.

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NOTICE OF BY-LAW AMENDMENT # 5

## SECTION H. VACANCIES IN UNION TABLE OFFICERS POSITIONS

## Section H.2

By-elections shall be called by the Trustees when an Office becomes vacant unless such office becomes vacant within two months of the opening of the biennial elections in which case the office shall remain vacant until the biennial elections are held. By-elections shall be held by referendum or by secret ballot vote at any general membership meeting where the membership has received two weeks written notice.

AMENDMENT; "Annual elections" replaced with "Biennial Elections" to be made consistent with By-Law Ammendment E.3 above

NOTICE OF BY-LAW AMENDMENT # 6

## Section G. DUTIES OF UNION OFFICERS AND COMMITTEES

Revision:

G.1 President

The President shall preside at all meetings of the Local Union; sign all orders on the treasury when ordered by the Local Union; and transact such other business as may of right pertain to his/her office and which may be necessary for the proper functioning of the Local Union.

The President shall be a member ex-officio of all Committees and Divisions, and shall be responsible for co-ordination between the Committees and Divisions and the Local Association Executive.

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NOTICE OF BY-LAW AMENDMENT # 7

## Section G. DUTIES OF UNION OFFICERS AND COMMITTEES

Revision:

G.2 First Vice-President

The First Vice-President shall perform the duties of the President in the absence of that officer, and, in case of the resignation or death of the President, shall perform the duties of the President until such vacancy is filled as provided in the By-Laws. He/she shall also preside when called upon by the President and at times when the President may be temporarily unable to discharge his/her duties.

The First Vice-President shall be the Chairperson of the Grievance Committee, and shall report that Committee's activities to the Executive and the membership.

NOTICE OF BY-LAW AMENDMENT # 8

## Section G. DUTIES OF UNION OFFICER AND COMMITTEES

G.2.1 Second Vice-President

The Second Vice-President shall perform the duties of the First Vice-President or President in the absence of those officers. He/she may also preside when called upon by the President or First Vice-President when those officers may be temporarily unable to discharge their duties.

The Second Vice-President shall be the Chairperson of the Contract Committee and shall report that Committee's activities to the Executive and to the membership.

NOTICE OF BY LAW AMENDMENT # 9

## Section K. DUES AND FINANCES

Moved that a new Section K.6 be added:

K.6 The Local Union shall hire the services of a qualified accountant or accounting firm to audit the Local Union's books and to perform the Union's bookkeeping duties on a monthly part-time basis. The Agency's representative(s) will work in close collaboration with the Local Union Secretary-Treasurer. The Local Association Executive will select the contracted Agency and will review the selection as required.

NOTICE OF BY-LAW AMENDMENT # 10

## Section K.4

Move that a new Section K.4 be deleted:

K.4 A Union strike fund shall be set up and after August 1976, ten (10) percent of the monthly dues shall be allocated to a strike fund to be kept in a yield savings account.

## THE DORIS HANSEN REPORT

AS SUMMARIZED BY

THE EXECUTIVE

The DORIS HANSEN REPORT WAS ...

"...requested by Ted Byrne, Union Representative, on behalf of the Executive Board and confirmed in writing on December 8, 1986. The Executive Board confirmed the recommendation on December 16, 1986." (1)

"... it was agreed that my report would be taken to the membership at the CUE... General Meeting in January 1987." (2)

" Several studies of the staff and office had been conducted in the past but had never been sanctioned by the Executive Board nor were they taken to the membership." (2)

Though the complete report was fourteen pages long, we felt a summary was sufficient for discussion by the membership. Those of you who were not at the January 15 membership meeting when the complete report was distributed and, who would like a copy of it, please phone the Union Office, 224-2308, and a copy will be sent to you.

We have not included in this summary suggestions for solving minor problems such as using colour coding, having "fixed" meeting dates, and using the telephone answering machine, since we have incorporated many of these suggestions already. Nor have we included here detailed analysis of the work flow and office structure. Much of it is not applicable with the change of, or reduction in staff.

