



**Canadian Union of Public Employees**  
**Local 1594**

**Bylaws**

**Approved by CUPE National**  
**November 14, 2014**

## **PREAMBLE**

In order to improve the social and economic welfare of its members without regard to sex, colour, race, age, creed, sexual orientation, marital or health status, 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 1594) has been formed.

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

### **SECTION 1 - NAME**

The name of this Local shall be: Canadian Union of Public Employees, Local No. 1594

### **SECTION 2 - OBJECTIVES**

The objectives of the Local are:

- (a) To ensure that individual union members are fairly treated and that groups within the Local do not obtain undue advantage;
- (b) To secure adequate remuneration for work performed and generally advance, without prejudice, the economic and social welfare of its members and of all workers;
- (c) To support CUPE in reaching the objectives set out in Article H of the CUPE Constitution;
- (d) To provide an opportunity for its members to influence and shape their future through free democratic trade unionism, that is, members shall have the opportunity to influence and actively participate in decisions and policy which affect their working conditions;
- (e) To encourage the settlement by negotiation and mediation of all disputes between the members and their employers;
- (f) To promote unionism within the Local;

- (g) To provide support to other unions.

### **SECTION 3 - INTERPRETATION AND DEFINITION**

- (a) Feminine pronouns shall be understood to include the masculine gender.
- (b) Numbers of Articles at the end of sections or sub-sections refer to relevant article of the CUPE Constitution (2009) which should be read in conjunction with these by-laws.

### **SECTION 4 - MEMBERSHIP MEETINGS (Regular and Special)**

- (a) Regular membership meetings shall be held ten (10) times per year. A schedule of meetings shall be distributed to all communicators for posting. The Union Executive is empowered to change the time and place of meetings when required by circumstances.

The membership shall be notified of any such change by posting of notices or by electronic notification at least five days prior to the date of such meeting.

- (b) Special membership meetings may be ordered by the Union Executive or requested in writing, by no less than 10% of the membership. The President shall immediately call a special meeting when so ordered or requested and shall see that all members receive at least twenty-four (24) 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.
- (c) A quorum for the transaction of business at any regular or special meeting shall be **twelve (12)** members, including at least three (3) members of the Union Executive.
- (d) Meetings may only be attended by members of the Local in good standing. Exceptions may be made for guest speakers approved by the Local's Union Executive.
- (e) A register of attendance shall be kept by the Recording Secretary; every member shall register her name before taking her place at any meeting.
- (f) The order of business at regular membership meetings is as follows:
1. Roll Call of Officers
  2. Reading of Minutes of Previous Meeting
  3. Matters Arising Out of the Minutes
  4. Treasurer's Report

5. Report on Communications and Financial Transactions
6. Introduction of New Members
7. Union Executive Report
8. Reports of Committees and Delegates
9. Nominations, Elections or Installations
10. Unfinished Business
11. New Business
12. Good of the Union
13. Adjournment

(Article B.VIII)

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

- (a) An annual budget detailing all regular expenditures, anticipated expenses and regular financial transactions of the local will be prepared by the Secretary-Treasurer, approved by the Executive, circulated to membership prior to November membership meeting, and officially presented at the November membership meeting for approval by the Membership.
- (b) A written notice of motion must be made and voted on at the following membership meeting for any expenditure over three hundred dollars (\$300.00) which has not already been approved in the annual budget.
- (c) An initial donation to a striking union local can be made up to three hundred dollars (\$300.00) at the discretion of the Executive. Subsequent donations must be approved by the membership at a regular or special meeting. (Appendix B 4.4)

### **SECTION 6 - OFFICERS**

The election of officers as per Article 11 as per the CUPE National Constitution of the Local shall be:

1. President (two year term)
2. Vice-President (two year term)
3. Second Vice-President (two year term)
4. Secretary-Treasurer (two year term)

5. Recording Secretary (two year term)
6. Three (3) Trustees (one year term)
7. Chief Shop Steward (two year term)
8. Sergeant-at-Arms (one year term)
9. Parliamentarian (one year term)

All officers will be elected by a majority of unspoiled ballots at a membership meeting for which adequate notice was given.

