



Local 4254



Prairie Spirit School Division #206

Bylaws

Approved by the Local Executive on March 19, 2024

Approved by Membership on May 16, 2024

Approved by the National President on July 11, 2024

Table of Contents

EQUALITY STATEMENT.....	1
PREAMBLE.....	2
SECTION 1 – NAME	2
SECTION 2 – OBJECTIVES	2
SECTION 3 – INTERPRETATION AND DEFINITIONS	2
SECTION 4 – HONORARIUMS.....	3
SECTION 5 – AFFILIATIONS.....	3
SECTION 6 – MEMBERSHIP	3
SECTION 7 – MEMBERSHIP MEETINGS – REGULAR AND SPECIAL.....	4
SECTION 8 – OFFICERS	5
SECTION 9 – EXECUTIVE BOARD	5
SECTION 10 – DUTIES OF OFFICERS	5
SECTION 11 – NOMINATION, ELECTION AND INSTALLATION OF OFFICERS.....	9
SECTION 12 – FEES, DUES AND ASSESSMENTS.....	11
SECTION 13 – NON-PAYMENT OF DUES AND ASSESSMENTS.....	12
SECTION 14 – EXPENDITURES	12
SECTION 15 – DELEGATES TO CONVENTIONS	13
SECTION 16 – COMMITTEES	14
SECTION 17 – RULES OF ORDER.....	15
SECTION 18 – AMENDMENT	15
APPENDIX "A" – RULES OF ORDER.....	17
APPENDIX "B" – CRITERIA FOR MEMBERSHIP ELIGIBILITY TO ATTEND EDUCATIONALS	20
APPENDIX "C" – CODE OF CONDUCT	21

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.



MARK HANCOCK
National President



CANDACE RENNICK
National Secretary-Treasurer

PREAMBLE

In order to improve the social and economic welfare of its members without regard to sex, colour, race or creed, age or disability, 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 4254 (Prairie Spirit School Division #206).

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) provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- c) encourage the settlement by negotiation and mediation of all disputes between the members and their employers;
- d) establish strong working relationships with the public we serve and the communities in which we work and live;
- e) support CUPE in reaching the goals set out in Article II of the CUPE Constitution.

SECTION 3 – INTERPRETATION AND DEFINITIONS

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 – HONORARIUMS

- President: Two-hundred dollars (\$200.00) per month
- Vice-President, Chief Steward: Two hundred dollars (\$200.00) per month
- Vice-President Communications: One hundred and fifty dollars (\$150.00) per month
- Recording Secretary: One hundred dollars (\$100.00) per month
- Secretary-Treasurer: One hundred and seventy-five dollars (\$175.00) per month
- Trustees: Seventy-Five dollars (\$75.00) per audit
- Shop Stewards: Twenty-five dollars (\$25.00) per General Membership meeting
- Negotiating/Bargaining Committee: Twenty dollars (\$20.00) per meeting.

Honorarium allowances for the table officers may be paid out twice (2X) a year unless otherwise requested.

SECTION 5 – AFFILIATIONS

The Local affiliates with the following Labour Organizations:

- CUPE Saskatchewan
- CUPE Saskatchewan Education Workers' Steering Committee
- Saskatchewan Federation of Labour

SECTION 6 – MEMBERSHIP

1. The Local means all employees of the Prairie Spirit School Division #206, except those excluded by order of the Labour Relations Board under *The Saskatchewan Employment Act*.
2.
 - a) All eligible employees shall complete the necessary forms for membership in the Union.
 - b) Every new employee shall, as a condition of employment, apply for and maintain membership in the Union.

Oath of Membership

“I promise to support and comply with the Constitution of this Union, to work to improve the economic and social conditions of other members and other workers, to defend and work to improve the democratic rights and liberties of workers and that I will not purposely or knowingly harm or assist in harming another member of the Union.”

- c) Every employee shall maintain membership in the Union as a condition of employment.

3. a) The names of applicants are read out to the first regular membership meeting after the applications have been submitted. The applicants will be automatically accepted as members unless there is an objection sustained by the majority vote of the members present.
- b) Once a member has been accepted, they remain in good standing as long as they remain employed within the jurisdiction covered by the charter of the CUPE Local, provided they do not lose their standing by virtue of the application of other relevant sections of the CUPE National Constitution.

