

BYLAWS



Local Union 4318 Banff Centre Support Employees

Approved: January 21, 2026

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INTRODUCTION

Local 4318 of the Canadian Union of Public Employees has been formed to:

- Improve the social and economic well-being of all of its members;
- Promote equality for all members and to oppose all types of harassment and discrimination;
- Promote the efficiency of public services; and,
- Express its belief in the unity of organized labour.

The following bylaws are adopted by Local 4318 in accordance with the CUPE National Constitution (Articles 12.3 and Appendix B.5.1), to protect the rights of all members, to provide for responsible governance of the Local Union, and to involve as many members of the Local Union as possible through the sharing of duties and responsibilities.

CUPE chartered organizations shall respect and apply the CUPE National Equality Statement to all of the chartered organizations' activities. The CUPE National Equality Statement can be found in Appendix A to these bylaws.

CUPE chartered organizations may also wish to adopt a Local Union Code of Conduct that would apply to membership meetings and other functions organized by the chartered organization. The Local Union Code of Conduct can be found in Appendix C to these bylaws.

SECTION 1 – NAME

The name of this Local Union shall be Canadian Union of Public Employees, Local 4318 (Banff Centre Support Employees).

SECTION 2 – OBJECTIVES

The objectives of Local 4318 are to:

- (a) Secure the best possible pay, benefits, working conditions, job security, pensions and retiree benefits for its members;
- (b) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism;

- (c) Encourage the settlement by negotiation and mediation of all the disputes between the members and their employers;
- (d) Eliminate harassment and discrimination of any sort or on any basis; for the equality of treatment regardless of class, race, colour, nationality, age, sex/gender, language, sexual orientation, place of origin, ancestry, religious beliefs, or mental and physical disability; and the active opposition of discrimination of same wherever it occurs or appears;
- (e) Establish strong working relationships with the public we serve and the communities in which we work and live; and,
- (f) Support CUPE in reaching all of the objectives set out in Article II of the CUPE National Constitution.

SECTION 3 – REFERENCES

- (a) Numbers of articles at the end of sections or sub-sections in this document refer to relevant articles of the CUPE National Constitution which should be read together with these bylaws.

SECTION 4 – MEMBERSHIP

(a) Membership

An individual employed within the jurisdiction of Local 4318 can apply for membership in Local 4318 by signing an application.

(Appendix B.8.1)

(b) Approval of Membership

At the first membership meeting after the application has been submitted, the name(s) of the applicant(s) will be read out and unless a majority of members present at the meeting object, the applicant(s) will be accepted into membership.

(Appendix B.8.2)

(c) Oath of Membership

New members will take this oath:

“I promise to support and comply with the Constitution of this Union, to work to improve the economic and social conditions of other members and other workers, to defend and work to improve the democratic rights and liberties of

workers and that I will not purposely or knowingly harm or assist in harming another member of the Union.”

(Appendix B.8.4)

(d) **Continuation of Membership**

Once accepted, a member continues as a member in good standing while employed within the jurisdiction of the Local Union unless the member loses good standing under the provisions of the CUPE National Constitution.

(Appendix B.8.3)

(e) **Member Obligations**

Members are obligated to abide by the CUPE National Constitution, and these bylaws as amended from time to time.

Members will provide the Recording Secretary with their current address, home telephone contact number and a personal e-mail address. The member will advise the Recording Secretary of any changes to their contact information. This information will be protected and used to communicate with members. Such communication will take the form of regular mail, e-mail, telephone, or electronically via the Local Website or social media.

In the case of a telephone town hall, the telephone number may be shared with a service provider under contract to the Local Union to provide the technical equipment to support such a virtual meeting.

Upon request, the Local Union will share the contact information with CUPE National or Alberta Division. The purpose of sharing this contact information with CUPE National or Alberta Division is so that the National Union or Provincial Division can conduct a town hall with members on important matters.

SECTION 5 – MEMBERSHIP MEETINGS

(a) **General Membership Meetings**

General membership meetings of Local 4318 shall be held eight (8) times a year on a day and time established by the Executive Board to meet the needs of as many members as possible.

Notice of each general membership meeting outlining the date, time and location shall be given to members at least fourteen (14) calendar days in advance of the meeting.

When a statutory holiday or a situation beyond the control of the Local Union arises, which causes the cancellation of a general membership meeting, the Executive shall reschedule the general membership meeting and will give members seven (7) days' notice of the date of the rescheduled general membership meeting.

(b) Special Membership Meetings

Special membership meetings of Local 4318 may be required and shall be called by the Executive Board or may be requested in writing by no fewer than ten (10) members. The President shall immediately advise members when a special meeting is called and ensure that all members receive at least forty-eight (48) hours' notice of the special meeting, the subject(s) to be discussed, the date, time, and location. No business shall be transacted at the special meeting other than that for which the meeting is called, and notice given.

(c) Quorum

The minimum number of members required to be in attendance for the transaction of business at any general or special meeting shall be ten (10), including at least half of the members of the Executive Board.

(d) Membership Meeting Agenda

The order of business at general membership meetings is as follows:

- (1) Acknowledgement of Indigenous Territory
- (2) Roll call of officers
- (3) Reading of the Equality Statement
- (4) Voting on new members and initiation
- (5) Reading of the minutes
- (6) Matters arising from the minutes
- (7) Secretary-Treasurer's Report
- (8) Communications and bills
- (9) Executive Board Report
- (10) Reports of committees and delegates
- (11) Nominations, elections, or installations
- (12) Unfinished business
- (13) New business
- (14) Good of the Union
- (15) Adjournment

(Appendix B.6.1)

SECTION 6 – OFFICERS

The Officers of Local 4318 shall be the President, First and Second Vice-Presidents, Secretary-Treasurer, Recording Secretary, Membership Officer, and three (3) Trustees.
(Appendices B.2.1 and B.2.2)

