



Canadian Union of Public Employees

Local 1594

Bylaws

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PREAMBLE

In order to improve the social and economic welfare of its members 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 the best possible pay, benefits, working conditions, job security, pensions and retiree benefits for its members;**
- (c) To support CUPE in reaching the objectives set out in Article II Goals of the CUPE Constitution;
- (d) **To eliminate harassment and discrimination of any sort or on any basis; for the equality of treatment regardless of class, race, colour, nationality, age, sex/gender, language, sexual orientation, place of origin, ancestry, religious beliefs, or mental and physical disability; and the active opposition of discrimination of same wherever it occurs or appears;**
- (e) 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;
- (f) To encourage the settlement by negotiation and mediation of all disputes between the members and their employers;
- (g) To promote unionism within the Local;

- (h) **To establish strong working relationships with the public we serve and the communities in which we work and live;**
- (i) To provide support to other unions.

SECTION 3 – INTERPRETATION AND DEFINITION

Numbers of Articles at the end of sections or sub-sections refer to relevant article of the CUPE Constitution (2019) which should be read in conjunction with these by-laws.

SECTION 4 – MEMBERSHIP

(a) Membership

An individual employed within the jurisdiction of Local 1594 can apply for membership in Local 1594 by signing an application and paying the initiation fee set out in Section 11(a) of these Bylaws.

(Article B.8.1)

(b) Approval of Membership

At the first membership meeting after the application has been submitted, the name(s) of the applicant(s) will be read out and unless a majority of members present at the meeting object, the applicant(s) will be accepted into membership.

(Article B.8.2)

(c) Oath of Membership

New members will take this oath:

"I promise to support and obey 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."

(Article B.8.4)

(d) Continuation of Membership

Once accepted, a member continues as a member in good standing while employed within the jurisdiction of the Local Union unless the member loses good standing under the provisions of the CUPE National Constitution.

(Article B.8.3)

(e) **Member Obligations**

Members are obligated to abide by the CUPE National Constitution and these Bylaws as amended from time to time.

Members will provide the Recording Secretary with their current address, home telephone contact number and where available, an e-mail address. The member will advise the Recording Secretary of any changes to their contact information. This information will be protected and used to communicate with members. Such communication will take the form of mail or e-mail.

SECTION 5 – AFFILIATIONS

In order to strengthen the labour movement and work toward common goals and objectives, Local 1594 shall be affiliated to and pay per capita tax to the following organization(s):

- The CUPE Saskatchewan Provincial Division
- The Saskatchewan Federation of Labour
- The Regina and District Labour Council

SECTION 6 – MEMBERSHIP MEETINGS (Regular and Special)

- (a) Regular membership meetings shall be held ten (10) times per year. 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 (5) 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 **ten percent** (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 their name before taking place at any meeting.

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

1. Roll Call of Officers
2. **Land Acknowledgement (Appendix F)**
3. **Reading of the Equality Statement (Appendix G)**
4. **Voting on new members and initiation**
5. Reading of **the** Minutes
6. Matters Arising **from** the Minutes
7. **Secretary-Treasurer's** Report
8. **Communications and bills**
9. Union Executive Report
10. Reports of Committees and Delegates
11. Nominations, Elections or Installations
12. Unfinished Business
13. New Business
14. Good of the Union
15. Adjournment

(Article B.VI)

SECTION 7 – 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 **five hundred dollars (\$500.00)** which has not already been approved in the annual budget.

(c) An initial donation to a striking union local can be made up to **five hundred dollars (\$500.00)** 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 8 – OFFICERS

The election of officers as per Article 11 **Elections** 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 (three-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**, elections for President, Second Vice-President and Secretary-Treasurer will be held during odd years (**2021, 2023**, etc.). Elections for Vice-President, Recording Secretary and Chief Shop Steward will be held during even years (**2020, 2022**, etc.) in order to preserve overlapping terms of office.

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 (**3**) years, one for two (**2**) years and one for one (**1**) year. Each year thereafter one Trustee shall be elected for a three (**3**) 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 9 – 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 **3.14**) 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 F)
- (f) Should any Union Executive Member fail to answer the roll call for three (3) consecutive regular Membership meetings or **three (3) consecutive** executive meetings, held during the course of the year, without having submitted good reason to the Membership through the Union Executive, their office shall be declared vacant. An election for this position shall be held by secret ballot at the next general membership meeting.