What we have brought to you are the major issues that suggest philosophical shift and require changes to our By-Laws.

NOTE: The quotation marks and indentations indicated direct quotes from Doris Hansen's report. The bracketed numbers refer to the page number from which the quote was extracted.

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Some of the problems as seen by her are:

" The most notable revelation was that no one is "in charge" or appears to be responsible for the total CUE office system or for the performance of the (staff)." (3)

" The Executive Board does not appear to be giving direction to the staff and some of the elective Executive duties are being done by the staff." (3)

" The office should not be considered a drop-in centre." (4)

" There appears to be little authoritative management of the office. Because the elected Union Representatives are part of the Executive Board, the decision making process lacks solid recommendations from the 'staff'. (10)

"There is little recognition for the job done, or wages commensurate with job duties." (10)

The following is a summary of Doris Hansen's recommendations regarding whether or not we should hire or elect our Union Representative:

" I recommend that, rather than two elected Union Representatives, CUE have one fully qualified Business Agent... and pay that person a reasonable salary and benefits based on comparable positions within the union movement in the Lower Mainland." (6)

"...that the hired Business Agent is under the day-to-day direction of the executive board and is responsible to the executive board for the office functions..." (3)

"The Business Agent...will work closely with the (Executive member in charge of Grievances) and (the) Stewards. The Stewards will be the first contact for grievors." (8)

"The Business Agent will provide research and assistance to the Contract Committee with the contract negotiations. All paid staff should have job descriptions, which along with wages and benefits, should be reviewed annually. The Vice-President should prepare...recommendations on behalf of the Executive Board for the (membership)." (3)

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"The Business Agent should report (to the Executive and the membership) on resolutions of grievances, outstanding grievances, complaints and problems." (5)

"...Business Agents... have voice but no vote at meetings of the Local Union." (6)

" This recommendation is reflective of ... redistribution of some of the present duties (of) the Executive Board members and the availability of advice and assistance from the CUPE National Representative and CUPE National Departments." (6)

" This position should be advertised immediately within the CUE membership and in the Province and The Sun. A Personnel Committee should be appointed by the Executive Board to review like union positions in the Lower Mainland to fashion a fair wage package for all... staff. " (7)

And then, quoting from the CUPE Constitution, article B.3.14 :

" Whenever a Business Agent is employed or elected by a Local Union, it shall be at a regular meeting of the Local Union and the duties and conditions of employment of the Business Agent shall be inscribed in the minutes..." (6)

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"The duties, skills, qualifications of the Business Agent should be: (7,8)

- DUTIES:
1. insures that all Divisions have properly functioning grievance committees.
  2. assists all Divisions in processing personal and policy grievances.
  3. assists all committees in exercising their duties in order that all members may receive proper service.
  4. prepares and presents briefs to the employer (the membership) when required...assists with Public Relations when necessary.
  5. assists the CUPE National Representative in all efforts to strengthen the Canadian Union of Public Employees.
  6. attends Division, Executive Board and (shop) steward meetings and makes written reports of same.
  7. provides advice on the collective agreement
  8. presents grievances commencing at the Step 2 of the Grievance Procedure.
  9. may, according to a schedule, visit union members on the job site.
  10. prepares research material for grievances, UBC appeals, UIC appeals, arbitrations, LRB hearings, negotiations and represents CUE or assists the CUPE Representative in presentations.
  11. assists committees with the Union Newsbulletin for production by clerical staff.
  12. organizes shop steward seminars and provides advice and assistance for (shop) stewards.
  13. reviews reclassification and re-evaluations and processes grievances if necessary.
  14. keeps notes of all Union/Management meetings for the files.
  15. presents some arbitration cases as directed by the Executive Board.
  16. prepares a monthly report on activities for the Executive Board and Division meetings.
  17. assists CUPE Representative in negotiations as directed by the Executive Board.
  18. ... directs clerical (work) and (bookkeeping).