SECTION 7 – EXECUTIVE BOARD

- (a) The Executive Board shall include all Officers, except Trustees and the membership officer.
(Appendix B.2.2)
- (b) The Executive Board shall meet at least eight times per year. Meetings may take place virtually and/or in person.
(Appendix B.3.14)
- (c) A majority of the Executive Board constitutes a quorum.
- (d) The Executive Board shall hold title to any real estate of the Local Union as trustees for the Local Union. They shall have no right to sell, convey, or encumber any real estate without first giving notice and then submitting the proposal to a membership meeting and having it approved.
- (e) The Executive Board shall do the work delegated to it by the Local Union and shall be held responsible for the proper and effective functioning of all committees.
- (f) Should any Executive Board member fail to answer the roll call for three consecutive general meetings or three consecutive Executive Board meetings without having submitted good reasons, their office shall be declared vacant and shall be filled by an election at the following membership meeting.
(Appendix B.2.5)

SECTION 8 – DUTIES OF OFFICERS

Each Officer of Local 4318 is encouraged to participate in CUPE educational courses to enhance their leadership skills and expand their knowledge and expertise.

All Officers must give all properties, assets, funds and all records of the Local Union to their successors at the end of their term of Office.

(Appendix B.3.9)

All signing Officers of Local 4318 shall be bonded through the master bond held by CUPE National. Any Officer who cannot qualify for the bond shall be disqualified from having signing authority.

(Appendix B.3.5)

(a) **President**

The President shall:

- Enforce the CUPE National Constitution, these Local Union bylaws and the Equality Statement.
- Be the official spokesperson for CUPE Local 4318
- Interpret these bylaws as required.
- Preside at all membership and Executive Board meetings and preserve order.
- Decide all points of order and procedure (subject always to appeal to the membership).
- Have the same right to vote as other members. In the case of a tie vote, the President may cast another vote or the President may refrain from casting an additional vote, in which case the motion is defeated.
- Ensure that all Officers perform their assigned duties.
- Fill committee vacancies where elections are not provided for.
- Introduce new members and conduct them through the initiation ceremony.
- Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership.
- Be allowed necessary and reasonable funds to reimburse the President or any Officers for expenses incurred on behalf of the Local Union. Expense claims must be listed on a proper form outlining the expense, the reason for the expense, and with supporting receipt(s) attached.
- Have first preference as a delegate to the CUPE National Convention.
- President will, in conjunction with the Secretary-Treasurer create an annual budget for review at the first general membership meeting of each year.

(Appendix B.3.1)

(b) **Vice-President(s)**

The Vice-President(s) shall:

- If the President is absent or not eligible, the first VP will perform all duties of the President.
- Preside over membership and Executive Board meetings in the absence of the President.
- If the office of the President falls vacant and until a new President is elected through a by-election:
 - the First Vice President shall be Acting President.
 - If the office of the Acting President falls vacant, the Second Vice President shall be Acting President
- Render assistance to any member of the Executive as directed by the Executive Board.
- Be a signing officer of the Local ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership.

(Appendix B.3.2)

(c) **Recording Secretary**

The Recording Secretary shall:

- Act as the Privacy Coordinator for the Local in accordance with Appendix E of these bylaws.
- Keep full, accurate, and impartial account of the proceedings of all general or special membership and Executive Board meetings. These records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Secretary-Treasurer. The record will also include Trustees' reports.
- Record all amendments and/or additions in the bylaws and make certain that these are sent to the National President for approval prior to implementing.
- Answer correspondence and fulfil other administrative duties as directed by the Executive Board.

- Keep a record of all correspondence received and sent out
- Prepare and distribute all notices to members, including the Local's newsletter.
- Have all records ready on reasonable notice for the Trustees or auditors.
- Preside over membership and Executive Board meetings in the absence of both the President and Vice-President(s).
- Be empowered, with the approval of the membership, to employ administrative assistance to be paid for out of the Local Union's funds.
- Performs other duties required by the Local Union, its bylaws or the National Constitution.

(Appendix B.3.3)

(d) **Secretary-Treasurer**

The Secretary-Treasurer shall:

- Receive all revenue, initiation fees, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union.
- Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences.
- Ensure that per capita tax is paid by direct remittance, or where per capita is not paid by direct remittance, prepare all CUPE National per capita tax forms and remit payment, no later than the last day of the following month.
- Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by the Local Union.
- Record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices.
- Make a full financial report to meetings of the Local Union's Executive Board.

- Make a written financial report to each general membership meeting, detailing all income and expenditures for the period.
- Be bonded through the master bond held by CUPE National. Any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office.
- Pay no money unless supported by a cheque requisition or expense form or request for payment duly signed by the President and one other member of the Executive Board as determined by the Executive Board. No request shall be required for payment of per capita fees to any organization to which the Local Union is affiliated.
- Make all books available for inspection by the Trustees and/or auditors on reasonable notice. Ensure that the books are audited at least once each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees.
- Provide the Trustees with any information the Trustees require to complete the audit, including forms provided by CUPE National.
- Where required, not later than February 28th each year, furnish each member, on the forms supplied by CUPE National, with a statement showing the net amount of tax-deductible dues paid by them during the preceding calendar year.
- Be empowered, with the approval of the membership, to employ necessary administrative assistance to be paid for out of the Local Union's funds.
- Notify all members who are one month in arrears and report to the Executive Board all members two or more months in arrears in the payment of union dues.

(Appendices B.3.4 to B.3.8)

(e) **Trustees**

The Trustees shall:

- Act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary, and the committees at least once every calendar year.
- Make a written report of their findings to the first membership meeting following the completion of each audit.
- Submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to

ensure that the Local Union's funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct, and proper manner.

