

BYLAWS



**Canadian Union of Public Employees
Local 3287
(University of Saskatchewan
Sessional Lecturers)**

**Approved at CUPE 3287 General Membership Meeting
on December 11, 2023**

**Approved by CUPE National Office on
February 9, 2024**

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PREAMBLE

Local 3287 of the Canadian Union of Public Employees (hereinafter referred to as CUPE) has been formed to improve the social and economic well-being of all of its members, to promote equality for all members and to oppose all types of harassment and discrimination; to promote the efficiency of public services and to express its belief in the value of the unity of organized labour.

The following Bylaws are adopted by CUPE Local 3287 in accordance with the CUPE National Constitution (Article 13.3 and **Appendix B.5.1**), to safeguard the rights of all members, to provide for responsible governance of the Local, and to involve as many members as possible through the sharing of duties and responsibilities.

CUPE chartered organizations shall respect and apply the CUPE National Equality Statement to all of the chartered organizations' activities. The CUPE National Equality Statement can be found in Appendix "A" to these Bylaws.

Any question of interpretation of these Bylaws shall be taken to the National President or their designate.

SECTION 1 – NAME

The name of this Local shall be Canadian Union of Public Employees (CUPE), Local 3287 (University of Saskatchewan Sessional Lecturers).

SECTION 2 – OBJECTIVES

The objectives of the Local are to:

- a) **W**ork for the improvement of the wages, working conditions, job security and other conditions affecting all employees and generally advance the economic and social welfare of its members and of all workers; establish strong working relationships with the public we serve and the communities in which we work and live;
- b) **S**upport CUPE in reaching the goals set out in Article II of the CUPE National Constitution;
- c) **P**rovide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- d) **E**ncourage the settlement by negotiation and mediation of all disputes between the members and their employers.

SECTION 3 – MEMBERS

- a) Membership in CUPE Local 3287 continues for a full 24 months after the termination of the member's last employment contract. Non-working members have voting privileges except in the case of a strike vote. In the case of a strike vote, members eligible to vote are those who are teaching in the bargaining unit, or in the case of a strike vote during the **F**all term, those who are teaching and those who have been hired to teach in the coming **W**inter term prior to the strike vote.

SECTION 4 – MEMBERSHIP MEETINGS – REGULAR AND SPECIAL

- a) Regular membership meetings shall be held a minimum of three times per year, two times during the Regular (Fall/Winter) Session and once during the summer (Spring/Summer Session). The Annual General Meeting will be held in the Fall term. Notice of each regular membership meeting and the Annual General Meeting outlining the date, time and location shall be given to members at least seven (7) days in advance of the meeting.
- b) Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than fifteen (15) members. 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 ten (10) members, including at least three (3) members of the Executive Board.
- d) Members of CUPE Local 3287 have the right to attend all membership meetings with voice and vote. All members in good standing have the right to run for any office in the Union. Members in good standing also have the right to vote in any Union referenda.
- e) If no quorum is achieved, in the interest of those members who attend a membership meeting, the chair of such meeting shall declare it to be a membership information meeting, at which time all matters on the agenda shall be open for discussion and questions from those in attendance but no actions may be taken.
- f) The order of business at regular membership meetings is as follows:
 - 1. **Acknowledgement of Indigenous Territory**
 - 2. Roll Call of Officers
 - 3. Reading of the Equality Statement
 - 4. Voting on New Members and Initiation
 - 5. Reading **and Approval** of Minutes **from previous meeting**
 - 6. Matters Arising **from the Minutes**
 - 7. **Secretary**-Treasurer's Report
 - 8. Correspondence, **Communications and Bills**
 - 9. Executive Board 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
- g) Members who have children of an age to require supervision are entitled to claim child care expenses to a maximum of six (6) hours per month at the current minimum wage, in order to conduct Union business. (Article **6.3 (d)**)

SECTION 5 – VOTING OF FUNDS

Except for operating expenses and bills, expenses budgeted for and approved by the membership at the Annual General Meeting or provided for by these Bylaws, no sum over five-hundred dollars (\$500.00) shall be voted for the purpose of a donation to a specific member or any cause outside CUPE, except by a notice of motion given in writing and dealt with at the following membership meeting.

