

# **Bylaws**

**OF THE**

**EDUCATION WORKERS' STEERING COMMITTEE**



**APPROVED BY CUPE**

**SEPTEMBER 17, 2025**

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# Education Workers' Steering Committee



## LAND ACKNOWLEDGEMENT

We acknowledge that we live and work on land that has been inhabited by Indigenous Peoples from the beginning.

We live, work, and gather throughout Saskatchewan on Treaty 2, Treaty 4, Treaty 5, Treaty 6, Treaty 8, and Treaty 10 territory; the traditional territory of the Cree, Dene, Dakota, Lakota, Nakota, and Saulteaux peoples and on the homeland of the Métis Nation.

We recognize the many contributions of Métis, Inuit, and other Indigenous peoples, both in shaping and strengthening these communities throughout our province. We acknowledge we are all treaty people and should commit to supporting Indigenous rights to self-determination.

We recognize the many contributions and historic importance of Indigenous Peoples must be clearly connected to our collective commitment to make the promise and the challenge of reconciliation real in our communities. Each of us has a part to play in making Canada a more just society. CUPE has committed to partner with Indigenous allies to ensure government fulfills their promise to fully implement the ninety-four calls to action through the Truth and Reconciliation Commission.

We pay our respect to the traditional caretakers of this land.

## EQUALITY STATEMENT



# 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.

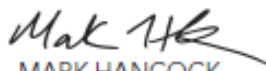
As unionists, mutual respect, cooperation and understanding are our goals. We should neither condone nor tolerate behaviour that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile or offensive environment.

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



(2022)

## **PREAMBLE**

Established within the jurisdiction of the Canadian Union of Public Employees and CUPE Saskatchewan; known as the "Education Workers' Steering Committee of CUPE Saskatchewan" to improve the social and economic welfare of its members without regard to age, sexual orientation, colour, race, creed, political affiliation or disability.

The Education Workers' Steering Committee will work with CUPE locals in the education field to coordinate efforts in an endeavour to achieve the best results in economic security and general working conditions for their members.

(2022)

## **ARTICLE 1 – NAME**

This committee shall be known as the Education Workers' Steering Committee of CUPE Saskatchewan, hereafter referred to as the EWSC.

(2022)

## **ARTICLE 2 – OBJECTIVES**

The purpose of the EWSC shall be to unite education locals of the Canadian Union of Public Employees (CUPE) by motivating, informing and involving our members. The EWSC will educate, coordinate, actively communicate and lobby on issues that affect our members through political action, public relations and public awareness.

(2022)

## **ARTICLE 3 – MEMBERSHIP**

All education locals of CUPE in Saskatchewan shall be encouraged to be affiliated with EWSC and CUPE Saskatchewan.

(2022)

The EWSC membership process can be found in Appendix "D".

(2022)

## **ARTICLE 4 – REVENUE**

Effective September 1, 2023, the affiliation fee will be seventy-five cents (\$0.75) per member, per month from all affiliated locals. Affiliation fees are due the last day of the following month. The per capita assessment shall be forwarded monthly with the exception of the summer months (July & August) to the Secretary-Treasurer of the EWSC. Locals in arrears will be notified.

(2022)

## **ARTICLE 5 – EXPENDITURES**

The expenditures of the EWSC shall be for the legitimate business of the EWSC. No disbursements shall be made for any business considered to be the responsibility of CUPE or its authorized bodies. (2022)

Municipal Employees' Pension Plan (MEPP) Representative's wage reimbursement shall be paid to the local/employer at the rate of 65% by EWSC, the remaining 35% shall be billed to the Municipal Employees' Steering Committee by EWSC. To be reviewed annually prior to the EWSC conference. (2022)

There shall be four (4) Signing Officers of EWSC. The Signing Officers shall be the four Table Officers of the EWSC. The Secretary-Treasurer and one other Signing Officer shall sign each cheque. The President shall be the second Officer to sign each cheque unless they are not available. No Table Officer shall endorse an expense voucher payable to themselves. (2022)

Where expenditures of the EWSC are not covered by these Bylaws, or as voted by the delegates at the Annual Conference, a motion must be made at a meeting of the Executive Board, or by an electronic motion of the Executive Board to cover these expenditures. Emergency Motions may be made by e-mail between regular Executive Board meetings as per Protocol For Email Motions in Appendix "C". (2022)