- Be responsible to ensure that monies have not been paid out without proper constitutional or membership authorization.
- Ensure that proper financial reports have been given to the membership.
- Audit the record of attendance.
- Inspect at least once a year, any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local Union and report their findings to the membership.
- Send to the National Secretary-Treasurer, with a copy to the assigned Servicing Representative, the following documents:
 - (i) Completed Trustee Audit Program
 - (ii) Completed Trustees' Report
 - (iii) Secretary-Treasurer Report to the Trustees
 - (iv) Recommendations made to the President and Secretary-Treasurer of the Local Union
 - (v) Secretary-Treasurer's response to recommendations
 - (vi) Concerns that have not been addressed by the Local Union Executive Board.

(Appendices B.3.10 to B.3.12)

(f) **Membership Officer**

The Membership Officer shall:

- Guard the inner door at membership meetings and admit no one but members in good standing or officers and officials of CUPE except on the order of the President and by consent of the members present.
- Assist in maintaining the record of membership attendance at meetings.
- Perform other such duties as may be assigned by the Executive Board.
- Conduct themselves in a professional manner in all capacities.

- On termination of office, surrender all books and other property of the local to the successor.

(h) **Shop Stewards**

The Shop Stewards shall:

- Take the CUPE Intro to Stewarding course as soon as possible after being elected to the position.
- Know the Members under their jurisdiction and keep them informed on matters relating to Union business.
- Represent the Members in grievances brought to their attention in consultation with the President and the National Representative but will attempt to foresee where grievances might occur and attempt to correct the situation before it develops.
- Attend all the majority of General and Special Membership Meetings of the Local.
- Act as a Union Leader and communicator in their department or sub-department.
- Solicit attendance of Members at General and Special Membership Meetings.
- Educate members about the collective agreement and the union role in the workplace.

SECTION 9 – NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

(a) **Nominations**

- (1) Nominations will be received at the general membership meeting held in the second half of the year, subject to term limits.
- (2) Nominations will be accepted from members in attendance at the nomination meeting or from those members who have allowed their name to be filed in writing at the meeting, witnessed by another member.
- (3) To be eligible for nomination, the nominee must have been accepted into membership and continue to be a member in good standing.

(Appendices B.8.1, B.8.2 and B.8.3)

- (4) A member may accept nomination for a position while holding office in any position. If successful in the election, their resignation from their current position will take effect at that time.
- (5) No member will be eligible for nomination if they are in arrears of dues and/or assessments.

(b) **Elections**

- (1) At a membership meeting, at least three months prior to Election Day, the President will, subject to the approval of the members present, appoint no less than three and no more than five (5) members to the Elections Committee consisting of a Chief Returning Officer and assistant(s). The committee shall be comprised of members of the Local Union who are neither Officers nor candidates for office. The Elections Committee shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.
- (2) The National Representative assigned to the Local Union shall serve as an advisor to the committee when requested by the Local Union.
- (3) The elections committee will determine whether the vote shall be conducted by Paper Ballots or Electronic Ballots. The election notice or notice of motion will specify the voting method on the notice.

Voting – Paper Ballots

- (i) The Elections Committee will determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Chief Returning Officer.
- (ii) The Chief Returning Officer will be responsible for issuing, collecting, and counting ballots. The Chief Returning Officer must be fair and impartial and see that all arrangements are unquestionably democratic.
- (iii) The vote will be by secret ballot.

Voting – Electronic Ballots

- (i) Votes can be conducted electronically. The platform selected for electronic voting must have demonstrated capability to guarantee the integrity of the vote and the capacity to ensure all voting is secret.
- (ii) The Election Committee shall determine which electronic voting company will administer the vote. The electronic voting company shall be referred to as the “administrators”.

- (iii) The Election Committee shall only provide technical assistance to any member who has difficulty with the voting procedures to register their vote electronically.

Tabulating of Votes

- (i) Voting to fill one office will be conducted and completed, and recounts dealt with before balloting may begin to fill another office.
 - (ii) A majority of votes cast will be required before any candidate can be declared elected.
 - (iii) In the event of a tie vote, a second and subsequent ballot(s) will be taken if necessary, until a candidate receives a majority of votes cast and can be declared elected.
 - (iv) When two or more nominees are to be elected to any office by ballot, each member voting will be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.
- (4) Officers and candidates for office cannot serve as members of the Elections Committee.

(c) Installation of Officers

- (1) All duly elected Officers shall be installed after elections have taken place once the Elections Committee declares the winning candidate(s) and shall continue in office for the terms of office laid out below, or until a successor has been elected and installed, provided, however, that no term of office shall be less than one year and no longer than two (2) years.

(Appendix B.2.4)

- The term of office for President shall be two (2) years, elected in odd years. The President is a full-time paid position.
- The term of office for the first (1st) Vice Presidents shall be two (2) years, elected in even years.
- The term of office for the second (2nd) Vice President shall be two (2) years, elected in odd years.
- The term of office for Recording Secretary shall be two (2) years, elected in even years.
- The term of office for Secretary-Treasurer shall be two (2) years, elected in odd years.

- The term of office for Membership Officer shall be two (2) years, elected in even years.
 - The term of office for Shop Stewards shall be two (2) years, elected in odd years.
- (2) While elected to hold office, the President shall be paid at their current pay level and shall receive increases as any regular member of the Local union in accordance with the Collective Agreement in place while holding office.
- (3) The terms of office for Trustees shall be so that one serves for a period of three (3) years, one for two (2) years, and one for one (1) year, as laid down in Appendix B.2.4 of the CUPE National Constitution. Each year thereafter, the Local Union shall elect one Trustee for a three (3) year period. No member who has been a signing Officer for the Local Union is eligible to run for Trustee, until at least one full term of office has elapsed.
- (4) A candidate who is elected to office must clearly communicate or affirm this oath.

“I, _____, promise to perform the duties of my office, as set out in the Constitution and laws of the Canadian Union of Public Employees, faithfully and to the best of my ability for my term of office. As an Officer of the Union, I will always promote the harmony and dignity of its sessions by counsel and example. I also promise to turn over all property of the Union to my successor at the end of my term.”