Because CUPE Local 3287 recognizes the importance of solidarity with those struggling to improve their working conditions as well as those seeking to promote social justice, this Union endorses in principle the donating of sums of money from time to time to labour-related causes and matters of social justice. **(Appendix B.4.4)**

It is understood and agreed that cheques and electronic fund transfers (“e-transfers”) shall both operate as an approved method for disbursement of funds and reimbursement of expenses provided the e-transfer is approved by two (2) signing officers of the Local.

SECTION 6 – OFFICERS

The Officers of the Local shall be the President, Vice-President, Secretary-Treasurer, Recording Secretary, News & Communications Officer, up to five (5) Members-at-Large, and three (3) Trustees. All Officers shall be elected by the membership. Should an office fall vacant for any reason, the resulting by-election should be conducted as closely as possible in conformity with this section. In the interim, preceding this by-election, the Executive Board has the authority to delegate Officers' responsibilities except in cases described in Section 8. **(Appendices B.2.1 & B.2.2)**

SECTION 7 – EXECUTIVE BOARD

- a) The Executive Board shall comprise all Officers, except the Trustees. **(Appendix B.2.2)**
- b) The Board shall meet at least eight (8) times a year. **(Appendix B.3.14)**
- c) A majority of the Board constitutes a quorum.
- d) The Executive Officers 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.
- e) The Board shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of all committees.
- f) All charges against members or Officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution. **(Appendices B.11.1 to B.11.5)**
- g) Should any Board member fail to answer the roll call for three (3) consecutive regular membership meetings or three (3) consecutive regular Board meetings without having submitted good reasons for those failures, the office of that member office shall be declared vacant and shall be filled by an election at the following membership meeting. **(Appendix B.2.5)**

SECTION 8 – DUTIES OF OFFICERS

All Officers are jointly responsible for the collective operation of the Local Executive and shall perform any additional duties deemed necessary by the Executive Board.

Each Officer of Local 3287 is encouraged to participate in CUPE educational courses to enhance their leadership skills and expand their knowledge and expertise.

All Officers must give all properties, assets, funds and all records of the Local to their successors or the Executive Board at the end of their term of office. **(Appendix B.3.9)**

All signing Officers of Local 3287 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, Vice-President and Secretary-Treasurer will all have authority to sign cheques **and/or e-transfers** and each cheque **and/or e-transfer** must be signed by two (2) signing Officers, one (1) of which must be the Secretary-Treasurer.

a) The **President shall:**

- Enforce the CUPE National Constitution, these Bylaws and the Equality Statement;
- Preside at all membership and Executive Board meetings and preserve order;
- Decide all points of order and procedure (subject always to appeal to the membership);
- Have a vote on all matters (except appeals against the President's rulings);
- Ensure that all Officers perform their assigned duties and that the Local functions as efficiently as possible;
- With the assistance of the Vice-President and Executive Board, represent the Local within the university community as well as in the larger community;
- Fill committee vacancies **with approval of the Executive Board** where elections are not provided for;
- Sign all cheques **and/or e-transfers** 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 to attend** as a delegate to the CUPE National Convention **and other conventions of organizations to which the Local is affiliated**;
- Be a member of the Negotiating Committee;
- With the assistance of the Executive Board, develop long-term and short-term goals and priorities for the Local and strategies to achieve them, always subject to appeal to the membership;
- With the assistance of the Vice-President and Executive Board, **investigate and resolve members' employment-related difficulties, where possible, and refer any grievance matters to the Grievance Committee.**
- Report regularly to the Executive Board and the membership on her/his actions.

