

**COMMUNITY SOCIAL SERVICES - COMPONENT BYLAWS**  
**Approved by the provincial executive September 17, 2014**  
**Amended as per 2014 Convention**

**1. Introduction**

- (a) These are the bylaws of the Community Social Services Component of the B.C. Government and Service Employees' Union. The component is also referred to as "BCGEU Community Social Services" and, in these bylaws, as "the component". The component is designated as "03".
- (b) The bylaws of the component and its locals will be consistent with the BCGEU constitution. If there is an inconsistency, the BCGEU constitution will prevail.
- (c) These bylaws may be amended by majority vote of the component executive after a notice of motion has been served at least **14** days prior to the vote. **These bylaws and subsequent amendments must be submitted to the constitution & structure committee for a recommendation to the executive committee and** to the provincial executive for approval.
- (d) For the purpose of these bylaws, the membership of a local will be the number established by the union to determine convention delegate entitlement. The component executive may adjust membership numbers by majority vote.

**2. Purpose and goals**

- (a) The purpose of the local is to unite all BCGEU members working in community-based social services in a united, democratic workers' organization capable of acting collectively to advance our interests.
- (b) Our goals are to:
- strongly and effectively represent our members through collective bargaining, advocacy, and political and social action;
  - be strong advocates for an holistic and publicly funded system of community based social services and social care in British Columbia and Canada;
  - promote social solidarity through our work and advocacy; and
  - partner with like-minded individuals and organizations to achieve our goals.

**3. Membership**

**Pursuant to Article 4 of the constitution, employees of employers in British Columbia who are certified with the union or have voluntary recognition collective agreements with the union, are eligible for full membership in the union by filling out an "application for membership" card.**

**4. Locals**

- (a) The component's locals are established by area according to the geographic boundaries set out in the union's constitution and in Appendix A of these bylaws.
- (b) The geographic boundaries of a local may only be changed according to the policy adopted by the provincial executive.

**5. Component Executive**

- (a) Meetings of the component executive will be held, with reasonable notice, at least four times a year at the call of the component **vice president** or by request of at least four local chairpersons.

- (b) The table officers of the component executive may meet at the call of the component **vice president** to conduct business between component executive meetings.
- (c) The component executive may establish and vary an agenda and order of business for its meetings.
- (d) Component executive meetings will operate by consensus whenever possible. Otherwise, Robert's Rules of Order may be used.
- (e) The component executive may establish committees to conduct business and make recommendations to the executive.
- (f) A minimum of two-thirds of members must be in attendance at a component executive meeting to conduct and record business.
- (g) A member who is absent from either two consecutive component executive meetings or more than two meetings in a calendar year, without just cause, may be asked to resign their position by a vote of the component executive.
- (h) The staff representative assigned to the component will be a member of the component executive with voice but no vote.

## **6. Local executive elections**

- (a) Members of each local will elect an executive consisting of:
- Chairperson
  - First vice chairperson
  - Second vice chairperson
  - Treasurer
  - Recorder
  - Members-at-large
  - Young worker representative
  - **additional officers as required**
- (b) The local bylaws will determine the number of member-at-large to be elected. Candidates for the young worker representative must be 29 years of age or younger at the close of nominations.
- (c) **In all cases, except for the election of officers at the triennial convention, the candidate(s) receiving the most votes will be declared elected as per section 2(d) of the constitutional bylaws.**
- (d) The staff representative assigned to the local will be a member local executive with voice but no vote.
- (e) Local executive elections will be held every three years in the year following the triennial convention. The call for nomination will be issued by January 31 of that year **but not before January 1 as per section 1(e) of the constitutional bylaws.**
- (f) The call for nominations for the local executive will be a minimum of 30 calendar days.
- (g) The election period from the close of nominations to the end of voting will be a minimum of 30 calendar days.
- (h) The local chairperson will represent the local on the component executive.
- (i) The local is entitled to representation on the component executive as follows:

- 51 – 1,000 members (local chairperson)
- 1,001 – 1,750 members (one additional representative)
- 1,751 – 2,500 members (two additional representatives)
- 2,501+ members (three additional representatives)

(j) If the component **vice president** is also the only representative of her local, the local may elect another representative to the component executive. This representative will have full voice but no vote on the component executive.

