

BYLAWS



LOCAL 1522

Approved By the Local: July 11, 2025

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PREAMBLE

In order to improve the social and economic welfare of its members without regard to sex, colour, race or creed, to promote efficiency in public employment and to manifest its belief in the value of the unity of organized labour, this Local of the Canadian Union of Public Employees (hereinafter referred to as CUPE) 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 Canadian Union of Public Employees, Local No. 1522, Lord Selkirk School Division.

SECTION 2 - OBJECTIVES

The objectives of the Local are to:

- (a) secure adequate remuneration for work performed and generally advance the economic and social welfare of its members and of all workers.
- (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 employer.
- (e) eliminate sexual and racial harassment or harassment based on sexual orientation, wherever it exists.
- (f) establish strong working relationships with the public we serve and the communities in which we work and live.

SECTION 3 - INTERPRETATION AND DEFINITIONS

- (a) Masculine pronouns shall be understood to include the feminine gender or vice-versa.
- (b) Numbers of Articles at the end of sections or sub-sections refer to relevant articles of the CUPE Constitution which should be read in conjunction with these bylaws.

SECTION 4 - MEMBERSHIP MEETINGS - REGULAR AND SPECIAL

- (a) A minimum of four (4) regular membership meetings shall be held each year on a

Saturday morning in the months of September, December, March, and June. **When a meeting cannot be held in such a month, it will be scheduled as close to the month as possible, either before or after.** Notice of each regular membership 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 ten (10) 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 fifteen (15) members, including at least three (3) members of the Executive Board.
- (d) In the event of a quorum not being met at a General Meeting, then the Executive shall conduct all Union business. **Any decision made by the Executive Board will be reported back for ratification at the next membership meeting.**
- (e) The order of business at regular membership meetings is as follows:
 - (i) **Land Acknowledgement**
 - (ii) Read Equality Statement
 - (iii) Roll Call of Officers
 - (iv) Voting on New Members and Initiation
 - (v) Reading of Minutes
 - (vi) Matters Arising
 - (vii) Treasurer's Report
 - (viii) Communications and Bills
 - (ix) Executive Board Report
 - (x) Reports of Committees and Delegates
 - (xi) Nominations, Elections, or Installations
 - (xii) Unfinished Business
 - (xiii) New Business
 - (xiv) Good of the Union
 - (xv) Adjournment

SECTION 5 - VOTING OF FUNDS

Except for ordinary expenses and bills as approved at membership meetings, no sum over fifty dollars (\$50) shall be voted for the purpose of a grant or contribution to a member or any cause outside CUPE, except by a notice of motion given in writing and dealt with at the following membership meeting.

SECTION 6 - OFFICERS

The officers of the Local shall be the President, First Vice-President, Second Vice-President, Past President, Secretary-Treasurer, Recording Secretary, three (3) Trustees, Shop Stewards [consisting of one (1) Steward from the Custodial **Collective Agreement**, two (2) Stewards

from the Clerical/Educational Assistants/Library Collective Agreement]. All officers shall be elected by the membership.

SECTION 7 - EXECUTIVE BOARD

- (a) The Executive Board shall comprise all officers, except Trustees.
- (b) The election of the President, Second Vice-President and Treasurer shall take place every even year with the alternate years being set for the election of the First Vice-President and Recording Secretary. One (1) Trustee shall be elected for a three (3) year term each year. The election of stewards for one (1) Custodial and **one (1) Clerical/Educational Assistants/Library steward** shall take place every even year with the alternate years being set for the election of the **second (2nd) Clerical/Educational Assistants/Library steward**.
- (c) The Executive Board shall meet at least once every month except July and August.
- (d) A majority of the Executive Board constitutes a quorum.
- (e) The Executive Officers shall hold title to any assets of the Local as trustees for the Local. They shall have no right to sell, convey, or encumber any assets without first giving notice and then submitting the proposition to a membership meeting and having it approved.
- (f) 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.
- (g) All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.
- (h) Should any Executive Board member fail to answer the roll-call for three (3) consecutive regular membership meetings or three (3) consecutive executive meetings without having submitted good reasons for those failures, his office shall be declared vacant and shall be filled by an election at the following membership meeting.