SECTION 7 – MEMBERSHIP MEETINGS – REGULAR AND SPECIAL

1. General membership meetings shall be held in the months of September, January and May of each school year. The Executive Board shall give at least a week's notice of time, place and date of the meeting.
2. 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 forty-eight (48) hours 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.
3. Meetings shall be held in person and/or virtually.
4. A quorum for the transaction of business at any regular or special meeting shall be ten (10) members, including at least three (3) members of the Executive Board.
5. The usual order of business at regular membership meeting is as follows. It may be amended as required by the Executive Board:
 - a) Acknowledgement of Indigenous territory
 - b) Roll call of officers
 - c) Reading of the Equality Statement
 - d) Voting on new members and initiation
 - e) Reading of minutes
 - f) Matters arising
 - g) Treasurer's report
 - h) Communications and bills
 - i) Executive Board reports & recommendations
 - j) Reports of committees and delegates
 - k) Nominations, elections or installations
 - l) Unfinished business
 - m) New business
 - n) Good of the Union
 - o) Adjournment

SECTION 8 – OFFICERS

The officers of the Local shall be the President, two (2) Vice-Presidents, Secretary-Treasurer, Recording Secretary, three (3) Trustees. All officers shall be elected by the membership.

(Article B.2.1 & B.2)

SECTION 9 – EXECUTIVE BOARD

- a) The Executive Board is comprised of all Officers except Trustees.
- b) The Executive Board shall meet at least eight (8) times a year. A majority of the Board constitutes a quorum.
- c) The 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.
- d) All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE constitution. (Articles B.11.1)
- e) When a Board member fails to answer the rollcall for three consecutive regular membership meetings or three consecutive regular Board meetings without having submitted good reasons for those failures, their office is declared vacant and shall be filled by an election at the following membership meeting. (Article B.2.5)
- f) Good of the Union

Purchase and deliver retirement gift with appropriate CUPE Local 4254 logo for all retiring members, as follows:

0 – 5 years	\$ 50.00
6 – 10	\$ 75.00
11 – 15	\$100.00
16 – 20	\$150.00
21+	\$200.00

Members are able to receive their retirement gift once.

SECTION 10 – DUTIES OF OFFICERS

Each Officer of Local 4254 is encouraged to participate in CUPE educational courses to enhance their leadership skills and expand their knowledge and expertise.

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

All signing Officers of Local 4254 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.

a) The President shall:

- enforce the CUPE Constitution and these Bylaws;
- preside at all general membership and Executive board meetings and preserve order;
- decide all points of order and procedure (subject always to appeal to the membership);
- have a vote on all matters (except appeals against their rulings) and in case of a tie vote in any matter, including elections, the issue will be turned back to the membership for a revote;
- ensure that all officers perform their assigned duties;
- make appointments to fill committee vacancies where elections are not provided for;
- introduce new members and conduct them through the initiation ceremony;
- have signing authority and ensure that the Local's funds are used only as authorized or directed by the constitution, bylaws, or vote of the membership;
- be allowed necessary funds, not to exceed \$25.00 monthly to reimburse themselves or any officers for expenses supported by vouchers, incurred on behalf of the Local;
- have first preference as a delegate to all affiliate Conventions;
- transact such other business as may of right pertain to the office of President.

(Article B.3.1)

b) The Vice-President Chief Steward shall:

- if the President is absent or incapacitated, perform all duties of the President;
- if the office of the President falls vacant, the Executive shall appoint the Vice-President Chief Steward to be Acting President until a new President is elected;
- render assistance to any member of the Board as directed by the Board;
- preside when called upon by the President and at all times when the President may be temporarily unable to discharge the duties of that office. (Article B.3.2)

c) The Vice-President Communications shall:

- if the President and Vice-President Chief Steward are absent or incapacitated, perform all duties of the President;
- if the office of the President falls vacant, and the Vice-President/~~Chief Steward~~ is not able to fulfill their duties, the Executive shall appoint the Vice-President Communications to be Acting President until a new President is elected;

- render assistance to any member of the Board as directed by the Board;
- preside when called upon by the President and at all times when the President and Vice-President Chief Steward may be temporarily unable to discharge the duties of the office of President. (Article B.3.2)

d) 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 fulfill 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;
- keep a file of all job postings.

e) The Secretary-Treasurer shall:

- sign all cheques and ensure no monies are paid unless supported by a voucher duly signed by the President and one other member of the Board or any two other members of the Board, except that no voucher shall be required for payment of per capita fees to any organization to which the Local is affiliated;
- receive all revenue (automatic deposit), dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union;
- prepare all CUPE National per capita tax forms and remit payment no later than the last day of the following month;

