

# BYLAWS



**CANADIAN UNION OF PUBLIC EMPLOYEES,  
LOCAL 744**

**EMPLOYEES OF  
ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

**Approved by Membership – March 25, 2017  
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**TABLE OF CONTENTS**

PREAMBLE .....	1
SECTION 1 - NAME.....	1
SECTION 2 - OBJECTIVES.....	1
SECTION 3 - INTERPRETATION AND DEFINITIONS.....	1
SECTION 4 - MEMBERSHIP MEETINGS - REGULAR AND SPECIAL.....	2
SECTION 5 - VOTING OF FUNDS.....	2
SECTION 6 - OFFICERS.....	3
SECTION 7 - EXECUTIVE BOARD.....	3
SECTION 8 - DUTIES OF OFFICERS .....	3
(a) The President .....	3
(b) The Vice-President.....	4
(c) The Recording Secretary.....	5
(d) The Secretary-Treasurer.....	5
(e) The Past President.....	6
(f) The Trustees.....	7
(g) The Stewards.....	8
(h) The Warden.....	9
SECTION 9 - OUT-OF-POCKET EXPENSES.....	9
SECTION 10 - FEES, DUES, AND ASSESSMENTS .....	9
SECTION 11 - NOMINATION, ELECTION AND INSTALLATION OF OFFICERS .....	10
(a) Nominations.....	10
(b) Elections.....	10
(c) Installation.....	11
SECTION 12 - PER DIEMS, MILEAGE AND DELEGATES TO CONVENTIONS, CONFERENCES, SEMINARS OR MEETINGS .....	11
SECTION 13 - SPECIAL FUNDS.....	12
(a) Retirement Fund.....	12
(b) Scholarship Fund .....	13
SECTION 14 - COMMITTEES .....	13
(a) Negotiating Committee.....	13
(b) Special Committee.....	13
(c) Standing Committee.....	13
(1) Newsletter & Education Committee.....	14
(2) Good of the Union Committee.....	14
(3) Social Committee.....	14
(4) Health and Safety Committee.....	15
(5) Grievance Committee .....	15
SECTION 15 - RULES OF ORDER.....	15
SECTION 16 - AMENDMENT .....	16
APPENDIX "A".....	17
APPENDIX "B" .....	20

## **PREAMBLE**

In order to improve the social and economic welfare of its members without regard to sex, colour, race or creed, to promote efficiency in public employment and to manifest its belief in the value of the unity of organized labour, this Local of the Canadian Union of Public Employees (hereinafter referred to as "CUPE") has been formed.

The following Bylaws are adopted by the Local pursuant to, and to supplement, Appendix "B" of the CUPE Constitution, to safeguard the rights of all members, to provide for responsible administration of the Local, and to involve as many members as possible through the sharing of duties and responsibilities.

## **SECTION 1 - NAME**

The name of this Local shall be Canadian Union of Public Employees, Local No. 744 St. James-Assiniboia School Division.

## **SECTION 2 - OBJECTIVES**

The objectives of the Local are to:

- (a) secure adequate remuneration for work performed and generally advance the economic and social welfare of its members and of all workers;
- (b) support CUPE in reaching the goals set out in Article II of the CUPE Constitution;
- (c) provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- (d) encourage the settlement by negotiation and mediation of all disputes between the members and their employer;
- (e) eliminate sexual and racial harassment or harassment related to sexual preference, wherever it exists.

## **SECTION 3 - INTERPRETATION AND DEFINITIONS**

- (a) Masculine pronouns shall be understood to include the feminine gender or vice-versa.
- (b) Numbers of Articles at the end of sections or sub-sections refer to relevant articles of the CUPE Constitution which should be read in conjunction with these Bylaws.

## **SECTION 4 - MEMBERSHIP MEETINGS - REGULAR AND SPECIAL**

- (a) Regular membership meetings shall be held the third Saturday of September, November, January, March, April and June at 10:00 a.m.

