

Bylaws of CUPE Local 650



***Employees of The Board of Education of the
Regina School Division No. 4 of Saskatchewan
and
Employees of the Regina Union Centre Limited***

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Approved by National:

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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, co-operation 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, or homophobic hurts and thereby divides us. So too, does discrimination on the basis of ability, age, class, religion 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.

PREAMBLE

Local 650 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 650 in accordance with the CUPE National Constitution (Articles 13.3 and 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 at the beginning of 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 F to these bylaws.

ARTICLE 1 – NAME OF ORGANIZATION

- a) This organization shall be known under the name of Canadian Union of Public Employees (CUPE) Local 650. Through this document CUPE Local 650 will also be referred to as “the union”; “the local” and “Local 650”.
- b) The Constitution of the Canadian Union of Public Employees shall prevail in all matters not provided for by these bylaws.
- c) All meetings of CUPE Local 650 shall be conducted in accordance with the basic principles of “Rules of Order” (Appendix “A”, A. 1-21) in the CUPE National Constitution.
- d) The following bylaws are adopted by CUPE Local 650 pursuant to, and to supplement, Appendix “B” of the CUPE National Constitution, to safeguard the rights of all members, to provide for responsible administration of this local, and to involve as many members as possible through sharing of duties and responsibilities.
- e) Masculine pronouns shall be understood to include the female gender.
- f) These bylaws shall also apply to and reflect the sub-local of CUPE 650-1.

ARTICLE 2 – OBJECTIVE

The objective of Local 650 are to:

- a) To be the sole bargaining agent in all matters pertaining to the working conditions, scales of wages, hours of work, or any terms or conditions set forth in the working agreement between the Board of Education and CUPE Local 650 and between the Regina Union Centre Limited and CUPE 650-1.
- b) To support the Canadian Union of Public Employees in its objectives, as written under Article II in the National Constitution of the Canadian Union of Public Employees, and to provide an opportunity for its members to influence and shape their future through free democratic trade unionism.
- c) Secure the best possible pay, benefits, working conditions, job security, pensions and retiree benefits for its members;
- d) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- e) Encourage the settlement by negotiation and mediation of all the disputes between the members and their employers;

- f) 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;
- g) Establish strong working relationships with the public we serve and the communities in which we work and live; and
- h) Support CUPE in reaching all of the objectives set out in Article II of the CUPE National Constitution.

ARTICLE 3 – MEMBERSHIP

- a) All employees of the Board of Education of the Regina School Division #4 of Saskatchewan and all employees employed by the Regina Union Centre Limited shall be eligible for membership, except those specifically excluded by any order, or orders of the Labour Relations Board under *The Trade Union Act* of the Province of Saskatchewan.
- b) All eligible employees shall complete the necessary application form, or forms, for membership in CUPE Local 650. Applications for membership shall only be acted upon at regular meetings of CUPE Local 650.
- c) The names of applicants shall be read out at the first regular membership meeting after the application has been submitted and the applicants will be accepted as members, unless there is an objection sustained by a majority of the members present. ~~In the event of an application being rejected, the initiation fee shall be returned to the applicant.~~ (B.VIII-B.8.2). (Oath of Membership - Appendix E)
- d) Applicants for initiation shall abide by B. 8.4 & B. 1 (B. 1.1—B. 1.4) of Appendix “B” of the National Constitution of the Canadian Union of Public Employees.
- 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 where available, an 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 mail, e-mail blasts or telephone town halls.

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 telephone contact information with CUPE National or CUPE Saskatchewan. The purpose of sharing this telephone contact information with CUPE National or CUPE Saskatchewan is so that the National Union or CUPE Saskatchewan can conduct a telephone town hall with members on important matters.

ARTICLE 4 – DUES, READMISSION FEES, ASSESSMENTS

- a) The monthly union dues shall be by payroll deduction in the amount of two percent (2%) of gross salary. This includes retroactive pay, service pay, room allowance, shift bonus, overtime and recognized higher certification.

(Articles B.4.1 and B.8.2)

- b) Notwithstanding the above provisions, if the Canadian Union of Public Employees Convention raises/lowers fees and or dues above/below the level herein established, these bylaws will be automatically amended to incorporate the increase or decrease in CUPE Local 650's dues structure.

- c) Any member in arrears for a period of three (3) months or more shall be automatically suspended and his suspension shall be reported to the executive board by the Secretary. The executive board shall report at the next membership meeting with a recommendation. Any member under suspension wishing to be reinstated shall, under application, pay any dues and assessments in arrears.

(Article B.VIII—B.8.6).