(k) In the case of nominations for local executive positions, a nomination form shall be made available to all members so that any member may nominate or be nominated for office. The nomination forms will be provided by the **area office as per section 2(c) of the constitutional bylaws. All candidate names on the ballot will be in random order.** In accordance with the BCGEU constitution and bylaws, bylaw section 2(g), all elections for local officers are by referendum.

## **7. Component executive elections**

(a) The component executive will elect table officers consisting of:

- Chairperson
- First vice chairperson
- Second vice chairperson
- Treasurer
- Recorder
- **additional table officers as required**
- **a second representative to the provincial executive if component membership exceeds 7,500 members**

(a) (b) The component executive elections will be held every three years, after local executive elections are completed. The component executive elections will take place prior to May 31 of the year following the triennial convention.

(c) If a table officer or the component young worker representative position becomes vacant during the term of office, a replacement will be elected as soon as.

(d) A representative of young workers with full voice and vote will be elected to the component executive according to a process approved by the component executive.

## **8. Steward elections**

(a) **Steward elections will be held every three years, starting in September of the year prior to the year in which local elections are held. Stewards will serve for three-year terms.**

(b) **The local executive will determine the appropriate number of stewards for their local at a common worksite or, if there is no shared worksite, by employer and geographic location. The number of stewards will be determined prior to the opening of nominations for election in September.**

(c) **The local executive may not assign less than one steward per worksite, or per 100 members, whichever is greater.**

(d) **Stewards at common worksites with more than 100 members will be encouraged to form steward committees and elect amongst themselves a lead steward for the purpose of holding regular meetings to discuss matters particular to the worksite that may arise from time-to-time.**

(e) **Nominations, balloting and voting for stewards is the same process as outlined in local elections above.**

## 9. Election dispute resolution procedures

- (a) A member of a local may challenge the results of a local election based on an allegation of irregularities. An irregularity is a variance that may have affected the result of the election.
- (b) The challenge must be submitted in writing with full details to the component **vice president** within 10 calendar days of publication of the election results. If component **vice president** is from the local whose election is being challenged, the challenge will be submitted to the president. The president will appoint an alternate to investigate the complaint.
- (c) The balloting committee will retain the ballots cast in a local election for at least 30 days after the publication of the election results.
- (d) The component **vice president** (or alternate) will investigate the matter. If the **vice president** determines that irregularities occurred that may have affected the outcome of the election, she may order a new ballot. The **vice president's** decision is final, subject to the complainant's right to appeal to the provincial executive through the president.

## 10. Negotiations

*For the purposes of collective bargaining,*

- (a) The three bargaining units established by the *Community Services Labour Relations Act* are:
- Community Living Services
  - General Services
  - Aboriginal Services
- (b) Certifications not covered by the *Community Services Labour Relations Act* are independent bargaining units.

*For independent bargaining units;*

- (c) Members of the bargaining unit will elect a negotiating committee of no more than three representatives. Elections will take place between six and three months prior to the expiry of the collective agreement or, in the case of a new certification, immediately.
- (d) The negotiating committee may select a chairperson by consensus, if no consensus, the member with the most votes will become chair.

*For the sectoral agreement bargaining units,*

- (e) The component chairperson will act as the chairperson of the provincial bargaining committee.
- (f) On a formula provided by the component executive, each sector within the local will be represented to attend the bargaining conference.
- (g) Delegates to the bargaining conference will elect a sector representative chairperson and additional representatives to the negotiating committee from within their own sector.
- (h) The terms of the sector representatives shall be from the time of their election to the cessation of negotiations.
- (i) If the sector representative position becomes vacant before the end of her term, a new sector representative will be elected according to a process approved by the component executive.

**11. Finances**

- (a) The component will maintain a finance committee, chaired by the treasurer.
- (b) The component will be financed through a portion of monthly union dues determined by the provincial executive according to the union's constitution.
- (c) The component will maintain an account at a unionized credit union. The **vice president**, treasurer and 1<sup>st</sup> vice chairperson will have signing authority on the account. Two signatures are required for cheques issued on the account.
- (d) The component will determine the amount of funding for each local and be responsible for payment of eligible expenses.
- (e) The treasurer will submit monthly financial statements to the BCGEU treasurer.
- (f) The component's financial policies will be consistent with the union's financial policies outlined in the BCGEU financial manual.
- (g) In the event of irregularities or disputes, the treasurer shall refer the matter to the component finance committee, financial controller and the treasurer of the union for appropriate action.

