



# **BYLAWS**

**Approved by CUPE Local 8443 Executive  
August 30, 2022**

**Approved by CUPE Local 8443 GMM  
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# EQUALITY STATEMENT

Union solidarity is based on the principle that union members are equal and deserve mutual respect at all levels. Any behaviour that creates conflict prevents us from working together to strengthen our union.

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

Discriminatory speech or conduct which is racist, sexist, transphobic or homophobic hurts and thereby divides us. So too, does discrimination on the basis of ability, age, class, religion, language and ethnic origin.

Sometimes discrimination takes the form of harassment. Harassment means using real or perceived power to abuse, devalue or humiliate. Harassment should not be treated as a joke. The uneasiness and resentment that it creates are not feelings that help us grow as a union.

Discrimination and harassment focus on characteristics that make us different; and they reduce our capacity to work together on shared concerns such as decent wages, safe working conditions, and justice in the workplace, society and in our union.

CUPE's policies and practices must reflect our commitment to equality. Members, staff and elected officers must be mindful that all persons deserve dignity, equality and respect.



  
MARK HANCOCK  
National President

  
CANDACE RENNICK  
National Secretary-Treasurer

## **INTRODUCTION**

In order to improve the social and economic welfare of its members while respecting gender, colour, age or creed, to promote efficiency in public employment and to manifest its belief in the value of unity of organized labour, this Local of the Canadian Union of Public Employees (hereinafter referred to as CUPE) has been formed.

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

## **SECTION 1 – NAME**

The name of this Local shall be the Canadian Union of Public Employees, Local 8443.

## **SECTION 2 – OBJECTIVES**

The objectives of the Local are to:

- a) Secure the best possible pay, benefits, working conditions, job security and pensions for its members and workers in general.
- b) Support CUPE in reaching the goals set out in Article II of the CUPE Constitution.
- c) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism.
- d) Encourage the settlement by negotiation and mediation of all disputes between the members and their employers.
- e) Establish strong working relationships with the public we serve and the communities in which we work and live.

## **SECTION 3 – MEMBERSHIP MEETINGS**

### **3.01 Regular Meetings**

- a) One regular meeting shall be held during the first week of the month, September to June. If a statutory holiday falls on the day of the general meeting, then a new date will be determined and advertised to the membership. The Executive Board shall give at least one (1) weeks' notice of any changes in the date of the regular membership meeting.
- b) Meetings can be held in person and/or virtually.
- c) A quorum for the transaction of business at any regular or special meeting shall be twenty (20) members, including at least five (5) members of the Executive Board.
- d) Any meeting that requires quorum shall be delayed up to fifteen (15) minutes after proposed start time.
- e) In the event that there is no quorum, the Executive is empowered to deal with the necessary time-sensitive business of the Union (i.e. cut-off date for conference registrations, educationals, etc.). Any decisions made by the Executive Board will be brought forward for approval at the next membership meeting.

### **3.02 Special Membership Meetings**

- a) Special membership meetings may be required by the Executive Board or requested in writing by no fewer than twenty (20) members.
- b) The President shall immediately advise members when a special meeting is called, to ensure that all members received at least twenty-four (24) hours' notice of the special meeting, the subject(s) to be discussed, date, time, and location.
- c) No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.
- d) Special membership meeting will be held in person unless otherwise specified.

### **3.03 Order of Business**

At the start of each executive and general membership, or special meeting called, the Equality Statement shall be read. (CUPE Constitution B.6.1)

The order of business at regular and membership meetings shall be as follows:

- 1. Acknowledgement of Indigenous Territory
- 2. Roll call of officers
- 3. Reading of Equality Statement
- 4. Voting of new members and initiation
- 5. Reading of minutes of previous meeting
- 6. Matters arising out of the minutes
- 7. Adoption of Agenda
- 8. Secretary-Treasurer's report
- 9. Correspondence and bills
- 10. Executive Board report
- 11. Reports of Committees and delegates
- 12. Nominations and elections or installations
- 13. Unfinished business
- 14. New business
- 15. Good of the Union
- 16. Adjournment

## **SECTION 4 – EXECUTIVE BOARD**

- 4.01** a) The Executive Board shall consist of the President, Vice-President, Chief Steward, Vice-President Communications, Recording Secretary, Secretary-Treasurer, up to ten (10) Stewards, Member Officer, and five (5) Chairpersons of Committees.
  - b) All Officers shall be elected by the membership.
  - c) The Trustees are officers but not a part of the Executive Board.
- 4.02** The Executive Board shall meet prior to the general meeting. The Executive Board shall meet monthly and set the times and dates of the executive meetings.
- 4.03** A majority of the Executive Board constitutes a quorum.

- 4.04** The Executive Board shall hold title to any real estate of the Local as trustees for the Local. They shall have no right to sell, convey, or encumber any real estate without first giving notice and then submitting the proposition to a membership meeting and having it approved.
- 4.05** All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.
- 4.06** The Executive Board shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of all committees.
- 4.07** All Executive Board members are expected to attend all executive and general meetings. Attendance will be posted to CUPE 8443 website. Should any Executive Board member fail to attend three (3) consecutive executive meetings or three (3) consecutive general meetings without having submitted good and sufficient reasons for those absences to the President and Recording Secretary, their office shall be declared vacant and shall be filled at a by-election.

## **SECTION 5 – TABLE OFFICERS**

- 5.01** The Table Officers shall consist of the President, Vice-President Chief Steward, Vice-President Communications, Recording Secretary, and Secretary-Treasurer.

## **SECTION 6 – DUTIES OF THE EXECUTIVE BOARD**

All signing Officers of Local 8443 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.

Attend educational opportunities to enhance their Executive position.

On termination of office, surrender all books (paper and electronic files), seals, equipment and other properties of the Local to their successor or the President.

### **6.01 The President shall:**

- a) Enforce the CUPE Constitution and these Bylaws.
- b) Preside at all meetings of the Local to preserve order.
- c) Decide all points of order and procedure (subject always to appeal of the membership).
- d) Have a vote on all matters (except appeals against their rulings).
- e) Keep a daily activity log which will be presented at executive meetings.
- f) Enter on the Absent Management System, any time spent on employer related activities for the purpose of billing the employer.
- g) Report to the Table Officers any absences for sick leave or prior notice for vacation.
- h) Provide the Executive and membership with a written report each month detailing activities on behalf of the Union.
- i) Ensure that all the Executive perform their assigned tasks.
- j) Fill committee vacancies where elections are not provided for.
- k) Chair the Labour Management and Negotiating Committees and have privilege as an ex-officio member to sit on all committees.

- l) Be responsible to actively promote the Local's goals and objectives.
- m) Be a signing authority for the Local and ensure that the Local's funds are used only as authorized or directed by the CUPE Constitution, Bylaws or vote of the membership.
- n) Receive all correspondence and ensure Local documents are filed accordingly.
- o) Perform all duties of any office should that officer be absent or incapacitated.
- p) Have first preference as a delegate to the CUPE National and Provincial Conventions.
- q) Carry out all duties not specified in these Bylaws in accordance with the CUPE Constitution.
- r) Be responsible for new member orientations or assign this responsibility to another member of the Executive.