- d) Amending Monthly Dues

The regular monthly dues may be amended at a regular 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.

(Article B.4.3)

- e) Assessments

Assessments may be levied in accordance with the CUPE Constitution. Assessments do not mean or include regular monthly dues and are applied for a specific purpose or specific length of time. Membership approval is required, and the assessment will only be applied after the National President approves the assessment.

(Article B.4.2)

At the discretion of the executive board, the assessment will be determined and set ~~and will not be less than the initiation fee~~ for each month in arrears.

ARTICLE 5 – THE EXECUTIVE OFFICERS/BOARD

- a) The executive officers of CUPE Local 650 shall consist of a President, Vice-President, Treasurer, Secretary, Chief Shop Steward and three trustees. Trustees are an extension of the executive officers who do not attend executive board meetings; however, they are not part of the executive board. Shop Stewards are not part of the executive officers but are part of the executive board.
- b) The executive board shall consist of the elected officers, except Trustees, and four (4) Shop Stewards elected for two (2) year terms as follows:
 - One (1) Burnett Centre Shop Steward – elected in odd numbered years
 - One (1) Secondary Shop Steward – elected in odd numbered years
 - One (1) Elementary Shop Steward – elected in even numbered years
 - One (1) Part II Shop Steward – elected in odd numbered years

The executive board shall meet at least eight (8) times a year.

- c) In the event of a by-election, any Local 650 members in good standing shall be entitled to run for a vacant position.
- d) CUPE Local 650 may provide for other officers as it deems necessary to conduct its business, such as additional Vice-Presidents, Membership Officer, etc.
- e) The executive officers and executive board members shall be elected by the membership as provided in Appendix B.II of the National Constitution of the Canadian Union of Public Employees.
- f) The duties of officers and executive members shall be as provided in Appendix “B”. III (B. 3.1 to B. 3.14) of the National Constitution of the Canadian Union of Public Employees.
 - i) The executive board shall do the work delegated to it by CUPE Local 650 membership and shall be held responsible for the proper and effective function of all committees.
 - ii) All charges against officers or members must be made in writing and dealt with in accordance with Article B.XI TRIALS.
 - iii) If an officer fails to attend three (3) consecutive membership meetings or three consecutive executive meetings without good and sufficient reason, their office will be declared vacant and filled at the next meeting in a by election. Executive members shall inform the executive board whenever they will be absent. Executive members attending union approved functions at the time of meetings shall be considered as present.

- iv) Except for ordinary expenses and bills as approved at membership meetings, and through approved budget items, no sum over one thousand dollars (\$1000.00) shall be authorized without a majority vote.

ARTICLE 6 – ROLE OF OFFICERS

- a) Any technology (i.e. computers, cell phones, PDA's), keys, all material, information, data compiled or designed, so that CUPE Local 650 can conduct business, or for the betterment of CUPE Local 650, shall be deemed the property of CUPE Local 650. Upon termination of any office, all such items shall be turned over to CUPE Local 650 within two (2) weeks.
- b) The Union will provide laptops to the President, Vice-President, Treasurer, Secretary and Chief Shop Steward to assist in the performance of duties. The Union will also provide fifty dollars (\$50.00) monetary compensation per month to the President and Chief Shop Steward for the use of their personal cell phones while conducting union business.
- ("Moved from Article 5 – Officers Section VII")
- c) Executive officers shall get up to three (3) days per month off with paid leave, if needed, to conduct union business with approval of the executive board.

The President shall:

- Be bondable.
- Be elected to a two (2) year term in even numbered years.
- Enforce the CUPE National Constitution and these bylaws.
- Preside at all membership and executive board meetings and preserve order.
- Have a vote on all matters (except appeals against his rulings) and in cases of a tie vote in any matter, excluding elections, have the right to cast an additional vote to break the tie.
- Ensure that all officers perform their assigned duties.
- Fill committee vacancies where elections are not provided for or cannot be filled. The President or designate shall report the appointments at the next general meeting.
- Introduce new members and conduct them through the initiation ceremony. (Appendix B.8.4).
- Be authorized to sign cheques and ensure that CUPE Local 650's funds are used only as authorized by the bylaws or vote of the membership.
- Have first option as a delegate to the CUPE National Convention (and to all Conventions) as approved by the membership (Article B. 3.1).
- Shall prepare a monthly written report to be filed with the Recording Secretary.
- With the assistance of the National Representative, bargain the collective agreement with the Regina Union Centre Limited.