When there is a motion made from the floor at the Annual Conference to match contributions collected, they shall only be matched when the contribution is being made to striking education workers and shall be limited to the actual amount collected from individuals on the floor within the approved budget line item. (2022)

## **ARTICLE 6 – CONFERENCES, SPECIAL MEETINGS AND EVENTS**

1. There shall be one Annual Conference of the EWSC; the time and place of such Conference shall be determined by the EWSC Executive Board. (2016)
2. Quorum shall consist of fifty (50%) percent of registered eligible delegates for the Annual Conference of the EWSC. This quorum must also include at least four (4) members of the EWSC Executive.
3. Notice of the Annual Conference shall be sent to all locals at least ninety (90) days prior to the date of the Conference. (2016)
4. The EWSC Executive Board shall appoint a Credentials Committee for the Annual Conference. This Committee shall be given all credentials received from affiliated locals, determine the legitimacy of the credentials received and submit their report to the Annual Conference. The Committee shall consist of the Secretary-Treasurer of the EWSC and two

- (2) members chosen from those credentials that have been received.
5. Special meetings shall be held when deemed advisable by the majority of the EWSC Executive Board, or on written petition from thirty (30) members, representing seven (7) or more locals. Such meetings shall be held within sixty (60) days of the decision of the Executive Board or receipt of the petition. The cost of the facility and/or lunch shall be the responsibility of the locals in attendance except when called by the EWSC. (2022)
  6. Special meetings will be limited to dealing with only the business for which the meeting was called.
  7. Notice of special meetings shall be sent to all locals at least twenty-one (21) days prior to the date of the special meeting. (2016)
  8. When attending the Annual Conference or EWSC sponsored events/meetings, delegates' (except the EWSC Executive) expenses shall be the responsibility of their local union. (2022)
  9. CUPE Officers, National Executive Board members, CUPE Provincial Division Officers, Staff Representatives and guests may attend conferences/meetings with voice but without vote. (2022)

## **ARTICLE 7 – REPRESENTATIONS**

In order to maintain the utmost participation by member locals, there will be no limit as to the number of delegates appointed to attend the Annual Conference or EWSC sponsored events. However, for formal voting purposes, representation shall be in accordance with the following criteria in an effort to reflect similar representation guidelines as found in the CUPE Saskatchewan Constitution and Bylaws:

Up to 100 members	Four (4) Delegates
Up to 200 members	Six (6) Delegates
Up to 300 members	Eight (8) Delegates
Up to 400 members	Ten (10) Delegates
Up to 500 members	Twelve (12) Delegates
For each additional 300 members or portion thereof	Two (2) Delegates

Delegates from locals which are more than four (4) months in arrears with affiliation fees shall not be seated as voting delegates, but as visitors. (2022)

Visitors shall have voice, but no vote, and shall not move or second motions. (2013)

In the event a delegate(s) is unable to attend the Annual Conference, notice shall be provided

to the Secretary-Treasurer. Refunds shall be calculated in the following manner:

- One calendar month's notice (or more) – full refund
- More than two weeks, but less than one month's notice – fifty percent (50%) refund
- Less than two weeks' notice – no refund (2022)

## **ARTICLE 8 – EXECUTIVE BOARD**

To expedite the business of the Annual Conference, an Executive Board shall be set up, hereafter referred to as the Executive Board. The following regulations will govern the functioning of the Executive Board:

1. The Chairperson, Vice-Chairperson, Secretary-Treasurer, Recording Secretary, and four (4) Executive members shall be elected by the delegates at the Annual Conference. Staff Representatives shall be appointed by the Regional Director of CUPE, and they shall act as coordinators and advisors to the EWSC. The Table Officers shall be the Chairperson, Vice-Chairperson, Secretary-Treasurer and Recording Secretary. (2022)
2. The Executive Board shall be the governing body of the EWSC when the Annual Conference is not in session. It shall carry out the decisions of the Annual Conference, and the business of the EWSC between Conferences. (2016)
3. The Executive Board shall meet not less than three (3) times between Conferences. (2011)
4. Quorum for an Executive Board meeting shall consist of fifty (50%) percent of the Executive members including two (2) Table Officers. (2011)
5. Should any Officer, elected to the Executive Board, fail to answer the roll call for three (3) consecutive Executive Board meetings without having good and sufficient cause, acceptable to the Executive Board, the position shall be declared vacant and filled in accordance with Article 10. (2022)
6. Duties and Responsibilities