(Appendix B.3.1)

b) The **Vice-President shall:**

- **At the request of the President, or if the President is absent or incapacitated,** perform all duties of the President;
- If the office of President falls vacant, be Acting President until a new President is elected;
At the direction of the President and with the assistance of the Executive Board, investigate and resolve members' employment-related difficulties, where possible, and refer any grievance matters to the Grievance Committee.
- Assist in filling committee vacancies where elections are not provided for;
- Have preference, after the President, as a delegate to the CUPE National Convention;
- Be a member of the Negotiating Committee;
- Be a member, ex-officio, of all Standing Committees;
- **In the absence of the President, may be assigned to co-sign all cheques and/or e-transfers;**
- Assist the President in representing the Local in the university community as well as in the larger community. **(Appendix B.3.2)**

c) The **Recording Secretary shall:**

- Keep full, accurate and impartial account of the proceedings of all regular or special membership and 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 Trustee reports;
- Record all alterations in the Bylaws and make certain that these are sent to the National President for approval;
- Preside over membership and Board meetings in the absence of both the President and the Vice-President;
- Ensure that correspondence to the Local is brought to the attention of appropriate Executive Board members and keep a record of all correspondence received and sent out;
- Oversee the preparation and distribution of the previous meeting's minutes and lists of new members for membership meetings;
- Have all records ready on reasonable notice for auditors and Trustees;
- Be empowered, with the approval of the membership, and the assistance of the Executive Board, to employ and supervise necessary clerical and technical assistance to be paid for out of the Local's funds;
- Before resigning, provide updated reports to the Executive Board. **(Appendix B.3.3)**

d) The **Secretary-Treasurer shall:**

- Receive all revenue, **initiation fees, dues and assessments, keeping a record of each member's payment,** and deposit promptly all money with a bank or credit union;
- Sign all cheques **and/or e-transfers** and ensure that the Local's funds are used only as authorized or directed by the CUPE National Constitution, and these 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;**
- **Ensure that the employer reports dues deductions and that a record of all member payments is kept;**
- **Prepare all CUPE National per capita tax forms and remit payment to the National Secretary-Treasurer of CUPE on the official monthly report forms provided, all financial obligations owing to CUPE no later than the last day of each month;**
- **Record all financial transactions in a manner acceptable to the Board and in accordance with good accounting practices;**
- **Make and distribute a written financial report at each regular meeting detailing all income and expenditures for the period and keep the Executive Board informed of the Local's financial status;**
- **Chair any ad hoc financial committee;**
- **Make all books available for inspection by the auditors and/or Trustees on reasonable notice, and ensure the books are audited at least once each calendar year, and within a reasonable amount of time, respond in writing to any recommendations and concerns raised by the Trustees;**
- **Provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE.**
- **Be empowered, with the approval of the membership, and the assistance of the Executive Board, to employ and supervise any necessary clerical and technical assistance to be paid for out of the Local's funds;**
- **Before resigning, provide an up-dated financial report to the Executive Board;**
- **In consultation with the Executive Board, prepare an annual budget for approval at the Annual General Meeting.**

Appendix "C" provides a detailed list of specific duties for information purposes only.

(Appendices B.3.4. to B.3.9)

e) **The News and Communications Officer shall:**

- **Plan and set deadlines for each newsletter, which must announce membership meetings and agendas, report on the Local's affairs and inform the membership of their rights and responsibilities under the Collective Agreement;**
- **Determine, in consultation with the Executive Board, the content of specific newsletters and gather information on current Local and Union affairs for inclusion in them;**
- **Assemble and write or edit newsletter materials for each issue;**
- **Be responsible for the production of the newsletter and its distribution to the membership;**
- **Chair the Communications Committee and oversee their duties.**

f) The **Members-at-Large shall:**

- **Assist** the Executive Board with special projects;
- **Assist** Grievance Officers as required;
- **Replace** other Executive members at meetings when required;
- **Be** prepared to inform the membership of their rights and responsibilities under the Collective Agreement;
- **Sit** on at least one (1) committee.

g) The **Trustees shall:**

- **Act** as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, Recording Secretary and the Standing Committees at least once every calendar year;
- **Submit** a written report of their findings to the first membership meeting following the completion of each audit;
- **Ensure** that monies are not paid out without proper constitutional or membership authorization;
- **Ensure** that proper financial reports are made to the membership;
- **Audit** the record of attendance;
- **Inspect**, at the times provided for in the CUPE Constitution, 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 audit to the National Secretary-Treasurer in accordance with the provisions of the CUPE Constitution;
- **Review** the Executive honoraria and out-of-pocket expenses annually and report to the Annual General Meeting;
- **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;
- **Send** to the National Secretary-Treasurer, with a copy to the assigned Servicing 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
(Appendices B.3.10 to B.3.12)

SECTION 9 – HONORARIA

Recognizing that all Union business is conducted on the employee's own time, members of the Executive Board will be compensated according to the following scale at Level III of the Local 3287 Collective Agreement:

President – Annual honorarium equivalent to the stipend for a six-credit unit course, apportioned and paid on a monthly basis.