## **6.02 Vice-Presidents**

### **The Vice-President Communications shall:**

- a) Perform all duties of the President if the President is absent or incapacitated.
- b) Become Acting President until a new President is elected if the office of the President falls vacant.
- c) Be a member of the Labour Management and Negotiating Committees.
- d) Be responsible for the coordination and distribution of any information communicated through the mediums of email, print, and public relations.
- e) Be responsible for social media, membership database and website management of the Local.
- f) Provide Recording Secretary with a written report each month detailing activities on behalf of the Union.
- g) Ensure Local documents are filed according to accepted practices.
- h) Render assistance to any member of the Executive as directed by the Executive Board.
- i) Be a signing authority for the Local if required.
- j) Carry out all duties not specified in these Bylaws in accordance with the CUPE Constitution.

### **The Vice-President Chief Steward shall:**

- a) Hold the position of Chief Steward and be the Chairperson of the Steward Committee.
- b) Perform all duties of the President if the President and Vice-President Communications are absent or incapacitated.
- c) Become Acting President and Acting VP Communications until a new President and VP Communications are elected if the offices of the President and VP Communications fall vacant.
- d) Sit on the Labour Management and the Negotiating Committees.
- e) Ensure Local documents are filed according to accepted practices.
- f) Prepare a report on the status of all grievances to be submitted to the Executive Board, the National Representative and the membership meeting, and provide the Recording Secretary with a written report each month detailing activities on behalf of the Union.
- g) Render assistance to any member of the Executive as directed by the Executive Board.

- h) Be a signing authority for the Local if required.
- i) Carry out all duties not specified in these Bylaws in accordance with the CUPE Constitution.

**6.03 The Secretary-Treasurer shall:**

- a) Receive all revenue, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union; prepare all CUPE National per capita tax forms and other affiliation fees and remit payments monthly.
- b) Be responsible for keeping all financial accounts of the Local and maintaining correct and proper accounts of all its members. Maintenance of the financial accounts of the Local shall require that the Secretary-Treasurer, throughout their term, and on behalf of the Local membership, be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense forms 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.
- c) Pay no money unless supported by an expense form duly signed by the President or another member of the Executive, except that no expense form shall be required for payment of per capita or to an organization to which the Local is affiliated.
- d) Record all financial transactions in a manner acceptable to the Executive Board utilizing the current Union's computerized accounting program.
- e) Be a signing authority for the Local.
- f) Be bonded through the master bond held by the National Office. Any Secretary-Treasurer who cannot qualify for a bond will be disqualified from office.
- g) Be empowered, with the approval of the Executive, to employ necessary accounting assistance that will be paid for out of the Local's funds.
- h) Submit the Local's books and records to the Trustees for audit at least once each calendar year, in addition to providing all books, records, invoices, other supporting documents and original bank statements. The Secretary-Treasurer must, within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees.
- i) Regularly make a full financial report to meetings of the Executive Board, as well as a written financial report to each regular membership meeting, detailing all income and expenditures for the period.
- j) Provide special financial reports upon request.
- k) Notify the Executive of any members who are two months or more in arrears.
- l) Sit on the Budget Committee to compile and present an annual budget to membership for approval.
- m) Carry out all duties not specified in these Bylaws in accordance with the CUPE Constitution.
- n) Sign all cheques and ensure that the Local's funds are used only as authorized or directed by the CUPE Constitution, Local Bylaws or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences.
- o) Assist with the submission of payment for all members elected to attend conventions, seminars, and educationals.



**6.04 The Recording Secretary shall:**

- a) Keep full, accurate and impartial account of the proceedings of all regular or special membership and Executive Board meetings. These records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Secretary-Treasurer. The record will also include Trustees' reports.
- b) Prepare a synopsis of general membership meetings for distribution.
- c) Sit on the Bylaw Committee, record all alterations in the Bylaws and forward changes to CUPE National for approval.
- d) Fulfill secretarial duties as directed by the President on behalf of the Executive Board.
- e) File a copy of all letters sent out and keep on file all communications.
- f) Preside over membership and Executive Board meetings in the absence of the President, the Vice-President Communications and the Vice-President Chief Steward.
- g) Book all meeting locations as directed by the President on behalf of the Executive Board.
- h) Carry out all duties not specified in these Bylaws in accordance with the CUPE Constitution.

**6.05 The Member Officer shall:**

- a) Guard the inner door at membership meetings and only admit members in good standing or officers and officials of CUPE, except on order of the President and by consent of the members present.
- b) Assist in maintaining the record of membership attendance at meetings and ensure membership book is available to the Recording Secretary and Secretary-Treasurer upon request. Membership book shall be stored with the Local's documents once finalized.
- c) Perform such other duties as may be assigned by the Executive Board.

**6.06 The Stewards shall:**

- a) Generally know and police the Collective Agreement and provincial or federal legislation affecting labour and a particular job.
- b) Attend scheduled Steward meetings or provide explanation for absence to Chief Steward.
- c) Provide communication and information between the members and the Vice-President Chief Steward, and from the Executive to the members, including distribution of Union literature.
- d) Prepare a monthly report for the Chief Steward on stewarding and activities on behalf of the Local.
- e) Welcome members and encourage their participation in Union activity.
- f) Maintain contact with members to provide ongoing Union awareness and education.
- g) There is an expectation that the training 'Introduction to Stewarding' and 'Notetaking' should be taken within six (6) months of being elected to the position.
- h) Define, detect, prepare and help present grievances at the initial level.

**6.07 The Trustees shall:**

- a) Be duly elected by the membership to a three (3) year term as laid down in Article B.2.4 of the CUPE Constitution. There shall be three (3) Trustees, with one (1) vacancy to be filled at each year's election.
- b) Act as an Auditing Committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary, and the Standing Committees semi-annually.
- c) Make a written report of their findings to the first membership meeting following the completion of each audit after which they may submit an expense form.
- d) At the completion of their audit, submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local's funds, records and accounts are being maintained by the Secretary-Treasurer in an organized, correct and proper manner.
- e) Be responsible to ensure that monies are not paid out without proper constitutional or membership authorization.
- f) Ensure that proper financial reports are made to the membership.
- g) Audit the record of attendance of executive and committee meetings.
- h) 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.
- i) Send to the National Secretary-Treasurer, with a copy to the assigned National Representative, the following documents:
  - i. Completed Trustee Audit Program
  - ii. Completed Trustees' Report
  - iii. Secretary-Treasurer Report to the Trustees
  - iv. Recommendations made to the President and Secretary-Treasurer of the Local Union
  - v. Secretary-Treasurer's response to recommendations
  - vi. Concerns that have not been addressed by the Local Union Executive Board.

(Article B.3.12)

**6.08 The Committee Chairpersons shall:**

- a) Sit as a member of the Executive Board and as such, attend meetings of the Executive Board.
- b) Receive correspondence on behalf of the committee and deliver the reports of the committee to the Board and Membership.
- c) Prepare and submit a budget for all committee expenses and activities, if required.
- d) Ensure all committee guidelines are adhered to.
- e) Submit, at the next general membership meeting, a brief written report including date, time, committee members in attendance and financial information from committee meetings. The Recording Secretary shall file the report with the minutes of the general membership meeting.