The Executive Board shall be responsible for taking action to further the objectives of the EWSC. It shall be responsible for establishing and maintaining lines of communication in order to keep affiliated locals posted on happenings, which may be of benefit or concern to affiliated locals. All Officers must give all properties, assets, funds, and all records of the EWSC to their successors at the end of their term of office. (2022)

a) The duties and responsibilities of the Chairperson shall be to:

- call meetings (2013)



- enforce the Bylaws of the EWSC (2013)
- preside over all meetings and to preserve order (2013)
- report to the Executive Board meetings (2013)
- maintain communication between the Executive Board and affiliated locals (2022)
- respond to all communication copying the appropriate Executive member (2022)
- be bonded through the master bond held by CUPE National (2022)
- sign cheques as directed by the Bylaws, or as voted by the delegates at the Annual Conference (2021)
- carry out duties assigned by the Executive Board or membership (2016)
- act as an ex-officio member on all EWSC committees (2014)
- be the primary spokesperson for EWSC for the purpose of communicating with the media (2022)
- attend educational opportunities to enhance their executive position. There is an expectation that Parliamentary Procedure training take place within six (6) months of being elected to the position (2022)

The Chairperson shall have a vote on all matters but shall not vote against matters under appeal or against their own rulings. In cases of a tie in any matter, excluding elections, the Chairperson shall have the right to cast an additional vote to break the tie. (2016)

b) The duties and responsibilities of the Vice-Chairperson shall be to:

- perform all duties of the Chairperson in the event of their absence (2016)
- act as Chairperson, in the event the office of Chairperson falls vacant, and until a new Chairperson is elected (2013)
- maintain communication between the Executive Board and assigned locals (2022)
- be bonded through the master bond held by CUPE National (2022)
- sign cheques as directed by the Bylaws, or as voted by the delegates at the Annual Conference (2021)
- carry out duties assigned by the Executive Board or membership (2016)
- report to the Executive Board (2013)
- attend educational opportunities to enhance their executive position. There is an expectation that Parliamentary Procedure training take place within six (6) months of being elected to the position (2022)

c) The duties and responsibilities of the Secretary-Treasurer shall be to: (2014)

- be bonded through the master bond held by CUPE National. Any Secretary-Treasurer who cannot qualify for the bond shall be removed from office (2022)

- sign cheques as directed by the Bylaws, or as voted by the delegates at the Annual Conference (2021)
- receive all revenue, keeping a record of each local's payments and deposits promptly all money with a Bank or Credit Union (2013)
- record all financial transactions in accordance with good accounting practices
- make available a financial report at the Executive Board meetings and Annual Conference
- pay no money unless supported by a voucher duly signed by the Chairperson, or designate, and one other Table Officer (2022)
- surrender all books, records and other properties of the EWSC to their successor upon termination of office (2016)
- carry out duties assigned by the Executive Board or membership (2016)
- notify affiliated locals that are in arrears (2022)
- report to the meetings of the Executive Board (2013)
- maintain and electronically backup all financial transactions (2014)
- maintain a list of EWSC assets (2014)
- following the Annual Conference, develop a cost analysis for Executive Board meetings and the EWSC Annual Conference including unionized hotels, where possible (2016)
- make hotel accommodations for the Executive Board to attend meetings and the Annual Conference (2016)
- arrange for WCB coverage for the Executive Board (2016)
- attend educational opportunities to enhance their executive position which has been approved by the Executive Board (2022)

The Secretary-Treasurer will be allowed up to one (1) day off per month with wage reimbursement to fulfil the duties of the office. (2022)

d) The duties and responsibilities of the Recording Secretary shall be to:

- keep a roll call of attendance of Executive Board members
- keep a record of attendance for all EWSC meetings, conferences and sponsored events (2022)
- keep a correct and impartial record of the proceedings of all meetings of the Executive Board and of the Annual Conference, and to include copies of all, financial and trustee reports in such minutes (2013)
- receive and process all correspondence (2012)
- file a copy of all correspondence conveyed by the EWSC (2013)
- have all records, including amended minutes, ready on reasonable notice for the CUPE Saskatchewan trustees' audit (2013)
- forward amended minutes to the Executive Board no less than ten (10) days prior to the next EWSC meeting (2013)
- report to the meetings of the Executive Board (2013)

