

BYLAWS

SCFP • CUPE

**CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 5556**

- AND -

REST HAVEN CARE HOME INC.

Approved by Membership:

Approved by National Office:

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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, national or ethnic origin, marital or family status, sexual orientation, family relationship, mental or physical disability, to promote efficiency in public employment and to manifest its belief in the value of the unity of organized labour, this Local 5556 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. 5556 employees of Rest Haven Care Home Inc.

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 employers.
- (e) eliminate all forms of harassment including but not limited to sexual and racial harassment and harassment based on sexual orientation, wherever it exists.

SECTION 3 - INTERPRETATION AND DEFINITIONS

- (a) Masculine pronouns shall be understood to include the feminine gender.
- (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 - AFFILIATIONS

In order to strengthen the labour movement and work toward common goals and objectives, Local 5556 shall be affiliated to and pay per capita tax to the following organization(s):

1. CUPE Manitoba Provincial Division

SECTION 5 - MEMBERSHIP MEETINGS - REGULAR AND SPECIAL

- (a) Membership meetings shall be held at least quarterly either virtually or in person. The Executive Board shall give at least one (1) weeks' notice of meeting date, time and location.
- (b) In person or virtual meetings
The Local Union may hold membership meetings in person and/or virtually. Where virtual meetings are held, all voting will be conducted electronically provided secrecy can be maintained, where mandated
- (c) 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 three (3) days' 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.
- (d) A quorum for the transaction of business at any regular or special meeting shall be seven (7) members, including at least three (3) members of the Executive Board.

Only members who are able to fully participate, with voice and vote, are counted for quorum.

If members participating remotely can only ask questions of the administrators via chat, rather than fully participate in the debate, they should not be counted in the quorum because they don't have full voice in the meeting.
- (e) The order of business at regular membership meetings is as follows:
 - (i) Roll Call of Officers
 - (ii) Reading of the Equality Statement/ Land Acknowledgement Statement
 - (iii) New Members and initiation
 - (iv) Reading of Previous Minutes
 - (v) Treasurer's Report
 - (vi) Executive Board Report
 - (vii) Communications and Bills

- (viii) Reports of Committees and Delegates
- (ix) Nominations, Elections, or Installations
- (x) Unfinished Business
- (xi) New Business
- (xii) Good of the Union
- (xiii) Adjournment

SECTION 6 - VOTING OF FUNDS

Except for ordinary expenses and bills as approved at membership meetings, no sum over two hundred and fifty dollars (\$250) 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 7 - OFFICERS

The officers of the Local shall be the President, Vice-President, Secretary-Treasurer, Recording Secretary, three (3) Trustees, and up to five (5) Stewards. All officers shall be elected by the membership. The Executive Board shall select the position of Lead Shop Steward from the elected Stewards.

SECTION 8 - EXECUTIVE BOARD

- (a) The Executive Board shall comprise all officers, except Trustees, and Stewards.
- (b) The Board shall meet at least eight (8) times per year or as necessary.
- (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.
- (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, his office shall be declared vacant and shall be filled by an election at the following membership meeting.

SECTION 9 - 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 5556 shall be bonded through the master bond held by CUPE National. Any Officers who cannot qualify for the bond shall be disqualified from office.

(a) The **President** shall:

- enforce the CUPE Constitution and these Bylaws.
- 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);
- 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 to reimburse themselves or any officers for expenses supported by vouchers, incurred on behalf of the Local, not to exceed two hundred and fifty dollars (\$250). Larger requests must be brought to the next membership meeting.
- have first preference as a delegate to the CUPE National Convention.
- be bonded for not less than five thousand dollars (\$5,000) through the master bond held by the National Office.
- be available to Trustees for any information they may need to complete the audit and audit report forms.

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

- if the President is absent or incapacitated, perform all the duties of the President.
- if the office of President falls vacant, be Acting President until a President is elected
- adhere to the Guidelines for Grievance Procedures

- Be authorized as a signing officer in the absence of the President.
- sign all approved expense vouchers.
- Be bonded for not less than five thousand dollars (\$5000), through the master bond held by National Office.
- Render assistance to any member of the Local Council as directed by the Executive Board.
- Perform any other duties assigned by the Executive Board or the Local Council or Local membership.
- On termination of office, immediately surrender all books, records, and if the President is absent or incapacitated, perform all duties of the President.