The Vice-President shall:

- Be bondable.
- Be elected to a two (2) year term in odd numbered years.
- Perform all duties of the President if the President is absent or incapacitated.
- Shall be acting President until a by-election is held at the next general membership meeting, if the office of President falls vacant.
- Render assistance to any member of the executive board as directed by the executive board (Article B.3.2).
- Shall sit on assigned committees.
- Shall chair the executive board meetings at President's request.
- Shall prepare a monthly written report to be filed with the Recording Secretary.
- Be authorized to sign cheques and ensure that CUPE Local 650's funds are used only as authorized by the bylaws or vote of the membership.

The Treasurer shall:

- Be bondable.
- Be elected to a two (2) year term in even numbered years.
- Sign all cheques and ensure that CUPE Local 650's funds are used only as authorized or directed by the CUPE constitution, Local 650 bylaws, or a vote of the membership. In consultation with the executive board, designate a signing officer during prolonged absences.
- Receive all revenue, ~~initiation fees~~, dues and assessments, keeping a record of each members' payments, and deposit promptly all money with a bank or credit union.
- Prepare a monthly treasurer's report for the executive board.
- Copies shall be made available to all executive members.
- Make a written financial report to each regular membership meeting, detailing all income and expenditures for the period.
- Prepare all CUPE National per capita forms and remit payment in accordance with B.3.8 of the CUPE National Constitution.
- Record all financial transactions in a manner acceptable to the executive board and in good accounting practices.
- 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.
- Pay no money unless supported by a voucher duly signed by the President, or two (2) other members of the executive board, except that no voucher shall be required for payment of per capita fees to any organization to which CUPE Local 650 is affiliated.
- Make all books available for inspection by the auditors and/or Trustees 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 they may need to complete the audit report forms supplied by CUPE National.
- Be empowered, with the approval of the executive board, to employ necessary clerical assistance to be paid for out of CUPE Local 650's funds. Such expenses shall be reported to the membership in the monthly treasurer's report.
- Shall prepare a yearly budget to be presented for approval in February of each year.
- Shall file a copy of the attendance record, the minutes and any motion forms from each meeting with the monthly treasurer's files.
- May fulfill Shop Stewarding duties when called by the union after completing the Intro to Shop Stewarding courses provided by CUPE National.

(Articles B.3.4 to B.3.8)

The Secretary shall:

- Be bondable.
- Be elected to a two (2) year term in odd numbered years.
- Be authorized to sign cheques and ensure that CUPE Local 650's funds are only used as authorized by the bylaws or vote of the membership.
- 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.
- Answer all correspondence and fulfill other administrative duties as directed by the executive board.
- File a copy of all letters sent and keep on file all communications.
- Prepare and distribute all circulars and notices to members.
- Be empowered with the approval of the executive board to employ necessary stenographic or other assistance to be paid for out of CUPE Local 650's funds. Expenses shall be reported to the Treasurer. Such expenses shall be reported to the membership in the Treasurer's monthly report (Article B.3.3).
- Maintain a record of membership attendance at general membership and executive meetings.
- May fulfill Shop Stewarding duties when called by the union after completing the Intro to Shop Stewarding courses provided by CUPE National.

(Article B.3.3)

The Chief Shop Steward shall:

- Be bondable.
- Be elected to a two (2) year term in even numbered years.
- Know and enforce the collective agreement.
- Maintain contact with members to provide union awareness and education.

- Work to ensure communication to the membership.
- Encourage member participation in union activity.
- Shall conduct prompt and thorough investigations.
- Shall work with Shop Stewards in conducting investigations and make recommendations.
- Prepare and present grievances at the initial level.
- Shall make final recommendations to the executive board.
- Attend educational opportunities to enhance their knowledge.
- Prepare a monthly written report to be filed with the Recording Secretary.
- Shall complete the Shop Stewarding courses provided by CUPE National.

The Shop Stewards shall:

- Be elected to two (2) year terms.
- Know and enforce the collective agreement.
- Endeavour to attend all meetings that are called.
- Ensure that members are fully informed of their rights.
- Provide communication and information to and from the members to the Chief Shop Steward.
- Work directly with the Chief Shop Steward in conducting investigations.
- Maintain contact with members to provide union awareness and education.
- Encourage member participation in union activity.
- Attend educational opportunities to enhance their knowledge.
- Help prepare and present grievances at the initial level.
- Prepare a monthly written report to be filed with the Recording Secretary.
- Shall complete the Shop Stewarding courses provided by CUPE National.

Membership Officer

- Elect at least three (3) members annually.
- Shall not be a member of the executive board.
- 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.
- Shall perform other duties as may be requested by the executive board.