- be bonded through the master bond held by CUPE National (2022)
- sign cheques as directed by the Bylaws, or as voted by the delegates at the Annual Conference (2021)
- carry out duties assigned by the Executive Board or membership (2016)
- fulfil other administrative duties as directed by the Executive Board
- attend educational opportunities to enhance their executive position which has been approved by the Executive Board (2022)

The Recording Secretary will be allowed up to one (1) day off per month with wage reimbursement to fulfil the duties of the office. (2022)

e) The duties and responsibilities of Regional Member(s) at Large shall be to: (2025)

- maintain communication between the Executive Board and assigned locals (2022)
- report to the meetings of the Executive Board (2013)
- carry out duties assigned by the Executive Board or membership (2016)
- attend educational opportunities to enhance their executive position which has been approved by the Executive Board (2022)

#### **ARTICLE 9 – EXECUTIVE BOARD SUB-COMMITTEES**

1. The EWSC Executive Board shall have the power to establish sub-committees of the Executive Board when necessary, or when directed by the EWSC Annual Conference. The Executive Board will instruct each sub-committee on its duties. (2016)
2. At its first meeting, a sub-committee shall develop a budget and a schedule of future meetings for approval by the Executive Board. (2016)
3. All monies budgeted and raised for the work of the sub-committee shall be held by the Secretary-Treasurer of the EWSC. Upon dissolution of a sub-committee unspent funds shall revert to the EWSC. (2013)
4. Sub-committees shall submit minutes and report to the Executive Board. (2016)
5. Quorum for such committees shall be greater than one-half (1/2) of their sub-committee members. (2013)
6. The Executive Board may dissolve any sub-committee established under this Article by two thirds (2/3) majority vote of the Executive Board. (2016)

## **ARTICLE 10 – ELECTIONS**

1. To be eligible for election or re-election to any office, the candidate must be an accredited delegate from an affiliated local and such local must be in good standing as per Article 7 of the EWSC Bylaws, or a current EWSC Executive Board member as per Article 11.2. Affiliated locals shall be considered as those locals who are current with their dues. (2020)
2. Nominations, elections and installations of Officers shall take place at the Annual Conference.
3. If legitimate circumstances prevent a member from seeking office because they cannot attend the Conference in person, that member shall be allowed to run, provided the following criteria are met: (2016)
  - a) they must be a duly accredited delegate; and (2016)
  - b) they shall present in writing their wish to seek office; and
  - c) they shall be nominated from the floor of the Conference by an accredited delegate; and (2016)
  - d) if elected, they shall be duly sworn in as an Officer at the next Executive Board meeting following the Conference at which they were elected.
4. The Executive Board shall be elected for a two-year term with the Chairperson, Recording Secretary, two (2) Regional Members at Large and two (2) Executive members elected in even numbered years. The Vice-Chairperson, Secretary-Treasurer, two (2) Regional Members at Large and two (2) Executive members elected in odd numbered years. (2025)
5. Elections Committee

At the Annual Conference, the Chairperson shall, subject to the approval of the members present, appoint an Elections Committee consisting of a Returning Officer and assistant(s). This Committee shall include members who are neither Officers nor candidates for office. The Committee shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.

The Elections Committee shall ensure that the proper procedures of the nominations for election are followed. They shall also oversee all proceedings of the election to ensure compliance with procedure and protocol. It also shall be the Returning Officer's duty to report to the Conference delegates the results of the election. Ballots may only be

destroyed through a motion at the Conference.

(2016)

Candidates will be allowed not more than three (3) minutes to address the membership at the Candidates' Forum.

(2013)

- a) The Executive Board shall ensure that sufficient quantities of ballots are made available. (2016)
- b) The Elections Committee shall be responsible for collecting, counting and destroying the ballots.
- c) The voting shall take place at the Annual Conference and shall be by secret ballot.
- d) Voting to fill one office will be conducted and completed, and recounts dealt with before balloting may begin to fill another office.
- e) 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.
- f) When two or more nominees are to be elected by ballot, each member voting shall be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.
- g) All candidates are entitled to appoint a scrutineer. (2011)

## 6. Installation

Subject to Article 10 – Elections, 3 d), all duly elected Officers shall be installed at the Conference at which elections are held. The term of office of all elected Officers shall commence immediately following the adjournment of the Annual Conference.