SECTION 8 - DUTIES OF OFFICERS

All Officers must give all properties, assets, funds and all records of the Local Union to their successors at the end of their term of office.

All signing Officers of Local 1522 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.

- (a) The President shall:
 - enforce the CUPE Constitution and these bylaws.
 - chair 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.
- ensure that all officers perform their assigned duties.
- fill committee vacancies where elections are not provided for.
- introduce new members and conduct them through the initiation ceremony.
- sign all cheques and ensure that the Local's funds are used only as authorized or directed by the Constitution, bylaws, or vote of the membership.
- be allowed necessary funds, not to exceed fifty dollars (\$50) monthly, to reimburse himself or any officers for expenses supported by vouchers, incurred on behalf of the Local.
- **be allowed to take up to a maximum of two (2) days off work, per month, to do union business upon approval of the Executive Board.**
- have first preference as a delegate to the CUPE National Convention, Division/Sector Conventions and Conferences.
- on termination of office, surrender all books, seals and other properties of the Local to his successor.
- shall be bonded for one hundred thousand dollars (\$100,000) under the Secretary- Treasurer from CUPE National.

(b) The First Vice-President shall:

- 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.
- render assistance to any member of the Board as directed by the Board.

(c) The Second Vice-President shall:

- step up in the absence of the First Vice-President.
- render assistance to any member of the Board as directed by the Board.
- any other duties assigned by the President.

(d) The Recording Secretary shall:

- 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.

- record all alterations in the bylaws.
- answer correspondence and fulfil other secretarial duties as directed by the Board.
- file a copy of all letters sent out and keep on file all communications.
- prepare and distribute all circulars and notices to members.
- have all records ready on reasonable notice for auditors and Trustees.
- preside over membership and Board meetings in the absence of both the President and the Vice-President.
- be empowered, with the approval of the membership, to employ necessary stenographic or other assistance to be paid for out of the Local's funds.
- on termination of office, surrender all books, seals, and other properties of the Local to his successor.

(e) The Secretary-Treasurer shall:

- sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences.
- receive all revenue, initiation fees, 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 remit payment no later than the 15th day of each month.
- throughout his/her term, and on behalf of the Local Union membership, be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or vouchers for every disbursement made, receipts for all money sent to CUPE headquarters, as well as records and supporting documents for all income received by the Local Union.
- record all financial transactions in a manner acceptable to the Board and in accordance with good accounting practices.
- regularly make a full financial report to meetings of the Local's Executive Board, as well as a written financial report to each regular membership meeting, detailing all income and expenditures for the period.

- be bonded through the master bond held by the National Office, and any Secretary- Treasurer who cannot qualify for the bond shall be disqualified from office.
- pay no money unless supported by a voucher duly signed by the President and Secretary-Treasurer, and no voucher shall be required for payment of per capita fees to any organization to which the Local is affiliated.
- make all books available for inspection by the auditors and/or Trustees on reasonable notice, and have the books audited at least once each calendar year and within a reasonable 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.
- submit the necessary financial and compensation information to the Manitoba Labour Board.
- not later than February 28th of each year, furnish each member, on the forms supplied by the National Office, with a statement showing the net amount of tax-deductible dues paid by him/her during the preceding calendar year.
- be empowered, with the approval of the membership, to employ necessary clerical assistance to be paid for out of the Local's funds.
- notify all members who are one (1) month in arrears and report to the Board all members two (2) or more months in arrears in the payment of union dues.
- on termination of office, surrender all books, records, and other properties of the Local to his successor.
- file necessary documents with the Manitoba Labour Board as required;
- complete and return all forms requested by National Office such as dues, and survey reports.

(f) The Stewards shall:

- ensure that the Collective Agreement is adhered to by both the Employer and the members.
- ensure that grievances are investigated, researched and processed.
- ensure that members are fully informed about their rights, Division policies, Union policies and objectives, labour legislation and legislative programs.
- work for the welfare of the group; act promptly and decisively, develop teamwork and fight for what is right.

- attend a training session for Stewards within the first year of election.
- attend all meetings that are called.
- guard the inner door at membership meetings and admit no one but members in good standing or officers and officials of CUPE, except on the order of the President and by consent of the members present.
- assist in maintaining the record of membership attendance at meetings.
- perform such other duties as may be assigned by the Board from time to time.