- throughout their term, and on behalf of the Local membership, be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or vouchers for every disbursement made, receipts for all money sent to CUPE headquarters, as well as records and supporting documents for all income received by the Local;
- record all financial transactions in a manner acceptable to the Board and in accordance with good accounting practices;
- make a full written 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 through the master bond held by the National Office. Any Secretary-Treasurer who cannot qualify for the bond is disqualified from office;
- make all books available for inspection by the auditors and/or Trustees on reasonable notice, and have the books 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;
- be empowered, with the approval of the membership, to employ necessary clerical or accounting assistance to be paid for out of the Local's funds;
- have attended or be willing to attend Financial Officer training provided by CUPE.

f) The Trustees shall:

- act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary and the Standing Committees at least once every calendar year;
- make a written report of their findings to the first membership meeting following the completion of each audit;
- submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local's funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct and proper manner;
- be responsible to ensure that monies are not paid out without proper constitutional or membership authorization;

- ensure that proper financial reports are made to the membership;
- audit the record of attendance;
- inspect at least once a year any stocks, bonds, securities, office furniture and equipment, and office supplies that may at any time be owned by the Local, and report their findings to the membership;
- 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 Secretary-Treasurer and the Secretary-Treasurer's response, to the National Secretary-Treasurer of the Canadian Union of Public Employees, with a copy to the assigned servicing representative; (Articles B.3.10 to B.3.12)
- attend Financial Officer training provided by CUPE.

SECTION 11 – NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

1. Nomination

Nominations shall be received at the regular membership meeting held in the month of May. To be eligible for nomination a member must be a member in good standing. No member shall be eligible for nomination if they are in arrears of dues and/or assessments. No nomination shall be accepted unless the member is in attendance at the meeting or has allowed their name to be filed at the meeting in writing, duly witnessed by another member.

Oath of Nomination

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

Nominations shall be made for Vice President Chief Steward and Secretary-Treasurer in odd numbered years.

Nominations shall be made for President, Vice-President Communications and Recording Secretary in even numbered years.

One Trustee shall be nominated every year.

2. Election

- a) At a membership or executive meeting at least one month prior to election day (i.e., the regular membership meeting in May) the President shall, subject to the approval of the members present, appoint an Elections Committee consisting of a Returning Officer and assistant(s). 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.
- b) 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. In the case of a virtual meeting, the Executive Board shall determine the platform to be used.
- c) The Returning Officer shall be responsible for issuing, collecting, and counting ballots, or overseeing the virtual election. They must be fair and impartial and see that all arrangements are unquestionably democratic.
- d) Nominations and elections shall take place at the regular membership meeting in May. The vote shall be by secret ballot.
- e) Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
- f) 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. In the case of a final tie vote, the matter shall be put back to the membership for a revote.
- g) Any member may request a recount of the votes for any election within seven (7) days 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 7 #4.

3. Installation

- a) All duly elected Officers shall be installed at the meeting at which elections are held and shall continue in office for two (2) years or until a successor has been elected and installed, provided, however, that no term of office shall be less than one (one) year and no longer than three (3) years.
- b) The terms of office for Trustees shall be three (3) years as laid down in Article B.2.4 of the CUPE Constitution.

4. Oath of Office

The Oath of Office to be read by the newly-elected officers is:

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

(Article 11.7 (b))

5. By-Election

- a) Should an office fall vacant pursuant to Section 9 (e) of these Bylaws or for any other reason, the resulting by-election is conducted as closely as possible in conformity with this Section.

SECTION 12 – FEES, DUES AND ASSESSMENTS

1. Monthly Dues

- a) The monthly dues are 1.5% of regular earnings. Changes in the levels of the monthly dues can be affected only by following the procedure for amendment of these bylaws (see Section 18), with the additional provision that the vote must be made by secret ballot.
- b) Notwithstanding the above provisions, if the CUPE Convention raises minimum fees and/or dues above the level herein established, these bylaws will be deemed to have been automatically amended to conform to the new CUPE minima.
- c) Special assessments may be levied in accordance with Article B.4.2 of the CUPE Constitution.
- d) Dues are not collected from employees on maternity leave, unpaid leaves of absence, or LTD. Dues are collected from employees on paid leaves of absence and Workers' Compensation contributions made by the employer.

2. Picket Line Solidarity

- a) Any member who is found guilty, under the trial procedure, of crossing our own Local's picket line, in the event of a strike or other job action, may be fined an amount of not more than the net earnings the employee earned during the strike.