**SECTION 7 – STANDING COMMITTEES**

Chairpersons of committees, with the exception of the Labour Management Committee, Negotiating Committee and Stewarding Committee, shall be elected as per Section 18 by majority vote at a general meeting. Elected chairs cannot hold another executive position and shall be considered officers of the Executive Board. (CUPE Constitution B.2.4)

Chairpersons of Committees shall be elected by majority vote at a general membership meeting where notice is given and shall be considered officers of the Executive Board and as such attend Executive Board meetings.

Committee chairs shall receive any correspondence on behalf of the committee and keep a file of pertinent information for continuity that shall be surrendered to the Executive Board on termination of office. Each committee chairperson shall submit, at the next general membership meeting, a brief written report including the date, time and members in attendance at committee meetings, as well as any financial information. The Recording-Secretary shall file the report with the minutes of the general membership meeting. A final report with future recommendations is also requested.

Committee chairs are responsible for submitting budget requirements to the Secretary-Treasurer for inclusion in the annual budget presentation for approval by the membership. In addition, chairs are responsible for receiving funds, if applicable, and submitting to the Secretary-Treasurer.

All committee members should be willing to take any Union sponsored educational that may be of benefit in the performance of their duties.

The Executive Board shall be held responsible for the proper and effective functioning of all committees.

#### **7.01 Education Committee**

Shall be comprised of an elected Chair and up to eight (8) other members with preference given to include representation from different classifications.

This committee will work in consultation with the CUPE National Education Representative to establish and coordinate educationals and workshops as per the needs of the Local. The committee will make recommendations to the Executive Board of upcoming educationals as well as maintain records of member attendance at educationals and workshops.

In addition, this committee will work with Management to plan and implement educational opportunities for all members.

#### **7.02 Labour Management Committee**

Shall be comprised of the President, Vice-President Chief Steward, Vice-President Communications, Recording Secretary and up to two (2) other members appointed by the Executive. Appointed members to be selected at the first Executive Board meeting of each new school year.

Members of this committee will meet with Management on a regular basis on behalf of the membership. Non-negotiable items of concern submitted by members, or the Executive Board shall be brought to the table for discussion. Members will also participate with Management to develop new policies, technology and techniques for the workplace.

#### **7.03 Negotiating Committee**

- a) Shall be comprised of the President (chair), Vice-President Chief Steward, Vice-President Communications, Recording Secretary and up to two (2) elected members who will sit at the bargaining table.
- b) 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.

The function of this committee is to prepare bargaining proposals, negotiate a collective agreement on behalf of all members of the Local and to present the bargained contract language to the membership for ratification.

#### **7.04 Occupational Health and Safety Committee**

Shall be comprised of up to two (2) members plus the elected Chair.

Members of this committee attend meetings of the Board as required. Committee members will present member concerns and advise the membership of any OH&S matters that may impact work sites. Members need to be knowledgeable of *The Saskatchewan Employment Act* and may need to attend Board or Union sponsored educational opportunities as required.

#### **7.05 Diversity Committee**

Shall be comprised of the Chairperson and up to four (4) members. The members of this committee must be comprised of an equity-seeking group, which may include Racialized, Indigenous, LBGTQ2+, and/or Workers with disabilities. This committee may include one (1) ally member (non-voting).

This committee will give guidance to the Executive Board and general membership on issues that affect members of these equity-seeking groups.

#### **7.06 Scholarship Committee**

Shall be comprised of up to four (4) members plus the elected Chair. In the event that a committee member's child or grandchild submits an application, that member will remove themselves from the selection process due to a conflict of interest. Scholarship applications will be kept on file with the Scholarship Chairperson for five (5) years. These documents and all confidential information contained within shall be securely stored and shredded after five (5) years.

This committee is responsible for promoting and administering the Local's scholarship program as per Section 14.

#### **7.07 Steward/Grievance Committee**

Shall be comprised of the Vice-President Chief Steward as Chairperson and elected Stewards.

This committee will be responsible for processing grievances under the direction of the Vice-President Chief Steward.

Regular Steward Committee meetings will be scheduled once a month during the school year and called by the Chief Steward during July and August if necessary. This committee will also review and determine the processing of grievances. Quorum must be met when decisions are made on not advancing grievances. Quorum is determined by a majority of elected stewards.

If the decision is made not to proceed with a grievance beyond Step 1, the grievor(s) shall be notified by email and may appeal the decision to the remainder of the Executive Board that were not involved in the initial decision.

The Chief Steward shall prepare a report on the attendance of Stewards at committee meetings to be submitted to the Recording Secretary for presentation to the Executive Board, the National Representative and at the membership meeting.

## **7.08 Social Committee**

Shall be comprised of the elected chair and four (4) other members and will follow guidelines found in Appendix B.

This committee is responsible for the organizing and coordination of all the Local's social and recreational activities, either on the committee's own initiative or as a result of motions made at membership meetings. The goal of each social event is to promote solidarity within the membership and to encourage fun with friends and family.

Cost for each event to be determined as per budget approval by membership at the January General membership meeting.

## **7.09 Special Committees**

Ad Hoc Committees will be established for a specific purpose and period either by the Executive Board or by a vote at the general membership 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 and Executive Board. Two (2) members of the Executive Board may sit on any special committee as "ex-officio" members.

### **a) Bylaw Committee**

Shall be comprised of the Recording Secretary and four (4) members to be elected at a membership meeting. The Committee will meet annually in January to review the Bylaws and present the report.

### **b) Budget Committee**

Shall be comprised of the Secretary-Treasurer and four (4) members to be elected at a membership meeting. The Committee will meet annually in November to create a budget and present the report.

## **SECTION 8 – DELEGATES TO CONVENTIONS, EDUCATIONALS & SEMINARS**

**8.01** Except for the President's option (Section 6), all delegates to conventions, educationals and seminars shall be chosen by election at membership meetings, subject to qualifications under Section 16.01 b). In the event there is no quorum, refer to 3.01 e).

**8.02** Registration fees for conventions, educationals and seminars shall be paid by the Local.

**8.03** When more than one member is attending the same function, car-pooling will be used whenever possible.

### **8.04 Attendance at Conventions, Educationals and Seminars:**

a) Members representing the Local at National Convention and/or week-long educationals must be a member in good standing.

b) Upon return from any convention, educational or seminar, the expectation will be that the member will use the knowledge gained for the benefit of the Local and that a verbal and written report will be presented at the next general meeting. The written report to be submitted to the Recording Secretary. Failure to submit a report within three (3) meetings could result in denial of the opportunity to attend future events.

- c) Members attending conventions, educationals, and seminars are expected to attend all scheduled business and observe the CUPE National Equality Statement and Code of Conduct during Union release time. (Appendix G)
- d) Where technology is required to attend a conference, convention or educational, members may request the use of the Union's electronic devices. Requests are to be made in writing to the President or Vice-President Communications. Members shall be responsible for the care, pick-up and return of the device.

## **SECTION 9 – MONTHLY DUES, ASSESSMENTS & FEES**

**9.01** Monthly dues shall be one and one-half percent (1.5%) of the gross monthly salary.

**9.02** Changes to the regular monthly dues may be amended at a regular or special membership meeting. The vote must be by secret ballot. Notice of at least seven (7) days at a previous meeting or sixty (60) days in writing must be given.

A member who fails to pay dues and assessments for three (3) 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. The readmission fee cannot be less than the initiation fee of the Local.

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.