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## SKILLS:

1. Experience in negotiations, grievances, and arbitrations.
2. Experience in WCB, UIC, LRB, reclassification appeals.
3. Experience in Labour/Management meetings.
4. Steward training and experience.
5. Local Union Executive Board experience.
6. Public Speaking ability.
7. An understanding of the University environment.
8. Have attended a time management course or is willing to attend. "

This is where the philosophical shift takes place:

CUE has, in the past, elected staff members. Though we have a membership that is intelligent, thoughtful and educated, we are dependent on electing those who choose to run for office. Usually those elections are uncontested. Though we have had dedicated people in office, they have had to learn on the job.

What Doris Hansen is suggesting, and your executive is recommending is that we hire a fully trained and experienced person to work for us. This does not mean that the hired person takes control. It means that we have the benefit of expertise and advice, but THE EXECUTIVE DIRECTS THE STAFF. The Executive makes the decisions. Joe Denofreo has demonstrated this by his presence in our office. He gives us advice when we ask for it but the decisions are ours. We are responsible. The Executive votes on decisions and directs the staff as to the action that is deemed appropriate. Because we have an expert in the office, our decisions are easier to make because they are informed decisions.

Another advantage to hiring over electing is that of continuity. Elections bring change and change is good. Fresh ideas generate fresh energy. But too much change can be disruptive and chaotic. A hired staff would be the common denominator that keeps the flow of work going, perpetuates an understanding of the status of current problems that members have brought to the union office.

By hiring, we give up no control. The membership still makes the ultimate decision by voting for the Executive that will be leading them. Perhaps we will have contested elections if the job is not so onerous. With contested elections our freedom is enhanced. ...6

Though this was the major recommendation, there were others related to the staffing of the office:

" The bookkeeping function has become more of a full accounting function on the computer." (8)

" I recommend that...this function be delegated to a once-a-month part-time bookkeeper. This would free the Administrative Secretary to fulfil a Secretary/Receptionist position, with duties to assist the Business Agent." (9)

The Executive has already acted on this recommendation on an interim basis. (See January 16, 1987 minutes). Our rationale was that we then are assured of continuity of record keeping regardless of changes in the Executive and that the record keeper be a disinterested party. Dunwoody and Company have taken over the bookkeeping.

Further to this, the Executive requires restructuring. These recommendations were as follows:

- two Vice-Presidents
- two Sergeant-At-Arms
- three Trustees (change in duty description)

The rationale for these changes is included with the By-Law Admendments. The one other major recommendation is the change in lenght of the Term of Office of the Executive Board, this is also included with the By-Law Amendments.

C.U.E. 1987 Projected Budget

REVENUE	A	B
Dues	306,572	306,572
Interest	1,014	1,014
Donations	0	0
CUPE Grant	36,000	36,000
<b>TOTAL REVENUE</b>	<b>343,586</b>	<b>343,586</b>
<b>EXPENDITURES</b>		
Arbitration	6,000	6,000
Strike Fund	0	0
Courses/Conferences	12,000	12,000
Depreciation	2,740	2,740
Donations	600	600
Subscriptions	1,200	1,200
Emp. Benefits (CPP/UIC)	2,500	2,500
Emp. Benefits (Other)	1,000	1,000
Equipment Lease	3,600	3,600
Exec/Comm. Expenses	2,400	2,400
Booking Off	6,500	6,500
Insurance	800	800
Bank Charges	185	185
Legal/Accounting fees	9,500 *	9,500 *
Members Benefits (medical)	8,000	8,000
Newsletter	1,200	1,200
Office Supplies	8,000	8,000
CUPE per Capita	170,000	170,000
Postage	600	600
Printing	5,000	5,000
Professional Consulting	1,200	1,200
Rent/Taxes	5,201	5,201
Repairs/Maintenance	1,500	1,500
Office Salaries	52,000 *	57,000 *
Taxis/Parking	1,200	1,200
Telephone	2,800	2,800
Utilities	850	850
<b>TOTAL EXPENSES</b>	<b>306,576</b>	<b>311,576</b>
<b>TOTAL SURPLUS/(DEFICIT)</b>	<b>37,010</b>	<b>32,010</b>

C.U.E. 1987 Projected Budget

REVENUE

Dues  
Are based on a monthly average of \$25,000.