Trustees: (Three (3) shall be elected)

- All positions shall be three (3) year terms, with one (1) Trustee being elected annually. The chairperson shall be elected from within the Trustees.
- All shall be bondable.
- Shall act as an auditing committee on behalf of the members and audit the books and accounts of the Treasurer, Recording Secretary and standing committees at the end of CUPE Local 650's fiscal year (Dec. 31).

- Make a written report of their findings to the first membership meeting following the completion of each audit.
- Shall submit in writing to the President and 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 Treasurer in an organized, correct and proper manner.
- Shall be responsible to ensure that monies are not paid out without proper bylaw or membership authorization.
- Shall ensure that proper financial reports are made to the membership.
- Shall audit the record of attendance.
- Shall inspect at least once per year any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at anytime be owned by the local and report their findings to the membership.
- Shall send a copy of the completed audit report (on the prescribed form provided by the National Secretary-Treasurer) as well as a copy of their report to the local membership along with a copy of their recommendations and/or concerns to the President and Treasurer and the Treasurer's response to the National Secretary-Treasurer of the Canadian Union of Public Employees, with a copy to the assigned servicing representative. (Article B.3.10 to B.3.12).
- Shall have a full day at the union's expense to review the books and complete the audit.

ARTICLE 7 – MEETINGS

- a) The general membership meeting of CUPE Local 650 shall be held on the second (2nd) Saturday of the month, every other month starting with September and ending with July's meeting being held in June (September, November, January, March, May and June). In the event that the second Saturday is a statutory holiday, the meeting will be moved to the third (3rd) Saturday of the month. The executive retains the right to choose an alternative date to facilitate membership attendance. September's meeting focuses on elections; March's meeting focuses on budget ratification.

Notice of each regular membership meeting outlining the date, time and location shall be given to the members at least seven (7) days in advance.

- b) The regular meeting of the executive board shall be held the first Tuesday of each month at such time and place as is designated. The executive board can change the date of the meeting by consensus. The executive board does not meet in July or August.
- c) Special meetings of CUPE Local 650 may be called by the President when considered necessary, or when requested to do so by ten percent (10%) of the members in good standing. A notice of all special meetings shall be posted on all

CUPE Local 650's bulletin boards at least twenty-four (24) hours prior to such meetings.

- d) Special meetings of the executive board may be called by the President and/or Vice-President (while acting as President) or a majority of the executive board, when deemed necessary.
- e) All business transacted by the executive board in the months between regular membership meetings shall be reported at the next regular membership meeting.
- f) Eight percent (8%) of members, including two (2) executive members shall form a quorum for a meeting of CUPE Local 650.

A non quorum meeting shall be allowed to proceed but as a discussion/information meeting only.

- g) The order of business at all regular CUPE Local 650 meetings should be as follows:

(Appendix B. VI)

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

(Article B.6.1)

ARTICLE 8 – NOMINATIONS, ELECTIONS AND INSTALLATION OF OFFICERS

Nominations

- The nominations and election of officers shall take place at the regular membership meeting in September of each year.
- Nominations will be accepted from members in attendance at the regular membership meeting in September of each year or from those members who have allowed their name to be filed in writing and witnessed by another member.

- Duties of each position must be read out loud prior to nominations for that position.
- 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.

Elections

- The executive board shall determine the form of the ballot and ensure that sufficient quantities are made available to the Returning Officer.
- The Returning Officer shall be determined by the executive board, and shall be a member in good standing of CUPE Local 650. The Returning Officer cannot be an officer, nor a candidate for office.
- The vote shall be by secret ballot.
- The Returning Officer shall be knowledgeable of the rules and process of the election and explain such to the membership at the beginning of the election process.
- The Returning Officer shall be responsible for issuing, collecting, and counting the ballots. He must be fair and impartial and see that all arrangements are unquestionably democratic.
- The Returning Officer shall post all results.
- A candidate must obtain a majority of votes cast to be declared elected. When no candidate obtains a majority, the candidate receiving the fewest votes shall be dropped and a second ballot taken. The process shall continue until one candidate has obtained a majority. A record of all nominations must be kept for further use by CUPE Local 650.
- Any member may request a recount of 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 Article 6 Section VII, providing the recount is requested at the meeting at which the election is being held, and prior to adjournment of that meeting.
- Voting to fill one (1) office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
- When two (2) 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.
- Campaigning will be allowed at the nominee's expense.
- No campaigning shall be allowed within the union hall.
- Each candidate shall be given a three (3) minute opportunity to make a presentation.
- 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. In the event the tie vote persists, subsequent ballots may be deferred to the next membership meeting.