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."*

(2018)

## 7. Vacancies

When vacancies occur between the Annual Conferences or when there are insufficient nominees for the various elected positions, the following procedure will take place:

- a) In the event of a vacancy in the office of the Chairperson, the Vice-Chairperson shall assume the position of Chairperson until the next Annual Conference where elections for a new Chairperson will occur.
- b) If a vacancy occurs within the positions other than the Chairperson, the Executive Board shall be empowered to fill the vacancy and appoint a member to that position.
- c) All appointed positions or Officers shall be subject to an election by the members at the following Annual Conference. (2011)

## **ARTICLE 11 – REMUNERATION**

### When attending meetings of the Executive Board or of Sub-Committees:

Members of the Executive Board shall be entitled to remuneration for mileage, parking, hotel and out-of-pocket expenses, as well as wages and benefits lost, in carrying out the business of the EWSC. (2025)

For trustee audit purposes, all expense vouchers must be submitted by the first day of the last month of the reporting period (i.e., June 1 and December 1 of each year). (2021)

1. Such remuneration shall be as follows:

#### Travel Expenses

##### Mileage

Mileage will be reimbursed at the current CUPE Sask rate. Reimbursement shall also be provided for the following upon provision of appropriate receipts: (2025)

- Parking fees (2013)
- Public transportation (2013)

##### Hotel

Hotel room fees, taxes and parking fees will be paid by the EWSC. (2013)

### Private Accommodation Allowance

In lieu of hotel costs, those wishing to stay with friends or family will be provided with an additional thirty-five dollars (\$35.00) per night that would have been reasonably spent in a hotel.

(2022)

### Travel Day Per Diem

When a meeting occurs outside a member's community of residence, but within Saskatchewan, and the member has to travel the day before the meeting, they shall receive fifty dollars (\$50.00), plus any wages and benefits lost for the travel day to be reimbursed to the local/employer.

### Meeting Allowance

When the meeting occurs in a member's community of residence, the member shall receive thirty-five dollars (\$35.00) plus any lost wages and benefits to be reimbursed to the local/employer for attending the meeting. Note: Language from CUPE

**Saskatchewan** Constitution.

(2025)

When a meeting occurs outside of the member's community of residence but within Saskatchewan, the member shall receive seventy-five dollars (\$75.00) per day for meal allowance plus any lost wages and benefits to be reimbursed to the local/employer for attending the meeting.

(2022)

In addition to lost wages, other earnings paid by the employer shall be reimbursed upon verification of loss.

(2015)

2. The Executive Board shall attend the Annual Conference at the expense of the EWSC as fully accredited delegates.

(2020)

### 3. Out-of-Pocket Expenses

The Chairperson, Vice-Chairperson, Recording Secretary and Secretary-Treasurer shall receive seventy-five dollars (\$75.00) per month for out-of-pocket expenses, to be paid bi-annually.

(2025)

Members at Large on the EWSC Executive shall receive one hundred dollars (\$100.00) bi-annually for out-of-pocket expenses.

(2025)

4. Additional long distance phone call or data charges incurred while conducting EWSC business shall be reimbursed upon provision of appropriate receipts.

(2022)

## **ARTICLE 12 – LOCAL ASSISTANCE**

1. The EWSC shall reimburse local unions of fifty (50) members or less for fifty percent (50%) of the cost to the local, to a maximum of five hundred dollars (\$500.00), to offset lost wages, hotel and transportation of one (1) delegate to attend the Annual Conference. (2025)
2. The EWSC shall reimburse local unions who register a young worker (under 30 years of age) the cost of registration fees. This will be limited to the first three (3) locals who apply for Young Worker Assistance. (2025)
3. Locals will be reimbursed upon submission of receipts and an EWSC expense form. The form must be signed by two (2) Table Officers of the local. (2018)
4. Requests for reimbursement are to be submitted to the Secretary-Treasurer within thirty (30) days following the close of the Annual Conference. Locals applying for reimbursement shall have a dues structure of no less than 1.5%. (2018)

## **ARTICLE 13 – LIAISON**

In order to coordinate with CUPE, the EWSC shall maintain close liaison with the Saskatchewan Regional Director and CUPE Saskatchewan, and they shall be notified of the Annual Conference and other EWSC sponsored events. (2022)