As per Article 11, elections for President, Second Vice-President and Secretary-Treasurer will be held during odd years (2001, 2003, etc). Elections for Vice-President, Recording Secretary and Chief Shop Steward will be held during even years (2000, 2002, etc.) in order to preserve overlapping terms of office. For installation purposes in the year 2000 three (3) positions will be installed for a one (1) year term, and three (3) positions for a two (2) year term. (For the year 2000, the one (1) year term will be President, Vice-President and Secretary-Treasurer.)

As per the CUPE National Constitution, at the first election of officers the Trustees shall be elected so that one shall serve for a period of three years, one for two years and one for one year. Each year thereafter one Trustee shall be elected for a three year period or, in the case of vacancies, elect Trustees to fill only the unexpired terms in order to preserve overlapping terms of office.

## **SECTION 7 - UNION EXECUTIVE**

- (a) The Union Executive shall consist of all officers, except Trustees, (Appendix B.2 2) the Parliamentarian and Sergeant-at-Arms.
- (b) The Union Executive shall meet at least once every month (Appendix B 3.13) prior to any meetings of the general membership, at a time and place designated by the President. The purpose of this meeting is to discuss Union business and to discuss and prepare the agenda for the upcoming Membership meeting.
- (c) A majority of the Union Executive at Union Executive meetings shall constitute a quorum.
- (d) The Union Executive shall do the work delegated to it by the Local as outlined in Section 8 of CUPE 1594 Bylaws "Duties of Officers" and is responsible for ensuring that all committees function properly and effectively.

- (e) All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution. (Appendix B 6)
- (f) Should any Union Executive Member fail to answer the roll call for three consecutive regular Membership meetings or a third of the Union Executive meetings held during the course of the year, without having submitted good reason to the Membership through the Union Executive, her office shall be declared vacant. An election for this position shall be held by secret ballot at the next general membership meeting.

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

(a) The President shall:

- Enforce the CUPE Constitution and the Local Union Bylaws;
- Chair all Local Union Executive meetings;
- Chair all membership meetings and preserve order except in those cases when she prefers to delegate this matter to another duly elected officer of the Union;
- Decide all points of order and procedure (subject always to appeal of the Membership) except in those instances when she prefers to delegate this duty to a duly elected Parliamentarian;
- Have a vote on all matters (except appeals against her rulings or those of the Parliamentarian). In case of a tie vote in any matter, including elections, the President shall 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;
- Introduce new members;
- Sign all cheques and ensure that the Local's funds are used only as authorized or directed by the Constitution, Bylaws, or vote of the membership;
- Be allowed necessary funds, not to exceed \$50.00 monthly, to reimburse herself or any officers for expenses, supported by vouchers, incurred on behalf of the Local;
- Have first preference as a delegate to the CUPE National Convention;
- Receive up to four days paid leave per month, over and above attendance at conferences, conventions, meetings and educational functions. Reasons for such leave will be documented and submitted to the Union Executive.
- If the president is a part-time worker she will have the ability to bill the Union for leave up to 4 days per month including days not scheduled but excluding normal days off.
- Be bonded for not less than \$500.00.

(Appendix B 3. 1)

(b) The Vice-President shall:

- Upon the absence or incapacitation of the President, perform all duties of the President, but may delegate to another duly elected officer of the Union the duty of chairing at

general membership meetings, and to the Parliamentarian the duty of preserving order and deciding points of order and procedure;

- Be Acting President if the office of President falls vacant, until a new President is elected;
- Render assistance to any member of the Union Executive as directed by the Union Executive (Article B.3.2);
- Sign cheques in the absence of the President and ensure that the Local's funds are used only as authorized or directed by the Constitution, Bylaws, or vote of the membership;
- Be bonded for not less than \$500.00.

(Appendix B 3. 2)

(c) The Second Vice-President shall:

- Upon the absence or incapacitation of the President or Vice President, perform all duties of the President, but may delegate to another duly elected officer of the Union the duty of chairing at general Membership meetings, preserving order and deciding points of order and procedure;
- Render assistance to any member of the Union Executive as directed by the Executive.
- Sign cheques in the absence of the President and Vice President, ensure that the Local's funds are used only as authorized or directed by the Constitution, Bylaws, or vote of the Membership;

Union Executive

- The Second Vice-President shall at all times be an ex-officio member of each of the standing committees;
- Be bonded for not less than \$500.00.