SECTION 10 – DUTIES OF OFFICERS

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

All signing officers of Local 1594 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.

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 they prefer 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 they prefer to delegate this duty to a duly elected Parliamentarian;
- 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;
- 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, they 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)

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)

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;
 - 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)

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;
- **Sign all cheques and ensure that the local union's funds are used only as authorized or directed by the CUPE Constitution, local union bylaws, or vote of the membership. In consultation with the executive board, designate a signing officer during prolonged absences;**
- **Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every**

disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by the local union;

- **Make all books available for inspection by the trustees and/or auditors on reasonable notice. Ensure that the books are audited at least once each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the trustees;**
- 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 their 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, they have 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)

The Recording Secretary shall:

- Keep full and accurate account of the proceedings of all Membership and Union Executive meetings;
- **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 the Trustees' reports;**
- 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 their 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)

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;
- **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 union's funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct, and proper manner;**
- 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)

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.

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.

The Parliamentarian shall:

- At the wish of the President or their 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 11 – HONORARIA

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 12 – 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 **Amendments**), with the additional provision that the vote must be by secret ballot at a Membership meeting.

- (b) **Payment of initiation fees is a tangible confirmation of the desire to become a member of your local union and the Canadian Union of Public Employees. Each application for membership in the local union will be directed to the secretary-treasurer and an initiation fee of \$1.00 dollar shall be deducted by the Employer from the members pay and shall be in addition to monthly dues.**
- (c) **The readmission fee shall be \$1.00.**
- (d) 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.
- (e) Special assessments may be levied in accordance with Appendix B 4.2 of the CUPE Constitution. Assessments do not mean or include regular monthly dues and are applied for a specific purpose or specific length of time. Membership approval is required and the assessment will only be applied after the National President approves the assessment.
- (f) The Employer, i.e., the Regina Public Library Board will deduct Union fees automatically from gross wages.
- (g) **A member who fails to pay dues and assessments for three months is automatically suspended from membership. The suspension will be reported to the Executive Board by the Secretary-Treasurer. The Executive Board will report all suspensions to the next membership meeting. The member may return to membership in good standing by paying a readmission fee and any other penalty set by the Local Union. The readmission fee cannot be less than the initiation fee of the Local Union.**

A member who has been unemployed or unable to work because of sickness shall pay the readmission fee but may not be required to pay arrears.

SECTION 13 – 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 **Committees** to be presented at the April 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.

More than 50 percent 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 the event of a tie vote a second and subsequent ballot(s) will be taken if necessary until a candidate receives a majority of votes cast and can be declared elected. In the event the tie vote persists, subsequent ballots may be deferred to the next membership meeting.**

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 6 (c) **Membership Meetings (Regular and Special)**.

(c) Installation

Elections for President, Second Vice-President and Secretary-Treasurer will be held during odd years (2021, 2023, etc.) Elections for Vice-President, Recording Secretary and Chief Shop Steward will be held during even years (2020, 2022, etc.) in order to preserve overlapping terms of office.

All duly elected officers shall be installed at the meeting at which elections are held and shall continue in office for two years or until a successor has been elected and installed, provided, however, that no term of office shall be less than one year and no longer than three years.

(Article B.2.4)

The office for Trustees shall be as laid down in Article B. 2.4 of the CUPE Constitution.

(d) By-Elections

Should an office fall vacant pursuant to Section 9 (f) **Roll Call** 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 14 – DELEGATES TO CONVENTIONS, EDUCATIONALS AND UNION BUSINESS

- (a) The President has first option of attending CUPE National Convention, Canadian Labour Congress National Convention, Saskatchewan Federation of Labour Convention and **CUPE Saskatchewan** Convention, **then** 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 they 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 **dollars** (\$90.00) per day for expenses out of province and sixty **dollars** (\$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 their discretion chooses to use their own vehicle, they will be remunerated at the rate of the current collective agreement.
- (e) Participants in union-approved business held locally (in Regina) that uses their own vehicle shall be remunerated at the rate of the current collective agreement. There shall be a per diem allowance of thirty dollars (\$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 reasonable and customary documented expenses will be reimbursed for local out of province union business. Undocumented expenses will be reimbursed to a maximum of fifteen dollars (\$15) per day for local or out of province union business.**

SECTION 15 – 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) Occupational Health and Safety Committee

The occupational health and safety committee will be elected at the May meeting. Up to twelve members will be elected to the committee with at least one representative from each branch. Each elected member will name an alternate designate from their branch to attend any meetings that they are unable to attend. The committee will elect a chairperson at their first meeting following the election. Should a committee member miss more than two consecutive meetings without a valid reason, 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. **Meet with the Employer committee representatives for the minimum number of times as identified in the Occupational Health and Safety legislation.**

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

(d) 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 them 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.