Vice-President – Annual honorarium equivalent to the stipend for a three-credit unit course, apportioned and paid on a monthly basis.

Secretary-Treasurer – Annual honorarium equivalent to the stipend for a three-credit course, apportioned and paid on a monthly basis.

Recording Secretary – Annual honorarium equivalent to the stipend for a three-credit course, apportioned and paid on a monthly basis.

News and Communications Officer – **Annual honorarium equivalent to the stipend for a three-credit course, apportioned and paid on a monthly basis.**

Parking Coordinator – Honoraria of \$ **55.00** per month plus a parking spot paid by the Union.

Members-at-Large – Honoraria of \$ **80.00** per month.

Trustees – Honoraria of \$ **220.00** per annual report completed.

Members of the Negotiating Committee – \$ **55.00** per meeting or session attended.

SECTION 10 – FEES, DUES AND ASSESSMENTS

a) **Initiation Fee**

Each application for membership in the Local shall be directed to the Secretary-Treasurer and shall be accompanied by an initiation fee of one dollar (\$1.00) which shall be in addition to monthly dues. The Secretary-Treasurer shall issue a receipt. If the application is rejected, the fee shall be returned.

b) **Readmittance Fee**

If a person has not retained sessional lectureship and Union membership in more than two (2) years, that person will pay another initiation fee of one dollar (\$1.00).

c) **Monthly Dues**

The monthly dues shall be two percent (2%) of gross income on a monthly basis.

(Appendix B.4.3)

Changes in the levels of the monthly dues can be effected only by following the procedure for amendment of these Bylaws (see Section 14), with the additional provision that the vote must be by secret ballot.

(Appendix B.4.3)

Notwithstanding the above provisions, if the CUPE Convention raises minimum fees and/or dues above the level herein established, these Bylaws will be deemed to have been automatically amended to conform to the new CUPE minima.

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

d) **Non-Payment of Dues and Assessments**

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

SECTION 11 – NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

a) **Nomination**

There will be a call for nominations published in the newsletter prior to the meeting at which the elections are to be held.

Nominations shall be made at the meeting at which the elections are held. No nomination shall be accepted unless the member is in attendance at the meeting, or has allowed to be filed at the meeting a consent in writing, duly witnessed by another member. No member shall be eligible for nomination if that member is in arrears of dues and/or assessments.

Those who have declared their intent to be nominated for an Executive position shall have their communication/information sent to the membership along with the Notice of Meeting, provided it is received by the Recording Secretary at least fourteen (14) days in advance of the meeting.

b) **Elections**

1. Elections will be conducted by an Elections Committee comprised of a Returning Officer and one or more persons chosen by the members at that members' meeting. **Officers and candidates for office cannot serve as members of the Elections Committee.** The National Representative shall serve as an advisor to the Committee providing technical guidance and advice throughout the nomination and election process.
2. The Executive Board shall determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer.
3. The Returning Officer shall be responsible for issuing, collecting and counting ballots. The Returning Officer must be fair and impartial and see that all arrangements are unquestionably democratic.
4. Voting shall take place at the Annual General Meeting. The vote shall be by secret ballot.
5. Voting to fill one office shall be conducted and completed and recounts dealt with before balloting may begin to fill another office.
6. A majority of votes cast shall be required before any candidate can be declared elected; and second and subsequent ballots shall be taken, if necessary, to obtain a majority. On the second and subsequent ballots, the candidate receiving the lowest number of votes in the previous ballot shall be dropped. In the 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.
7. 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.