(Article 10.7(b))

(d) **By-elections**

Should an office fall vacant for any reason, the resulting by-election should be conducted as closely as possible in conformity with this section. The term of office for any position filled through a by-election will be the term that the vacated position was initially elected to fulfill.

SECTION 10 – SHOP STEWARDS

- (a) The number of Shop Stewards required in each area are as noted below:

Visual Arts: Gallery and Production (1)
 Digital Film and Media: Production (1)
 Performing Arts: Production (1)
 Marketing and Communications, Development, Finance (1)
 Conferences (1)

Physical Facilities (1)
Hospitality; Food and Beverage (2)
Hospitality; Rooms (2)
Hospitality; Sally Borden, Security (1)
Program Operations: Program Delivery Specialists and Coordinators (1)
Mountain Culture (1)
ITS (1)
AV Technical Services (1)
Program Administration: Admissions and Recruitment, Contract Services,
Participant Resources, Library (1)

In order for a member to be a Shop Steward, they must be a member in good standing, they must work in the appropriate area, and have passed probation.

- (b) Shop Steward elections will take place at a membership meeting by secret ballot. A majority of votes cast shall be required before any candidate can be declared elected.
- (c) Duties of a shop steward are as follows:
- Take the CUPE Intro to Stewarding course as soon as possible after being elected to the position.
 - Know the Members under their jurisdiction and keep them informed on matters relating to Union business.
 - Represent the Members in grievances brought to their attention in consultation with the President and the National Representative but will attempt to foresee where grievances might occur and attempt to correct the situation before it develops.
 - Attend all the majority of General and Special Membership Meetings of the Local.
 - Act as a Union Leader and communicator in their department or sub-department.
 - Solicit attendance of members at General and Special Membership Meetings.
 - Educate members about the collective agreement and the union role in the workplace.

SECTION 11 – FEES, DUES AND ASSESSMENTS

The monthly dues shall be 1.54% of regular wages.

(Appendix B.4.3)

(a) Amending Monthly Dues

The regular monthly dues may be amended at a general or special membership meeting. The vote must be by secret ballot. Notice of at least seven (7) days at a previous meeting or sixty (60) days in writing must be given.

(Appendix B.4.3)

(b) Increase of National Dues

Notwithstanding the above provisions, if the CUPE National Convention raises the minimum fees and/or dues above the level herein established, these bylaws will be deemed to have been automatically amended to conform to the new CUPE fees and dues structure.

SECTION 12 – EXPENDITURES

(a) Payment of Local Union Funds

Funds can only be spent for valid purposes of the Local Union under the following circumstances:

- When the expenditure is authorized by a budget approved by a majority of members present and voting at a general or special membership meeting;
- When these bylaws approve the expenditure; or
- Through a vote (motion) of the majority of members present and voting at a general or special membership meeting.

(Appendix B.4.4)

(b) Payment of Per Capita Tax and Affiliation Fees

Authorization to pay per capita tax to CUPE National, to any labour organization the Local Union is affiliated with, is not required.

(c) Payment of Local Union Funds to Members or Causes Outside of CUPE

In the case of a grant or a contribution to a member(s) or a cause(s) outside of CUPE greater than five hundred dollars (\$500), a notice of motion must be made at a general membership meeting and then approved at the following general or

special membership meeting before the grant or contribution can be paid out. The approval meeting must be no earlier than seven days after the meeting where notice of motion has been given.

- (d) Funds may be established in the annual budget for payment within the social committee budget lines for payment in accordance with these Bylaws.
- (e) No Officer or member of Local 4318 will be allowed to spend any Local Union funds without first having received authorization under Section 13 (a) of these bylaws.

SECTION 14 – HONORARIUMS

Local Union Officers and committee members shall be provided an honorarium as follows:

- Vice-Presidents, Recording Secretary, Secretary-Treasurer and membership officer will receive an honorarium of one hundred and fifty dollars (\$150.00) quarterly
- Shop Stewards may also receive an honorarium of fifty dollars (\$50) quarterly.
- Trustees will receive an honorarium of twenty-five dollars (\$25) per day. During meetings required to perform the Local's audit. Wages will be covered by the employer and reimbursed by the union.

SECTION 15 – DELEGATES TO CONFERENCES, CONVENTIONS AND EDUCATIONALS

- (a) Except for the President's option [Section 9 (a)], all delegates to conventions, conferences, and educational sessions must be members in good standing and shall be chosen by election at membership meetings.
- (b) Representation at educational institutes and seminars shall be on the recommendation of the Executive Board, subject to final approval by the membership at a general or special meeting.
- (c) Each delegate attending conventions, conferences, or educational sessions held within the Town of Banff shall receive:
 - i. A per diem of twenty-five dollars (\$25).
 - ii. Wages will be paid by the employer and the union shall reimburse the employer for those wages.

- (d) Each delegate attending conventions, conferences, or educational sessions held outside the Town of Banff but within the Province of Alberta shall receive:
 - i. A per diem of seventy-five dollars (\$75).
 - ii. Wages will be paid by the employer, and the union shall reimburse the employer for those wages.
 - iii. Mileage to be aligned with mileage paid as per the Canada Revenue Agency Automobile Allowance rate for the return trip, unless the Executive Board determines that it is more economical to use air travel (at economy airfare) plus expenses to and from the airport.
 - iv. Hotel/Lodging expenses in single accommodation if the event is located outside of the Bow Valley (Banff, Canmore, Kananaskis)
- (e) Each delegate attending conventions, conferences, or educational sessions held outside the Province of Alberta shall receive:
 - i. A per diem of one hundred dollars (\$100).
 - ii. Wages will be paid by the employer and the union shall reimburse the employer for those wages.
 - iii. Return trip, economy airfare, plus transportation to and from the airport. Airport bus service shall be used wherever possible.
 - iv. Single room accommodation, which may commence prior to the night before the official opening of the convention, conference, or educational session.
- (f) A delegate to a convention, conference or any union sponsored activity is expected to attend at all times. Absences shall be acceptable for good and sufficient reason only. If a delegate misses a session, then the per diem for that day must be returned to the local. A session is considered as one whole morning and/or one whole afternoon.
- (g) Local 4318 will provide members with their per diem allowance prior to attending the convention, conference, or educational sessions.
- (h) Local 4318 encourages the participation of women and all equity-seeking groups in their delegation to conventions, conferences, and educational sessions.