(Article B.3.2)

(d) The Secretary-Treasurer shall:

- Receive all revenue, dues and assessments, keeping a record of each member's payments, and promptly deposit all money into a bank or credit union;
- Prepare all CUPE National per capita tax forms and remit payment;
- Assume responsibility for the preparation of the annual budget for the next fiscal year, to be approved by the Union Executive and presented to the November membership meeting for approval;
- Record all financial transactions in a manner acceptable to the Union Executive, and in accordance with good accounting practices;

- Shall regularly make a full financial report to meetings of the Local's Executive as well as a written financial report to each regular Membership meeting, detailing all income and expenditures for the period;
- Be bonded for not less than \$500.00 (or any greater sum as may be decided at a Membership meeting, taking into account the assets of the Local and the amount of cash and cheques handled by the Secretary-Treasurer) through the master bond held by the National Office: anyone who cannot qualify for a bond shall be disqualified from office;
- Pay no money unless supported by a voucher duly signed by the President or in her absence, another member of the Union Executive, except that no voucher shall be required for payment of per capita fees to any organization to which the Local is affiliated;
- Receive authorized expense vouchers for payment; however, she has the option of voicing opposition of payment at the next Union Executive meeting;
- Upon reasonable notification, make all ledgers available for inspection by the auditors and/or the Trustees, and have the books audited annually;
- 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 President, to employ necessary clerical assistance to be paid for out of the Local's funds;
- Transfer all funds owing, to the National Secretary-Treasurer no later than the last day of the following month.

(Appendix B 3.4)

(e) The Recording Secretary shall:

- Keep full and accurate account of the proceedings of all Membership and Union Executive meetings;
- Record all alterations in the Bylaws;
- Answer correspondence and fulfill other secretarial duties as directed by the Union Executive;
- 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 for auditors and Trustees, upon receiving reasonable notice;
- Upon termination of office, surrender all books, seals and other properties of the Local to her successor;
- Be empowered, with the approval of the President, to employ necessary clerical assistance to be paid for out of the Local's funds.

(Article B.3.3)

(f) The Trustees shall:



- Act as an auditing committee on behalf of the members, examine the books and accounts of the Secretary-Treasurer, the Recording Secretary and the Standing Committees annually and report their findings to the first Membership meeting following the completion of each audit;
- Be responsible to ensure that monies are not paid out without proper constitutional or membership authorization;
- 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 titles or deeds to property that may at any time be owned by the Local, and report their findings to the membership;
- Use audit forms supplied by the National Office and send a copy of each half-yearly audit to the National Secretary-Treasurer in accordance with the provisions of the CUPE Constitution. (Articles B 3. 10 to B 3.12)

(g) The Chief Shop Steward shall:

- Be responsible, in consultation with the President, for the processing of all grievances;
- Report to the Executive on the progress of all grievances and supply regular updates on grievances to membership meetings;
- Be responsible for the orientation, training and supervision of all Steward/Communicators;
- Hold regular meetings of the Steward prior to general Membership meetings;
- Act as liaison between Union Executive and Steward/Communicators.

(h) The Sergeant-at-Arms 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;
- Perform such other duties as may be assigned by the Union Executive from time to time.

(i) The Parliamentarian shall:

- At the wish of the President or her designate decide all points of order and procedure at meetings of the Membership.
- Perform such other duties as may be assigned by the Union Executive from time to time.

## **SECTION 9 - HONORARIA**

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An honorarium is a gift/gesture of gratitude. An honorarium is paid in absence of a fee or regular wage, for performance of outlined duties (including attendance at Membership meetings).

Duties of the Union Executive require their attendance at meetings which are held outside of regular work hours. For this time spent, as well as other assigned duties, the Union Executive Members will receive the following honoraria compensation. These honoraria shall be provided annually at the end of each year of their term of office:

President	\$950.00
Vice- President	\$750.00
Second Vice-President	\$499.00
Secretary Treasurer	\$600.00
Recording Secretary	\$499.00
Chief Shop Steward	\$600.00
Trustees	\$150.00 (each)
Negotiating Committee	\$499.00 (each)
Chair of Social Committee	\$100.00
Chair of Education Committee	\$100.00
Sergeant-at-Arms	\$100.00
Parliamentarian	\$100.00

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

- (a) The monthly dues shall be 1.85 % of gross wages (Appendix B.4.3). Changes in the levels of the monthly dues can be affected only by following the procedure for amendment of these Bylaws (see Section 16), with the additional provision that the vote must be by secret ballot at a Membership meeting.
- (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 minimum.
- (c) Special assessments may be levied in accordance with Appendix B 4.2 of the CUPE Constitution.
- (d) The Employer, i.e., the Regina Public Library Board will deduct Union fees automatically from gross wages.