SECTION 13 – NON-PAYMENT OF DUES AND ASSESSMENTS

Any member in arrears for a period of three (3) months or more shall be automatically suspended and their suspension shall be reported to the Executive Board by the Secretary-Treasurer. The Executive Board shall report to the next membership meeting with a recommendation. Any member under suspension wishing to be reinstated shall, upon application, pay any dues and assessments in arrears. This money will be returned if the application is rejected. If a member has been unemployed or unable to work because of sickness, they may not be required to pay their arrears. (Article B.8.6)

SECTION 14 – EXPENDITURES

Local 4254 will pay out funds under the following circumstances:

1.
 - a) Expenditures are made only for the purposes of the Local, and in all cases, are paid by cheque signed by the Treasurer and one of either of the following: the President or one of the Vice Presidents.
 - b) When the expenditure has received prior authorization through a membership approved budget.
 - c) When these bylaws approve the expenditure.
 - d) Through a vote of the majority of members at a membership meeting.
 - e) Authorization to pay per capita tax to CUPE National, CUPE Saskatchewan, Global Justice, the Education Workers Steering Committee and the Saskatchewan Federation of Labour is not required.
 - f) The President may, at their discretion, pledge or donate up to \$2.00 per member on behalf of the Local, for strike assistance or for charitable purposes at conventions and conferences.
2. The Local may, from time to time, establish policies pertaining to monetary or non-monetary items. These policies shall not be amended, added to, or suspended except upon a simple majority vote of those present and voting at a membership meeting following written notice given at a previous membership meeting.
3. At all times, when meetings are cancelled for lack of a quorum or unavoidable cause, the Executive Board is empowered to conduct the normal business and to make payments of the normal and necessary bills and report to the following membership meeting.

SECTION 15 – DELEGATES TO CONVENTIONS

- a) Except for the President's option [Section 10 (a)], all delegates to conventions shall be chosen by election at membership or executive meetings.
- b) All delegates elected to attend conventions, conferences and/or educationals shall be paid:
 - transportation expenses (use of private vehicle) at the rate equal to the Government of Saskatchewan rate.
 - a per diem rate of thirty dollars (\$30.00) for less than four (4) hours
 - a per diem rate of seventy dollars (\$70.00) for four (4) hours or more
 - a per diem rate of one hundred and fifty dollars (\$150.00) outside of province
 - economy rate for accommodation
 - an amount equal to any loss of salary incurred by attendance at the convention
- c) Payment of Per Diem and Out of Pocket Expenses
 - per diem will cover the cost of meals
 - a bill, with original receipts for accommodations must be submitted to the Secretary-Treasurer
 - one delegate may contribute up to fifty dollars (\$50) on behalf of the Local to support worthy causes
 - any other out of pocket expenses incurred at the convention will be reimbursed with original receipts including taxi service from the airport to the convention centre/hotel and return.
- d) Representation at educational institutes and seminars shall be on the recommendation of the Executive.
- e) When it is practical and demand warrants, Local 4254 will provide on-site child care at all Local membership meetings. Where on-site child care is not provided, and in the case of dependent care or elder care, members will be reimbursed to a maximum of the living wage for the area for each hour of required care. Reimbursement will be provided upon proof of payment.
- f) Claims will not be paid for a spouse, partner or a family member who normally provides care without charges. Claims will not be paid for periods of time where a member would normally have paid for care such as during normal hours of work at their job.

SECTION 16 – COMMITTEES

a) Negotiating Committee

This shall be a special ad hoc committee established at least six (6) months prior to the expiry of the Local's collective agreement and automatically disbanded when a new collective agreement has been signed. The function of the Committee is to prepare collective bargaining proposals and to negotiate a collective agreement. The President and Vice-Presidents shall be members of the Negotiating Committee. The Committee shall consist of two (2) additional members elected at a membership meeting. 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.

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 are 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) Grievance 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 or by a Union Officer on behalf of the grievor. The Committee shall comprise the Vice-President Chief Steward and two (2) other members to be selected from among the shop stewards. The Committee shall appoint its secretary from among its members.

When a grievance is not settled in the initial steps provided for in the collective agreement, this Committee will decide whether or not the grievance should proceed to arbitration.

