



## **CUPE LOCAL 3906**

**CANADIAN UNION OF PUBLIC EMPLOYEES - MCMASTER ACADEMIC & RESIDENCE WORKERS**

**Tel:** 905-525-9140 ext. 24003 **Fax:** 905-525-3837 **Email:** [staff@cupe3906.org](mailto:staff@cupe3906.org)

McMaster University, Kenneth Taylor Hall B111, 1280 Main St W, Hamilton, ON, L8S 4M4

### **General Membership Meeting Agenda**

**Date: August 20th, 2026**

**Time: 12:00 pm**

#### **Executive Committee**

|                              |                            |
|------------------------------|----------------------------|
| President:                   | Kusum Bhatta (she/her)     |
| Vice President:              | Asim Abbas (he/him)        |
| Vice President External:     | Albert Ashong (he/him)     |
| Secretary Treasurer:         | Shivam Gupta (he/him)      |
| Recording Secretary:         | Zeeshan Ul Haq (he/him)    |
| Lead Steward, Unit 1:        | Simran (she/her)           |
| Lead Steward, Unit 2:        | Dr. Hamed Afshari (he/him) |
| Lead Steward, Unit 3:        | Dr. Ketan Ajay (he/him)    |
| Lead Steward, Unit 4:        | Arham Ali (he/him)         |
| Health and Safety Officer:   | Mahnaz Tajik (she/her)     |
| Benefits & Advocacy Officer: | Nancy Kansal (she/her)     |
| Equity Officer:              | Yuly Wu (she/her)          |
| International Officer:       | Md. Masuduzzaman (he/him)  |
| Undergraduate Officer :      | Nabil Rajput (he/him)      |

#### **Committee & Working Group Chairs**

|                                    |                                   |
|------------------------------------|-----------------------------------|
| PAC Chair:                         | Asim Abbas                        |
| Contract Action Committee:         | Caleb Smolenaars                  |
| Indigenous Solidarity:             | Emily Howse-Hackl and Ayra Thomas |
| Communications Committee:          | Caleb Smolenaars                  |
| Prisoners Solidarity:              | Sonia Hill and Patricia Mills     |
| Women and Gender Rights Committee: | Kusum Bhatta                      |
| Palestine Solidarity:              | Naila Bounefissa                  |
| Ouwcc:                             | Kyle Morrison                     |

#### **Trustees**

exp. Fall 2026 audit: Camden Church

exp. Fall 2027 audit: Kyle Morrison

exp. Fall 2028 audit: Maxwell Altman



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### **Staff**

Staff Representative: Brad Walchuk (he/him)

Staff Representative: Mary Ellen Campbell (she/her)

Administrator Coordinator: Francesca Brugnano (she/her)

### **Agenda**

1. **Roll Call of Officers**
2. **Land Acknowledgement**
3. **Reading of the Equity Statement**
4. **Approval of the Agenda**
5. **Reading & Approval of Previous Minutes**
6. **Matters Arising from Previous Minutes**
7. **Secretary-Treasurer's Report**
8. **Communications and Bills**
9. **Executive Committee Report** : can be found on GMM website, addressed in GMM only  
if necessary: <https://cupe3906.org/gmm-materials/>
10. **Reports of committees and delegates - if applicable**
  - i. Stewards Network (Chaired by: Simran, Hamed Afshari, Ketan Ajay, and Arham Ali)
  - ii. LMC
  - iii. PAC (Co-Chaired by: Asim Abbas and Dee Rooke)
  - iv. Bylaws Committee (Chaired by: Kusum)
    1. Proposed Bylaw Changes: Proposed Bylaws changes were presented at the July GMM and any discussion, as well as voting, will occur today. Changes are being proposed to Article 4(a)(v) and Article 17 (a) and (b), as well as a universal change from "Chief" Steward to "Lead" Steward throughout. A full copy of the proposed changes is [available here](#).
  - v. Equity Action Committee (Chaired by: Yuly Wu)
  - vi. International Committee (Chaired by: Md. Masuduzzaman)
  - vii. Communications Committee (Chaired by: Caleb Smolenaars)
  - viii. Women and Gender Rights Committee (Chaired by: Kusum Bhatta)
  - ix. Indigenous Solidarity Working Group (ISWG) (Co-Chaired by Emily Howse-Hackl/Ayra Thomas))
  - x. Contract Action Committee (Chaired by: Rand Clayton and Caleb Smolenaars)
  - xi. Health & Safety Committee (Chaired by: Mahnaz Tajik)
  - xii. Benefits Committee (Chaired by: Nancy Kansal)



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- xiii. Prison Solidarity Working Group (PSWG) (Chaired by: Sonia Hill and Patricia Mills)
- xiv. Hamilton & District Labour Council (HDLC)
- xv. OUWCC (rep: Kyle Morrison)
- xvi. CUPE Council

### **11. Nomination, elections, or installations**

- 1. Hamilton & District Labour Council (HDLC) delegates (x1)
- 2. Grievance Committee (Mary Ellen)