## **ARTICLE 14 – NOMINATION TO THE CUPE SASKATCHEWAN EXECUTIVE**

The EWSC Executive Board shall put forward the name of one (1) Executive Board member and one (1) alternate, to the CUPE Saskatchewan Convention Education Sector Caucus and recommend them for selection by the caucus delegates when electing the CUPE Saskatchewan Education Executive member and alternate. (2014)

## **ARTICLE 15 – RESOLUTIONS AND BYLAW AMENDMENTS**

1. No less than ninety (90) days prior to the Annual Conference, notice shall be provided in the first call to affiliated locals, advising they may submit Resolutions and Bylaw Amendments to the EWSC Recording Secretary. (2012)

All recommended Resolutions and Bylaw Amendments shall be received by the EWSC Recording Secretary no less than sixty (60) days prior to the Annual Conference. Locals can submit recommended Resolutions and Bylaw Amendments at any time providing it is within the aforementioned 60-day deadline. Recommended Resolutions and Bylaw



Amendments must be signed by the President and Recording Secretary of the affiliated local or the Chairperson and Recording Secretary of the EWSC. (2016)

The EWSC Bylaw Sub-Committee shall review the current Bylaws and develop a report of recommended amendments for the Executive Board's approval no less than forty-five (45) days prior to the Annual Conference. (2018)

Thirty (30) days prior to the Annual Conference, Resolutions and Bylaw Amendments will be circulated to all locals. (2018)

Bylaws of the EWSC shall be amended by a two-thirds (2/3) majority vote where notice of Amendment has been circulated to the locals. (2012)

Resolutions shall be amended by a majority vote. (2012)

Resolutions submitted in any other manner than those above can only be debated by the delegates at the Annual Conference if agreed by a two-thirds (2/3) majority vote. (2014)

2. Once approved by the delegates, the Bylaw changes shall be forwarded by the EWSC Chairperson to the President of CUPE Saskatchewan for approval.
3. Upon approval by the CUPE Saskatchewan Executive, the Bylaws shall be forwarded by the EWSC Chairperson to the National President for approval.
4. Staff advisors will assist in processing the Bylaw Amendments as requested by the Chairperson. (2016)

## **ARTICLE 16 – COMMUNICATIONS AND MEDIA**

The EWSC shall maintain proprietary rights to all intellectual properties and multi-media produced by the EWSC.

Such property shall include, but not be limited to, EWSC printed documents, flyers, brochures, advertising, electronic media (webpage, digital images, sound or video recordings).

All efforts will be made to ensure that production of said intellectual properties will be done by a union shop with preference given to a CUPE media specialist or CUPE affiliate. (2016)

## **APPENDIX "A"**

### **CODE OF CONDUCT**

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

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

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

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

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

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

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

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

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

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

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

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

## **APPENDIX "B"**

### **RULES OF ORDER**

1. If a delegate, while speaking, is called to order, the delegate shall, at the request of the Chairperson, take their seat until the question or order has been decided.
2. Should one or more delegates rise to speak at the same time, the Chairperson shall decide who is entitled to the floor.
3. No delegate shall interrupt another in their remarks, except it be call to a point of order.
4. A delegate shall not speak more than once upon a question until all who wish to speak have had an opportunity to do so.
5. Delegates shall be allowed five (5) minutes when moving a motion; other delegates shall have three (3) minutes to speak to a motion.
6. When a question is pending before the Conference, no motion shall be in order except:
  - to adjourn
  - to refer
  - for the previous question
  - to postpone indefinitely
  - to postpone for a certain time
  - to divide or amend
7. A motion to reconsider shall not be entertained unless made by a delegate who voted in the majority, and shall receive a majority vote.
8. Reports of committees are not subject to amendment except such as is acceptable to the committee, but a motion to refer back to the committee for reconsideration shall be in order.
9. Delegates wishing to speak on any subject shall, after they have been recognized by the Chairperson, announce their name and that of the local which they represent.
10. Canadian Union of Public Employees staff will be given full voice but no vote on all items before the Conference.
11. All rules and proceedings of debate not herein provided for shall be decided in accordance with Bourinot's Rules of Order.
12. All visitors shall have the right to voice but no vote.