If circumstances warrant, the Executive Board shall give a week's notice of any change in the date or time of the regular meeting.

- (b) Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than ten (10) members. The President shall immediately call a special meeting when so ordered or requested and shall see that all members receive at least three (3) working days' notice of the special meeting and the subject(s) to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.

- (c) A quorum for the transaction of business at any regular or special meeting shall be ten (10) members, including at least four (4) members of the Executive Board.

- (d) The order of business at regular membership meetings is as follows:

1. Reading of Equality Statement
2. Roll Call of Officers
3. Initiation of New Members
4. Reading of Minutes
5. Matters Arising
6. Treasurer's Report
7. Communications and Bills
8. Executive **Board** Reports
9. Reports of Committees and Delegates
10. Nominations, Elections, or Installations
11. Old (Unfinished) Business
12. New Business
13. Good of the Union
14. Adjournment

## **SECTION 5 - VOTING OF FUNDS**

Except for ordinary expenses and bills as approved at membership meetings, no sum over two hundred dollars (\$200) shall be voted for the purpose of a grant or contribution to a member or any cause outside CUPE, except by a notice of motion given in writing and dealt with at the following membership meeting.

## **SECTION 6 - OFFICERS**

The Officers of the Local shall be the President, Vice-President, Past President, Secretary-Treasurer, Recording Secretary, three (3) Trustees, and three (3) Shop Stewards, including one (1) Shop Steward for transportation/shops that will be equally responsible for representing the membership.

## **SECTION 7 - EXECUTIVE BOARD**

- (a) The Executive Board shall comprise all Officers, except Trustees.
- (b) The election of the President and Treasurer shall take place every even year with the alternate years being set for the election of the Vice-President and Recording Secretary. There shall be an election of two (2) Shop Stewards on even years and one (1) Shop Steward on the odd years. The Warden shall be elected annually. One (1) Trustee shall be elected for a three (3) year term annually.
- (c) The Executive Board shall meet at least eight (8) times per year.
- (d) A majority of the Executive Board constitutes a quorum.
- (e) The Executive Officers shall hold title to any assets of the Local as trustees for the Local. They shall have no right to sell, convey, or encumber any assets without first giving notice and then submitting the proposition to a membership meeting and having it approved.
- (f) The Executive Board shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of all committees.
- (g) All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.
- (h) Should any Executive Board member fail to answer the roll-call for three (3) consecutive membership meetings or three (3) consecutive Board meetings in one (1) calendar year, without having submitted good reasons for those failures, to the Executive Board, his office shall be declared vacant and shall be filled by an election at the following membership meeting.

## **SECTION 8 - DUTIES OF OFFICERS**

- (a) The President shall:
  - enforce the CUPE Constitution and these Bylaws;

- 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);
- 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's funds are used only as authorized or directed by the Constitution, Bylaws, or vote of the membership;
- have first preference as a delegate to the CUPE National Convention;
- on termination of office, surrender all books, seals and other properties of the Local to his successor;
- be bonded for fifty thousand dollars (\$50,000) under the Secretary-Treasurer from CUPE National;
- all signing officers of Local 744 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.

(b) The Vice-President shall:

- if the President is absent or incapacitated, perform all duties of the President;
- if the office of President falls vacant, be Acting President until a new President is elected;
- render assistance to any member of the Board as directed by the Board;
- in the absence of the President, sign all cheques and ensure that the Local's funds are used as authorized or directed by the Constitution, Bylaws or vote of the membership;
- on termination of office, surrender all books, seals and other properties of the Local to his successor.

(c) The Recording Secretary shall:

- keep full, accurate and impartial account of the proceedings of all regular 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 alterations in the Bylaws;
- answer correspondence and fulfil other secretarial duties as directed by the Board;
- file a copy of all letters sent out and keep on file all communications;
- prepare and distribute all circulars and notices to members;
- have all records ready on reasonable notice for auditors and Trustees;
- preside over membership and Board meetings in the absence of both the President and the Vice-President;
- be empowered, with the approval of the membership, to employ necessary stenographic or other assistance to be paid for out of the Local's funds;
- on termination of office, surrender all books, seals and other properties of the Local to his successor.