8. 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 vote, by at least the number of members equal to the quorum for a membership meeting as laid down in Section 3 c).

c) **Installation**

1. All duly elected Officers shall be installed at the meeting at which elections are held, but shall assume office on the first of the month following the meeting, and shall continue in office for **their term**, or until a successor has been elected and installed, provided, however, that no term of office shall be **less than one (1) year** or longer than three (3) years. **(Appendix B.2.4)**
2. **The term of office for the President, Vice-President, Secretary-Treasurer, Recording Secretary and News & Communications shall be two (2) years. The term of office for Members-at-Large shall be one (1) year.** The terms of office for Trustees shall be as laid down in **Appendix B.2.4** of the CUPE National Constitution.
3. The President, Recording Secretary and News & Communications Officer shall be elected in even numbered years. The Vice-President and Secretary-Treasurer shall be elected in odd numbered years. Members-at-Large shall be elected each year.

d) **By-Election**

Should an office fall vacant pursuant to Section 6 g) of these Bylaws or for any other reason, the resulting by-election should be conducted as closely as possible in conformity with this section.

SECTION 12 – DELEGATES TO CONVENTIONS

- a) Notice of **upcoming** conventions will appear in the newsletter **and on the Local's website**. Except for the President's and Vice-President's options (Section 8 a) and b), all delegates to conventions shall be chosen by election at membership meetings. A membership meeting may determine that more delegates may be sent to a specific convention than are elected at that meeting, and to this end may move to allow the Executive Board to receive further nominations in writing and to select up to a specified number of further delegates.
- b) Delegates to the Saskatoon District Council shall be elected annually. An official reporter for these delegates shall be appointed annually by the President from among these delegates, and may be required to report at membership meetings or Executive Board meetings on proceedings at recent meetings of the Council.
- c) All delegates elected to the conventions held outside delegate's place of residence shall be paid transportation expenses (at economy, tourist or coach rates) and accommodation expenses. If a member's vehicle is used, the employer's current mileage allowance shall be paid for the most direct route. A per diem allowance of ninety dollars (\$ 90.00) per day (out of province), and sixty dollars (\$ 60.00) per day (out of town) for expenses will be paid. The Local shall reimburse the member for any loss of sessional wages earned at the U of S incurred by attendance at the convention.
- d) Delegates to conventions held locally shall have no travel allowances as such. There shall be per diem allowance of forty dollars (\$ 40.00) per day for expenses.
- e) Representation at educational institutes and seminars shall be on the recommendation of the Executive Board subject to final approval by the membership.

SECTION 13 – COMMITTEES

a) Negotiating Committee

1. This shall be a special committee established at least three (3) months prior to the expiry of the Local's Collective Agreement and automatically disbanded when a new collective agreement has been signed. The function of the Committee is to prepare collective bargaining proposals and to negotiate a collective agreement. The Committee shall consist of four (4) to six (6) members that include the President and Vice-President with the remaining positions elected at a membership meeting. The CUPE Representative assigned to the Local shall be a non-voting member of the Committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.
2. The Negotiating Committee shall report regularly to both the membership of the Local at membership meetings and to the Executive Board.
3. Members of the Negotiating Committee will receive an honorarium of \$55.00 per meeting or session attended. The honoraria will be paid out of the funds provided to the Union by the employer under Article 11.03 of the Collective Agreement.
4. At the conclusion of negotiations, the Negotiating Committee shall present proposals to the membership for ratification as per Section 17 (Collective Agreements).
5. The Negotiating Committee shall also make recommendations to the membership in regards to holding strike votes.

b) Ad Hoc Committees

An ad hoc committee may be established by the Executive for a specified purpose and period, unless otherwise instructed by the membership. Two (2) members of the Board may sit on any ad hoc committee as ex-officio members.

The committee members' terms shall expire after one (1) year, or upon dissolution of the ad hoc committee, whichever comes first.

1. Professional Development/Tuition Waiver Fund

The Executive, from time to time, will establish an ad hoc committee for the purposes of allocating grants from the Professional Development/Tuition Waiver Fund. This ad hoc committee will be governed by the following rules:

- a) No member of the committee that evaluates applications for tuition waivers and professional development grants is eligible to apply for or to receive a waiver or grant unless they recuse themselves from the decision-making committee for the round when their application is under discussion.
- b) No Union member of the Sessional Joint Union-Management Committee is eligible to apply for or to receive a waiver or grant unless they recuse themselves from any discussion about changes to the rules or application form that will apply for the first time when they apply for a grant.

c) Standing Committees

The chairperson of each standing committee shall be elected by the members at a membership meeting every two (2) years or as needed. The chairperson and the Executive Board may, with the concurrence of the membership, jointly appoint other members to serve on a committee. There shall be three (3) standing committees as follows:

1. Grievance Committee

The **Grievance** Committee shall consist of the President and Vice-President.