Installation

- All duly elected officers shall be installed at the meeting at which elections are held and take office immediately and shall continue in office for the remainder of the specified term.
- There shall be a transition period with the former executive and newly elected executive not to exceed the last day of the month of elections.
- The terms of office for Trustees shall be as laid down in Article B.2.4 of the CUPE National Constitution.

By-Elections

When an elected office falls vacant, the resulting by-election should be held at the next regular membership meeting and conducted as closely as possible in conformity with this Article. 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.

A notice of the by-election will be circulated before the next regular membership meeting.

ARTICLE 9 – COMMITTEES

Any new committee being established with more than a one (1) year term will have staggered term positions in the first election.

Negotiating Committee

The President, Vice President, Chief Shop Steward and one (1) other executive board member as determined by vote of the executive board, plus two (2) members voted off the floor at a general membership meeting, shall be the negotiating committee for the collective agreement between CUPE Local 650 and the Board of Education. The President shall be the chairperson. Members of CUPE Local 650 shall have opportunity to submit negotiating proposals to the committee for a specified amount of time. Any proposals submitted must be legible, signed and dated to be considered by the committee. The committee shall compile the proposals and present a completed package to the membership for approval. The function of the committee is to present collective bargaining proposals and to negotiate a collective agreement with the employer. The CUPE Representative assigned to CUPE Local 650 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. The negotiating committee shall stand until the ratification of a new collective agreement.

The President, with the assistance of the National Representative, and after consultation with the members, shall bargain the collective agreement between CUPE 650-1 and the Regina Union Centre Limited.

Ad Hoc Committees

An ad hoc committee may be established for a specified purpose and period of time 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 executive board may sit on any special committee as ex-officio members.

Standing Committees

The chairperson of each standing committee shall be elected by the members at a membership meeting with the exception of the O.H. & S. committee. The chairperson and the executive board may, with the concurrence of the membership, jointly appoint other members to serve on a committee. The President or his delegate shall be a member, ex-officio, of each committee.

Grievance/Arbitration Committee

This committee shall process all grievances not settled at the initial stage and its reports shall be submitted first to the executive board, with a copy to the CUPE Representative, and then to a membership meeting. Grievances must be in writing on the forms provided by the National Office and be signed by the complainant or complainants, as provided for in the collective agreement. The committee shall comprise of the Chief Shop Steward as chairperson and the Shop Stewards. The committee shall appoint its secretary from among its members. Upon the completion of a grievance, two (2) of the following three (3) executive officers (President, Vice-President, and Chief Shop Steward) must sign the agreement with management.

Pension Committee

- Members shall include the President and one (1) member from the executive board appointed by the executive for one (1) year term.
- The union pension committee shall be responsible for investigating and reporting on retirement policies, as set out in the Civic Pension Plan, for the local's members.
- Shall work with the social committee in organizing events to honour retired members.

Benevolent Committee

- Consist of two (2) members at large elected from the membership annually and one (1) member of the executive board.
- Shall send comforts to members as defined within these bylaws.
- Report at membership meetings, the comforts that were sent.
- Cost of comforts shall be set by the executive board and paid for from general revenues.
- The rate for comforts shall be fifty dollars (\$50.00).

Social Committee

- One (1) member shall be elected as chairperson for a one (1) year term. All other members will be volunteers. If no member is elected for the position of chairperson, then social events for that year may be cancelled.
- It is the function of this committee to arrange and conduct social and recreational activities for CUPE Local 650. Any social or recreational activities requiring funding must channel requests through this committee. The committee will designate a co-chair to work directly with the chair and committee for functions and activities. The committee shall submit reports and proposals to the executive board or to the membership as required. The executive board shall be held responsible for the proper and effective functioning of this committee. The committee may appoint a secretary from among its members and shall meet at least three (3) times a year and report to the membership.

*The social committee chairperson shall receive an honorarium of four hundred dollars (\$400.00) per year.

Occupational, Health and Safety Committee:

- Shall be comprised of five (5) members from CUPE Local 650, one of whom shall be the President of CUPE Local 650.
- Shall consist of four (4) members elected from the general membership and the chairperson shall be elected from within the four (4) elected members by the general membership.
- Members shall be elected to a three (3) year term.

Bylaw Committee:

- Shall be comprised of up to ten (10) members.
- The executive board shall be responsible to ensure a bylaw committee is struck.
- The committee shall select its chairperson from within the committee.