(g) The Trustees shall:

- 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 at least once every calendar year.
- make a written report of their findings to the first membership meeting following the completion of each audit.
- submit, in writing, to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct and proper manner;
- be responsible to ensure that monies are not paid out without proper constitutional or membership authorization;
- ensure that proper financial reports are made to the membership;
- audit the record of attendance;
- inspect at least once a year any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local, and report their findings to the membership;
- send a copy of the completed audit report (on the prescribed form provided by the National Secretary-Treasurer), as well as a copy of their report to the Local Union membership along with a copy of their recommendations and/or concerns to the President and Secretary-Treasurer and the Secretary-Treasurer's response, to the National Secretary-Treasurer of the Canadian Union of Public Employees, with a copy to the assigned servicing representative;
- use audit forms supplied by the National Office and send a copy of each half-yearly audit to the National Secretary-Treasurer in accordance with the provisions of the CUPE Constitution.

SECTION 9 – EXECUTIVE ALLOWANCES

The following **Executive Allowances** shall be provided:

Executive Allowances shall be given out in December, and June, unless otherwise authorized by the Executive Board.

President	\$1,500 per year or \$125 per month
1 st Vice-President	\$1,050 per year or \$87.50 per month each
2 nd Vice-President	\$750 per year or \$62.50 per month
Recording- Secretary	\$1200 per year or \$100 per month
Secretary-Treasurer	\$1,500 per year or \$125 per month
Shop Stewards	\$705 per year or \$58.75 per month each
Trustees	\$70 each per audit

SECTION 10 - FEES, DUES, AND ASSESSMENTS

(a) Initiation Fee

Payment of initiation fees is a tangible confirmation of the desire to become a member of your Local Union and the Canadian Union of Public Employees. Each application for membership in the Local Union will be directed to the Secretary- Treasurer and will be accompanied by an initiation fee of two dollars (\$2) 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) Re-admission Fee

The re-admission fee shall be two dollars (\$2).

(c) Monthly Dues

The monthly dues shall be 1.65% of regular wages.

(d) Amending Monthly Dues

The regular monthly dues may be amended at a regular 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.

(e) Assessments

Assessments may be levied in accordance with the CUPE Constitution. Assessments do not mean or include regular monthly dues and are applied for a specific purpose or specific length of time. Membership approval is required, and the assessment will only be applied after the National President approves the assessment.

(f) Non-payment of Dues and Assessments

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 re-admission fee and any other penalty set by the Local Union. The re-admission fee cannot be less than the initiation fee of the Local Union.

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

SECTION 11 - NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

(a) Nominations

Nominations shall be received at the annual general meeting at which elections take place. No nomination shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting his consent in writing, duly witnessed by another member. No member shall be eligible for nomination if he is in arrears of dues and/or assessments.

(b) Elections

- (i) At a membership meeting at least one (1) month prior to election day the President shall, subject to the approval of the members present, appoint an Elections Committee consisting of a Returning Officer and assistant(s). The Committee shall include members of the Local who are neither officers nor candidates for office. It shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.
- (ii) 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.
- (iii) The Returning Officer shall be responsible for issuing, collecting and counting ballots. **They** must be fair and impartial and see that all arrangements are unquestionably democratic.
- (iv) The voting shall take place at the annual general meeting in the fall. The vote shall be by secret ballot.
- (v) Voting to fill one office shall be conducted and completed and recounts dealt with, before balloting may begin to fill another office.
- (vi) 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.
- (vii) When two (2) 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.

- (viii) 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 4 (c).

(c) Installation

- (i) All duly elected officers shall be installed at the meeting at which elections are held and shall continue in office as per Section 7 (b) or until a successor has been elected and installed, provided, however, that no term of office shall be longer than three (3) years.
- (ii) The terms of office for Trustees shall be as laid down in the CUPE Constitution.

(d) By-Election

Should an office fall vacant pursuant to Section 7 (h) 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 - PER DIEMS, MILEAGE AND DELEGATES TO CONVENTIONS, CONFERENCES, SEMINARS, EDUCATIONAL WORKSHOPS AND SCHOOLS OR MEETINGS (IN PERSON)

The Executive is empowered to act on all union business until the next general meeting. All decisions of the Executive Board which have been acted upon, shall be reported to the members at the next regular membership meeting. A motion to endorse the actions of the Executive shall be put forward at that meeting.