(e) 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.

(f) 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 National Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted at all stages.**

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;
4. **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;**
5. **If the decision is to not proceed, the grievor(s) may appeal the decision to the Union Executive.**

(g) 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.**

(h) Good and Welfare Committee

This committee will:

1. **Receive requests from members in good standing who may be in financial hardship as per Appendix "D" – #1., keeping them in confidence;**
2. **Discuss suitability of requests before bringing them to membership meetings;**
3. **Require a motion to be made at a membership meeting and for it to be carried before requesting Good and Welfare funds from the secretary-treasurer.**

SECTION 16 – STEWARDS

(a) Nominations

Up to ten shop stewards will be elected at the membership meeting held in May of each year.

(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 represent the Union at any meeting between a member and their supervisor, and may be involved in the initial stages of a grievance investigation.

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 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 18 – 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 13.3 and B 5.1)

SECTION 19 – PRINTING AND DISTRIBUTION OF BYLAWS

Members will receive a copy of Local 1594 Bylaws, either in paper format or via the Local Union website at <https://1594.cupe.ca/>. Members requesting a copy of these Bylaws will be provided a copy in either French or English as requested. Members with special needs may request a copy of the Bylaws in larger font.

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APPENDIX "A" – RULES OF ORDER

1. The President or, in their 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, they shall cease speaking until the point is determined. If it is decided they are in order, they 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 the event of tie, a second and subsequent vote will be taken if necessary. In the event the tie vote persists, subsequent votes may be deferred to the next membership meeting.**
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, 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 Chairman may then state briefly the basis for their 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 approved by the Executive Board. 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, they 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 or 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 dollars) per day for expenses out of province and \$60.00 (sixty dollars) 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.

(CUPE Local 1594 Article 12 (d) &(e))

Travel

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

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

(CUPE Local 1594 Article 12 (d) & (e))

Accommodation

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

Other Expenses

Additional reasonable and customary documented expenses will be reimbursed for local out of province union business. Undocumented expenses will be reimbursed to a maximum of fifteen dollars (\$15) per day for local or out of province union business.

(CUPE Local 1594 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.

APPENDIX "E" – CODE OF CONDUCT

Local 1594 is committed to ensuring that all of its meetings and activities are safe environments where members are encouraged to speak. Existing members are encouraged to welcome, mentor and support new members and equity-seeking members.

Local 1594 strives to promote 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.

Local 1594 is committed to creating a union which is inclusive, welcoming, and free from harassment, discrimination and all types of bullying and intimidation. Local 1594 needs to ensure that it provides a safe environment for members, staff and elected officers to carry out our work. Local 1594 expects that mutual respect, understanding and co-operation will be the basis of all our interaction.

This Code of Conduct for Local 1594 sets out standards of behaviour for members at meetings, and all other events organized by Local 1594. It is consistent with the expectations outlined in the Equality Statement, CUPE National Constitution and these Bylaws. 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 members of Local 1594 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; and
- Take responsibility for not engaging in inappropriate behaviour due to abuse 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 this 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 the person 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. Once a complaint is received, a designated Officer of the Local Union will work to seek a resolution.
3. If this fails to resolve the matter, the designated Officer of the Local Union 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.

This Code of Conduct is designed to create a safe, respectful and supportive environment within CUPE. It is meant to enhance the rights and obligations outlined in the Bylaws of Local 1594, the CUPE National Constitution, the Equality Statement, and applicable human rights legislation, not replace them.

This Code of Conduct does not replace a member's right to access the trial provisions of the CUPE National Constitution.

APPENDIX “F” – LAND ACKNOWLEDGEMENT

Recognizing Indigenous people as traditional stewards of the land is an important part of showing respect for First Nations. We want to begin by acknowledging the lands that we work, live and play on and which we gather today are referred to as Treaty 4 territory and that the city of Regina is located in Treaty 4 territory, the ancestral, traditional indigenous territories of the Cree, Saulteaux, Ojibwe, Dakota, Nakota and Lakota and the homeland of the Metis Nation.

APPENDIX “G” - CUPE NATIONAL 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 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.