This Committee shall process all grievances not settled informally before **Stage 1**. Reports shall be submitted first to the Executive Board, with a copy to the CUPE Representative, and then to a membership meeting. Meetings of the Grievance Committee shall be confidential and closed.

If a grievance is not settled in the initial steps provided for in the Collective Agreement, this Committee will decide whether or not the grievance should proceed to arbitration.

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

2. Communications Committee

This Committee will be comprised of the News & Communications Officer, at least one (1) member of the Executive and between one (1) and three (3) additional members.

The Committee shall:

- **Determine** when newsletters will be sent out and the method used (electronic or hard copy);
- **Maintain** the Local's Facebook page and website;
- **Perform** other duties as assigned by the Executive.

3. Good and Welfare Committee

This Committee will assist members in obtaining aid internally or externally to deal with social problems or specific economic needs. The Welfare Fund shall be the last resource of assistance, to be called on after the individual has exhausted all other sources of assistance. The Committee shall request the signing officers to make disbursements from the regular operating expenses of the Local. The Committee shall not loan more than \$700 annually to any individual Union member unless the loan is to assist with situations related to employment only, in which case the loan may be for up to \$2,000. Total disbursements shall not exceed the equivalent of one, three-credit unit course stipend per fiscal year ending October 31. The Committee shall keep a written record explaining when and why monies are disbursed.

This record will be made available to the Table Officers if either:

- 1) **The Executive** by majority vote requests the Table Officers examine records relating to a disbursement or disbursements;
- 2) **The members** by majority vote at a members' meeting request that the Table Officers examine records relating to a disbursement or disbursements.

In the event that the Table Officers are to examine the records, the Committee will expunge all references to the identity of the petitioner and **keep confidential all matters except with written approval of the member**.

Having examined the records relating to a disbursement, the Table Officers may set policies regarding future disbursements as they deem necessary.

4. Bylaw Committee

It shall be the duty of this Committee to:

- Review the Bylaws annually and make recommendations to the Executive Board on proposed amendments;
- Review any proposed amendments received from the Executive Board or membership of the Local to ensure that the amendments will conform to the remainder of the Bylaws and the CUPE National Constitution with assistance from the CUPE National Representative;
- Ensure that the Local's Bylaws are written in clear language **and** that **the** clear language does not change the intent or meaning of the Bylaws.

d) **The Parking Coordinator shall:**

- Be appointed on an annual basis by the Executive;
- Administer the parking spots allotted to the Local's members;
- Report to the Executive on an annual basis;
- Determine appropriate pricing to ensure sustainability of the program;
- Be subject to review by the Executive Board;
- Deal with applications for parking, scheduling and billing.

SECTION 14 – 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 "C". 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 "C", 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 15 – AMENDMENT OF BYLAWS

- a) These Bylaws are always subordinate to the CUPE Constitution (including Appendix "C") 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.
(Articles 9.2(c), 13.3, & **Appendix B.5.1**)
- b) These Bylaws shall not be amended, added to or suspended, except upon a two-thirds majority vote of those present and voting at a regular or special membership meeting following seven (7) days' notice at a previous meeting or at least sixty (60) days' written notice.(Article 13.3 & **Appendix B.5.1**)
- 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.
(Article 13.3 & **Appendix B.5.1**)

SECTION 16 – STRIKES

Any strike mandate vote must be approved by a majority vote at a membership meeting of the Local. After an affirmative vote at this meeting, the Executive must arrange a vote of all the members of the unit by secret ballot. All members must be informed at least seven (7) days before the vote. The motion on the ballot shall be as follows: "As a member of CUPE Local 3287, I authorize my Negotiating Committee to call a legal strike in the event that all possible formal avenues fail to produce a fair settlement."