(c) The **Secretary-Treasurer** shall:

- prepare an annual budget for expenditures for approval at General meeting in January of each year.
- sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the National 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, dues and assessments, keeping a record of all transactions and deposit promptly all money with a bank or credit union.
- ensure that per capita tax is paid by direct remittance, or where per capita is not paid by direct remittance, prepare all CUPE National per capita tax forms and remit payment
- record all financial transactions in a manner acceptable to the Board and in accordance with good accounting practices.
- be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by the Local Union.
- be bonded for not less than five thousand dollars (\$5,000) through the master bond held by the National Office
- make all books available for inspection by the Trustees and/or auditors on reasonable notice. Ensure that the books are audited at least once each calendar year and within a reasonable time, respond

in writing to any recommendations and concerns raised by the Trustees.

- provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE.
- be empowered, with the approval of the President, to employ necessary clerical assistance/supplies to be paid for out of the Local's funds.
- make a written financial report to each regular membership meeting, detailing all income and expenditures for the period.
- on termination of office, surrender all books, records and other properties of the Local to her successor.
- preside over membership and Board meetings in the absence of both the President and Vice-President.
- pay no monies unless supported by a voucher duly signed by the President and any other member of the Executive Board or any two (2) members of the Executive Board except that no voucher shall be required for payment of per capita fees to any organization with which the Local is affiliated.
- all submitted bills for lost time and/or expenses for members who are performing CUPE or Local 5556 work will only be reimbursed for these expenses if the request is submitted to the Secretary-Treasurer of Local 5556 no more than six (6) months after the date the expense was incurred by the Local or individual.

(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 Trustee 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.

- on termination of office, surrender all books, seals and other properties of the Local to her successor.
- 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.
- be bonded for not less than five thousand dollars (\$5,000) through the master bond held by the National Office.
- make all arrangements and bookings of executive and local meetings and any special meetings as directed by the board.

(e) 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.

(f) The **Steward(s)** shall:

- arrange meetings with members to discuss workplace issues and the role of the Union is solving any issues brought to their attention.
- investigate all complaints including those where no grievance is submitted.
- if the Collective Agreement has been violated and no satisfactory solution can be negotiated, completes and submits a grievance form.
- attend grievance hearings and acts as an advocate for the grievor;
- resolve complaints where the contract has not been violated with informal discussions with supervisors, members or the Union's executive.
- act as a referral agent for members with personal problems.
- keep the Executive informed about all complaints and how each was dealt with; • will provide a report to the membership at each meeting.
- will attend shop steward workshops held through CUPE
- introduce themselves to new members.
- report all workplace health and safety complaints to the workplace health and safety chairperson.

SECTION 10 - HONORARIA

The following honoraria shall be paid to officers:

- President \$450 annually
- Vice-President \$300 annually
- Recording-Secretary \$300 annually
- Secretary-Treasurer \$450 annually
- Stewards \$100 annually

Trustees see below

All persons who receive honorariums must attend eighty percent (80%) of the meetings per year to receive the honoraria unless notice is given in writing to the Local regarding the absence. No reasonable excuse will be denied. All persons who receive honorariums and do not complete their term shall be paid on a pro rata basis. Trustees shall receive Fifty dollars (\$50) per completed audit.

All honoraria will be paid out in the month of June each year.

SECTION 11 - OUT OF POCKET EXPENSES

- (a) Whenever an officer or member is elected to attend, in the interest of the Local, any conventions, seminars, workshops, meetings, schools, or Provincial Health Care Council meetings, (s)he shall be compensated in the following manner:
 - (i) Lost wages and benefits and/or vacation reimbursement.
 - (ii) Registration costs.
 - (iii) Transportation (if necessary).
 - (iv) Per diem allowance, as set out in Section 10 hereof.