**12. Conventions and affiliations**

- (a) The local chairperson will be the delegate to the BCGEU triennial constitutional convention for the first 100 members of each local. Members will elect delegates for each additional 200 members or major part thereof.
- (b) Members may also elect alternate delegates.
- (c) The component executive will select delegates to conventions of the Canadian Labour Congress and the BC Federation of Labour after the provincial executive has determined delegate entitlement.
- (d) Locals must submit resolutions for the triennial constitutional and affiliate conventions for consideration by the component executive. The component executive may approve, amend or decline to submit any resolutions.
- (e) Local executives will select delegates to represent the local at district labour councils for a three-year term. The term will be concurrent with that of the local executive.

**13. General**

- (a) The component, its locals, bargaining units or any members will not make an agreement contrary to a collective agreement or the union's constitution and bylaws and policies.
- (b) The component and its locals will not affiliate with any other organizations without written approval from the provincial executive.
- (c) A member may charge another member or members with a breach of duty of the BCGEU constitution and bylaws. A charge must be made according to Article 7 of the union's constitution.

**APPENDIX A***Local boundaries***(a) Region 1 - Vancouver Island**

(1) *Victoria and vicinity*, consisting of that part of Vancouver Island from Chemainus south including the lower Gulf Islands of Saltspring, Mayne, Galiano, Saturna and Pender.

(2) *Courtenay and vicinity*, consisting of the remainder of Vancouver Island and the mainland coast north of Jervis Inlet as far as Owikeno Lakes.

**(b) Region 2 - Lower Mainland/Fraser Valley**

(3) *Vancouver and vicinity*, consisting of the area north of the South Arm of the Fraser River inland as far as Golden Ears Park and north to Jervis Inlet and Pemberton.

(4) *Langley and vicinity*, consisting of the area south of the South Arm of the Fraser River to the Pitt River and the Fraser Valley and Canyon to include Lytton. Eastward the area includes Manning Park.

**(c) Region 3 - Southern Interior**

(5) *Kamloops and vicinity*, which includes the area centred at Kamloops and includes Lillooet, the North Thompson to Blue River and east to Revelstoke.

(7) *Kelowna and vicinity*, which includes the Okanagan Valley from Enderby to the U.S. border and also includes Princeton.

(8) *Cranbrook and vicinity*, which includes the Kootenays east of the Rogers Pass and the Salmo-Creston summit.

(9) *Nelson and vicinity*, which includes the West Kootenays from Midway and Galena Bay and includes the area east of the Monashee Pass and Crawford Bay.

**(d) Region 4 - Northern**

(6) *Williams Lake and vicinity*, which includes the large central plateau centred at Williams Lake and including Clinton, Ocean Falls, Quesnel and the Bowron Lakes.

(10) *Ft. St. John and vicinity*, which centres at Dawson Creek, includes the Peace River country east of Pine Pass and the Alaska Highway to Lower Post.

(11) *Prince George and vicinity*, including that area west to Fraser Lake.

(12) *Terrace and vicinity*, including the northwest part of the province to Burns Lake and Haida Gwaii.

**Appendix B- Roles and responsibilities of the  
component executive table officers**

**1. The vice president will:**

- (a) preside over all meetings of the component executive and exercise supervision over component affairs;
- (b) sit on the provincial executive and serve on committees as appointed by the president on the union;
- (c) chair the provincial negotiating committee;
- (d) represent the component at conventions of the union and other organizations to which the union is affiliated.

**2. The 1<sup>st</sup> vice chairperson will:**

- (a) act for the **vice president** in their absence;
- (b) assist the **vice president** in supervising the affairs of the component;
- (c) sit on the provincial executive as the component's second representative;
- (d) chair the component's resolutions committee;
- (e) perform other duties assigned by the chairperson.

**3. The 2<sup>nd</sup> vice chairperson will:**

- (a) act for the **vice president** in her and 1<sup>st</sup> vice chairperson's absence;
- (b) perform other duties assigned by the chairperson.

**4. The treasurer will:**

- (a) maintain and oversee the component's credit union account;
- (b) reimburse all eligible expenses, issue receipts and cheques as required according to the union's financial manual and component's policies;
- (c) report to the component and locals on expenditures;
- (d) chair the component's finance committee;
- (e) arrange, with the union's finance department, for an annual audit of the component's finances.

**5. The recorder will:**

- (a) record the minutes of component meetings;
- (b) circulate all correspondence to members of the component executives;
- (c) perform other duties assigned by the chairperson.

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