



HAMILTON. Our City. Our Union.



@cupelocal5167

John C. Munro  
HAMILTON  
INTERNATIONAL AIRPORT  
Fire, Security & Maintenance



Good Shepherd  
Faith in people.

Women Services, Family Centre  
& Reaching Home Division



Hamilton

City Inside  
City Outside  
Macassa Lodge  
Wentworth Lodge



Royal  
Botanical  
Gardens



St. Matthew's House  
Where Hope Lives



To accept the  
proposed bylaw  
changes

**Please note this Notice of Motion was  
read for information at the March  
General Membership Meeting**

The above Notice of Motion will be  
debated and voted on at the  
April General Membership Meeting on  
**Monday, April 27, 2026 at 6:00pm**

**The meeting will be in person at the  
union hall - 886 Barton St. E.**

# 2026 Bylaw Review - READING AT MARCH 23, 2026 GMM

## Current Language

<b>3.2 Executive Board</b>	<p>Between General Membership Meetings, the highest authority shall be the Executive Board, Full Time Officers and Signing <b>Authorities</b> to administer the day-to-day operations of the local business as outlined in Executive portfolios.</p> <p>Executive Board decisions shall be reported to the General Membership via the Executive Board Reports.</p>
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## Purposed Language:

<b>3.2 Executive Board</b>	<p>Between General Membership Meetings, the highest authority shall be the Executive Board, Full Time Officers and Signing <b>Officers</b> to administer the day-to-day operations of the local business as outlined in Executive portfolios.</p> <p>Executive Board decisions shall be reported to the General Membership via the Executive Board Reports.</p>
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**Carried / Defeated**

**Notes:**

## **New Purposed Language:**

Signing Officers Insert 3.3 (renumber)

### **3.4 Signing Officers**

The Signing Officers are the Treasurer, Executive Administrator, Vice President and President. Each shall be bondable.

The Signing Officers will:

- Work together to oversee the legal and financial responsibilities of the local.
- 2 signatures required for all cheques and online banking transactions.
- Agreement on all significant financial considerations (building purchase/sale, staff benefits, change in significant assets/etc.).
- If agreement is not met, majority will carry. If the vote is 2-2. The Treasurer will be the deciding vote.
- Members of Bargaining Team for Staff Bargaining.
- Agreement on all significant staffing considerations (staffing levels, discipline, etc.).
- If agreement is not met, majority will carry. If the vote is 2-2. The Executive Administrator will be the deciding vote.
- Meet biannually at minimum.

**Carried / Defeated**

**Notes:**

## **Current Language in 4 places delete and centralize to article 3**

### **9.2 Signatory**

The President shall be signatory to all official documents, shall be a co-signatory for all orders on the Treasury, and shall be bondable.

### **10.5 Co-signatory**

The Vice-President shall be a co-signatory on the Treasury and shall be bondable.

### **11.3 Co-Signatory**

The Executive Administrator shall be a co-signatory to all official documents of a general nature, a cosignatory on the Treasury, and shall be bondable.

### **12.2 Co-signatory**

The Treasurer shall be a co-signatory to all official documents of a financial nature, a co-signatory on the Treasury, and shall be bondable.

## **Purposed Language (Delete 9.2, 10.5, 11.3, 12.2)**

### **3.5 Signatories**

The President shall be signatory to all official documents, shall be a co-signatory for all orders on the Treasury, and shall be bondable.

The Vice President, Executive Administrator and Treasurer shall be a co-signatory to all official documents and shall be a co-signatory for all orders on the Treasury, and shall be bondable.

**Carried / Defeated**

**Notes:**

**Current Language:**

**3.4** Any union paid leaves of absence (LOA) shall be granted with the approval of ~~the Treasurer, Executive Administrator and President.~~ The requestor will complete the LOA form and submit it to the office copying the Treasurer, Executive Administrator and President.

**Paid**

**Leaves of Absence (LOA)**

**Purposed Language:**

**3.6** Any union paid leaves of absence (LOA) shall be granted with the approval of the **Signing Officers.** The requestor will complete the LOA form and submit it to the office copying the Treasurer, Executive Administrator, **Vice President,** and President. **A Signing Officer will intervene if there is a concern.**

**Paid**

**Leaves of Absence (LOA)**

**Carried / Defeated**

**Notes:**

**Current Language:**

**5.6 Tiling the Doors**

No member shall enter or leave a meeting while ballots are on the floor or are being cast.

**Purposed Language:**

**5.6 Tiling the Doors**

No member shall enter or leave a meeting while ballots are on the floor or are being cast.

For online meetings, members who join the waiting room while a motion is on the floor they will not be allowed to join until the poll is closed.

**Carried / Defeated**

**Notes:**

## **Current Language**

### **6.5 Meeting Notice**

Members will be notified of Membership Meetings by posting on workplace notice boards.

## **Purposed Language:**

### **6.5 Meeting Notice**

Members will be notified of Membership Meetings by posting on workplace notice boards **and social media.**

**Carried / Defeated**

**Notes:**

## **Current Language**

**9.13**

### **Arbitration**

The President shall be the lead for Arbitration and coordinate with the appropriate unit vice president and vice president accordingly.