ARTICLE 10 – BEREAVEMENT

- a) A charitable donation of fifty dollars (\$50.00) will be sent to a charitable organization on behalf of a bereaved member upon the death of their immediate family member. Immediate family is defined as parent, child, spouse, parent of spouse, brother or sister, grandparents, spouses' grandparents, grandchildren, sisters-in-law or brothers-in-law, daughters-in-law, or sons-in-law. Spouse shall also reflect significant other.
- b) In the event of a retired member's passing, a fifty dollar (\$50.00) charitable donation will be sent to a charitable organization in their name.

- c) In the case of the passing of an active member, their beneficiary shall receive a card plus three hundred dollars (\$300.00).
- d) Default charitable organization is Children's Wish Foundation.

ARTICLE 11 – REPORTING

Any member or members attending a CUPE Local 650 approved function shall report back to the membership by a written report, within thirty (30) days of attending the course or in time for the next regular membership meeting. This may be done by the individual or as a group.

ARTICLE 12 – AMENDMENTS TO BYLAWS

- 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 9.2(c), 13.3 and 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 regular 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 sixty (60) days before in writing.

(Articles 13.3 and 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 ninety (90) days of receiving them and will withhold approval only where they conflict with the CUPE Constitution.

(Articles 13.3 and B.5.1)

ARTICLE 13 – EXPENSES AND REMUNERATION TO DELEGATES

- a) Except for the President's option (Article 6) all delegates to conventions, conferences, seminars or meetings shall be chosen by election at membership meetings.
- b) The Local will endeavour to take all training within the Province of Saskatchewan. Other than CUPE National any convention or conference outside the province shall be approved by the general membership.
- c) Delegates to conventions, conferences, seminars and meetings held outside Regina, shall be paid transportation of forty-five (45) cents per km when the delegates use their private vehicle. CUPE Local 650 shall cover taxi fare to and from airport or bus terminal if receipts are handed into the Treasurer. Whenever possible, delegates are asked to share transportation.
- d) Delegates to conventions, conferences, seminars or meetings shall receive an allowance of twenty dollars (\$20.00) per day in city, fifty dollars (\$50.00) per day out of city, one hundred dollars (\$100.00) per day out of province for expenses plus the cost of lodging and an amount equal to any loss of salary incurred by attendance at such functions.
- e) No member shall claim lost wages if such lost wages are being reimbursed by another affiliate.
- f) Delegates attending any conventions, conferences or training courses shall receive their per-diem's upon completion of the said event and submission of their expense voucher with receipts before ninety (90) days have passed from the conclusion of the event.
- g) Emergency expenses will be reimbursed upon presenting proper vouchers or receipts.
- h) Delegates to convention shall record all financial appeal information and report back to the local so that a donation amount can be determined at the next general membership meeting.
- i) All claims for expenses shall be supported by documentation as prescribed by CUPE standards.

ARTICLE 14 – GRATUITIES AND REIMBURSEMENTS

1) Honorariums

Members serving on the executive of CUPE Local 650 shall receive the following sum on a monthly basis:

President	\$200.00	(x1)	\$200.00
Vice-President	\$175.00	(x1)	\$175.00
Secretary	\$175.00	(x1)	\$175.00
Treasurer	\$175.00	(x1)	\$175.00
Chief Steward	\$175.00	(x1)	\$175.00
Executive Members	\$100.00	(x4)	\$400.00
MONTHLY			\$1300.00

Social Chair \$400.00 annually

2) Out-of-Pocket Expenses

In addition to monthly sums listed above, the President, Vice-President, Secretary, Treasurer and Chief Shop Steward shall receive a monthly amount of seventy-five dollars (\$75.00) for out-of-pocket expenses and in city travel. The Shop Stewards shall receive a monthly amount of fifty dollars (\$50.00) for out-of-pocket expenses and in city travel.

Out-of-pocket expenses are defined as, but not limited to: fuel, tolls, parking fees, cell phone bills, and any purchases made to help facilitate an officer of this union in fulfilling the obligation of their position.

ARTICLE 15 – WITHDRAWAL OF SERVICES

Every member of CUPE Local 650 shall carry out all duties and responsibilities, as outlined by the executive board, during any work dispute. Failure to do so shall result in sanctions, fines, and other disciplinary action as outlined in the CUPE National Constitution Article B.XI.

ARTICLE 16 – SERVICE PINS

CUPE Local 650 shall present a service pin to members with 10, 20, 25, 30 or 35 years of service.

ARTICLE 17 – AFFILIATIONS

CUPE Local 650 shall be affiliated to the Saskatchewan Division of the Canadian Union of Public Employees. (CUPE SK.), Education Workers Steering Committee (EWSC), The Regina and District Labour Council (RDLC), and Saskatchewan Federation of Labour (SFL).

