



# BYLAWS

## Local 2773

Support Staff  
College of the Rockies

Approved by Membership November 27, 2024

Approved by CUPE National

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## **Introduction**

Local 2773 of the Canadian Union of Public Employees has been formed to:

- improve the social and economic welfare of its members;
- promote equality for all members and to oppose all types of harassment and discrimination;
- to promote the efficiency of public service; and
- express its' belief in the unity of organized labour.

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

## **Article 1 - Name**

The name of this Local shall be: Canadian Union of Public Employees, Local No. 2773, Support Staff of the College of the Rockies.

## **Article 2 - Objectives**

The objectives of Local 2773 are to:

- a. Secure the best possible pay, benefits, working conditions, job security, pensions and retiree benefits for its members;
- b. Support CUPE in reaching the goals set out in Article II of the CUPE Constitution;
- c. Provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- d. Encourage the settlement by negotiation and mediation of all disputes between the members and their employers;
- e. Establish strong working relationships with the public we serve and the communities in which we work and live
- f. Eliminate harassment and discrimination of any sort or on any basis; for the equality of treatment regardless of class, race, colour, nationality, age, sex/gender, language, sexual orientation, place of origin, ancestry, religious beliefs, or mental and physical disability; and the active opposition of discrimination of same wherever it occurs or appears.

### **Article 3 - Jurisdiction**

The jurisdiction of CUPE Local 2773 shall be as per the union certification.

### **Article 4 - Interpretation and Definitions**

- a. Membership is defined as all persons included in the certification of the support staff of College of the Rockies and as stated in the Collective Agreement between the College of the Rockies and CUPE Local 2773.
- b. Masculine and feminine pronouns shall be listed as gender neutral pronouns, such as 'they' and 'their'.

### **Article 5 - Membership**

- a. Application for membership in the Local shall be made as outlined in the CUPE National Constitution. Each application for membership in the Local shall be directed to the Membership Officer.
- b. Names of new members will be read out to the regular membership after the application has been submitted. Members will be automatically accepted unless there is an objection sustained by a majority of present members at the meeting.
- c. New members will be obliged to take the obligation, as detailed in the CUPE National Constitution.
- d. It shall be the duty of members to uphold the obligation and of the officers to uphold the Oath of Office, as cited in the CUPE Constitution, Article 11, Oath of Office. Conduct contrary to the obligation or the Oath of Office, shall be deemed to be an offence against the Local Union, and will be investigated and decided upon by a legally constituted trial committee.

### **Article 6 - Monthly Dues**

- a. Monthly Dues
  - i.) The monthly dues shall be 1.75% of regular wages.
  - ii.) The new employee shall sign the Local Union's initiation and dues check-off forms.
  - iii.) Changes in the levels of the Monthly Dues can be affected only by following the procedure for amendment of these bylaws (see ARTICLES 17), with the additional provision that the vote must be by secret ballot.
  - iv.) 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.
  - v.) Special assessments may be levied in accordance with the CUPE National Constitution.

## **Article 7 - Meetings: Regular, Special and Executive Board**

- a. Regular membership meetings shall be held each month, excluding July, August and December. The meeting schedule will be sent to the membership annually before the first meeting each September for the following 9-month period.
  - i.) Regular membership meetings shall normally be held every third week of the month during the 12:00 to 1:00 p.m. or the 1:00 to 2:00 p.m. lunch hour. Changes to the time and/or location shall be decided by the membership.
  - ii.) When a statutory holiday or a situation beyond the control of the Local Union arises, which causes the cancellation of a regular membership meeting, the Executive Board shall reschedule the regular membership meeting, and will give members seven days' notice of the date of the rescheduled regular membership meeting.
- b. Special membership meetings of Local 2773 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 24 hours' notice of the special meeting and the subject(s) to be discussed.
- c. A quorum for the transaction of business at any regular or special meeting shall be 12 members, including a minimum of three voting members of the Executive Board of CUPE Local 2773 and at least six general members that are not voting members of the Executive Board.
- d. A quorum for the transaction of business for any Executive meetings shall be at least three (3) voting members of the Executive Board. Regular Executive meetings shall be held at least once per month, with the exception of July, August and December. (See Article 9)
- e. At the beginning of each meeting, regular, special and executive, the CUPE Equality Statement, as cited Appendix D of the CUPE Constitution, shall be read to clarify the purpose and strength of our membership when we work together for a common goal, as united members.