## **Purposed Language:**

**9.13**

### **Arbitration**

The President shall be the lead for Arbitration and coordinate with the appropriate unit vice president and vice president accordingly.

The President may designate the lead to another Table Officer if the need arises. This must be documented in the file.

**Carried / Defeated**

**Notes:**

## **New Purposed Language:**

### **DFR (9.14)**

The President shall be the lead for all received Duty of Fair Representations.

The President shall coordinate with CUPE National/Vice President and ensure the records are forwarded and documented accordingly.

The President may designate the lead to another Table Officer if the need arises. This must be documented in the file.

**Carried / Defeated**

**Notes:**

## **New Purposed Language:**

### **HRT0 (9.15 and renumber)**

The President shall be the lead for all received Human Rights Tribunals of Ontario.

The President shall coordinate with CUPE National/Vice President/Unit Vice President and ensure the records are forwarded and documented accordingly.

The President may designate the lead to another Table Officer if the need arises. This must be documented in the file.

**Carried / Defeated**

**Notes:**

**Current Language**

**11.12**  
**Staff**  
**Supervisor**

The Executive Administrator shall be responsible for supervising the administration staff as per their Collective Agreement.

**Purposed Language:**

**11.12**  
**Staff**  
**Supervisor**

The Executive Administrator shall be responsible for supervising the administration staff as per their Collective Agreement.

The Executive Administrator will work with the Signing Officers as per Article 3.

**Carried / Defeated**

**Notes:**

**Current Language to be deleted if 21.14 approved.**

**17.6  
Education  
Committee**

Each Unit Vice President will be a member of the education committee.

**Carried / Defeated**

**Current Language**

**21.14 Education Committee**

- i. The education committee shall consist of the Vice-Presidents of each bargaining unit or workgroup, or their designate and two members elected from the general membership. The Education Coordinator or their designate shall chair the committee.
- ii. The committee shall be responsible for reviewing all aspects of membership education related to in-house and external union education opportunities.
- iii. The committee shall keep review training opportunities; review all requests for training; and promote training opportunities and requests.
- iv. The committee will make recommendations to the executive and membership regarding training opportunities and requests.
- v. The committee will maintain a current record of who has had training in what courses on what dates.
- vi. The committee is responsible for approving or denying all requests.

## **Purposed Language:**

### **21.14 Education Committee**

- i. The education committee shall consist of the Signing Officers, 1 Unit Vice President based on voluntary rotations, and two-three members elected from the general membership. The Education Coordinator or their designate shall chair the committee. (duplicate of article 14)
- ii. The committee shall be responsible for reviewing all aspects of membership education related to in-house and external union education opportunities.
- iii. The committee shall keep review training opportunities; review all requests for training; and promote training opportunities and requests.
- iv. The committee will make recommendations to the executive and membership regarding training opportunities and requests.
- v. The committee will maintain a current record of who has had training in what courses on what dates.
- vi. The committee is responsible for approving or denying all requests.
- vii. In the event of any decisions that are tied, the Education Coordinator will have the deciding vote.

**Carried / Defeated**

**Notes:**

## Current Language

### 18.1 Elections

- i Election for Location Stewards shall take place in June, in even numbered years.
- ii The elections notice will be posted in April and will close in May.
- iii Stewards must provide written confirmation to the Chief Steward of their interest no later than the closing date as posted. In the event a position is unfilled or where vacancy occurs at any other time it shall be posted and filled by election. Stewards must be non-probationary employees.
- iv All Steward elections will be held online.

## Purposed Language:

### 18.1 Elections

- i. Members seeking nomination to stewardship must be a member of the Local/Unit for at least one (1) year.
- ii. Prior to be confirmed as an active Steward, the member must complete 5167 Steward Training. (5167 Steward Training will be prescheduled by the Chief Steward once per month based on need). The costs will be covered under the defense fund.
- iii. Election for Location Stewards shall take place in June, in even numbered years.
- iv. The elections notice will be posted in April and will close in May.
- v. Stewards must provide written confirmation to the Chief Steward of their interest no later than the closing date as posted.
- vi. In the event a vacancy occurs at any other time it shall be posted and filled by election.
- vii. All Steward elections will be held online.

**Carried / Defeated**

## **Current Language**

### **18.2 Duties (Stewards)**

Stewards shall act as the Union's representative in the workplace and shall ensure that:

- i. all notes and supporting documentation are provided to the union office,
- ii. member issues are dealt with in a professional and timely manner,
- iii. and grievances are filed where the employer fails to comply with the terms of the Collective Agreement, relevant policies, or legislation.

## **Purposed Language:**

### **18.2 Duties (Stewards)**

Stewards shall act as the Union's representative in the workplace and shall ensure that:

- i. all notes and supporting documentation are provided to the union office,
- ii. member issues are dealt with in a professional and timely manner,
- iii. and grievances are filed where the employer fails to comply with the terms of the Collective Agreement, relevant policies, or legislation.
- iv. In the event of unit job action (not able to strike), strike preparation and/or potential strike; all Stewards will automatically be appointed to the Unit Strike Team and act as Picket Captains.