ARTICLE 18 – MOTIONS

- a) All motions shall be written out on the prescribed form by the member making the motion. Motion forms shall be made available at every meeting.
- b) CUPE Local 650 shall have the following standing motions:
 - CUPE Local 650 shall support the Unions of Regina Christmas Dinner with a donation of five hundred dollars (\$500.00) per year.
 - CUPE Local 650 shall have the Children's Wish Foundation as their charity of choice.
 - CUPE Local 650 shall have a defence fund account with their financial institution. The amount of four hundred and forty dollars (\$440.00) shall be transferred to this account monthly. The formula used to determine this amount is yearly gratuity of thirty dollars (\$30.00) divided by twelve (12) months is equal to two dollars and fifty cents (\$2.50) per month, per person. Average membership is 176, therefore, $176 \times \$2.50 = \440.00 per month.

ARTICLE 19 – APPEAL PROCESS

Any union member who believes they have a grievance and submits same in writing where the grievance is not processed by the grievance committee, OR any grievance which is terminated at any stage of the grievance process without the consent of the grievor, the following steps shall be taken:

- a) The grievor shall have the right to appeal such decision within fourteen (14) calendar days, in writing to the union's table officers, from the time that they were notified.
- b) A special meeting shall be called by the table officers of the union, where the grievor or designate may present the details of their grievance. The grievor or their designate must be a member in good standing of the union.
- c) To ensure that a grievance is not lost due to time limits, the Chief Shop Steward or the President shall either initiate a grievance or secure an extension of the time limits until the appeal process has been settled.

- d) In either step of the appeal process, the grievance committee or President will clarify its position as to why the grievance was denied or terminated.

After due process and consideration, the decision of the table officers shall be final and not subject to further appeal; and in all circumstances, the local, not the grievor, has authority regarding the handling of the grievance.

APPENDIX "A" RULES OF ORDER

1. No member, except the Chairperson of a committee making a report or the mover of a resolution, shall speak more than five 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 minutes, except with the consent of the meeting.
2. The President shall state every question coming before CUPE Local 650 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.
3. 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.
4. 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.
5. On motion, the regular order of business may be suspended, by two-thirds vote of those present, to deal with urgent business.
6. All resolutions and motions other than those named in Rule 7 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 membership of CUPE Local 650.
7. 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 amendment 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.
8. A motion to adjourn is in order except (1) when a member has the floor and (2) when members are voting.
9. 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 minutes have elapsed.
10. 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 be taken and the Secretary shall count the same.
11. If any member wishes to challenge (appeal) a decision of the chair he must do so as 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 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.

12. After a question has been decided, any two members who have voted in the majority may, at the same or next meeting, move reconsideration thereof.
13. 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. No member shall be allowed to leave without the permission of the Vice-President.
14. The Local's business, and proceedings of meetings, shall not be divulged to any persons outside The Local or the Canadian Union of Public Employees.
15. Any member who has 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.
16. 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.
17. When two or more members rise to speak at the same time, the presiding Officer shall decide which one is entitled to the floor.
18. 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 members thereof.
19. If a member, while speaking is called to order, he shall cease speaking until the point is determined. If it is decided he is on order, he may again proceed.
20. No religious discussion shall be permitted.
21. The President shall take no part in debate while presiding, except for clarification, 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.
22. 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.

23. When a motion is before The Local, no other motion shall be in order except:
- to adjourn
 - put the previous question
 - to lay on the table
 - to postpone for a definite time
 - to refer
 - to divide or amend, which motions shall have precedence in the order named.

The first three of these shall be decided without debate.

APPENDIX "B" RETIREMENT PLAN/LONG SERVICE PLAN

ARTICLE 1 - MEMBERSHIP

Retiring CUPE Local 650 members in good standing shall be entitled to a retirement gratuity from this plan, upon having reached the normal retirement age as per the Civic Pension Plan.

ARTICLE 2 - SOURCE OF FUNDS

The funds for this plan shall be derived from the union's general revenue funds at the rate of two dollars and fifty cents (\$2.50) per member per month. The formula used to determine this amount is yearly gratuity of thirty dollars (\$30.00) divided by twelve (12) months is equal to two dollars and fifty cents (\$2.50) per month, per person. Average membership is 176, therefore, $176 \times \$2.50 = \440.00 per month.