SECTION 16 – COMMITTEES

(1) Special Committees

A special committee may be established for a specified purpose and a specified period of time by the membership at a meeting. The members shall be elected at a membership meeting, or may, by specific authorization of the membership, be appointed by the President or the Executive Board. Two (2) members of the Board may sit on any special committee as ex officio members.

(2) Bargaining Committee

This will be a special committee established at least three (3) months prior to the expiry of the Local Union's collective agreement and automatically disbanded when a new collective agreement has been signed. The function of the committee is to prepare collective bargaining proposals and to negotiate a collective agreement.

The committee shall consist of the President of the Local, and no less than three (3) members elected at a membership meeting. The National Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.

(3) Permanent Committees

Permanent committees will have a term of two (2) years. The Chairperson and the Executive Board may, with the approval of the membership, jointly appoint other members to serve on a committee. Committees will provide written reports at each general membership meeting. The Vice-President(s) shall be a member, ex officio, of each committee.

There shall be seven (7) permanent committees as follows:

(a) Grievance Committee

This committee will:

- Oversee the handling of all local grievances past Step I of the Grievance Procedure as laid out in the Collective Agreement.
- Receive copies of all grievances.
- Prepare a report on the status of all grievances to be submitted to the Executive Board, the National Representative, and to the membership meeting.

- When a grievance is not settled in the initial steps provided for in the collective agreement, this committee will decide whether or not the grievance should proceed to arbitration.
- If the decision is not to proceed, the Grievor(s) may appeal the decision to the Executive Board.

The committee members will be the President of the Local and two (2) to eight (8) stewards elected at an Executive Board meeting. The National Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted at all stages.

(b) Bylaw Committee

This committee will:

- Review the bylaws annually and make recommendations to the Executive Board on proposed amendments.
- Review any proposed amendments received from the Executive Board or membership of the Local Union to ensure that the amendments will conform to the remainder of the bylaws and the CUPE National Constitution.
- Ensure that the Local Union's bylaws are written in clear language, ensuring that clear language does not change the intent or meaning of the bylaws.

The Executive Board shall be held responsible for the proper and effective functioning of this committee. The committee members will consist of one (1) member of the Executive Board and two (2) to four (4) members.

The National Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted during the review process.

(c) Social Committee

This committee will:

- Arrange and conduct all social, cultural, and recreational activities of the Local Union, either on the committee's own initiative or because of decisions taken at membership meetings. The committee shall submit reports and proposals to the Executive Board or to the membership as required.

- The Social Committee will endeavour to plan member specific events and may also, in collaboration with the employer, plan cross campus events.

A budget for the committee will be fixed annually by the membership but, other than that, all social, cultural, and recreational events and activities shall be self-supporting.

The Executive Board shall be held responsible for the proper and effective functioning of this committee. The committee members will consist of one (1) member of the Executive Board and two (2) to eight (8) members.

(d) Communications Committee

- Will review and update content on the Local's website
- Endeavour to put together a newsletter to share information on what the Local has been doing and any upcoming events

The Executive Board shall be held responsible for the proper and effective functioning of this committee. The committee members will consist of one (1) member of the Executive Board and two (2) to eight (8) members.

(e) Job Evaluation Committee

- Meet with the Employer every six to eight (6-8) weeks if a job requires evaluation
- Will meet with members to educate about the Job Evaluation process

The committee members will be the President of the Local and two (2) members of the Executive Board or Shop Steward team.

(f) Benefits Committee

- Will review our health benefits plan and propose changes annually.

The committee will consist of one (1) member of the Executive Board and up to four (4) members.

(g) Health and Safety Committee

- One (1) member from this committee will attend the Employer Health & Safety meeting representing the Union.

- The committee will be one (1) Vice-President and up to four (4) members

SECTION 17 – PUBLIC STATEMENTS

No member, unless authorized to do so by the Executive Board, shall make public statements or give information to the news media or any employer or employer's representatives in respect to the internal business of Local 4318, the proceedings of its meetings, progress in negotiations or other matters which affect the proper functioning and security of the Local or any of its members.

SECTION 18 – COMPLAINTS AND TRIALS

All charges against members or Officers must be made in writing and dealt with in accordance with the Trial Procedure provisions of the CUPE National Constitution.
(Appendices B.11.1 and F)

SECTION 19 – RULES OF ORDER

All meetings of the Local Union will be conducted in accordance with the basic principles of Canadian parliamentary procedure. Some of the more important rules to ensure free and fair debate are appended to these bylaws as Appendix D - Rules of Order. These rules shall be considered as an integral part of the bylaws and may be amended only by the same procedure used to amend the bylaws.

In situations not covered by Appendix D - Rules of Order to these bylaws, the CUPE National Constitution may provide guidance, but, if the situation is not dealt with there, Bourinot's Rules of Order shall be consulted and applied.

SECTION 20 – AMENDMENTS

(a) CUPE Constitution

These bylaws are always subordinate to the CUPE Constitution (including Appendix B) as it now exists or may be amended from time to time, and in the event of any conflict between these bylaws and the CUPE Constitution, the latter shall govern. The National President has the sole authority to interpret the CUPE Constitution.

(Articles 8.2 (c), 12.3 and Appendix B.5.1)

(b) **Additional Bylaws**

A Local Union can amend or add to its Bylaws only if:

- (i) the amended or additional Bylaws do not conflict with the CUPE Constitution;
- (ii) the amended or additional bylaws are approved by majority vote at a general membership meeting or at a special membership meeting called for that purpose; and,
- (iii) notice of the intention to propose the amended or additional bylaws was given at least seven (7) days before at a previous membership meeting or thirty (30) days before in writing.