(d) 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 National Constitution, Local Union Bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences;
- shall forward to the National Secretary-Treasurer, on the official monthly report forms provided, no later than the last day of each month, all financial obligations including the per capita for the previous month owing;
- 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 the CUPE Ledger in a manner acceptable to the Executive and in accordance with good accounting practices;
- shall make and pay for all travel arrangements for members attending out-of-town Union business, including conferences and conventions;
- regularly make a full financial report to meetings of the Local's Executive Board, as well as a written financial report to each regular membership meeting, detailing all income and expenditures for the period;
- be bonded, and all other officers authorized to sign on behalf of the Local Union, for fifty thousand dollars (\$50,000) through the master bond held by the National Office. Any Secretary-Treasurer and any officer authorized to sign on behalf of the Local Union who cannot qualify for the bond shall be disqualified from office;
- pay no money unless supported by a voucher duly signed by two of the Executive Board members with signing authority, and a voucher shall be required for payment of per capita fees to any organization to which the Local 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;
- attach the Local's monthly credit card statements to the monthly financial reports. The credit card balance amounts to be reported at Executive Board meetings and to the members at the regular membership meeting. The credit card is to be used primarily for travel arrangements and social expenses;
- will co-sign PD Committee cheques, ensuring that the PD funds are used only as authorized by the PD Committee in accordance with the PD Fund Guidelines, which are approved by the membership, and will record all financial transactions in the PD Fund ledger and be responsible for safeguarding and keeping on file all supporting documents, invoices and vouchers for all disbursements made from the PD Fund account; and
- on termination of office, surrender all books, records and other properties of the Local to his/her successor.

(e) The Past President shall:

- be a non-elected position which will be filled for a maximum of two (2) years. This position is for mentoring purposes only and shall have no voting rights on the Executive Board. This position is to be used when the President is newly elected into her/his position.



(f) The Trustees shall:

- keep copies of all reports and related documents;
- 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, and report their findings to the membership;
- on termination of office, surrender all books, records and other properties of the Local to his successor. (Articles B.3.10 to B.3.12)
- **attend at least three (3) membership meetings held in a twelve (12) month period after election, unless a valid reason, acceptable to the Local has been given for non- attendance;**
- **also complete an abridged interim audit annually covering the period January 1 to June 30;**
- 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 Standing Committees semi-annually;
- **make a written report of their findings to the first membership meeting following the completion of each audit;**
- be responsible to ensure that monies are not paid out without proper constitutional or membership authorization;
- **send a written report to the Local President and Secretary-Treasurer of any recommendations or concerns after both audits;**
- ensure that proper financial reports are made to the membership;
- audit the record of attendance;
- inspect at least twice 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, and report their findings to the membership;
- **send to the National Secretary-Treasurer and to the assigned Servicing Representative, with a copy to the Local President, Recording Secretary, and Secretary-Treasurer, the following documents pertaining to the Annual audit:**
  1. **Completed Trustee Audit Report (forms provided by CUPE National).**
  2. **Completed Trustees' Report to the Membership.**

3. **Recommendations made to the President and Secretary-Treasurer of the Local.**
  4. **Secretary-Treasurer's response to recommendations.**
  5. **Completed Trustee Audit Report (forms provided by CUPE National).**
  6. **Completed Trustees' Report to the Membership.**
  7. **Recommendations made to the President and Secretary-Treasurer of the Local.**
  8. **Secretary-Treasurer's response to recommendations.**
- **Concerns that have not been addressed by the Local Union Executive Board use audit forms supplied by the National Office and send a copy of each half-yearly audit to the National Secretary-Treasurer in accordance with the provisions of the CUPE Constitution;**
  - on termination of office, surrender all books, records and other properties of the Local to his successor;
  - **use audit forms supplied by the National Office and send a copy of each half-yearly audit to the National Secretary-Treasurer in accordance with the provisions of the CUPE Constitution; and**
  - **on termination of office, surrender all books, records and other properties of the Local to his/her successor.**

