

Constitution of CUPE 387 Short Term Sick Leave Plan

1. NAME

The name of the organization shall be "Canadian Union of Public Employees Local 387 Short Term Sick Leave Plan.

2. AIMS

The aims of the Group shall be to:

Provide short term sick leave coverage for members of the Plan.

3. POWERS

To further these aims the committee shall have power to:

- (a) collect premiums in the form of a percentage of each members' regular gross earnings.
- (b) Consider and approve each valid benefit claim of up to ten days or less in duration and have benefits paid to the members based on the payment schedule provided by the Plan.
- (c) Require all members who have been sick for four or more days or who have submitted five valid claims of three days or less to obtain a medical certificate before approving the benefits as well as to have the right to require any member to seek a medical certificate for reasons deemed necessary by the Trustees.
- (d) Provide rebates of premiums to members of the Plan as approved by the Trustees.
- (e) Suspend or limit the benefits of a member who has failed to comply with any rule or by-law of the Plan including failure to pay any premiums levied.
- (f) Make decisions as necessary to keep the Plan solvent and in good order in accordance with the By-laws.

4. MEMBERSHIP

- (a) Voting membership shall be open to all members of the Plan
- (b) Any regular Full Time and Regular Part Time employee of the City of New Westminister, who are members of CUPE Local 387, whose wages and salary are paid in whole or in part by the City of New Westminister shall be eligible for

membership in the CUPE Local 387 Short Term Sick Leave Plan, subject to any rules, regulations or restrictions laid down by the Trustees.

- (c) Each regular Full Time and Part Time employee shall be enrolled in the Plan effective the first day of the calendar month following one month of continuous employment with the City.
- (d) Any regular Full Time employee who returns to work after a layoff of 180 days or less will be reinstated in the Plan immediately. Any regular Part Time employee who returns to work after a layoff of 30 days or less will be reinstated in the Plan immediately.
- (e) Any qualifying Full Time employee with the City, who transfers from another sick plan within the City shall be enrolled in the Plan immediately.

5. MANAGEMENT

- (a) An Executive Committee elected annually at the Annual General Meeting (AGM) shall manage the Group.
- (b) The committee shall consist of a president, vice-president, secretary, treasurer, recording officer and from two to twelfth Trustees-at-Large.
- (c) The committee shall meet at least four times each year.
- (e) Half of the committee members plus one must be present at a committee meeting to be able to make decisions.
- (f) A proper record of all transactions and meetings shall be kept by the secretary.

6. GENERAL MEETINGS

- (a) An Annual General Meeting shall be held each year, preferably prior to the end of April.
- (b) Notices of the AGM shall be posted two weeks beforehand.
- (c) A Special General Meeting may be called at any time at the request of the committee, or on a requisition signed by any ten members of the Plan in good standing.
- (d) The Plan may in general meeting assembled amend or alter the Constitution providing that a notice of such meeting shall clearly state the amendment which is to be considered and give at least 14 days notice. The majority required to pass an extraordinary resolution shall be seventy-five per cent of the members present at such meeting.

ACCOUNTS

- (a) Every member shall have deducted from payroll all premiums that may be levied by the Plan.
- (b) The Trustees shall have the power to increase or decrease the premiums at any time when in their opinion the income of the Plan is excessive or inadequate in relation to the payments for benefits, provided that any change in the premiums must be ratified by an extraordinary resolution of the Plan at an Annual General Meeting or a Special General Meeting.
- (c) The Treasure shall have the care and custody of all monies of the Plan, whether as membership fees or otherwise, shall deposit the same in the Credit Union and shall disburse the same on the order of the Trustees. All cheques are to be signed by two signing officers. The Treasurer shall keep account of all moneys received and when required the Treasurer shall submit an audited report of all the accounts and financial conditions of the Plan and of all monies received and disbursed annually around the time of the Annual General Meeting.

(c) Signed by President Kathey Beaudley Date Sept. 27, 2017
Signed by Secretary [Signature] Date Sept 27, 2017
Signed by Treasurer [Signature] Date Sept 27, 2017