**9.03** There will be a one-dollar (\$1) initiation fee charged for all new members of Local 8443; members requesting re-admittance to the Local shall be charged a re-admittance fee of one dollar (\$1), as per Article B.4.1 of the CUPE Constitution.

**9.04** Notwithstanding the above provisions, if 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 CUPE minimum.

**9.05** Special assessments may be levied in accordance with Article B.4.2 of the CUPE Constitution.

### **9.06 Picket Line Solidarity**

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

## **SECTION 10 – AFFILIATIONS**

**10.01** The Local is affiliated with the following labour organizations:

- CUPE Saskatchewan (CUPE SK)
- CUPE Saskatchewan Education Workers' Steering Committee (EWSC)
- Saskatchewan Federation of Labour (SFL)

**10.02** The Local will review the affiliations to Labour Organizations annually at the December general meeting to determine whether such affiliations fit the needs of the Local.

## **SECTION 11 – RELEASE TIME**

- 11.01** Upon the Employer granting a leave of absence for the President or alternate of the Local, the President or alternate shall be granted release time to conduct the business of the Local and its affairs.

The wage replacement paid to the President or alternate will be based on the salary grid at Group G, Section 11 or the current classification of the President or alternate, whichever is greater.

The President must work a minimum of seven (7) hours a day at ten (10) months, but can maintain eight (8) hours a day and twelve (12) months if that is their preference. The President will notify the Executive and Membership of their schedule which will remain constant throughout their term of office.

- 11.02** Upon the selection of a new President or alternate, the outgoing President and incoming President shall both be granted one (1) week of overlap release time where possible to ensure the smooth transition of duties and the office.
- 11.03** Upon the selection of a new Secretary-Treasurer, the outgoing Secretary-Treasurer and incoming Secretary-Treasurer shall both be granted up to two (2) days of release time where possible to ensure the smooth transition of duties and the books.
- 11.04** Any Executive member granted permission to represent the Local on Union business by the Executive Board, and who has been granted leave under the appropriate article of the Collective Agreement, shall suffer no loss of pay or benefits. Such pay, as necessary, shall be reimbursed to the employer.

## **SECTION 12 – LOCAL EXPENSES**

- 12.01** Except for payments covered by these Bylaws, all grants and contributions or expenses to a member or any cause shall be approved prior to payment by the membership. Any request being made of the Union shall be made in writing. Should the grant or contribution be in excess of four-hundred dollars (\$400), it shall be noted in the agenda which will be shared with the membership by email and on the Local 8443 webpage at least twenty-four (24) hours in advance of the general or special meeting.

### **12.02 Out-of-Pocket Expenses**

Expense forms are available from the Secretary-Treasurer or on the Local 8443 website. Members are encouraged to keep receipts and a copy of their expense forms for out-of-pocket expenses for personal income tax purposes.

The financial year shall be January 1st to December 31<sup>st</sup> and all expense forms for the current year must be submitted by year end.

The following out-of-pocket expenses shall be paid the last day of the claim period providing the Reimbursement for Expense Form is submitted to the Local's Secretary-Treasurer.

- a) Out-of-Pocket Expense Allowance
- i) Executive or Committee members required to attend to the Local's affairs or meetings of the Local, including committee meetings, special meetings or those with the Saskatoon Public Schools, shall be issued an expense allowance of twenty-five dollars (\$25) per meeting. It is understood that this allowance is to cover expenses such as parking and mileage, etc.
  - ii) Where a meeting takes up a significant portion of the day [over four (4) hours] an expense allowance of thirty-five dollars (\$35) shall be paid. It is understood that this allowance is to cover expenses such as parking and mileage, etc.
  - iii) It is understood that if the Local is paying for release time to attend the meeting, the expense allowance will not apply, however, the members may submit an Out-of-Pocket Expense Form for actual costs, such as mileage, parking, etc. Mileage will be paid from the members' work location.
  - iv) Any member on approved Union leave where costs are incurred, other than for a general membership meeting, may submit an Out-of-Pocket Expense Form to the Secretary-Treasurer for actual costs of expenses such as mileage, parking, etc.
  - v) It is understood that multiple meetings or consecutive meetings, held at the same location on the same day, are entitled to only one expense allowance.

See Chart in Appendix H

- b) The President shall be entitled to the privileges under Section 12.02 a) and shall receive three-hundred dollars (\$300) every three (3) months.
- c) The two Vice-Presidents shall be entitled to the privileges under Section 12.02 a) and shall receive three-hundred dollars (\$300) every three (3) months.
- d) The Secretary-Treasurer and Recording Secretary shall be entitled to the privileges under Section 12.02 a) and shall receive four-hundred dollars (\$400) every three (3) months.
- e) The Member Officer, shall receive fifty dollars (\$50) every six (6) months and be entitled to the privileges under Section 12.02 a).
- f) The Wellness Member, Occupational Health and Safety Chair, Scholarship Chair and Diversity Chair shall receive fifty dollars (\$50) every six (6) months and be entitled to the privileges under Section 12.02 a).
- g) The Stewards shall each receive fifty dollars (\$50) every six (6) months and be entitled to the privileges under Section 12.02 a).
- h) Local 8443 Trustees shall each receive fifty dollars (\$50) every six months with completion of audit and be entitled to the privileges under Section 12.02 a).
- i) The Social Committee Chair shall receive two-hundred dollars (\$200) every six (6) months and be entitled to the privileges under Section 12.02 a).
- j) The Education Committee Chair shall receive one-hundred dollars (\$100) every six (6) months and be entitled to the privileges under Section 12.02 a).
- k) Each member of the Social and Education Committees shall receive thirty dollars (\$30) per event for the Local's planned events; the member must work at these events in order to receive the expense allowance. It is understood that this time will be outside of the members regular scheduled working hours. Social Committee members shall be entitled to the privileges under Section 12.02 a).



- l) Executive Out-of-Pocket Expense Chart (Appendix H)

### 12.03 Reimbursement of Expenses

- a) A member attending a Union approved convention, educational, conference, seminar/delegated meeting will not suffer a loss or change in salary. The Union shall reimburse the Employer for wages and benefits as per the relevant Collective Agreement.
- b) The Local will reimburse babysitting expenses up to thirty dollars (\$30) per Union meeting attended outside of the member's regular work hours, provided an expense form is submitted with receipt. Receipts cannot be from a spouse/partner.