(g) The Stewards shall:

- make contact with all members they are responsible for on a regular basis, as designated by the Local Executive;
- ensure that the Collective Agreement is adhered to by both the Employer and the members;
- ensure that grievances are investigated, researched and processed;
- ensure that members are fully informed about their rights, Division policies, Union policies and objectives, labour legislation and legislative programs;
- work for the welfare of the group; act promptly and decisively, develop teamwork and fight for what is right;
- attend a training session for Stewards within the first year of election;
- attend all meetings that are called unless sufficient reason is given or as per Section 7 (h);
- on termination of office, surrender all books, records and other properties of the Local

to his successor.

(h) The Warden 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 such other duties as may be assigned by the Board from time to time;
- on termination of office, surrender all books, records and other properties of the Local to his successor.

## **SECTION 9 - OUT-OF-POCKET EXPENSES**

The following expense allowance shall be provided:

President	-	\$500 twice per year or \$83.34 per month
Vice-President	-	\$250 twice per year or \$41.67 per month each
<b>Recording</b> Secretary	-	\$500 twice per year or \$83.34 per month
Secretary-Treasurer	-	\$500 twice per year or \$83.34 per month
Shop Stewards	-	\$240 per year or \$20.00 per month each
Warden	-	\$180 per year or \$15.00 per month
Trustees	-	\$100 per year (\$50 per audit) each

## **SECTION 10 - FEES, DUES, AND ASSESSMENTS**

(a) Initiation Fee

Each application for membership in the Local shall be directed to the Secretary and shall be accompanied by an initiation fee and readmission fee of one dollar (\$1) which shall be in addition to monthly dues. The Secretary-Treasurer shall issue a receipt.

(b) The monthly dues shall be one point seven five percent (1.75%) of gross monthly earnings (less overtime).

## **SECTION 11 - NOMINATION, ELECTION AND INSTALLATION OF OFFICERS**

### (a) Nominations

Nomination shall be received at the General meeting held in the month of March. To be eligible for nomination a member must be a member for at least one (1) year. No nomination shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting his consent in writing, duly witnessed by another member.

### (b) Elections

- (1) At a membership meeting at least one (1) month prior to election day the President shall, subject to the approval of the members present, appoint an Elections Committee consisting of a Returning Officer and assistant(s). The Committee shall include members of the Local who are neither officers nor candidates for office. It shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.
- (2) The Executive Board shall determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer.
- (3) The Returning Officer shall be responsible for issuing, collecting and counting ballots. He must be fair and impartial and see that all arrangements are unquestionably democratic.
- (4) The voting shall take place at the Annual General meeting in April. The vote shall be by secret ballot.
- (5) Voting to fill one office shall be conducted and completed and recounts dealt with, before balloting may begin to fill another office.
- (6) A majority of votes cast shall be required before any candidate can be declared elected, and second and subsequent ballots shall be taken, if necessary, to obtain a majority. On the second and subsequent ballots the candidate receiving the lowest number of votes in the previous ballot shall be dropped. Subsequent ballots may be deferred to the next membership meeting.
- (7) When two (2) or more nominees are to be elected to any office by ballot, each member voting shall be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.
- (8) Any member may request a recount of the votes for any election and a recount shall be conducted if the request is supported, in a vote, by at least the number of members equal to the quorum for a membership meeting as laid down in

Section 4(c).

(c) Installation

- (1) All duly elected officers shall be installed at the meeting at which elections are held and shall continue in office as per Section 7(b) or until a successor has been elected and installed, provided, however, that no term of office shall be longer than three (3) years.
- (2) The terms of office for Trustees shall be as laid down in the CUPE Constitution.