- (b) Whenever an officer or member is elected to attend a weeklong seminar, school or workshop, (s)he will be compensated in the following manner:
 - (i) Lost wages and benefits and/or vacation reimbursement.
 - (ii) Registration costs.
 - (iii) Transportation (if necessary).
 - (iv) (iv) Per diem allowance, as set out in Section 13 hereof.

- (c) Travel, Accommodations, Child Care/Pet Care and Allowances for Local 5556 Delegates Attending Conferences and Schools:
 - (i) Except for the President's option [Section 8(a)], all delegates to conventions, conferences and schools shall be chosen by election at membership meetings.
 - (ii) Delegates to conventions, conferences, schools etc. shall be required to have at least fifty percent (50%) attendance in the previous twelve (12) months of General Meetings or in the period s/he was a member if less than a year, unless a valid reason acceptable to the Local Union is given for non-attendance by the next membership meeting.
 - (iii) A member of Local 5556 who holds an executive position on one of CUPE Manitoba Committees shall have delegate status to conferences, conventions and workshops held by that Committee. Should the Committee not pay the expenses the Local will be responsible for all expenses as set out in Section 10 of these Bylaws.
 - (iv) The Local Treasurer or President shall make all arrangements for air transportation and hotel accommodations. The cost of air transportation shall be paid directly by the Local to the travel agent or airline.

- (v) Where delegates choose to stay with friends or family rather than use hotel accommodations, they will not receive any accommodation allowance.
- (vi) Delegates shall be entitled to single room accommodations where this can be arranged, otherwise double or group accommodation will prevail. All hotel receipts must be turned into the Treasurer of the Local; failure to do so will result in the delegate repaying the Local for full accommodations.
- (vii) Local 5556 shall pay transportation to and from authorized functions on the following basis:
 - (A) Outside of Manitoba - reduced fare economy class air transportation or group travel rate. Where reduced fare economy rates are not available, full fare economy rates shall be arranged. For travel when it is not possible to obtain reduced fare economy or full fare economy rates, first class airfare may be authorized. Members who choose to travel outside Manitoba by car will be reimbursed mileage for the use of their vehicle to the maximum of the cost the Local would have incurred by paying reduced fare economy class rates.
 - (B) Within Manitoba - mileage will be paid to delegates whose vehicle is used at the current Canada Revenue Agency (CRA) rate. Members who travel by bus will be reimbursed upon receipt for bus fare. Expenses for airfare within Manitoba may only be authorized by the general membership.
 - (C) Delegates will be expected to use the most economical method of transportation available. Delegates shall be reimbursed for all receipted legitimate ground travel expenses related to attendance at the Union function. For greater clarity, this will normally apply only to taxi or airport bus fare from the airport or bus terminal to the hotel where delegates are staying and returning. No transportation allowance will be paid for functions within the greater Steinbach area.
- (viii) The per diem rates payable to Local 5556 for conventions, conferences and/or schools including online courses will be as follows:
 - (A) In the Steinbach area or for online courses, forty dollars (\$40) per half ($\frac{1}{2}$) day, full day or evening session.
 - (B) Sixty (\$60) per day for in-province but outside the Steinbach area. This is payable for the number of days of the function, plus one (1) day for travel but only if an additional travel day is necessary and authorized by the Executive.

- (C) Schools where the Local pays the room and board a per diem of thirty dollars (\$30) per day will be paid.
- (D) One Hundred dollars (\$100) per day for out-of-province functions. This is payable for the number of days of the function plus the days of travel if additional days are necessary and authorized by the Local Executive. Delegates to out-of-province functions will be required to structure their travel arrangements to take advantage of reduced fare economy air transportation. Where this requires extra accommodations of one or two nights, such extra accommodations and per diem are authorized provided that an overall saving to the Local occurs.
- (E) Childcare/Petcare: up to fifty dollars (\$50) a day per child/pet. Receipts required

SECTION 12 - FEES, DUES, AND ASSESSMENTS

- (a) Regular Dues - The regular dues shall be one point six five percent (1.65 %) of regular gross biweekly salary.
- (b) Changes in the levels of the regular dues can be effected only by following the procedure for amendment of these Bylaws (see Section 15).
- (c) 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.
- (d) Special assessments may be levied in accordance with the CUPE Constitution.
- (e) The Local Union can set or change the initiation, re-admission fee, or regular monthly dues at a regular or special membership meeting in compliance with the provisions of B.4.3(c) of the National Constitution. Notice must be given to members during a previous meeting held at least seven (7) days in advance of the vote or written notice must be given to the membership at least sixty (60) days prior to the vote.
- (f) 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 the membership in good standing by paying any other penalty set by the Local Union. The re-admission fee cannot be less than the initiation fee of the Local Union.