- (a) Except for the President's option [Section 8 (a)], all delegates to conventions and conferences shall be chosen by election at membership meetings.
- (b) The per diem rates paid by Local 1522 will be as follows: for conventions, conferences, seminars, **educational workshops, and schools.**

In the Selkirk area - thirty-five dollars (\$35) per day.

- (i) No overnight stay - Outside of the Selkirk Area (but within Manitoba) - fifty dollars (\$50) per day for the number of days of the convention, conference or seminar.
- (ii) Overnight stay - Outside of the Selkirk/Winnipeg Area (but within Manitoba) ninety dollars (\$90) per day for the number of days of the convention, conference, or seminar, plus the cost of hotel accommodations, plus days of travel.
- (iii) Canadian Labour Congress and Canadian Union of Public Employees' residential schools will be paid at the rate of fifteen dollars (\$15) per day and board and room paid for by Local 1522 for the number of days of the school.

- (iv) Out-of-province - **one hundred and fifteen dollars (\$115)** per day for the number of days of the convention, conference, or seminar, **plus up to three (3) days of travel, the cost of hotel accommodations and travel expenses.**
- (v) Outside of the Selkirk area (but within Manitoba) - forty dollars (\$40) per day for the number of days of the educational workshop.
- (vi) When all meal expenses are included in registration fees for conventions, conferences, seminars or educational workshops and schools, and allowance of fifteen dollars (\$15) per day of travel will be paid only.
- (c) Representation at educational institutes and seminars shall be on the recommendation of the Executive, subject to final approval by the membership.
- (d) **Expenses and Travel Expenses**

Transportation expenses, accommodations, taxi (airport to hotel, (vice – versa), hotel to union event/venue; shall be reimbursed with support of vouchers and receipts.
- (e) **Mileage**

Mileage rates shall be fifty – **five cents (55¢)** per kilometer. Parking shall be paid upon presentation of receipts. Mileage shall be paid for the following:
 - (i) Executive members attending Executive meetings in excess of five (5) km from place of work to place of meeting.
 - (ii) Committee members attending Committee meetings in excess of five (5) km from place of work to place of meeting.
 - (iii) Members who attend authorized courses, seminars or conventions, **educational workshops, and schools.**
 - (iv) The Executive has the authority to authorize payment for mileage as deemed necessary in carrying out duties for the benefit of the Local.
- (f) **Meals**

Reimbursement for meals during authorized meetings, when a per diem is not received, will be made to the maximum of the following (receipts must be submitted):
 - Under three (3) hours \$15
 - Over three (3) hours \$25
- (g) **Loss of Salary**

When a member attends a convention, conference, seminar, meeting or educational workshop or school authorized by the Local on a regular working day, no loss of pay will be suffered. If the convention, conference, seminar, meeting or educational workshop or school is cancelled, the member shall try and reverse their leave of

absence, if possible.

- (h) The Local will not pay wages to attend conventions, conferences, seminars, meetings or educational workshops or schools on a day when the member is not working.

(i) Child Care

Any member elected to attend a convention, conference, seminar, educational workshop, or school **and who requires** childcare will be reimbursed if additional costs occur above their regular daily childcare expense upon receipt. **On a day where they would not have normally paid childcare expenses, childcare expenses will be reimbursed for receipted expenses to the following maximums:**

- A full day consists of eight (8) hours.
- For children under six (6) years of age - \$30.00 per half day per household and \$60.00 per full day per household.
- For children six (6) years of age and up to twelve (12) years of age - \$15.00 per half day per household and \$30.00 per full day per household.
- For 24-hour overnight care for children sixteen (16) years and younger, \$60.00 per day per household.

Expenses of persons with exceptionalities will be considered on an individual basis. All claims must be receipts with the signature of childcare provider (not from the same household) and the claimant.