(Article 12.3 and Appendix B.5.1)

(c) **Effective Date of Amended or Additional Bylaws**

The amended or additional bylaws do not come into effect until they have been approved in writing by the National President. The National President will decide whether to approve the amended or additional bylaws within 90 days of receiving them and will withhold approval only where they conflict with the CUPE Constitution.

(Article 12.3 and Appendix B.5.1)

SECTION 21 – PRINTING AND DISTRIBUTION OF BYLAWS

Members will receive a copy of Local 4318 Bylaws, either in paper format or electronically. Members with special needs may request a copy of the Bylaws in larger font.

APPENDIX A – CUPE NATIONAL EQUALITY STATEMENT

Union solidarity is based on the principle that union members are equal and deserve mutual respect at all levels. Any behaviour that creates conflict prevents us from working together to strengthen our union.

As unionists, mutual respect, cooperation, and understanding are our goals. We should neither condone nor tolerate behaviour that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile, or offensive environment.

Discriminatory speech or conduct which is racist, sexist, transphobic, or homophobic hurts and thereby divides us. So too does discrimination on the basis of ability, age, class, religion, language and ethnic origin.

Sometimes discrimination takes the form of harassment. Harassment means using real or perceived power to abuse, devalue, or humiliate. Harassment should not be treated as a joke. The uneasiness and resentment that it creates are not feelings that help us grow as a union.

Discrimination and harassment focus on characteristics that make us different; and they reduce our capacity to work together on shared concerns such as decent wages, safe working conditions, and justice in the workplace, society, and in our union.

CUPE's policies and practices must reflect our commitment to equality. Members, staff, and elected officers must be mindful that all persons deserve dignity, equality, and respect.

APPENDIX B – LAND ACKNOWLEDGEMENT

We recognize, with deep respect and gratitude, our home on the side of Sacred Buffalo Guardian Mountain. In the spirit of respect and truth, we honour and acknowledge the Banff area, known as “Miniharpa” (translated in Stoney Nakoda as “the waterfalls”) and the Treaty 7 territory and oral practices of the Îyârhe Nakoda (Stoney Nakoda) – comprised of the Bearspaw, Chiniki, and Goodstoney Nations – as well as the Tsuut’ina First Nation and the Blackfoot Confederacy comprised of the Siksika, Piikani, and Kainai. We acknowledge that this territory is home to the Shuswap Nations, Ktunaxa Nations, and Metis Nation of Alberta, Rockyview District 4. We acknowledge all Nations who live, work, and play here, help us steward this land, and honour and celebrate this place.

APPENDIX C – CODE OF CONDUCT

The mandate of our union, the Canadian Union of Public Employees (CUPE), is to organize and defend workers and to promote economic and social justice for our members and for all workers. In carrying out our work, we in CUPE strive to promote our core values which include the principles of solidarity, equality, democracy, integrity, and respect. We are committed to mobilizing our energy and skills to work together to promote these values and to attain these goals in our union, our communities, and globally.

CUPE is committed at all levels to creating a union which is inclusive, welcoming, and free from harassment, discrimination and all types of bullying and intimidation. CUPE needs to ensure that we provide a safe environment for members, staff and elected officers to carry out our work. CUPE's expectation is that mutual respect, understanding and co-operation will be the basis of all our interaction.

The Code of Conduct sets out standards of behaviour for participants at national convention, national conferences, schools, meetings, and all other events organized by CUPE National. It is also applicable to structures of CUPE – locals, Provincial and Service Divisions, District Councils, Provincial Unions, Councils of Unions, Provincial Councils of Unions, and Provincial Sectoral Groups. It is consistent with the expectations outlined in the Equality Statement and the CUPE National Constitution.

This Code of Conduct is intended to deal with complaints of inappropriate behaviour at events organized by CUPE National and at events, meetings and activities by other parts of CUPE referenced above. It does not apply to complaints arising in the workplace, as those are dealt with through the grievance procedure and/or the applicable workplace harassment policy.

As CUPE members, staff, and elected officers, we commit to one another and to the union to be governed by the principles of the Code of Conduct and agree to:

- Abide by the provisions of the Equality Statement.
- Respect the views of others, even when we disagree.
- Recognize and value individual differences.
- Communicate openly.
- Support and encourage each other.
- Make sure that we do not harass or discriminate against each other.
- Commit to not engaging in offensive comment or conduct.
- Make sure that we do not act in ways that are aggressive, bullying, or intimidating.
- Take responsibility for not engaging in inappropriate behaviour due to use of alcohol or other drugs while participating in union activities, including social events.

Harassment is objectionable behaviour which may include actions, language, gestures, and/or written material, and which the harasser knows or ought reasonably to know is abusive and unwelcome. Bullying is a form of harassment which is serious ongoing behaviour which targets an individual or group and which threatens that person or persons' mental and/or physical well-being.

A complaint regarding the Code of Conduct will be handled as follows:

1. If possible, a member may attempt to deal directly with the person alleged to have engaged in behaviour contrary to the Code, by asking them to stop such behaviour. If that is not possible, or if it does not resolve the problem, a member may bring forward a complaint.
2. At national convention, national conferences, schools, meetings, and all other events organized by CUPE National, a complaint shall be brought to the attention of an ombudsperson.
3. At a meeting, event, or activity held by a structure of CUPE, should an ombudsperson be available, the same process would be used. Should an ombudsperson not be available, a person properly appointed and designated to be in charge shall receive the complaint.
4. If the complaint involves a staff member, it shall be referred to the appropriate director for investigation and the complaint shall be dealt with in accordance with the applicable staff collective agreement. If the complaint involves a staff member employed by another part of CUPE, the person responsible for their employment will be the one to whom a complaint is referred and the relevant collective agreement, should it exist, would be applicable.
5. Once a complaint is received where an ombudsperson is being used, the ombudsperson will work to seek a resolution.
6. If this fails to resolve the matter, the ombudsperson shall report the matter to the person in charge, who shall determine whether there is need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offences.
7. At CUPE National events where an ombudsperson is not available, a person properly appointed and designated to be in charge shall receive the complaint. Depending on the nature of the problem, the person in charge may attempt to resolve it through conflict resolution. If this fails to resolve the matter, the person in charge shall determine whether there is a need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offences. The same process is to be used for other parts of CUPE where an ombudsperson is not available.