### 12.04 Delegate Expenses

- a) A member attending a Union approved convention, educational, conference, seminar/delegated meeting will not suffer a loss or change in salary. The Union shall reimburse the Employer for wages and benefits as per the relevant Collective Agreement.
- b) All delegates elected to attend Union affairs or attend schools outside the City of Saskatoon, and if a private vehicle is used (three members per car), shall be reimbursed transportation costs as per the Saskatoon Public Schools' rates per kilometer and must be submitted to the Secretary-Treasurer for reimbursement using the Expense form. Should public transportation be necessary, it shall be paid at economy, tourist or coach rates.
- c) Accommodation shall be paid by the Union and may be paid directly by the Union or submitted to the Secretary-Treasurer for reimbursement using an Expense Form.
- d) To ensure fiscal responsibility and continuity, the person(s) with approved Union release time will be responsible for booking accommodation for members attending conventions, educationals, seminars/delegated meetings. Once the accommodation has been confirmed, the Secretary-Treasurer needs to be informed so that payment of accommodation can be processed.
- e) Delegates attending Union approved conventions, educationals, conferences, seminars/delegated meetings will receive expense allowance as follows:
  - i. **Locally** - A thirty-dollar (\$30) expense allowance per delegate per day shall be paid and covers expenses such as mileage and meals.
  - ii. **Provincially** - A sixty-dollar (\$60) expense allowance per delegate per day shall be paid and covers expenses such as meals, personal phone calls, etc. Accommodation expense, if not pre-paid by the Union, and/or mileage must be submitted on the Expense Form.
  - iii. **Out-of-Province** - A one-hundred dollar (\$100) expense allowance per delegate, per day shall be paid and covers expenses such as meals, personal phone calls, etc. Accommodation expense, if not pre-paid by the Union, must be submitted on the Expense Form.
  - iv. In instances where paid parking, transportation to and from hotel or a parking pass, is required to attend conventions, educationals, conferences, and seminars, then such costs shall be paid over and above delegate per diems, receipts to be submitted to the Secretary-Treasurer.
- f) Members entitled to an expenses allowance for conventions, educationals, seminars, etc., shall receive their monies before the commencement of said event, provided the expense forms have been submitted to the Secretary-Treasurer in time to issue the allowance before the event. Expense forms may need to be submitted upwards of ten (10) days but not more than twenty (20) days in advance of the event in order to receive the allowance in a timely manner.

- g) Members who receive an expense allowance for attendance at conventions, educationals and seminars shall reimburse the Local if they are unable to attend.

See Chart in Appendix H.

#### **12.05 Union Credit Card**

- a) A credit card will be issued to the Local and shall be used for booking transportation and accommodation expenses for members attending conventions, educationals, conferences, seminars and/or delegated meetings. The credit card may be used for meal expenses when the Union Executive or members of its committees are required to conduct union business over a meal break or mealtime period. The credit card shall be issued to the President and Secretary-Treasurer and shall be kept secure at all times.
- b) The credit card may be used for the purposes of paying for expenses for union social events provided that the expenditures fall under the provisions of Appendix B – Social Committee Guidelines.
- c) The credit card may be used for the purposes of purchasing supplies for the day-to-day business of the Local as laid out in Section 12.06 c).
- d) The card holder, upon leaving office, must facilitate the process of transferring the credit card authority to the incoming officer.

#### **12.06 Cash Floats**

- a) The member in charge of purchasing refreshments for general meetings will be issued a cash float of two-hundred dollars (\$200) for said purpose. Receipts for all purchases will be provided with an expense form and submitted to the Secretary-Treasurer before receiving a new float or top-up amount.
- b) Any officer of the Local who is issued a cash float, must balance and return the float to the Secretary-Treasurer before leaving office for any reason.
- c) The President shall be allowed necessary funds, not to exceed four-hundred dollars (\$400) monthly, to reimburse any expenses they incurred for themselves or any officer, supported by expense forms, incurred on behalf of the Local.

#### **12.07 Clerical Assistance**

The Local may employ necessary clerical assistance by passing a motion at a general membership meeting. The cost of such assistance shall be paid out of Union funds.

#### **12.08 Good of the Union/Wellness**

An appointed Wellness Member, when notified, is responsible for administering acknowledgements.

- a) In the case of serious illness of a member or death of an immediate family member, or in the case of serious illness or death of administrative staff or School Board Trustee, an appropriate card will be sent.
- b) In the event of the death of a member or a member's spouse/partner or child, a memorial donation of fifty dollars (\$50) will be made to a family specified charity or to the Saskatoon Public Schools Foundation.
- c) In the event of a marriage or addition of a child to the family, an appropriate card will be sent.

## **12.09 Charitable Donations/Union Based Donations/Farewell Gifts**

The Budget Committee shall set an amount each budget year, stipulating a maximum limit for donations or gifts. Exceptions may be made by a motion at a general membership meeting. The Local will donate annually in December, two-hundred-fifty dollars (\$250) to Global Justice Fund.

## **SECTION 13 – EDUCATION ASSISTANCE (WORKSHOPS, COURSES AND EXAMS)**

**13.01** Local 8443 will provide education assistance for the purpose of attending workshops, courses or educational for its members in the total amount of three-thousand dollars (\$3,000) per year.

Monies not used by the end of the year of the original three-thousand dollars (\$3,000) will remain part of the Union Treasury. The following year will begin with the initial amount of three-thousand dollars (\$3,000) offered to members as outlined in 13.02 and 13.03.

Should the amount of the allocated three-thousand dollars (\$3,000) be exhausted for that year, additional applications for education assistance will be considered on a case-by-case basis. For the purposes of this bylaw, a year shall be defined as a calendar year (January 1 to December 31).

**13.02** The terms and conditions under which monies will be awarded are:

- a) That the workshop or course be directly related to the member's job.
- b) That the applicant must have successfully completed the workshop, course or exam.
- c) That the applicant must first have applied for reimbursement from the School Division's Professional Development Fund/Tuition Assistance Fund and have been declined or partially declined the total cost of the workshop, course or exam.
- d) That the registration or cost of attending the workshop, course or exam be reimbursed to the applicant up to a maximum of two-hundred and fifty dollars (\$250).
- e) When workshops, courses or exams are attended out of town, receipts for accommodation and mileage will be considered.
- f) That a member may apply for one (1) reimbursement per nine months for a workshop, course or exam.
- g) That the applicant must be in good standing with the Local (B.8.3 as defined under the CUPE Constitution as having membership fees paid to date).
- h) That the application for assistance be submitted within six (6) months of completion of workshop, course or exam.
- i) That the appropriate paperwork be submitted to the Recording Secretary before the application for reimbursement at a general membership meeting can be requested.

**13.03** The following information must be submitted in person or by e-mail to the Recording Secretary prior to a general meeting. Under exceptional circumstances, when a member is unable to attend any general membership meetings within the six (6) month period, that member may request an Executive member submit their application to the Executive for approval to be presented at the next general membership meeting.

- a) Letter of application.
- b) Copy of the applicable Saskatoon Public Schools (SPS) form for Professional Development Funds as approved or denied by SPS.
- c) A photocopy of the original receipt, initialled by the requesting member.

- d) Any additional receipts or invoices must be submitted with the request for funds.
- e) Where applicable, proof of successful completion of workshop, course, exam or educational is requested.
- f) Application to be approved by the general membership at a general meeting.

## **SECTION 14 – LOCAL 8443 SCHOLARSHIPS**

### **Criteria**

Local 8443 Scholarships are intended for students and members wishing to further their education. Consideration will be given to essay content, academic standing, school and community activities.

Applications will be completed and returned to the Local 8443 Scholarship Chairperson by October 1. Applications may be submitted in paper form or by e-mail.

Each application will include an original, five-hundred (500) word essay on a Union topic decided by the Scholarship Committee with a report to the Executive. Applicants can reapply in subsequent years; however, they must submit a new essay each year.

In the event the scholarship intended for a current member is not awarded, an additional scholarship will be granted to a child or grandchild of a member to attend post-secondary education.

**14.01** Four (4) one-thousand dollar (\$1,000) scholarships will be offered to Local 8443 children or grandchildren to attend any post-secondary institution.