SECTION 13 - NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

(a) Nomination

Nominations shall be held at the regular membership meeting in March, followed by elections in June. 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 (s)he is in arrears of dues and/or assessments.

(b) Elections

Elections shall be held at the regular membership meeting in June.

- (i) 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.
- (ii) (ii) The Elections Board Chair shall be responsible for the issuing, collecting and counting of ballots. She must be fair and impartial and see that all arrangements are unquestionably democratic.
- (iii) (iii) Elections for the positions of President and Secretary-Treasurer shall be on even numbered years; Vice-President and Recording Secretary shall be on odd numbered years; Lead Shop Steward and Steward positions shall be in even years; Trustees positions shall be as per the National CUPE Constitution.
- (iv) Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
- (v) Each member shall have an equal chance to cast his or her vote and the voting shall be done by secret ballot.
- (vi) The candidate with the majority of votes shall be declared elected.
- (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)
- (ix) 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.

All officers are elected by majority vote of unspoiled ballots at a membership meeting of the Local Union or by electronic vote at a virtual membership meeting. Adequate notice must be given where the vote is held at a membership meeting.

(c) Installation

- (i) All duly elected officers shall be installed at the first meeting following the elections. They shall continue in office for a period of two (2) years or until a successor has been elected or installed provided however, that no term of office shall be longer than three (3) years. Newly elected officers shall take over their duties at the following meeting, or earlier by mutual agreement.
- (ii) The terms of office for Trustees shall be as laid down in Article B.2.4 of the CUPE Constitution.

(d) By-Election

Should an office fall vacant pursuant to Section 7(g) of these Bylaws or for any other reason that office shall be declared vacant and the position filled at the following meeting.

SECTION 14 - COMMITTEES

All committees must operate within the set budget and submit yearly budget requests to the Secretary-Treasurer in November each year.

(a) 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.

(b) Standing Committees

The members at a membership meeting shall elect the Chairperson of each standing committee. The Chairperson and the Executive Board may, with the concurrence of the membership, jointly appoint other members to serve on a committee. The President shall be a member, ex-

officio, of each committee. All standing committees of Local 5556 must submit a written report at every general meeting and shall be as follows:

(A) Goodwill Committee

The purpose of this Committee is to look after the well-being of our members.

The Committee will:

The Goodwill Committee shall also be responsible for the purchase of a gift - not to exceed one hundred dollars (\$100), if possible, for those members in good standing on retirement.

The Committee shall comprise between two (2) and four (4) members. It shall be reimbursed by the Executive Board for expenses incurred in the performance of its duties.

(B) Negotiating Committee

This will be a special committee established at least three (3) months prior to the expiry of the Local Union'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 the President, three (3) members and one (1) alternate. The members and alternate shall be elected at a membership meeting. The CUPE Representative assigned to the Local Union 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.

All members of Local 5556's negotiating committee shall attend Level 1 and Level 2 of CUPE's collective bargaining educationals.

(C) Grievance Committee

- This committee will:
- Oversee the handling of all local grievances.
- Received copies of all grievances.
- Prepare a report on the status of all grievances to be submitted to the Executive Board, the CUPE 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.
- Minutes to be forwarded to the Executive Board.

The committee members will be the **Lead Shop Steward** and two (2) Stewards or two (2) members in good standing. The committee shall appoint its secretary from among its members. The CUPE Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted at all stages.

SECTION 15 - 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 16 - 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 at a previous 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"
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, and in his absence a President pro-tem shall be chosen by the Local.
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 (2/3) 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 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; 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.

APPENDIX “B” **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

JM/jad/cope491
September 8, 2025