ARTICLE 3 - FORMULA OF GRATUITIES

The sum of thirty dollars (\$30.00) for each year of service with the Board of Education and the Regina Union Centre Limited shall be paid to a member on the date of retirement, which is NORMAL retirement as per the Civic Pension Plan.

ARTICLE 4 - RETIREMENT GIFT

Retiring members, after ten (10) years of service, shall receive three hundred dollars (\$300.00) towards a retirement gift of their choice once a receipt has been received by the Treasurer of the local.

ARTICLE 5 - ADMINISTRATION

This plan shall be administered by the Treasurer of CUPE Local 650 and one (1) member at large elected by the membership.

ARTICLE 6 - REVISION

The retirement plan shall be open for revision annually on January 1.

APPENDIX "C" DUTIES OF THE SOCIAL COMMITTEE CHAIRPERSON

Duties of the Social Committee Chairperson :

Adult Party

- ✓ Ensuring the committee has enough members to function properly.
- ✓ Researching facilities, meal choices, entertainment choices and prices for such.
- ✓ Making the necessary booking of a hall, meal, and entertainment for functions.
- ✓ Solicit organizations for donations of prizes, etc. and pick up any such donations.
- ✓ Purchase any additional door prizes that are needed.
- ✓ Purchase the agreed upon raffle prizes.
- ✓ Obtain all necessary permits.
- ✓ Purchase and deliver to the hall all liquor etc. for banquets.
- ✓ Return any unused liquor for a refund.
- ✓ Ensure all posters, tickets etc. are in place in a timely fashion.
- ✓ Ensure that the hall is decorated and set up properly.
- ✓ Formally invite retirees to the banquet.
- ✓ Interview the retirees and do a short bio on each to be read at the banquet.
- ✓ Purchase gifts for the retirees.
- ✓ Order flowers for retirees and centerpieces for the head table.
- ✓ Ensure that the head table is set up properly and is introduced at the start of the banquet.
- ✓ Ensure that all bills pertaining to the banquet are settled at the end of the night.

Children's Party

- ✓ Making sure detailed records are kept from year to year so those gifts are not repeated from one year to the next.
- ✓ Make arrangements for shopping place and times to shop for children's party.
- ✓ Make sure appropriate gifts are purchased.
- ✓ Purchase all batteries, wrapping paper, tags, tape, etc. that is needed.
- ✓ Transport all purchases to a predetermined spot.
- ✓ Prepare all tags and ensure that spellings are correct.
- ✓ Make sure all gifts are tagged and wrapped.
- ✓ Make sure all supplies are purchased for the goody bags and that they are prepared.
- ✓ Make sure that refreshments are ordered and picked up.
- ✓ Make sure coffee and juice is made and ready.
- ✓ Book Santa and entertainment.
- ✓ Ensure that every child present receives a gift.

- ✓ The committee is responsible for the set up, decorating, etc. and clean up of the children's function at whichever school it may be held at.

***** If there is insufficient volunteer help for either of the parties, the party may not be held.*****

APPENDIX "D" CUPE LOCAL 650 – USED COMPUTER PURCHASE POLICY

Members of CUPE Local 650 may purchase old laptops or equipment from the union provided the equipment meets the following criteria outlined below:

- The equipment is three (3) years or older.
- The union is buying replacement equipment and the computer has been officially deemed outdated and is being "retired" on the recommendation of the Trustee's of CUPE Local 650

If the present member does not qualify or wish to purchase the computer, first option shall be given to the former executive member that used the computer. Failing that, option shall be given to other members of the executive and then to the general membership.

Purchase Guidelines

- The purchase must take the form of an official transaction.
- The union must issue an invoice for the equipment that details exactly what the purchaser is buying and for how much.
- The union must issue a receipt to the purchaser for payment.
- All sales are final.
- The union makes no warranties as to the condition or performance of the computer; all purchases are at the buyer's own risk.
- Checks must be made payable to "CUPE LOCAL 650" and submitted with a copy of the invoice.
- When purchasing a computer, the computer hard drive shall be reformatted by a reputable outside business prior to the purchaser taking possession.
- The cost to purchase a retired laptop shall be the cost of reformatting.
- A complete record of the transaction shall be filed with the Treasurer.

APPENDIX "E" OATH OF NOMINATION, OFFICE AND MEMBERSHIP

Oath of

Nomination

"I promise to support and comply with the Constitution, goals, principles and policies of the Canadian Union of Public Employees."

Office

"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."

Membership

"I promise to support and ~~obey~~ **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 “F” 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.

This 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 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 national 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 CUPE chartered organization, 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 offenses.
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 offenses. 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 a National 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 meeting which they organize.