**14.02** Two (2) one-thousand dollar (\$1,000) scholarships will be offered to any Saskatoon Public Schools' student with the criteria that the scholarship must be used to attend a trade or technical school only.

**14.03** Two (2) one-thousand-dollar (\$1,000) scholarships awarded to a current Local 8443 member to improve their education in a full-time capacity at a post-secondary institution.

**14.04** Monies not used by the end of the year of the originally allocated eight thousand dollars (\$8,000) will remain part of the Local's Treasury. The following year will begin with the initial amount of eight thousand dollars (\$8,000) offered to members as discussed in the above criteria.

### **Screening**

The Scholarship Committee will screen applicants and award the scholarships to the successful candidates applying set criteria.

In the event that a Scholarship Committee member's child or grandchild submits an application, that member will remove themselves from the selection process due to a conflict of interest.

## **SECTION 15 – SOCIAL**

Social events shall conform to the guidelines outlined in Appendix B.

## **SECTION 16 – NOMINATION, ELECTION & INSTALLATION OF EXECUTIVE BOARD**

### **16.01 Nomination**

- a) First and second call for nominations shall be received at the April general membership meeting, with third and final call for nominations and elections held in May.
- b) To be eligible for nomination, a member must be a member in good standing. No nomination shall be accepted unless the member is in attendance at the meeting or has sent a proxy in writing of their intention to let their name stand for a position, duly witnessed by another member.

### **16.02 Elections**

- a) Elections shall be conducted in the month of May. The vote shall be by secret ballot.
- b) Prior to Election Day, the President shall appoint Returning Officer subject to the approval of the membership. Officers and candidates for office cannot serve as members of the Elections Committee. The Returning Officer shall be a member of the Local who is neither an officer nor candidate for office.
- c) The Returning Officer shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.
- d) The Executive Board shall determine the form of the ballot and ensure that sufficient time is made available for candidates to submit personal information to the Returning Officer.
- e) The Returning Officer shall be responsible for collecting candidate information, creating ballots and securing the certified results. They must be fair and impartial and see that all arrangements are unquestionably democratic.
- f) Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting to fill another office may begin when vote is done by paper ballot.
- g) A majority [more than 50%] of votes cast shall be required before any candidate can be declared elected, and second and subsequent ballots shall be taken, if necessary, to obtain a majority. On the second and subsequent ballots, the candidate receiving the lowest number of votes in the previous ballot shall be dropped.
- h) 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.
- i) When two or more nominees are to be elected to any office by ballot, each member voting shall be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled. The exception may be based on virtual balloting requirements that only allow for one candidate to be selected at a time. Second and subsequent ballots shall be cast separately for each remaining vacant position.
- j) Any member may request a recount of the votes for any election and a recount shall be conducted if the request is supported in a majority vote of the members present. Request to be sent to the Returning Officer within five (5) days of the election results.
- k) The Returning Officer shall receive \$100 per election as per Appendix H.

### **16.03 Installation of Officers**

- a) All duly elected officers shall be installed after the completion of the election and shall continue in office for the length of term as indicated in Section 16.02 and Section 16.03 or until a successor has been elected and installed, provided however, that no term of office, except for Trustees, shall exceed two (2) years.
- b) The incumbent Executive will meet with the newly elected Executive prior to the next executive meeting to apprise them of their roles and positions and to assist in the smooth transition of duties to the new Executive. The newly elected Executive member(s) will assume duties immediately following their election and at that time they will receive all books, papers, Union possessions, etc. from former Executive.
- c) An elected member may sit on up to three (3) committees.
- d) The positions of President, Vice-President Chief Steward, Recording Secretary, Diversity Chair and Scholarship Chair shall be two (2) year terms elected in a year with an even number.
- e) Positions of Vice-President Communications, Secretary-Treasurer, Member Officer, and the Chairpersons of the Education, Occupational Health and Safety, and Social Committees shall be two-year terms elected in a year with an odd number.
- f) The terms of office for Trustees shall be as laid down in Article B.2.4 of the CUPE Constitution.
- g) Elected stewards shall serve a two (2) year term.
- h) Appointed committee positions, where an election is not provided, shall serve a one (1) year term.
- i) Upon completion of the election, at the next general meeting, the newly elected Officers and Executive Board members shall come forward and repeat the Oath of Office as noted in Appendix F.

### **16.04 By-Elections**

- a) Should an office fall vacant pursuant to Section 4.07 of these Bylaws or for any other reason, the resulting by-election should be conducted as closely as possible in conformity with said section.
- b) Stewards may be elected through a by-election should a resignation of a steward create a vacancy, the newly elected steward will complete the original term of office.
- c) Where non-executive committee vacancies occur, the President, by direction of the Executive Board, will assign positions on these committees.

## **SECTION 17 – INDEMNITY CLAUSE**

This Bylaw shall cover Executive Officers of Local 8443 only. Local 8443 shall pay the cost of:

- a) Defending an action against a Union Officer claiming liability on the part of that Union Officer for acts of omissions done or made by the Union Officer in the course of their duties or paying any sum required to settle the action or proceeding.
- b) Damages and costs awarded against a Union Officer as a result of the finding of liability on the part of that Union Officer for acts of omission done or made by the Union Officer in the course of their duties.

## **SECTION 18 – AMENDMENT**

- 18.01** These Bylaws are always subordinate to the CUPE Constitution as it now exists or as amended from time to time. In the event of any conflict between these Bylaws and the CUPE Constitution interpretation, the latter shall govern. Constitution interpretation, including the determination of conflict, is the prerogative of the National President.
- 18.02** These Bylaws shall not be amended or suspended except upon a majority vote of those present and voting at a regular meeting or special meeting following written notice given at a previous membership meeting.
- 18.03** Additional Bylaws, or amendments to these Bylaws, may be incorporated by a majority vote at a regular meeting, or at a special meeting called for that purpose, provided that at least seven (7) days' notice at a previous meeting or at least sixty (60) days written notice has been given and further provided that such bylaws do not conflict with the CUPE Constitution (B.5.1).
- 18.04** No change or addition to 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. Such approval shall not be withheld unless there is a conflict with the CUPE Constitution, and further that a decision on this matter shall be rendered within ninety (90) days.

## APPENDIX A – RULES OF ORDER

All meetings of the Local will 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 these Rules of Order, the CUPE National Constitution may provide guidance, but, if the situation is not dealt with there, *Bourinot's Rules of Order* shall be consulted and applied.