SECTION 13 - COMMITTEES

(a) Negotiating Committee

The Negotiating Committee shall consist of a maximum of five (5) person committee (including the President) elected from the Executive Board at the Annual General meeting. It is preferable that each sector have one (1) representative on this committee. However, this is not mandatory. The function of the Committee is to prepare collective bargaining proposals and to negotiate a Collective Agreement. The CUPE Representative assigned to the Local shall be a non-voting member of the Committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.

(b) Special Committees

A special ad hoc committee may be established for a specified purpose and period by the membership at a meeting. The members shall be elected at the same or another membership meeting or may, by specific authorization of the membership, be appointed by the President or the Executive Board. Two (2) members of the Board may sit on any special committee as ex-officio members.

(c) Permanent Committees

The Chairperson of each permanent committee will be elected by the members at a membership meeting. Permanent committees will have a term of two (2) years. The Chairperson and the Executive Board may, with the approval of the membership, jointly

appoint other members to serve on a committee. The Vice-Presidents shall be members, ex-officio, of each committee. There shall be six (6) permanent committees as follows:

(i) Communications Committee

It shall be the duty of the Committee to:

- publish the Local's newsletter as often as deemed necessary;
- cooperate with the Executive Board in preparing press releases, publicity material and any other material deemed beneficial to the membership;
- shall comprise between two (2) and four (4) members.

(ii) Education Committee

It shall be the duty of this Committee to:

- inform the Local of any appropriate and available education seminars, conferences and workshops;
- ensure delegates prepare reports to the membership on seminars, conferences or workshops they have attended and maintain a reference file of these reports;
- shall comprise between two (2) and four (4) members.

(iii) Good and Welfare Committee

This Committee may:

- visit members who are ill.
- extend get well wishes.
- If a member is ill for more than ten (10) consecutive working days, they will extend well wishes via get well cards.
- extend the Local's condolences in the event of the death of a member or one of his immediate family via sympathy cards.

(iv) Health and Safety Committee

A standing committee on health and safety shall be established. This Committee shall have a chairperson, co-chairperson, and a recording secretary, all of whom shall be elected by the membership of the Health and Safety Committee. The number of members on this Committee shall not be restricted. Members shall be appointed by the Local Union Executive Board.

The Committee shall meet as often as necessary but no less than once a month. The Committee shall report its activities to the meetings of the Local Union.

The duties of the Committee shall include:

- assist members of Joint Workplace Health and Safety Committee to ensure the employer complies with the health and safety legislation;
- arrange for the education of Local members in health and safety matters;
- monitor employer health and safety rules and policies;
- arrange for the holding of elections of CUPE members to the Workplace Health and Safety Committee;
- assist in the preparation of health and safety proposals for contract negotiations.

(v) **Retirement Committee**

It is the function of this Committee to assist with the planning of an event to honour the retirees.

Each retiree shall receive **a gift worth** twenty dollars (\$20) for each year as a member of Local 1522 in a form to be determined by the Committee to a maximum of four hundred dollars (\$400).

(vi) **Grievance Committee**

This Committee will:

- oversee the handling of all Local grievances;
- receive copies of all grievances;
- prepare a report on the status of all grievances to be submitted to the Executive Board, the National Representative and to the membership meeting;
- when a grievance is not settled in the initial steps provided for in the Collective Agreement, this committee will decide whether or not the grievance should proceed to arbitration;
- if the decision is to not proceed, the grievor(s) may appeal the decision to the Executive Board.

The Committee members will be the elected chairperson and two (2) stewards. The Committee shall appoint its secretary from among its members. The National Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted at all stages.

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 "A". These rules shall be considered as an integral part of the bylaws and may be amended only by the same procedure used to amend the bylaws.

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

SECTION 15 - AMENDMENT

- (a) These bylaws are always subordinate to the CUPE Constitution (including Appendix "B") as it now exists or may be amended from time to time, and in the event of any conflict between these bylaws and the CUPE Constitution the latter shall govern. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.
- (b) These bylaws shall not be amended, added to, or suspended except upon a majority vote of those present and voting at a regular or special membership meeting following seven (7) days' notice given at a previous regular meeting, or at least sixty (60) days' written notice.
- (c) No change in these bylaws shall be valid and take effect until approved by the National President of CUPE. The validity shall date from the letter of approval of the National President.