## **Article 8 - Executive Board and Terms of Office**

The term of office for each of the following voting member positions shall be two years on a rotating basis, elected as follows:

Odd Years	Even Years
President	Vice President
Corresponding Secretary	Recording Secretary
Secretary-Treasurer	Lead Shop Steward

The term of office for each of the following non-voting member positions will be elected positions until vacant with the exception of the Board Representative, which is a three-year term.

- Shops Stewards (minimum 2)
- Communication Officer
- Membership Officer
- Regional Campus Representative (1)
- College of the Rockies Board Representative



## **Article 9 - Executive Board Information**

- a. The Executive Board shall normally meet the second week of each month with the exception of July, August and December.
  - i.) When a statutory holiday or a situation beyond the control of the Local Union arises, which causes the cancellation of a regular Executive Board meeting, the Executive Board shall reschedule the meeting prior to the scheduled membership meeting
- b. A quorum for the transaction of business at any Executive Board meeting shall be at least three (3) voting members.
- c. The Executive Board 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 at a general membership meeting and having it approved.
- d. The Executive Board shall do the work delegated to it by the Local, and as defined in the job descriptions, and shall be held responsible for the proper and effective functioning of all committees.
- e. All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.
- f. Should any Executive Board member fail to answer the roll call for three consecutive regular membership meetings or three consecutive Executive Board meetings without submitted good reasons for those failures to the Recording Secretary, Corresponding Secretary or President in writing, their office shall be declared vacant and shall be filled by an election at the following membership meeting.

## **Article 10 - Duties of the Officers and Executive Board**

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 2773 shall be bonded through the master bond held by CUPE National. Any Officer who cannot qualify for the bond shall be disqualified from having signing authority.

### **The President shall:**

- enforce the CUPE Constitution and 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);
- have a vote on all matters (except appeals against their rulings) and in case of a tie vote in any matter, excluding elections, have the right to cast an additional vote to break the tie;
- ensure that all officers perform their assigned duties;
- be an ex-Officio member of all committees;
- be a member of the Labour Management Committee;
- sit on the Union Negotiating Committee;
- attend all meetings of the Kootenay District Council, when feasible;
- subject to the approval of the membership, appoint a Returning Officer for referendum votes and elections; the member shall not be an officer or candidate for office;
- when a vacancy occurs in any office or position of the Local Union, sees that such vacancy is filled within three months and, if the situation warrants, appoint an Executive Board member to fill that position until a by-election is held;
- fill committee vacancies where elections are not provided for;
- sign all cheques, when feasible, 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 and reasonable funds to reimburse himself or any officers for expenses incurred on behalf of the Local Union. Expense claims must be listed on a proper form outlining the expense, the reason for the expense and with supporting receipts attached;
- have first preference as a delegate to the CUPE National or BC Division Conventions.

### **The 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;
- assist the President at all times in carrying out the Local's business;
- be a signing officer;
- render assistance to any member of the Board as directed by the Board;
- ex-Officio member of all committees.

**The Recording Secretary shall:**

- keep a 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 Treasurer. The records will also include Trustees' reports;
- preside over membership and Executive Board meetings in the absence of both the President and Vice-President;
- be empowered, with the approval of the membership, to employ necessary stenographic or other assistance;
- on termination of office, surrender all books, seals and other properties of the Local to their successor;
- be a signing officer;
- ensure that the full and accurate account of the proceedings of all regular and special membership and Board meetings include a copy of the Secretary-Treasurer's reports and copies of the Trustees reports.

**The Corresponding Secretary shall:**

- answer correspondence and fulfill other secretarial duties as directed by the President and the Executive Board;
- read all correspondence at Membership meetings;
- file a copy of all letters sent out and keep on file all communications;
- include a copy of the full financial report (Executive Board meetings) and the written financial report (Membership meetings) provided by the Treasurer;
- have all records ready on reasonable notice for auditors and Trustees;
- prepare and distribute all circulars and notices to members;
- on termination of office, surrender all books, seals and other properties of the Local to their successor.

**The Lead Shop Steward shall:**

- be chairperson of all Shop Steward Meetings;
- be a member on the Labour Management Committee;
- keep an up-to-date list of all Shop Stewards throughout the campuses;
- maintain an educational program for the Shop Stewards;
- coordinate the duties of the Shop Stewards;
- coordinate and chair a meeting with all Shop Stewards once a month, excluding July, August and December.