1. The President will be the Chairperson at all membership meetings. In the absence of the President, the Vice-President will be the Chairperson at the membership meeting. In the absence of the President and Vice-President, the Recording Secretary will be the Chairperson at the membership meeting. In the absence of the President, Vice-President and Recording-Secretary, members at the membership meeting will select a Chairperson by majority vote. Quorum rules must be met.
2. Members are not allowed to speak about an issue for more than five minutes. Members can only speak to an issue once unless there is agreement by the members at a meeting, or where all those wishing to speak have had the opportunity to speak.
3. The Chairperson of a committee who is making a report or the mover of a motion may speak for up to fifteen (15) minutes. With the agreement of the members present, the fifteen (15) minutes may be expanded.
4. The Chairperson will state every motion presented at a membership meeting before allowing debate on the motion. Before putting a motion to a vote, the Chairperson will ask, "Is the Local ready for the motion?" If no member rises to speak, the motion will be voted upon.
5. A motion must be moved and seconded. The mover and seconder must rise and be recognized by the Chairperson.
6. A motion to amend a motion, or a motion to amend an amendment are allowed, however a motion to amend an amendment to an amendment is not allowed.
7. An amendment to a motion or an amendment to an amendment to a motion that is a direct negative to the main motion is never permitted.
8. On motion, the regular order of business at a membership meeting may be suspended where two-thirds of those present vote to do so. The regular order of business should only be suspended to deal with urgent business.
9. Motions other than those named in Rule 19, or motions to accept or adopt the report of a committee, will, if requested by the Chairperson, be put in writing prior to beginning debate and vote.
10. At the request of a member, and upon a majority vote, a motion which contains more than one action or issue can be divided.
11. The mover of a motion can withdraw the motion upon the consent of the seconder prior to the end of debate. Once debate has ended on a motion, the motion can only be withdrawn upon unanimous vote of the members present.
12. A member who wishes to speak on a motion, or a member who wishes to move a motion, shall rise and respectfully address the Chairperson. The member shall not proceed until the member is recognized by the Chairperson except where the member rises to a point of order or on a question of privilege.



13. The Chairperson will keep a speakers list and in all cases will determine the order of speakers including those circumstances where two or more members rise to speak at the same time.
14. A member, while speaking, will speak only to the issue under debate. Members shall not personally attack other members. Members will refrain from using language that is offensive or in poor taste. Members will generally not speak in a manner that reflects poorly on the Local Union or other members.
15. A member that is called to order will stop speaking until the point of order is determined. If it is decided that the member is in order, then the member may continue speaking.
16. Religious discussion of any kind is not permitted.
17. The Chairperson will not take part in any debate. Where the Chairperson wishes to speak on a resolution or motion, or where the Chairperson wishes to move a motion, the Chairperson must rise from the chair and hand the chair over as outlined in Rule #1.
18. The Chairperson will have the same right to vote as other members. In the case of a tie vote, the Chairperson may cast another vote or the Chairperson may refrain from casting an additional vote, in which case the motion is defeated.
19. When a motion is before the members, no other motion is in order except a motion to:
  - 1) adjourn;
  - 2) put the previous question;
  - 3) lay on the table;
  - 4) postpone for a definite time;
  - 5) refer; or
  - 6) divide or amend.

These six motions shall have precedence in the order indicated. Motions 1 through 3 shall be decided without debate.

20. The Chairperson will ask, "Will the main question be now put?" where a motion for the previous question is moved and seconded. If approved, the Chairperson will then take votes on the motion and amendments to the motion (if any) in order of priority. If an amendment or an amendment to an amendment is approved, then members will be asked to vote on the motion as amended.
21. A motion to adjourn is in order except when a member is speaking or when members are voting.
22. A motion to adjourn, if lost, is not in order if there is further business before the Local, until fifteen (15) minutes have elapsed.
23. After the Chairperson declares the vote results on a question, and before the Local proceeds to another order of business, any member can ask for a division. A standing vote on the division will be taken and the Recording Secretary will count the standing vote. (Division requires that the original motion be put to a vote a second time. Members who are in favour of the motion stand and the Recording Secretary records the names of the members. Members who are opposed to the motion then stand and the Recording Secretary records the names of the members.)
24. If a member wishes to appeal a decision of the Chairperson, the member must appeal at the time the decision is made. If the appeal is seconded, the member will be asked to state briefly the basis for the appeal. The Chairperson will then state briefly the reasons for the decision. Following immediately and without debate, the Chairperson will ask, "Will the decision of the chair be upheld?" A majority vote shall decide. In the event of a tie vote, the decision of the chair is upheld.

25. At a membership meeting where a question has been decided, any two members who voted with the majority can give notice of a motion to reconsider a decision of the membership at the next membership meeting. The motion to reconsider requires the support of a two-thirds majority of members who vote. If two-thirds majority of members support reconsideration, the question will be placed in front of the membership for debate and a subsequent vote.
26. Members are allowed to leave a meeting with the permission of the Vice-President; however, in no case will a member leave during the reading of minutes, the initiation of new members, the installation of Officers, or the taking of a vote. Where members are voting in an election at a membership meeting, the doors are tiled during the voting process. This is known as “tiling the doors” and refers to the closing of doors so that no one can leave the room or enter the room while ballots are being cast. This ensures a fair voting process.
27. The Local’s business and the proceedings of meetings are not to be divulged to any persons outside the Local, or the Canadian Union of Public Employees.

## APPENDIX B – SOCIAL COMMITTEE GUIDELINES

Events held may vary from year to year and may include, if enough interest is shown, the following:

- Local 8443 Golf Tournament
- "End of School" Social
- "Welcome Back" Breakfast
- Long Service event to include a memorial to members passed on
- Local 8443 Curling Bonspiel
- Children's Christmas Event

It is understood that for each event, costs are to be kept to a minimum and that written reports to the membership at the meeting following the event must include all costs associated with the event.

### Social Event

- Event (i.e. bowling) held at the expense of participating members.
- \$200 to be allotted to purchase prizes for this event.
- Registration fees may be subsidized through allotment of prize allowance.

### Local 8443 Golf Tournament

- Event held at the expense of participating members.
- \$200 to be allotted to purchase prizes for this event.

### End-of-School Social

- Cost of event, as per member-approved budget, to be covered by the Local.

### Welcome Back Breakfast

- Held in conjunction with the first general meeting of the new school year.
- Cost of event, as per member-approved budget, to be covered by the Local.

### Local 8443 Curling Event Bonspiel

- Ice rental will be shared among participating members.
- \$200 to be allotted to purchase prizes for this event.
- Should more than one team express interest in representing the Local at the CUPE Provincial Bonspiel, a play-off shall take place between the interested teams.
- Winner or alternate of this playoff to represent the Local at the CUPE Provincial Curling Bonspiel, provided that the membership gives approval to participate prior to the CUPE Provincial Bonspiel.
- If CUPE Provincial Bonspiel is held in Saskatoon, up to two teams may enter and the Local will cover the registration costs.
- If the CUPE Provincial Bonspiel is held outside of Saskatoon, the Local will cover the registration cost for one (1) team, two (2) hotel rooms for two (2) nights and travel expenses for one vehicle. All other costs to be at the members' expense.

### Long Service Event

- An annual celebration will be held for all present and past members to honour retiring members, and members celebrating long service with Saskatoon Public Schools.
- Reasonable effort will be made to contact and invite retired members.
- There will also be a memorial to members who have passed on.
- Long Service and Retirement gifts as listed in Appendix C.

### Children's Christmas event

- Open to children and grandchildren of members and retirees.
- Registration to attend must be confirmed ten (10) days prior to event.
- Cost of gifts, entertainment and food as per member-approved budget.
- "Gifts" provided by the Local for members' children 12 years of age and under.
- Gifts for children over 12 years of age or for grandchildren must have cost reimbursed to the Local in advance of the event.
- Children must be in attendance to receive gift. Unclaimed/extra gifts shall be donated to a charity of the committee's choice.

A gift in cash or near cash (such as a gift card) may be considered either taxable income or a taxable benefit from the first dollar, and therefore subject to applicable withholding taxes and reporting on either a T4 or a T4A, depending on the circumstances of the payment.