**SECTION 12 - PER DIEMS, MILEAGE AND DELEGATES TO CONVENTIONS, CONFERENCES, SEMINARS OR MEETINGS**

- (a) Except for the President's option [Section 8(a)], all delegates to conventions shall hold office of either executive or committees.
- (b) The per diem rates paid by Local 744 will be as follows for conventions, conferences or seminars:
  - (i) In the Winnipeg area - thirty-five dollars (\$35) per day or any portion thereof.
  - (ii) Outside of the Winnipeg area (but within Manitoba) - fifty-seven dollars (\$57) first day or any portion thereof, seventy-four dollars (\$74) for all other days of the convention, conference or seminar plus the cost of hotel accommodations.
  - (iii) Out-of-province - one hundred dollars (\$100) per day or any portion thereof, for the number of days of the convention, plus the days of travel, and the cost of hotel accommodations.
  - (iv) Canadian Labour Congress and Canadian Union of Public Employees' residential schools will be paid at the rate of fifteen dollars (\$15) per day or any portion thereof, and board and room paid for by Local 744 for the number of days of the school.
  - (v) All-inclusive conventions, conferences, seminars or schools – fifteen dollars (\$15) per day.
- (c) Representation at educational institutes and seminars shall be on the recommendation of the Executive, subject to final approval by the membership.
- (d) Mileage

Mileage rates shall be the Federal Government rate. Parking shall be paid upon presentation of receipts. Mileage shall be paid for the following:

- Members who attend authorized courses, seminars or conventions outside Winnipeg and use their own vehicles to attend said courses, seminars or conventions;
- The Executive has the authority to authorize payment for mileage to other members as deemed necessary in carrying out duties for the benefit of the Local.

(e) Meals

Reimbursement for meals during authorized meetings, when a per diem is not received, will be made to the maximum of the following (receipts must be submitted):

Breakfast	\$15.00
Lunch	\$15.00
Supper	\$25.00

When a member is on an authorized leave of absence for Union business that is not covered by another clause in these Bylaws, they shall receive a daily allowance of seventeen dollars (\$17) per day within town and fifty-seven dollars (\$57) per day when outside of town.

(f) Loss of Salary

When a member attends a course, seminar, meeting or convention authorized by the Local on a regular working day, no loss of pay will be suffered.

**SECTION 13 - SPECIAL FUNDS**

(a) Retirement Fund

Each member in good standing of the Local shall receive an allowance upon retirement at the following rates:

Years of Service:

0 – 5	\$50
6 – 10	\$100
11 – 15	\$150
16 – 20	\$250
21 – 25	A Local 744 jacket with a value not to exceed \$350
26 and up	A Local 744 jacket with a value not to exceed \$500

(b) Scholarship Fund

A scholarship fund, open to the sons/daughters/grandchildren of all retired and current CUPE Local 744 members shall be established.

Two thousand dollars (\$2,000) shall be placed in the fund annually, with the intention that the fund will become self-sufficient.

The number of scholarships and the criteria for choosing scholarship winners will be developed by an ad hoc committee and attached to these Bylaws as Appendix "B".

**SECTION 14 - COMMITTEES**

(a) Negotiating Committee

This shall be a eight (8) person committee plus the President elected from the Executive Board at the Annual General meeting. Preferably, each sector shall have one (1) representative on this committee. The function of the Committee is to prepare collective bargaining proposals and to negotiate a Collective Agreement. The CUPE Representative assigned to the Local 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.

Each person shall receive twenty-five dollars (\$25) for each meeting under four (4) hours and thirty dollars (\$30) for each meeting over four (4) hours. These monies are to cover meal costs for the bargaining committee.

(b) Special Committees

A special ad hoc committee may be established for a specified purpose and period by the membership at a meeting.

The members shall be elected at the same or another 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.