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

## (a) Nomination

A Nominating Committee consisting of not less than three members elected at a general Membership meeting in March shall solicit the Membership and draw up a list of candidates for the offices of the Union and for the Standing Committee Chairs as per Section 13 to be presented at the April nominating meeting. To be eligible for nomination as an officer of the Local, a member shall have attended at least fifty percent of the Membership meetings held in the previous twelve months. Members with less than twelve months membership are also eligible for nomination provided they have attended at least 50% of the meetings held within their time of membership. Exceptions to the above eligibility criteria can only be made by a vote of the Membership at the nominating meeting. The Nomination Committee must obtain a signed nomination consent form which has been duly witnessed by another member. At the April meeting, further nominations for officers may be made by the Membership from the floor, provided they have the written consent of the person whom they wish to nominate. All persons nominated must attend the nominating meeting.

## (b) Election

Elections are held in May and carried out by secret ballot. At a Membership meeting at least one month prior to election day, the President shall, subject to the approval of the members present, appoint an Elections Committee consisting of a Returning Officer and assistants. The Committee shall include members of the Local who are neither officers nor candidates for office. It shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.

The Union Executive shall determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer. The Returning Officer shall be responsible for distributing a ballot to each member of the Local in good standing at the May membership meeting, for collecting the marked ballots, tabulating the results in a fair and impartial manner and reporting those results to the Union Executive before the conclusion of the meeting.

A majority (51 %) of votes cast elects the candidate. In the event of no majority, a second and subsequent ballot is cast. On the second and subsequent ballots, the candidate receiving the lowest number of votes in the previous ballot shall be dropped. In case of a final tie vote the President, or in her absence the Vice President, may cast the deciding vote.

When two or more positions are listed on the ballot, each member voting shall be required to vote for the full number of positions to be voted on or the member's ballot will be declared spoiled.

Any member may request a recount of the votes for any election. A recount shall be conducted if the request is supported, in a vote, by at least the number of members equal to the quorum for a membership meeting as laid down in Section 4 (c).

## (c) Installation

Elections for President, Second Vice-President and Secretary-Treasurer will be held during odd years (2001, 2003, etc.) Elections for Vice-President, Recording Secretary and Chief Shop Steward will be held during even years (2000, 2002, etc.) in order to preserve overlapping terms of office. For installation purposes in the year 2000 three (3) positions will be installed for a one (1) year term, and three (3) positions for a two (2) year term. (For the year 2000, the one (1) year term will be President, Vice-President and Secretary-Treasurer.)

All duly elected officers shall be installed at the May meeting and shall continue in office for two years or until a successor has been elected and installed. (Article B.2.4)

The terms of office for Trustees shall be as laid down in Article B. 3.10 of the CUPE Constitution.

## (d) By-Elections

Should an office fall vacant pursuant to Section 7 (f) of these Bylaws or for any other reason, an immediate by-election will be conducted as closely as possible in conformity with this Section.

**SECTION 12 - DELEGATES TO CONVENTIONS, EDUCATIONALS AND****UNION BUSINESS**

- (a) The President has first option of attending the CUPE National Convention, Canadian Labour Congress National Convention, Saskatchewan Federation of Labour Convention and Saskatchewan CUPE Convention, than other members of the Union Executive will have the option of attending. All other convention delegates shall be chosen by the Membership at Membership meetings.
- (b) Upon returning, the chosen delegates must submit a written report to the Union Executive and a verbal report at the next general Membership meeting.
- (c) Delegates to the Regina & District Labour Council shall appointed annually by the Executive. An official reporter for these delegates shall be appointed annually by the Union Executive from among these delegates, and she shall be required to report at each Membership meeting of the Local on proceedings at recent meetings of the Council.
- (d) All participants in union-approved business held outside the city of Regina shall be paid transportation expenses to a maximum of economy airfare rates, a per diem allowance of ninety (\$90.00) per day for expenses out of province and sixty (\$60.00) per day for expenses in the province but outside of Regina, and an amount equal to any loss of

salary incurred by attendance at the convention. When a member at her discretion chooses to use her own vehicle, she will be remunerated at the rate of the current collective agreement.