**APPENDIX C – RETIREMENT AND LONG SERVICE RECOGNITION**

<b># YEARS OF SERVICE</b>	<b>LONG SERVICE GIFT</b>	<b>RETIREMENT GIFT</b>
5	\$10 gift	
10	\$25 gift	\$75 (10 – 14 years)
15	\$35 gift	\$150 (15 – 19 years)
20	\$50 gift	\$200 (20 – 24 years)
25	\$75 gift	\$250 (25 – 29 years)
30	\$125 gift	\$350 (30 plus years)
35	\$175 gift	
40	\$200 gift	
45	\$250 gift	

## **APPENDIX D – CHECKLIST FOR DELEGATES**

1. Member(s) must be nominated and elected at a general membership meeting to attend conventions, educationals, conferences and seminars. (See Section 8.01) Members attending external meetings on behalf of the Union shall either be appointed or nominated. Members shall not suffer a loss/change in wages or benefits. (See Section 12.04)
2. The registration form to attend a convention, educational, conference or seminar must be completed as soon as possible after approval at the membership meeting and forwarded to the Secretary-Treasurer so that registration can be completed in a timely manner.
3. The member attending the convention, educational, conference or seminar/delegated meeting must contact the person(s) with approved Union-release time to ensure accommodation and travel arrangements are complete. (See Section 12.04) Once accommodation has been confirmed, the Secretary-Treasurer needs to be informed so that payment of these expenses can be processed.
4. A Union expense form must be completed for expense allowances, mileage, and applicable out-of-pocket expenses (See Section 12.04) and forwarded to the Secretary-Treasurer for reimbursement. (Refer to SPS current rates for mileage and kilometer calculation (i.e., 2022 rate is 48.50 cents per kilometer). The expense allowance request may be submitted prior to the event.
5. If the member requires a substitute to fill their position during the day(s) of absence, the current Absence Management System must be used.
6. Members attending conventions, educationals, conferences, seminars/delegated meetings shall present a verbal and written report at the general membership meeting following the event. When more than one member attends, one person may report on behalf of the group. The written report to be submitted to the Recording Secretary. Failure to submit a report within three (3) meetings could result in denial of opportunity to attend future events.

## APPENDIX E – NEW MEMBER OBLIGATION

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

## **APPENDIX F – OATH OF OFFICE**

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



## **APPENDIX G – CODE OF CONDUCT**

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

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

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

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

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

- Abide by the provisions of the Equality Statement.
- Respect the views of others, even when we disagree.
- Recognize and value individual differences.
- Communicate openly.
- Support and encourage each other.
- Make sure that we do not harass or discriminate against each other.
- Commit to not engaging in offensive comment or conduct.
- Make sure that we do not act in ways that are aggressive, bullying, or intimidating.
- Take responsibility for not engaging in inappropriate behaviour due to 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 the Code of Conduct will be handled as follows:

1. If possible, a member may attempt to deal directly with the person alleged to have engaged in behaviour contrary to the Code, by asking them to stop such behaviour. If that is not possible, or if it does not resolve the problem, a member may bring forward a complaint.
2. At national convention, national conferences, schools, meetings, and all other events organized by CUPE National, a complaint shall be brought to the attention of an ombudsperson.

3. At a meeting, event, or activity held by a structure of CUPE, should an ombudsperson be available, the same process would be used. Should an ombudsperson not be available, a person properly appointed and designated to be in charge shall receive the complaint.
4. If the complaint involves a staff member, it shall be referred to the appropriate director for investigation and the complaint shall be dealt with in accordance with the applicable staff collective agreement. If the complaint involves a staff member employed by another part of CUPE, the person responsible for their employment will be the one to whom a complaint is referred and the relevant collective agreement, should it exist, would be applicable.
5. Once a complaint is received where an ombudsperson is being used, the ombudsperson will work to seek a resolution.
6. If this fails to resolve the matter, the ombudsperson shall report the matter to the person in charge, who shall determine whether there is need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses.
7. At CUPE National events where an ombudsperson is not available, a person properly appointed and designated to be in charge shall receive the complaint. Depending on the nature of the problem, the person in charge may attempt to resolve it through conflict resolution. If this fails to resolve the matter, the person in charge shall determine whether there is a need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses. The same process is to be used for other parts of CUPE where an ombudsperson is not available.
8. For National events, if the person in charge is a party to the complaint, the director or designate shall assume that role. For all other parts of CUPE, an alternate will be designated to assume the role.
9. In a case where a member has been expelled from an event, the National President shall receive a report on the matter. For all other structures of CUPE, the presiding officer shall receive a report on the matter.
10. For events organized by CUPE National, the National President shall determine if further remedial action is appropriate, including restricting a member's participation in future events organized by CUPE National. A similar process may be applicable to the other parts of CUPE, done in consultation with the National President.

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

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

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

**APPENDIX H – OUT-OF-POCKET AND PER DIEM EXPENSE CHART**

<b>POSITION</b>	<b>AMOUNT</b>
<ul style="list-style-type: none"> <li>• President</li> <li>• Vice-President Communications</li> <li>• Vice-President Chief Steward</li> </ul>	\$300/3 months
<ul style="list-style-type: none"> <li>• Secretary-Treasurer</li> <li>• Recording Secretary</li> </ul>	\$400/3 months
<ul style="list-style-type: none"> <li>• Member Officer</li> <li>• Stewards</li> </ul>	\$ 50/6 months
<ul style="list-style-type: none"> <li>• Trustees (3)</li> </ul>	\$ 50 upon completion of audit
<ul style="list-style-type: none"> <li>• Social Committee Chairperson</li> </ul>	\$200/6 months
<ul style="list-style-type: none"> <li>• Social Committee Members</li> <li>• Education Committee Members</li> </ul>	\$ 30/event
<ul style="list-style-type: none"> <li>• Education Chairperson</li> </ul>	\$100/6 months
<ul style="list-style-type: none"> <li>• Wellness Member</li> <li>• Occupational Health and Safety Chairperson</li> <li>• Scholarship Chairperson</li> <li>• Diversity</li> </ul>	\$ 50/6 months
<ul style="list-style-type: none"> <li>• Returning Officer</li> </ul>	\$100/election

<b>OUT-OF-POCKET AND PER DIEM EXPENSE CHART</b>	
Meeting on time paid by employer (Executive or Committee members only)	\$25.00 (half day - up to 4 hours) \$35.00 (full day - over 4 hours)
Meeting on time paid by local (Any member on approved Union leave)	No meeting expense – Can submit receipts for mileage from SPSD home location, parking, etc.
Meeting outside of regular work hours (Not general meetings)	\$25.00 (half day - up to 4 hours) \$35.00 (full day - over 4 hours)
Multiple meetings on the same day in the same location (same criteria as above)	\$25.00 (half day - up to 4 hours) \$35.00 (full day - over 4 hours)
Conference, Seminar or Educational (in Saskatoon)	\$ 30.00/day
Conference, Seminar or Educational (in Saskatchewan)	\$ 60.00/day
Conference, Seminar or Educational (out of Saskatchewan)	\$100.00/day
In instances where paid parking, transportation to and from hotel or a parking pass is required to attend conventions, educationals, conferences, and seminars, then such costs shall be paid over and above delegate per diems, receipts to be submitted to the Secretary-Treasurer.	

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