(c) Standing Committees

The Chairperson of each standing committee shall be elected by the members of that committee. The Chairperson and the Executive Board may, with the concurrence of the membership, jointly appoint other members to serve on a committee. The Vice-Presidents shall be members, ex-officio, of each committee. There shall be five (5) standing committees as follows:

(1) Newsletter and Education Committee

It shall be the duty of the Committee to:

- publish the Local's newsletter as often as deemed necessary;
- inform the Local of any appropriate and available education seminars or conferences;
- ensure delegates prepare reports to the membership on seminars or conferences they have attended and maintain a reference file of these reports;
- cooperate with the Executive Board in preparing press releases, publicity material and any other material deemed beneficial to the membership;
- comprise between two (2) and four (4) members and shall appoint its Chairperson from among its members;
- must develop criteria for eligibility to attend committees and conferences i.e. attendance at general meetings; positions on committees.

(2) Good of the Union Committee

This Committee may:

- visit members who are ill;
- extend get well wishes;
- if a member is ill for more than ten (10) consecutive working days a card will be sent;
- extend the Local's condolences in the event of the death of a member or one of his immediate family and make other appropriate gestures in accordance with custom or the wishes of the family concerned at an allowance of forty-five dollars (\$45); and
- extend the Local's condolences in the event of the death of a retired member, or one of their immediate family, by sending a card;
- should be comprised of one (1) member from each sector.

(3) Social Committee

It is the function of this Committee to arrange and conduct all social and recreational activities of the Local either on the Committee's own initiative or as a



result of decisions taken at membership meetings. The Committee shall submit reports and proposals to the Executive Board or to the membership as required. A ceiling for the Committee's net expenditures shall be fixed for each event by the membership but, other than that, all social 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 shall be comprised of four (4) members or more.

(4) Health and Safety Committee

- It is the function of this Committee to attend all joint Health and Safety Committee meetings and to report back to the membership at General Meetings.
- The Committee shall also receive all health and safety concerns or complaints and ensure they are carried forward to the Joint Committee level.
- The Committee shall ensure that all members are made aware of all pertinent Health and Safety information.
- The Committee shall be comprised of two (2) members and two (2) alternates. One (1) permanent and one (1) alternate Committee member shall be elected yearly.

(5) Grievance Committee

- This Committee shall be comprised of all Shop Stewards.
- The Stewards shall meet as necessary to consult with one another in the processing of all grievances.
- The Stewards shall report all grievances to the Executive with a copy also sent to the CUPE Representative.
- The Stewards shall ensure that the grievor is present at all stages of the processing of the grievor's grievance.
- The Chairperson of the Stewards' meetings shall be the Steward of the group the grievance originates from.

## **SECTION 15 - RULES OF ORDER**

All meetings of the Local shall 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 "A". 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 "A", the CUPE Constitution may provide guidance, but, if the situation is not dealt with there, *Bourinot's Rules of Order* shall be consulted and applied.

### **SECTION 16 - AMENDMENT**

- (a) 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. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.
- (b) These Bylaws shall not be amended, added to, or suspended except upon a majority vote of those present and voting at a membership meeting where at least seven (7) days' notice was given at a previous meeting, or at least sixty (60) days' written notice has been given.
- (c) No change in these Bylaws shall be valid and take effect until approved by the National President of CUPE. The validity shall date from the letter of approval of the National President.