### **12. Unfinished (old) business**

- 1. Proposed Bylaw Changes: Changes are being proposed to Article 4(a)(v) and Article 17 (a) and (b), as well as a universal change from “Chief” Steward to “Lead” Steward throughout. A full copy of the proposed changes is [available here](#).
- 2. SqaureSpace Website cost overrun
- 3. ECS steward event cost overrun
- 4. Motion: Update Policy on Meal Expenses for Meetings (see Appendix 1)

### **13. New business**

- 1. Motion: Invitation for Scarlett Gillespie to Address the Membership
- 2. Motion: Allocation of Interest from Investments
- 3. Motion: Financial policies to incorporate in CUPE 3906 Policy Book (see Appendix 2)
- 4. Motion: To pass policy for steward social (Appendix 3)

### **14. Other business**

- 1. New Business 1, if approved, motion for Scarlett Gillespie address to the membership
- 2. Previous Treasurer – Executive honorarium
- 3. Humanitarian Assistance - Colombia Earthquake Relief

### **15. Good of the Union**

### **16. Adjournment**



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### **Appendix 1:**

#### **Policy on Meal Expenses for Meetings**

\*\*for the per diem policy for union business (ie. convention, off-campus meetings, etc), please see the policy on page 26\*\*

Passed by the Membership on May 23, 2017

On occasion, meetings of various committees of the Local may be long. In such cases, it is appropriate for the Local to pay for the cost of a meal for the members of a committee who are serving the membership by devoting a large portion of their day to the work of that committee. The costs of a meal for committee members attending a long meeting may be paid for by the Local in the following circumstances:

##### **Committee Meetings**

Members, Executive Officers, and staff who attend a meeting of any recognized committee of the Local that lasts at least four (4) hours will have their meal expenses paid for by the Local, up to a ~~\$15.00~~ **\$20.00** per diem, so long as a meal has not been otherwise provided for the meeting.

Committees must authorize the use of the Local's funds for this purpose by passing a minuted motion to that effect. The Treasurer may request a copy of the meeting's minutes before processing payment for meal expenses. All meal expenses will require the submission of an expense report with a copy of the meeting minutes authorizing the expense.

Executive Officers may decide to purchase food ahead of time for a meeting of the committee that they chair. This is permissible so long as such a meeting is at least 2 hours in length (or is reasonably expected to be at least 2 hours in length) and so long as half of the members attending such a meeting are rank-and-file members of the Local (i.e. not themselves Executive Officers). In these cases, the cost of the food will be paid out of the operating budget of the committee in question.

##### **Bargaining Team and Hiring Committee Meetings**



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At a General Membership Meeting on August 9th, 2016, the Membership passed a motion authorizing the use of the Local's funds to pay for meal expenses, up to a \$15.00 per diem, for members of the Local's various Bargaining Teams and Hiring Committees who attend meetings that last at least four (4) hours, so long as a meal has not been otherwise provided for the meeting.

Therefore, Bargaining Teams and Hiring Committees do not need to authorize the use of the Local's funds for this purpose by passing a motion. Nevertheless, meal expenses for the Bargaining Teams and Hiring Committees will still require the submission of an expense report.

### **Executive Committee Meetings and Annual Visioning Session**

Executive Officers may decide to purchase food ahead of time for a meeting of the Executive Committee. This is permissible so long as such a meeting is at least 2 hours in length (or is reasonably expected to be at least 2 hours in length). The cost of purchasing food for Executive Committee meetings will be contemplated by the annual budget.



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### **Appendix 2:**

#### **1. Allocation of Benefits Interest**

All interest accrued from the Benefits savings account shall be allocated toward the general operations of the Local.

#### **2. Credit Card Payment and Record-Keeping Policy**

To avoid interest penalties, at least the minimum monthly payment must be made on all credit card balances by the due date.

When the balance is paid in full, a copy of the cheque and cheque stub along with the required receipts, expense vouchers and other necessary documentation must be attached to ensure accurate and complete financial record-keeping.

#### **3. Reimbursement and Itemized Receipts Policy**

All members requesting financial reimbursement must fill out the required expense voucher and are strongly encouraged to provide original, itemized receipts for all purchases.

#### **4. Committee Budget Management**

Committee budgets remain fixed at the amount approved at the start of the fiscal year.

If a committee exhausts its budget mid way during the year and wishes to host additional events or initiatives, the Committee Chair must present a specific motion at a General Membership Meeting (GMM) detailing the proposed event and the funds required for it and funds be used for purpose mentioned.



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### **Appendix 3**

Proposed Policy Regarding Steward Socials:

Stewards may be reimbursed up to \$200 per term per Department for CUPE 3906-related Department socials. Proper documentation (such as a completed, signed expense voucher and itemized receipts) must be provided for reimbursement.

Stewards should strive to hold accessible and inclusive social events on or near the McMaster campus (and/or the workplace), and should aim to limit attendees' costs (e.g., individual registration fees, individual meal expenses) as much as possible

The Local's Policies on Discrimination and Harassment and the Purchase of Alcohol apply to Steward-led socials.

[links to Policies listed above will be included in this policy].