- (e) Participants in union-approved business held locally (in Regina) that uses her own vehicle shall be remunerated at the rate of the current collective agreement. There shall be a per diem allowance of thirty (\$30.00) per day if meals are not provided at the convention or educational. Delegates will receive compensation for any loss of salary incurred by attendance.
- (f) Representation at union educationals and training seminars shall be subject to final approval by the Union Executive (see Educational Policy, Appendix B).
- g) Additional documented expenses will be reimbursed to a maximum of ten (\$10.00) per day for local or out of province union business.

### **SECTION 13 - COMMITTEES**

#### (a) Negotiating Committee

This shall be an elected committee established at a membership meeting for which adequate notice has been given and at least six months prior to the expiry of the Local's collective agreement. The primary function of the Negotiating Committee is to prepare collective bargaining proposals and to negotiate a collective agreement. The committee shall consist of four members, three of whom shall be elected by secret ballot at the aforementioned membership meeting. The President shall be an ex-officio member of this committee. 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 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 Union Executive. Two members of the Union Executive may sit on any special committee as ex-officio members.

#### (c) Standing Committees

Occupational Health and Safety Committee: Worker members of the Occupational Health and Safety Committee shall be elected at the May meeting. The committee members shall be elect a

chairperson by secret ballot annually. Fifteen worker members shall be elected to this Committee. Eight worker members will represent branches. Six worker members will be elected to represent the Central Library and one worker member will represent Maintenance. Management members shall be selected by Library Management to this Committee and shall not exceed the number of employee members. As a matter of continuity, each elected member shall name an alternate designate from their location who will be available to attend any potentially missed meetings. If a committee member should miss more than two consecutive meetings then a replacement representative will be found.

The Committee shall be concerned with the health and safety of persons employed at Regina Public Library.

This Committee shall:

1. Receive, consider and dispose of complaints respecting the health and safety of the employees;
2. Participate in the identification and control of health and safety hazards within the place of employment;
3. Establish and promote the health and safety programs for the education and information of the employees;
4. Maintain records in connection with the receipt and disposition of complaints and the attendance to other matters relating to the duties of the Committee.

#### Education Committee

An Education Committee Chairperson shall be elected at the May Membership meeting and may, in consultation with the Union Executive, form committees as needed to assist her in these duties.

The Education Committee Chairperson shall:

1. Under supervision of the Union Executive, be responsible for publishing/co-ordinating a local newsletter at least three times a year;
2. Co-ordinate member education through the newsletter, workshops, etcetera.
3. Assist the Union Executive in preparing press releases and other publicity material.

#### Social Committee

A Chairperson of the Social Committee shall be elected at the May Membership meeting and may, in consultation with the Union Executive, form committees as needed to assist her in these duties. The Social Committee's operating budget shall be fixed annually by the Membership.

The Social Committee Chairperson shall:

1. Arrange for and implement all social and recreational activities of the Local;
2. Submit reports and proposals to the Union Executive or the Membership as required.

#### Pension Committee

The Pension Committee shall consist of three members elected by the membership at the May meeting. This committee will represent our Local at Pension meetings and report to the general Membership the state of our pension plan and any changes that have been proposed.

#### Grievance Committee

This Committee shall be comprised of the Union President, the Chief Shop Steward and other members appointed by the Union Executive as needed.

The Committee shall be responsible for:

1. Submission of all grievances in writing on the forms provided by the National CUPE Office and signed by the complainant or complainants, as provided for in the Collective Agreement;
2. Initial reports submitted first to the Union Executive with a copy to the CUPE Representative, and then to the Membership at the next membership meeting;
3. Regular updates to be given at subsequent Membership meetings.