EXPENDITURES

Arbitration  
Based on 2 major arbitrations this year.

Courses and Conferences  
Based on 5 delegates going to the CUPE National Conference in the fall. And a shop steward training course which may require the Union to book-off stewards to attend.

Employee Benefits (UIC/ CPP & Other)  
These are the portions of benefits that we contribute on behalf of our employees. They are based on \$1000/year per employee for UIC/ CPP and last years total figure for medical and pension contributions.

Executive & Committee Expenses  
Based on estimated expenses for meals, mileage, babysitting and other miscellaneous expenses incurred while on Union business.

Booking Off  
This is a new item to give us an actual dollar figure on what we really spend for Executive and Committee members lost wages.

Legal/Accounting Fees  
This is based on one major audit (\$5000) and a monthly bookkeeping fee of \$375.

Office Salaries

In both budgets the salary of the business agent or the union reps start in July and include an allowance to cover for vacation replacements.

Both budgets are based on an office secretary earning \$1802/month.

Budget A  
Based on a hired business agent earning \$35,000/year. This amount includes wages and benefits (such as a car allowance).

Budget B  
Based on 2 elected union reps earning \$1929/month each.



C.U.E. 1988 Projected Budget

REVENUE	A	B
Dues	314,700 *	314,700
Interest	1,300 *	1,300
Donations	0	0
CUPE Grant	0 *	0
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TOTAL REVENUE	316,000	316,000
EXPENDITURES		
Arbitration	3,000	3,000
Strike Fund	0	0
Courses/Conferences	12,000	12,000
Depreciation	2,740	2,740
Donations	600	600
Subscriptions	600	600
Emp. Benefits (UIC/ CPP)	2,500	3,200 *
Emp. Benefits (Other)	1,000	1,000
Equipment Lease	2,500	2,500
Exec/Comm. Expenses	2,400	2,400
Booking Off	3,000	3,000
Insurance	800	800
Bank Charges	185	185
Legal/Accounting fees	9,500	9,500
Members Benefits (medical)	8,000	8,000
Newsletter	1,200	1,200
Office Supplies	8,000	8,000
CUPE per Capita	172,000	172,000
Postage	600	600
Printing	5,000	5,000
Professional Consulting	1,200	1,200
Rent/Taxes	5,401	5,401
Repairs/Maintenance	1,500	1,500
Office Salaries	62,000 *	75,500 *
Taxis/Parking	1,200	1,200
Telephone	2,800	2,800
Utilities	850	850
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TOTAL EXPENSES	310,576	324,786
TOTAL		
SURPLUS/(DEFICIT)	5,424	(8,776)

C.U.E. 1988 Projected Budget

REVENUE

Dues

Are based on a monthly average of \$25,700, an increase of just less than 3% .

Interest

Based on a slight increase in our interest income due to a surplus of funds from 1987.

CUPE Grant

Based on NOT receiving any assistance from CUPE in 1988.

EXPENDITURES

Arbitration

Budgeting for one arbitration this year.

Office Salaries

Based on an office secretary earning:

\$1856 Jan-May (1802 plus 3% contract raise)

\$1921 June-Dec (Yearly step increment to 1865 plus 3%)

Budget A

Based on a hired business agent earning appr. \$35,500/year.  
(1986 Wages of 35,000 plus increase of \$1000/year in July)

Budget B

Based on 2 elected union reps earning:

\$1987/month (Pay grade 8, Step C with a 3% contract increase)

The Employee Benefits (UIC/ CPP) has been adjusted in Budget B for 3 staff members. Also allowances have been made to allow for vacation replacements (in both budgets).