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## **APPENDIX "A"**

### **RULES OF ORDER**

1. The President or, in his absence, the Vice-President, shall take the chair at all membership meetings. In the absence of both the President and Vice-President, the Recording Secretary shall act as President. In the absence of all three, there is no quorum of the executive [section 4(c)], the meeting is therefore cancelled.
2. No member, except the Chairperson of a committee making a report or the mover of a resolution, shall speak more than five (5) minutes, or more than once on the same question without the consent of the meeting or until all who wish to speak have had an opportunity. Chairpersons and movers of a resolution shall be limited to fifteen (15) minutes, except with the consent of the meeting.
3. The President shall state every question coming before the Local, and before allowing debate thereon, and again immediately before putting it to a vote, shall ask: "Is the Local ready for the question?" Should no member rise to speak, the question shall then be put.
4. A motion to be entertained by the presiding officer must be moved and seconded; both mover and seconder must rise and be recognized by the chair.
5. A motion to amend, or to amend an amendment, shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment, or amendment to an amendment, which is a direct negative of the resolution shall be in order.
6. On motion, the regular order of business may be suspended by a two-thirds ( $\frac{2}{3}$ ) vote of those present, to deal with any urgent business.
7. All resolutions and motions other than those named in Rule 17, or those to accept or adopt the report of a committee, shall, if requested by the presiding officer, be presented in writing before being put to the Local.
8. At the request of any member, and upon a majority vote of those present, a question may be divided when the sense will admit of it.
9. Any member having made a motion can withdraw it with the consent of the seconder, except that any motion, once debated, cannot be withdrawn except by a majority vote of those present.
10. When a member wishes to speak on a question or to make a motion, he shall rise in his place and respectfully address the presiding officer, but, except to state that he rises to a point of order or on a question of privilege, he shall not proceed further until recognized by the chair.

11. When two (2) or more members rise to speak at the same time, the presiding officer shall decide which one is entitled to the floor.
12. Every member, while speaking, shall adhere to the question under debate and avoid all personal, indecorous, or offensive language, as well as any poor reflection on the Local or member thereof.
13. If a member, while speaking, is called to order, he shall cease speaking until the point is determined; if it is decided he is in order, he may again proceed.
14. No religious or sexist discussion shall be permitted.
15. The President shall take no part in debate while presiding, but may yield the chair to the Vice-President in order to speak on any question before the Local, or to introduce a new question.
16. The presiding officer shall have the same rights as other members to vote on any question. In case of a tie, he may in addition give a casting vote, or, if he chooses, refrain from breaking the tie, in which case the motion is lost.
17. When a motion is before the Local, no other motion shall be in order except (a) to adjourn; (b) to put the previous question; (c) to lay on the table; (d) to postpone for a definite time; (e) to refer; (f) to divide or amend, which motions shall have precedence in the order named. The first three of these shall be decided without debate.
18. A motion for the previous question, when regularly moved and seconded, shall be put in this form: "Shall the main question be now put?" If it is adopted, the President shall proceed to take the vote on the resolution and amendments thereto (if any) according to their priority. If an amendment or an amendment to an amendment is adopted, the original resolution, as amended, shall be put to the Local.
19. A motion to adjourn is in order except (a) when a member has the floor, and (b) when members are voting.
20. A motion to adjourn, having been put and lost, shall not be in order again, if there is further business before the Local, until fifteen (15) minutes have elapsed.
21. After the presiding officer declares the vote on a question, and before the Local proceeds to another order of business, any member may ask for a decision. A standing vote shall then be taken and the Secretary shall count same.

22. If any member wishes to challenge (appeal) a decision of the chair, he must do so at the time the decision is made. If the challenge is seconded, the member shall be asked to state briefly the basis for his challenge. The Chairperson may then state briefly the basis for his decision, following which the Chairperson shall immediately and without debate put the question: "Shall the decision of the chair be sustained?" A majority vote shall decide except that in the event of a tie the chair is sustained.
23. After a question has been decided, any two (2) members who have voted in the majority may, at the same or next meeting, move reconsideration thereof.
24. No member shall enter or leave a meeting during the reading of the minutes, the initiation of new members, the installation of officers, or the taking of a vote. When leaving, the Warden should be informed.
25. The Local's business and proceedings of meetings are not to be divulged to any persons outside the Local.
26. All committee and executive meetings shall be confidential and shall not be discussed outside of that committee. If found out to be divulging information outside the committee, that person shall be asked to step down from office.

## **APPENDIX "B"**

### **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.