8. For National events, if the person in charge is a party to the complaint, the director or designate shall assume that role. For all other parts of CUPE, an alternate will be designated to assume the role.
9. In a case where a member has been expelled from an event, the National President shall receive a report on the matter. For all other structures of CUPE, the presiding officer shall receive a report on the matter.
10. For events organized by CUPE National, the National President shall determine if further remedial action is appropriate, including restricting a member's participation in future events organized by CUPE National. A similar process may be applicable to the other parts of CUPE, done in consultation with the National President.

This Code of Conduct is designed to create a safe, respectful and supportive environment within all parts of CUPE. It is meant to enhance the rights and obligations outlined in the CUPE National Constitution, the Equality Statement, and applicable human rights legislation, not replace them.

All chartered organizations are subject to this Code of Conduct, to apply to conventions, conferences, schools, and meetings which they organize.

APPENDIX D – RULES OF ORDER

1. The President will be the Chairperson at all membership meetings. In the absence of the President, the Vice-President will be the Chairperson at the membership meeting. In the absence of the President and Vice-Presidents, the Recording Secretary will be the Chairperson at the membership meeting. In the absence of the President, Vice-Presidents and Recording Secretary, members at the membership meeting will select a Chairperson by majority vote. Quorum rules must be met.
2. Members are not allowed to speak about an issue for more than five minutes. Members can only speak to an issue once unless there is agreement by the members at a meeting, or where all those wishing to speak have had the opportunity to speak.
3. The Chairperson of a committee who is making a report or the mover of a motion may speak for up to fifteen minutes. With the agreement of the members present, the fifteen minutes may be expanded.
4. The Chairperson will state every motion presented at a membership meeting before allowing debate on the motion. Before putting a motion to a vote, the Chairperson will ask: "Is the Local ready for the motion?" If no member rises to speak, the motion will be voted upon.
5. A motion must be moved and seconded. The mover and seconder must rise and be recognized by the Chairperson.
6. A motion to amend a motion, or a motion to amend an amendment are allowed, however a motion to amend an amendment to an amendment is not allowed.
7. An amendment to a motion or an amendment to an amendment to a motion that is a direct negative to the main motion is never permitted.
8. On motion, the regular order of business at a membership meeting may be suspended where two-thirds of those present vote to do so. The regular order of business should only be suspended to deal with urgent business.
9. Motions other than those named in Rule 19, or motions to accept or adopt the report of a committee, will, if requested by the Chairperson, be put in writing prior to beginning debate and vote.
10. At the request of a member, and upon a majority vote, a motion which contains more than one action or issue can be divided.

11. The mover of a motion can withdraw the motion upon the consent of the seconder prior to the end of debate. Once debate has ended on a motion, the motion can only be withdrawn upon unanimous vote of the members present.
12. A member who wishes to speak on a motion, or a member who wishes to move a motion, shall rise and respectfully address the Chairperson. The member shall not proceed until the member is recognized by the Chairperson except where the member rises to a point of order or on a question of privilege.
13. The Chairperson will keep a speakers list and in all cases will determine the order of speakers including those circumstances where two or more members rise to speak at the same time.
14. A member, while speaking, will speak only to the issue under debate. Members shall not personally attack other members. Members will refrain from using language that is offensive or in poor taste. Members will generally not speak in a manner that reflects poorly on the Local Union or other members.
15. A member that is called to order will stop speaking until the point of order is determined. If it is decided that the member is in order, then the member may continue speaking.
16. Religious discussion of any kind is not permitted.
17. The Chairperson will not take part in any debate. Where the Chairperson wishes to speak on a resolution or motion, or where the Chairperson wishes to move a motion, the Chairperson must rise from the chair and hand the chair over as outlined in Rule #1.
18. The Chairperson will have the same right to vote as other members. In the case of a tie vote, the Chairperson may cast another vote or the Chairperson may refrain from casting an additional vote, in which case the motion is defeated.
19. When a motion is before the members, no other motion is in order except a motion to (1) adjourn; (2) put the previous question; (3) lay on the table; (4) postpone for a definite time; (5) refer; or (6) divide or amend. These six motions shall have precedence in the order indicated. Motions 1 through 3 shall be decided without debate.
20. The Chairperson will ask "Will the main question be now put?" where a motion for the previous question is moved and seconded. If approved, the Chairperson will then take votes on the motion and amendments to the motion (if any) in order of priority. If an amendment or an amendment to an amendment is approved, then members will be asked to vote on the motion as amended.

21. A motion to adjourn is in order except when a member is speaking or when members are voting.
22. A motion to adjourn, if lost, is not in order if there is further business before the Local Union, until fifteen minutes have elapsed.
23. After the Chairperson declares the vote results on a question, and before the Local Union proceeds to another order of business, any member can ask for a division. A standing vote on the division will be taken and the Recording Secretary will count the standing vote.
24. If a member wishes to appeal a decision of the Chairperson, the member must appeal at the time the decision is made. If the appeal is seconded, the member will be asked to state briefly the basis for the appeal. The Chairperson will then state briefly the reasons for the decision. Following immediately and without debate, the Chairperson will ask, "Will the decision of the chair be upheld?" A majority vote shall decide. In the event of a tie vote, the decision of the chair is upheld.
25. At a membership meeting where a question has been decided any two members who voted with the majority can give notice of a motion to reconsider a decision of the membership at the next membership meeting. The motion to reconsider requires the support of a two-thirds majority of members who vote. If two-thirds majority of members support reconsideration, the question will be placed in front of the membership for debate and a subsequent vote.
26. Members are allowed to leave a meeting with the permission of the Vice-President; however, in no case will a member leave during the reading of minutes, the initiation of new members, the installation of Officers, or the taking of a vote.
27. The Local Union's business and the proceedings of meetings are not to be divulged to any persons outside the Local Union, or the Canadian Union of Public Employees.