## **SECTION 14 – STEWARD**

### (a) Nominations

Steward positions shall be allocated as follows:

Branches - one each

Central Children's Library - one

Physical Plant - one

Dunlop Art Gallery/Film Theatre - one

Marketing and Communications/Literacy Unit/Human Resources - one

Central Circulation/Paging/ILO - one

Technical Support Services - one

Finance and Administration/Outreach - one

Central Adult Reference/Collections/Prairie History - one

Individually organized meetings shall be held at each of the above locations during the month of June to appoint a Union Communicator. In the event that an appointment is contested, the Union Executive shall be informed and formal secret ballots shall be drawn up and sent to each member of the department concerned. In the event of no majority, a second ballot shall be cast. On the second and subsequent ballots, the candidate receiving the lowest number of votes in the previous ballot shall be dropped. In case of a final tie vote, the President may cast the deciding vote. The consent of the candidate must be obtained before she can be appointed for office and she must also be present at the aforesaid meeting.

(b) General Duties of Stewards

1. Stewards should provide ongoing union awareness and act as liaison for unit members and Union Executive;
2. They must be prepared to provide communication and information between members and the Executive, including distributing written information, and collecting and returning written results when requested;
3. They should encourage the participation of all members of their unit in union activity;
4. They should have a good general knowledge of the collective agreement, and
5. They may be called upon to take notes for the Union at any meeting between a member and her supervisor, and may be involved in the initial stages of a grievance investigation.

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

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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 the MODEL BYLAWS as Appendix A. These rules shall be considered as an integral part of the Bylaws and may be amended only by the same procedure used to amend the Bylaws.

In situations not covered by Appendix A, the CUPE Constitution may provide guidance, but, if the situation is not dealt with there, Bourinot's Rules of Order shall be consulted and applied.

## **SECTION 16 - AMENDMENTS**

- (a) These Bylaws are always subordinate to the CUPE Constitution as it now exists or may be amended from time to time, and in the event of any conflict between these Bylaws and the CUPE Constitution, the latter shall govern.

Constitutional interpretation, including determination of conflict, is the prerogative of the National President.

- (b) These Bylaws shall not be amended, added to, or suspended except upon a majority vote of those present and voting at a regular or special Membership meeting, following seven days' notice given at a previous meeting or at least sixty days written notice.
- (c) No change in these Bylaws shall be valid and take effect until approved by the National President of CUPE. The validity shall date from the letter of approval of the National President. (Articles 12.3 and B 6. 1)

**Appendix "A"****RULES OF ORDER**

1. The President or, in her absence, the Vice-President, shall take the chair at all membership meetings. In the absence of both the President and Vice-President a chair shall be chosen by the Union Executive.
2. No member, except the chairman 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. Committee chairs and movers of a resolution shall be limited to fifteen minutes, except with the consent of the meeting.
3. The Chair shall state every question coming before the Local, and before allowing debate thereon, and again immediately before putting it to a vote. The Chair shall ask: "Is the Local ready for the question?" Should no member rise to speak, the question shall then be put.
4. A motion to be entertained by the presiding officer must be moved and seconded; both mover and seconder must rise and be recognized by the Chair.
5. To deal with any urgent business, the regular order of business may be suspended by a two-thirds vote of those present.
6. 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.
7. 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.
8. When two or more members rise to speak at the same time, the presiding officer shall decide which one is entitled to the floor.
9. 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.
10. If a member, while speaking, is called to order, she shall cease speaking until the point is determined. If it is decided she is in order, she may again proceed.
11. No religious discussion shall be permitted.

12. 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.
13. The presiding officer shall have the same rights as other members to vote on any question. In case of a tie, she may, in addition, give a casting vote or, if she chooses, refrain from breaking the tie, in which case the motion is lost.
14. When a motion is before the Local, no other motion shall be in order except to adjourn; (2) to put the previous question; (3) to lay on the table; (4) to postpone for a definite time; (5) to refer; and (6) to amend. These motions shall have precedence in the order named. The first three of these shall be decided without debate.
15. A motion for the previous question when regularly moved and seconded shall be put in this form: "Shall the main question be now put?" If it is adopted, the President shall proceed to take the vote on the resolution and amendments thereto (if any) according to their priority. If an amendment or an amendment to an amendment is adopted, the original resolution as amended shall be put to the Local.
16. A motion to adjourn is in order except (1) when a member has the floor and (2) when members are voting.
17. 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.
18. 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 count. A standing vote shall then be taken and the Secretary shall count same.
19. If any member wishes to challenge (appeal) a decision of the Chair, he must do so at the time the decision is made. If the challenge is seconded, the member shall be asked to state briefly the basis for her challenge. The Chairman may then state briefly the basis for her decision, following which the Chairman 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.
20. After a question has been decided, any member who has voted in the majority may, at the same or next meeting, move for reconsideration.
21. 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.