If the decision is to not proceed, the grievor(s) may appeal the decision to the Executive Board.

d) Health and Safety Committee

This Committee will:

- Work to educate members on the importance of workplace health and safety.
- Prepare and present reports to the regular membership meetings.
- Organize an April 28 Day of Mourning ceremony each year.
- Participate on the Joint Worksite Health and Safety Committees (JWH&SC) at their workplace.
- Ensure that the worker representatives on the JWH&SC meet separately from the employer to prepare for meetings with the employer.
- Promote safe work procedures and environments so as to prevent illness and injury as a result of workplace factors.
- Immediately bring to the attention of the employer any workplace hazard that has the potential to cause members' illness or injury.
- Work to eliminate all workplace hazards, be they physical, environmental, psychological or psychosocial.

SECTION 17 – 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 can 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 18 – AMENDMENT

- a) These bylaws are always subordinate to the CUPE National 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 National Constitution, the latter shall govern. Constitutional interpretation, including determination of conflicts, is in the prerogative of the National President. (Articles 9.2c, 13.3 & B.5.1)
- b) These bylaws shall not be amended, added to, or suspended except upon a majority vote of those present and voting at a regular or special membership meeting following seven days notice at a previous meeting or at least sixty (60) days' written notice. (Articles 13.3 & B.5.1)

- c) No change in these bylaws shall be valid or take effect until approved by the National President of CUPE. The validity shall date from the letter of approval of the National President. (Articles 13.3 & B.5.1)

APPENDIX "A" – RULES OF ORDER

1. The President, or in their absence, one of the Vice Presidents, takes the chair at all membership meetings. In the absence of both the President and Vice-President, the Recording Secretary acts as President, and in their absence a President pro-tem shall be chosen by the Local.
2. No member, except the Chairperson of a committee making a report or the mover of a resolution, speaks 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 are limited to fifteen minutes, except with the consent of the meeting.
3. The Presiding Officer states every question coming before the Local, and before allowing debate thereon, and again immediately before putting it to a vote, asks: "Is the Local ready for the question?" Should no member rise to speak, the question is then put to the members.
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 is permitted. No amendment, or amendment to an amendment, which is a direct negative of the resolution is in order.
6. On motion, the regular order of business may be suspended by a two-thirds 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 if requested by the Presiding Officer.
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, they shall rise in their place and respectfully address the Presiding Officer; but, except to state that they rise to a point of order or on a question of privilege, they shall not proceed further until recognized by the chair.

11. When two or more members rise to speak at the same time, the presiding officer decides 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 discussion is 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, they may in addition give a casting vote, or, if they choose, 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 (1) to adjourn (2) to put the previous question (3) to lay on the table (4) to postpone for a definite time (5) to refer (6) 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 Presiding Officer 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 (1) when a member has the floor, and (2) 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 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 division. 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, they 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 their challenge. The Chairperson may then state briefly the basis for their 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 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; and no member shall be allowed to leave without the permission of the Vice-President.
25. The Local's business, and proceedings of meetings, are not to be divulged to any persons outside the Local or the Canadian Union of Public Employees.

APPENDIX "B" – CRITERIA FOR MEMBERSHIP ELIGIBILITY TO ATTEND EDUCATIONALS

1. Any members wishing to apply to attend an educational on behalf of CUPE Local 4254 must have attended at least half the general membership meetings in the past calendar year. Some exceptions may be made for "good and sufficient reason" (i.e., working through the majority of scheduled meeting times).
2. Members may NOT elect to take a course they have taken within the previous five (5) years, unless extenuating circumstances exist (such as new act or regulations for OH&S, etc.).
3. All requests to attend should be addressed to the Executive Board.
4. All members selected to attend an educational are encouraged to report back to the next membership meeting.

APPENDIX "C" – CODE OF CONDUCT

CUPE·SCFP

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

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

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

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

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

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

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

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

1. If possible, a member may attempt to deal directly with the person alleged to have engaged in behaviour contrary to the Code, by asking them to stop such behaviour. If that is not possible, or if it does not resolve the problem, a member may bring forward a complaint.
2. At national convention, national conferences, schools, meetings, and all other events organized by CUPE National, a complaint shall be brought to the attention of an ombudsperson.
3. At a meeting, event, or activity held by a structure of CUPE, should an ombudsperson be available, the same process would be used. Should an ombudsperson not be available, a person properly appointed and designated to be in charge shall receive the complaint.
4. If the complaint involves a 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 part of CUPE, the person responsible for their employment will be the one to whom a complaint is referred and the relative 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 alternative 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 meetings which they organize.

The above Code of Conduct arises from the National Women's Task Force (NWTF) report, and Resolution 209 adopted at the 2007 National Convention.