APPENDIX E – PERSONAL INFORMATION POLICY

This policy applies to CUPE Local 4318 and has been adopted pursuant to the Personal Information Protection Act (PIPA), S.A. 2003, c. P-6.5. as amended from time to time.

1. CUPE Local 4318 has a Privacy Coordinator to look after the protection of information under PIPA. The Privacy Coordinator can be reached at:

ATTN: Privacy Coordinator
PO Box 1020-7
BANFF AB T1L 1H5

(Phone) (403)762-6258
(Email) info@cupelocal4318.ca
3. The Privacy Coordinator is responsible for handling questions and requests for information from members and making recommendations to the Executive for the handling and protection of information.
4. CUPE Local 4318 collects “personal information” as defined in PIPA in order to communicate with its members and fulfill its obligations under the collective agreement and the Labour Relations Code, RSA 2000, c L-1 (the “Code”).
5. Membership information is not shared with any other organization other than as is necessary to comply with the CUPE Constitution, Bylaws of the Local, as necessary to further the interest of the membership, or as otherwise required or permitted by law.
6. Pursuant to s.14 (c.1) of PIPA, CUPE Local 4318 is entitled to collect personal information about an individual without the consent of that individual if the collection of the information is necessary to comply with the collective agreement.
7. Pursuant to s.17 (c.1) of PIPA, CUPE Local 4318 is entitled to use personal information about an individual without the consent of that individual if the use of the information is necessary to comply with the collective agreement.
8. Pursuant to s.20 (c.1) of PIPA, CUPE Local 4318 is entitled to disclose personal information about an individual without the consent of that individual if the use of the information is necessary to comply with the collective agreement.
9. Furthermore, in the event of a labour dispute, CUPE Local 4318 is entitled to collect, use and disclose of personal information consistent with ss. 14.1, 17.1 and 20.1 of PIPA.
10. It is the Local’s policy to avoid the unnecessary collection of information.

11. Personal information will not be retained unnecessarily consistent with s. 35 of PIPA.
12. CUPE Local 4318 will take reasonable steps to ensure that all personal information it receives, and collects is kept secure from theft, unauthorized access, use, and unwarranted disclosure.
13. CUPE Local 4318 will take reasonable steps to ensure that information used in decision-making or disclosed to third parties is accurate and complete.
14. Under PIPA, members have the right to access their personal information, with some exceptions. The Privacy Coordinator will be responsible for responding to requests for information and requests to correct information. Requests for information or for correction must be made in writing to the Privacy Coordinator. The Privacy Coordinator will respond to requests consistent with the requirements under PIPA.
15. Fees may be charged under PIPA for access to “personal information,” and may include costs incurred by the Local of finding and copying such information. Fees will be kept to a minimum. Before compiling the personal information, an estimate of fees to be charged may be given.
16. Any decision of the Privacy Coordinator may be appealed to the Executive or its delegate(s). CUPE Local 4318 will make every reasonable effort to resolve any dispute without the need to involve the Privacy Commissioner under PIPA.

APPENDIX F – CUPE LOCAL 4318 GRIEVANCE COMMITTEE

Terms of Reference

1.1. Purpose

These Terms of Reference are designed to:

- (a) Satisfy the requirement of an appeal or review process as set out in Section 153 of the Labour Relations Code; and
- (b) Clarify the process by which a member may appeal a decision of the Grievance Committee as set out in Section 16 of the Local's Bylaws.

2.0 Membership

Pursuant to Section 16(3a) of the Local's Bylaws, the Grievance Committee consists of the President (ex officio), the Chief Shop Steward, the Recording Officer, the Vice-President (who acts as the Chief Grievance Officer), elected shop stewards as appointed by the Chief Grievance Officer, Unit Chairs appointed to the committee, and the National Representative assigned to the Local.

3.0 Responsibilities

The specific responsibilities of the Grievance Committee are set out in Section 16 of the Bylaws which state that the Grievance Committee will:

- Oversee the handling of all local grievances;
- Receive and file copies of all grievances;
- Prepare a report on the status of all grievances to be submitted to the Executive Board, the National Representative, and to each membership meeting;
- When a grievance is not settled in the initial steps provided for in the Collective Agreement, this committee will decide whether or not the grievance should proceed to arbitration; and,
- If the decision is to not proceed, the Grievor(s) may appeal the decision to the Executive Board.

4.0 Appeals

In the event that a member appeals a decision of the Grievance Committee to the Executive Board, any members of the Grievance Committee who are also members of the Executive Board will recuse themselves from the Executive Board for the purpose of the appeal in question.

The appeal process shall consist of the following:

1. The Grievance Committee will provide the member and the Executive Board with a written explanation of its decision.
2. The member will provide the Executive Board and the Grievance Committee with a written response, including reasons for the appeal and any other relevant information.
3. The Grievance Committee may provide a written rebuttal to the member and the Executive Board.
4. The member may provide the Executive Board and the Grievance Committee with final written comments.
5. At its discretion, the Executive Board may invite the Grievance Committee and the member to provide oral submissions instead of or in addition to any written submissions.
6. The Executive Board will review the submissions and decide whether to grant the appeal or dismiss the appeal.
7. The Executive Board will endeavour to render its decision within thirty (30) days.
8. The decision of the Executive Board is final.