- a) A simple majority (more than 50%) affirmative vote of ballots cast in the referendum is required before any strike action can be authorized.
- b) Payments of strike benefits shall be as per CUPE's National Defense Fund Regulations and may be supplemented by the Local.

SECTION 17 – COLLECTIVE AGREEMENT

Collective agreements with the University must first be approved by the membership of the Union Local in a ratification vote by secret ballot. A simple majority of votes cast (more than 50%) is sufficient to ratify the Collective Agreement. The Collective Agreement shall be signed for the Local by the Negotiating Committee.

SECTION 18 – DISTRIBUTION OF BYLAWS

All members of the Local shall be provided access to copies of the Bylaws either in paper format, via e-mail, or via the Local Union's website.

APPENDIX "A" – CUPE NATIONAL EQUALITY STATEMENT



EQUALITY STATEMENT

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

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

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

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

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

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




MARK HANCOCK
National President


CANDACE RENNICK
National Secretary-Treasurer

APPENDIX “B” – 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 any other events organized by CUPE National. It is also applicable to structures of CUPE – locals, Provincial and Service Divisions, District Councils, Provincial Unions, Councils of Unions, Provincial Councils of Unions, and Provincial Sectoral Groups. It is consistent with the expectations outlined in the Equality Statement and the CUPE National Constitution.

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

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

- Abide by the provisions of the Equality Statement.
- Respect the views of others, even when we disagree.
- Recognize and value individual differences.
- Communicate openly.
- Support and encourage each other.
- Make sure that we do not harass or discriminate against each other.
- Commit to not engaging in offensive comment or conduct.
- Make sure that we do not act in ways that are aggressive, bullying, or intimidating.
- Take responsibility for not engaging in inappropriate behaviour due to 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 national staff member, it shall be referred to the appropriate director for investigation and the complaint shall be dealt with in accordance with the applicable staff collective agreement. If the complaint involves a staff member employed by another part of CUPE, the person responsible for their employment will be the one to whom a complaint is referred and the 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 a National event, the National President shall receive a report on the matter. For all other structures of CUPE, the presiding officer shall receive a report on the matter.
10. For events organized by CUPE National, the National President shall determine if further remedial action is appropriate, including restricting a member's participation in future events organized by CUPE National. A similar process may be applicable to the other parts of CUPE, done in consultation with the National President.

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

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

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

APPENDIX "C" – RULES OF ORDER

1. The President or, in the President's absence, the Vice-President, shall take the chair at all membership meetings. In the absence of both the President and Vice-President, the Recording Secretary shall act as President and in the absence of the Recording Secretary **an alternate** shall be chosen by the Local. Quorum rules must be met.
2. No member, except the chairperson 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. Chairpersons and movers of a resolution shall be limited to fifteen minutes, except with the consent of the meeting.
3. The presiding officer shall state every motion coming before the Local, before allowing debate on the motion, and before putting it to a vote shall ask: "Is the Local ready for the question?" Should no member rise to speak, the motion **shall** be voted on.
4. A motion to be entertained by the presiding officer must be moved and seconded; both mover and seconder must rise and be recognized by the chair.
5. A motion to amend, or to amend an amendment shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment, or amendment to an amendment, which is a direct negative of the resolution, shall be in order.
6. On motion, the regular order of business may be suspended by a two-thirds vote of those present, to deal with any urgent business.
7. All resolutions and motions other than those named in Rule 17, or those to accept or adopt the report of a committee, shall, if requested by the presiding officer, be presented in writing before being put to the Local.
8. At the request of any member, and upon a majority vote of those present, a motion which contains more than one action or issue may be divided.
9. Any member having made a motion can withdraw it with the consent of the seconder, except that any motion, once debated, cannot be withdrawn except by a majority vote of those present.
10. When a member wishes to speak on a question or to make a motion, that member shall rise in place and respectfully address the presiding officer, but shall not proceed further until recognized by the chair, except to state the intention to raise a point of order or a question of personal privilege.
11. When two or more members rise to speak at the same time, the presiding officer shall decide which one is entitled to the floor.
12. Every member, while speaking, shall adhere to the question under debate and refrain from using language that is offensive or in poor taste or speak in a manner that reflects poorly on the Local or its members.
13. If a member, while speaking, is called to order, that member shall stop speaking until the point of order is determined; if it is decided that the member is in order that member may again proceed.
14. No religious discussion shall be permitted.