APPENDIX A CODE OF CONDUCT

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

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

This Code of Conduct sets out standards of behaviour for participants at national convention, conferences, schools, meetings, and any other union events organized by CUPE National, Local 1522, or any other CUPE chartered body. 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 CUPE bodies. It does not apply to complaints arising in the workplace, as those are dealt with through the grievance procedure and/or the applicable workplace harassment policy.

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

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

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

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

1. If possible, a member may attempt to deal directly with the person alleged to have engaged in behaviour contrary to the Code by asking them to stop such behaviour. If that is not possible, or if it does not resolve the problem, a member may bring forward a complaint.

2. A complaint shall be brought to the attention of an ombudsperson when there is one available. Should an ombudsperson not be available, a person properly appointed and designated to be in charge shall receive the complaint.
3. The ombudsperson or the person in charge will work to seek a resolution. If this fails to resolve the matter, the ombudsperson shall report the matter to the person in charge. The person in charge has the authority to expel members from the event for serious or persistent offenses.
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 CUPE chartered organization, the complaint shall be referred to the person responsible for their employment.
5. If the person in charge is a party to the complaint, an alternate will be designated to assume the role.
6. In a case where a member has been expelled from a National event, the National President shall receive a report on the matter. For other events, the presiding officer shall receive a report on the matter.
7. 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. For other events, the presiding officer shall consult the National President.

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

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

APPENDIX B RULES OF ORDER

1. The President or, in his 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. In the absence of all three, there is no quorum of the executive [section 4 (c)], the meeting is therefore cancelled.
2. No member, except the Chairperson of a committee making a report or the mover of a resolution, shall speak more than five (5) 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 (15) minutes, except with the consent of the meeting.
3. The President shall state every question coming before the Local, and before allowing debate thereon, and again immediately before putting it to a vote, shall ask: "Is the Local ready for the question?" Should no member rise to speak, the question shall then be put.
4. A motion to be entertained by the presiding officer must be moved and seconded; both mover and seconder must rise and be recognized by the chair.
5. 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 question may be divided when the sense will admit of it.
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, he shall rise in his place and respectfully address the presiding officer, but, except to state that he rises to a point of order or on a question of privilege, he shall not proceed further until recognized by the chair.
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 avoid all personal, indecorous, or offensive language, as well as any poor reflection on the Local or member thereof.
13. If a member, while speaking, is called to order, he shall cease speaking until the point is

determined; if it is decided he is in order, he may again proceed.

14. No religious or sexist discussion shall be permitted.
15. The President shall take no part in debate while presiding, but may yield the chair to the Vice-President in order to speak on any question before the Local, or to introduce a new Question.
16. The presiding officer shall have the same rights as other members to vote on any question. In case of a tie, he may in addition give a casting vote, or, if he chooses, refrain from breaking the tie, in which case the motion is lost.
17. When a motion is before the Local, no other motion shall be in order except (a) to adjourn; (b) to put the previous question; (c) to lay on the table; (d) to postpone for a definite time; (e) to refer; (f) 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 the main question be now put?" If it is adopted, the President shall proceed to take the vote on the resolution and amendments thereto (if any) according to their priority. If an amendment or an amendment to an amendment is adopted, the original resolution, as amended, shall be put to the Local.
19. A motion to adjourn is in order except (a) when a member has the floor, and (b) 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 (15) minutes have elapsed.
21. After the presiding officer declares the vote on a question, and before the Local proceeds to another order of business, any member may ask for a division. A standing vote shall then be taken and the Secretary shall count same.
22. If any member wishes to challenge (appeal) a decision of the chair, he must do so at the time the decision is made. If the challenge is seconded, the member shall be asked to state briefly the basis for his challenge. The Chairperson may then state briefly the basis for his decision, following which the Chairperson shall immediately and without debate put the question: "Shall the decision of the chair be sustained?" A majority vote shall decide except that in the event of a tie the chair is sustained.
23. After a question has been decided, any two (2) members who have voted in the majority may, at the same or next meeting, move reconsideration thereof.
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. When leaving, the Warden should be informed.
25. The Local's business, and proceedings of meetings, are not to be divulged to any persons outside the Local.

26. All committee and executive meetings shall be confidential and shall not be discussed outside of that committee. If found out to be divulging information outside the committee, that person shall be asked to step down from office.