(2022)

## **APPENDIX "C"**

### **PROTOCOL FOR EMAIL MOTIONS**

1. If a member of the Executive Board wants to make a motion by email, the following protocol must be followed:
2. The subject line of the email must say "Motion" and a brief description of the motion, e.g. "Motion re: CUPE SK Convention".
3. Only the motion and relevant justification are to be included in that email. No other subject should be discussed.
4. The email must be submitted to the entire Executive Board.
5. No one votes until someone has seconded the motion and discussion has occurred. If the motion is not seconded within forty-eight (48) hours, the motion does not proceed. (2014)
5. Once the motion is seconded, discussion on the motion via email can take place for forty-eight (48) hours. Do not vote in that email. (2014)
7. In the case of an amendment to the original motion, the timelines on the main motion shall be suspended and the procedure and timelines for the amendment shall be as above. Once the amendment has been dealt with, the timelines for the main motion will resume.
8. At the end of discussion period, the Recording Secretary will copy the motion (or the amendment if applicable), including the mover and seconder, into a separate email and voting may commence.
9. Those voting shall simply state any one of the following: in favour, opposed, abstained. Voting response shall be a "reply all". (2022)
10. At the end of forty-eight (48) hours, voting will close and the matter decided.
11. In the case of an amendment, the voting will occur on the amendment first, followed by a separate vote on the main motion.
12. It shall be the responsibility of the Recording Secretary to track the voting and advise the Executive of the results.
13. In the event of a tie vote, the Chairperson shall cast the deciding vote. (2022)

## **APPENDIX "D"**

### **MEMBERSHIP PROCESS**

All education locals chartered with CUPE shall be eligible for affiliation with the EWSC.

1. All education locals may affiliate with EWSC by submitting a letter, signed by the President and Recording Secretary, to the EWSC Chairperson and Recording Secretary requesting affiliation.
2. Disaffiliation from EWSC requires a letter signed by the President and Recording Secretary of the local requesting disaffiliation. This letter must be sent to the EWSC Chairperson, Recording Secretary and Secretary-Treasurer. A minimum of thirty (30) days' notice is required for processing. All dues must be paid in full prior to the disaffiliation date.
3. Should a local union wish to become re-affiliated to the EWSC, they must complete Step One. The terms and conditions shall be negotiated between the Executive Board of the EWSC and the local union Executive Board.

Where agreement cannot be reached, the local shall request the matter be referred to the EWSC Annual Conference where both parties have an opportunity to present their case. All costs associated with attendance to the Conference shall be incurred by the local seeking re-affiliation.

A final and binding decision will be made by the accredited delegates by secret ballot. The decision will become effective at the close of the Annual Conference.

(2022)

## **APPENDIX "E"**

### **REGIONAL MEMBERS-AT-LARGE – REGIONS**

#### **Region 1**

Ile-a-la-Crosse SD No. 112 – CUPE 4607

Northwest SD No. 203 – CUPE 4797

Saskatchewan Rivers SD No. 119 – CUPE 4195

Prince Albert RCSSD No. 6 – CUPE 2913

North East SD No. 200 – CUPE 4875

Northern Lights SD No. 113\*

Creighton SD No. 111\* (USW 9338-05)

#### **Region 2**

Living Sky SD No. 202 – CUPE 4747

Prairie Spirit SD No. 206 – CUPE 4254

Saskatoon SD No. 13 – CUPE 8443

St. Paul's RCSSD No. 20 – CUPE 2268, 3730

Lloydminster SD No. 99\*

Lloydminster RCSSD No. 89\*

Light of Christ RCSSD No. 16\*

#### **Region 3**

Sun West SD No. 207 – CUPE 4802

Chinook SD No. 211 – CUPE 4754

Prairie South SD No. 210 – CUPE 5512

Holy Trinity RCSSD No. 22 – CUPE 5506

Regina SD No. 4 – CUPE 650, 3766, 4643

Regina RCSSD No. 81 – CUPE 1125

Saskatchewan DLC – CUPE 5544

#### **Region 4**

Horizon SD No. 205 – CUPE 4799

Good Spirit SD No. 204 – CUPE 4784, 5123

Christ the Teacher RCSSD No. 212 – CUPE 4618

Prairie Valley SD No. 208 – CUPE 5252

South East Cornerstone SD No. 209 – CUPE 4869

Holy Family RCSSD No. 140\* (SEIU West)

Conseil des écoles fransaskoises DS No. 310\*

(2025)