15. The presiding officer shall take no part in debate while presiding, but may yield the chair as outlined in Rule #1 in order to speak on any question before the Local, or to introduce a new question.
16. The presiding officer shall have the same rights as other members to vote on any question. In case of a tie, the presiding officer may in addition give a casting vote, or, if the presiding officer so chooses, refrain from breaking the tie, in which case the motion is lost.
17. When a motion is before the members, no other motion shall be in order except (1) to adjourn (2) to put the previous question (3) to lay on the table (4) to postpone for a definite time (5) to refer (6) to divide or amend, which motions shall have precedence in the order named. The first three of these shall be decided without debate.
18. A motion for the previous question, when regularly moved and seconded, shall be put in this form: "Shall we vote on the main motion?" If it is adopted, the President shall proceed to take the vote on the motion and amendments to the motion (if any) in order of priority. If an amendment or an amendment to an amendment is adopted, the original resolution, as amended, shall be put to the members for a vote.
19. A motion to adjourn is in order except (1) when a member has the floor, and (2) when members are voting.
20. A motion to adjourn, having been put and lost, shall not be in order again, if there is further business before the Local, until fifteen minutes have elapsed.
21. After the presiding officer declares the vote results on a question, and before the Local proceeds to another order of business, any member may ask for a division. A standing vote shall then be taken which the Secretary shall count.
22. If any member wishes to appeal a decision of the chair, the member must do so at the time the decision is made. If the appeal is seconded, the member shall be asked to state briefly the basis for the appeal. The presiding officer may then state briefly the basis for the decision, following which the presiding officer shall immediately and without debate put the question: "Shall the decision of the chair be upheld?" A majority vote shall decide except that in the event of a tie the decision of the chair is upheld.
23. After a question has been decided, any two members who have voted in the majority may, at the same or next meeting, move for reconsideration.
24. No member shall enter or leave a meeting during the reading of the minutes, the initiation of new members, the installation of Officers, or the taking of a vote; and no member shall be allowed to leave without the permission of the Vice-President.
25. The Local's business and proceedings of meetings are not to be divulged to any persons outside the Local or the Canadian Union of Public Employees. This rule will be interpreted so as not to preclude the publication of reports in a Union newsletter or on a Union website or by any other means of publication on the ground that non-members have access to the newsletter, website or other means of publication.

APPENDIX "D" – SECRETARY-TREASURER'S JOB DESCRIPTION

1. Prepare monthly bank reconciliation.
2. Prepare monthly financial statements for presentation to Executive and financial statements for presentation to membership meetings.
3. Prepare yearly budget for approval.
4. Prepare cheques **and/or e-transfers** to pay for approved disbursements on a timely basis.
5. Ensure deposits are made on a timely basis.
6. Prepare investment recommendations to be taken to the Executive for any excess cash, including monies in term deposits and excess cash in general bank account.
7. Prepare T4s and T4 Summary on a timely basis.
8. Ensure receipts and disbursements have good paper audit trail.
9. Assist trustees to complete their necessary audit.
10. Remit payroll deductions to Receiver General on a timely basis.
11. Maintain a file of approved motions with respect to any cash receipts or disbursements.

Inherent Tasks in the above are:

- Financial statements that are prepared are to be accurate and user friendly.
- Receipt reports (i.e. Union dues, etc.) are filed chronologically.
- Every cash disbursement must have a proper paper audit trail (i.e. the equivalent to an invoice attached).
- Motion file maintained to cross-reference motions passed at Executive and general meetings proving authorization of the same.
- Prior payment of invoices be reviewed for accuracy.
- All cheques **and/or e-transfers** are prepared with dual signing authority.
- All Executive and general membership minutes must be available to cross reference cash motions (some motions will be standing motions).
- Payroll journal be maintained.
- All disbursements made on a timely basis to avoid overdue or late charges.
- Bank reconciliation be completed prior to monthly financial statements being released.