**Carried / Defeated**

**Notes:**

## **18.5 Steward Training** **To be deleted if 18.1 is approved**

~~Within 12 months of a Steward's first term (July to June of even years) all Stewards are required to complete the CUPE Introduction to Steward training. Where a Steward fails to do so, their stewardship will be removed until the course is completed.~~

### **Current Language:**

## **18.8 Temporary Vacancies**

Stewards absent from work will report to the Chief Steward any workplace absence expected to last 60 days or longer. Temporary Vacancies expected to last more than 60 days will be posted in the workplace and the temporary Steward will remain until the absent Steward returns or until steward elections.

### **Purposed Language:**

## **18.8 Temporary Vacancies Absences**

- i. Stewards absent from work **must** report to the Chief Steward any workplace absence expected to last **30** days or longer.
- ii. Temporary Vacancies expected to last more than **30** days will be posted in the workplace and the temporary Steward will remain until the absent Steward returns or until steward elections.

**Carried / Defeated**

## Current Language:

<b>Article 23. Accountability and Recall</b>	
<b>23.1 Allegation</b>	All representatives of the union elected by the membership shall be held to standards of accountability and performance that are acceptable to the membership. In the event there is an allegation that an elected representative is not performing their duties in a fashion consistent with acceptable standards the following process may be invoked.
<b>23.2 Petition</b>	A petition representing 50% + 1 of the electors shall be presented to the presiding officer of the local union. In the event that the presiding officer is the subject of the petition another table officer of the local shall be designated as the presiding officer for the purpose of this procedure.
<b>23.3 Appointing a Recall Panel</b>	On receipt of the said petition in (19.2) above, the presiding officer shall immediately appoint a panel comprised of themselves as chair, one member of the local union executive, and one member at large. This panel shall be called the Recall Panel.
<b>23.4 Representation</b>	The Recall Panel shall then call a meeting at which (2) two members representing the petitioners, the accused and their representative shall be in attendance.
<b>23.5 Opportunity to Respond</b>	The Recall Panel shall hear the concerns of the petitioners and the accused shall be given the opportunity to respond to any allegations raised by the petitioners.
<b>23.6 Failure to Attend</b>	If the Petitioners and/or the Accused do not appear at the hearing described in 19.5 above, the Recall Panel may proceed to hear such evidence as may be available.
<b>23.7 Written Report</b>	After hearing the parties' evidence, the Recall Panel shall then prepare a written report and recommendations as to the course of action (if any) that should be taken to resolve any problems identified.

**Purposed Language:**

## Article 23. Accountability

<b>23.1</b> <b>Expectation to meet the duties of their position</b>	<p>All representatives of the union elected by the membership or appointed by executive shall be held to standards of accountability and performance that are acceptable to the membership.</p> <p>All representative of the union elected or appointed are expected to carry out their duties to the best of their abilities in conjunction with existing bylaws, policies and procedures.</p>
<b>23.2</b> <b>Conflict of Interest</b>	<p>All representatives of the union are to declare any conflict of interest in writing immediately to the President.</p> <p>If the President has a conflict of interest, they will submit it in writing to the Vice President.</p> <p>For clarity a conflict of interest is a situation where influence or personal benefit from actions or decisions made in their official capacity benefit another. For example, representing or making a decision that directly impacts a person they are in a close personal relationship with, or themselves.</p>
<b>23.3</b> <b>Allegation</b>	<p>In the event there is an allegation that an elected/appointed representative is not performing their duties in a fashion consistent with acceptable standards the accuser must submit their complaint in writing to the President.</p> <p>If the complaint is about the President, the complaint will be submitted in writing to the Vice President.</p> <p>The complaint must be in the course of union-related activities.</p> <p>If the allegation is in the course of workplace-related activities, the member is to pursue the complaint through the employer related avenues available to them. They can request union representation to support them.</p>
<b>23.4</b> <b>Investigation</b>	<p>The President (or Vice President) will review the complaint and existing bylaws, policies and procedures.</p> <p>The President (or Vice President) and another Table Officer will meet with the respondent and/or accuser.</p>

<p><b>23.5</b></p> <p><b>Investigation Outcomes</b></p>	<p>The President may provide the following outcome:</p> <ul style="list-style-type: none"> <li>• Dismiss the complaint.</li> <li>• Provide education and coaching to the accuser and/or respondent on the identified concern/issue.</li> <li>• Negotiate a voluntary agreement for both the accuser and respondent to move forward in a positive manner.</li> <li>• Implement Article 37.8 - Removal from Committees.</li> <li>• File trial charges.</li> <li>• </li> </ul>
<p><b>23.6</b></p> <p><b>CUPE National Trial Complaint</b></p>	<p>At anytime a member can file a formal complaint under the CUPE National Constitution based on allegations of offences under the Constitution listed at Appendix F, section F1.</p>