22. 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”

### EDUCATIONAL POLICY

Union educational or training events are available to the following categories of members:

#### A. Attendance at Educational or Workshops

##### 1. General membership

Members will be entitled to attend any educationals which may be organized by the Chairperson of the Education Committee. Such topics might include labour standards or pensions.

##### 2. Officers of the Local or Negotiating Committee

Once a member has been elected or appointed to an office, she will be expected to attend training related to that office.

Decisions related to attendance by this category of members will be made at Union Executive meetings subject to the annual budget approved by the Membership.

##### 3. Active members

Members who attend 50% of membership meetings in the previous twelve months and who participate actively on committees or regularly volunteer time to assist with union business and who demonstrate potential and interest in becoming more involved in union affairs will be considered to attend educationals or training events.

#### B. Application for attendance

Individuals wishing to attend union educational or training events should apply in writing (attached form). Applications will be considered by the Union Executive who will review and approve applications at regularly scheduled Union Executive meetings.

All applications will be subject to the current annual budget.

#### C. Budget

Union training and educationals shall be budgeted for separately on an annual basis. Where events are announced after the budget, funds exceeding the budget may be approved by a motion at a membership meeting.

#### D. Reporting

A written report must be submitted to the Union Executive following attendance at educational or training events. A verbal report shall be made at the following membership meeting.

**Appendix “C”**

**REQUEST TO ATTEND UNION EDUCATIONAL OR TRAINING EVENT**

Name of union member:

Name of educational/training:

Date:

Costs: Travel

Registration

Meals

Accommodation

Other

Total \$

How will you use the information from this educational/training to help the union?

Union leave requested:

Date request submitted:

Submit to the Recording Secretary

Authorized by

Per Diem

\$90.00 (ninety) per day for expenses out of province and \$60.00 (sixty) per day for expenses in the province but outside Regina, and an amount equal to any loss of salary incurred by attendance at the convention.

For participants in union-approved business held locally (in Regina) there shall be a per diem allowance of \$30.00 (thirty) per day if meals are not provided at the convention or educational. Delegates will receive compensation for any loss of salary incurred by attendance.

Article 12 (d) & (e)

### Travel

Transportation expenses will be paid to a maximum of economy airfare. Where a member uses her own vehicle, she will be remunerated at the rate of the current collective agreement.

For union-approved business held in Regina, no travel allowance is provided.

Article 12 (d) & (e)

### Accommodation

Accommodation is fully remunerated by the Local where the event is not included in the registration.

### Other Expenses

Out of pocket expenses which are submitted with receipts will be reimbursed to a maximum of \$7.00 (seven) per diem for local and out of province union business.

(Section 12 (g))

### Union Leave

Union leave is requested for hours which the member is normally scheduled to work.



## Appendix “D”

### Good and Welfare Fund for CUPE 1594 - Terms of Reference

#### Purpose

The Fund is intended to exclusively benefit members of the Local in direct and indirect ways as follows:

1. Members of the Local who suffer a personal adversity which may result in significant financial hardship may receive a cash benefit from the Fund.

Examples may be loss of salary due to prolonged illness or loss of personal property due to a mishap such as a fire.

2. Members as a whole may benefit from public relations and defense campaigns. This may include special short term assessments or levies. This Fund is not to be used for any regular operating expenses of the Local.

#### Financial management

This Fund is financed entirely by the premium reduction of the Employment Insurance Program. It is kept as a separate fund from all other union accounts. The Secretary-Treasurer of the Local is required to keep a detailed account of this Fund and is required to oversee its growth in a prudent manner.

#### Procedures

Any member of the Local in good standing may make a motion at a membership meeting regarding a use of this Fund. All expenditures from this Fund shall be made following a notice of motion at a membership meeting including a thorough discussion and a vote in favour by a majority of members present at a successive meeting.

The terms of reference shall be changed as a part of a revision of the Bylaws.

GM/em:cope491