**The Secretary-Treasurer shall:**

- receive all revenue, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union;
- prepare all CUPE National per capita tax forms and remit payment no later than the last day of the following month;
- throughout their 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;
- be a signing officer;
- 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;
- pay no money unless supported by a voucher duly signed by the President and one other member of the Board or any two other members of the Board, except that 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;
- be empowered, with the approval of the membership, to employ necessary clerical assistance to be paid for out of the Local's funds;
- on termination of office, surrender all books, records and other properties of the Local to their successor.
- 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;
- Record all alterations in the bylaws and ensure they are forwarded to the National President for approval;

**The Communication Officer shall:**

- assist in the planning and implementing of CUPE 2773 communication strategies and plans. Duties will involve consulting on and overseeing the Local's communication initiatives. Duties will include producing communication pieces, as well as maintaining and updating the CUPE 2773 website/social media. Purpose of the Communication Officer is to ensure concise messaging when communicating with internal and external parties.

**The Trustees shall:**

- act as an auditing committee on behalf of the members and audit the books and accounts of the Treasurer, the Recording Secretary, and the 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 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 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 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 the Treasurer's response, to the National Secretary-Treasurer of the Canadian Union of Public Employees, with a copy to the assigned servicing representative;

**The Membership Officer shall:**

- maintain the record of membership attendance at Executive and General meetings;
- ensure the President signs the roll and present the list to the Corresponding Secretary at the end of the meeting;
- maintain an accurate list of members of the Executive Board, committees and members in good standing eligible to attend meetings;
- assist the President in preserving order;
- remove from the meeting any person so ordered by the President or designate at the meeting;
- back up missing Board member's duties as needed at monthly meetings;
- perform such other duties as may be assigned by the Executive Board from time to time;
- on termination of office, surrender all books and other property to their Successor.

**The College of the Rockies Board Representative:**

- represents the Support Staff of the College of the Rockies on the College Board of Directors;
- shall be a non-voting member of the Local Executive Board;
- shall report on all activities that are of public knowledge of the College Board to both the Executive and the membership.

**The Regional Campus Representative shall:**

- be elected by campus members in good standing;
- act as a liaison between the campus Members and the Executive Board;
- report at Executive Meetings on any issues affecting any Member of the campus's;
- perform such other duties as may be assigned by the Executive Board from time to time.

## **Article 11 - Finances**

### **Signing Officers**

The Signing Officers of the Local shall be the President, Vice-President, Recording Secretary and the Secretary-Treasurer.

### **Voting of Funds**

Local 2773 will pay out funds under the following circumstances:

- When the expenditure has received prior authorization through a membership approved budget;
- When these bylaws approve the expenditure;
- Through a vote of the membership.

### **Authorization of Payment**

The Executive Board may authorize payment of all operational expenses of the Local Union, but otherwise is restricted to a maximum expenditure of two hundred and fifty (\$250.00). All expenditures made by the Executive will be reported at the following membership meeting.

Authorization to pay per capita tax to CUPE National, CUPE BC Division, or any labour organization the Local Union is affiliated with, is not required.

In the case of a grant or a contribution to a member(s) or causes(s) outside of CUPE greater than \$100.00, a notice of motion must be made at a regular membership meeting and then approved at the following regular membership meeting before the grant of contribution can be paid out.

## **Travel Expense Policy**

The purpose of this expense policy is to reimburse members for expenses incurred on behalf of CUPE Local 2773. This policy shall be reviewed annually by the Trustees.

Authorization to reimburse a member for travel on behalf of the Union, when attendance has been approved in advance, is not required. This includes expenses that will be reimbursed to the Local by another organization.

a. Accommodation

When an Officer or Representative of CUPE Local 2773 is on duty for the Local and is away from their place of residence and the local office, they shall receive accommodations as receipted.

b. Per Diem

When an Officer or Representative of CUPE Local 2773 is on duty for the Local and is away from their place of residence and the local office, they shall receive the Per Diem Allowance shall be per CUPE Per Diem rates.

c. Transportation

When an Officer or Representative of CUPE Local 2773 is on duty for the Local and is away from their place of residence and the local office, they shall receive travelling expenses for public carrier (preferred unionized) or a CENTS PER KILOMETER allowance for the use of a private automobile, whichever is more reasonable. The CENTS PER KILOMETER ALLOWANCE shall be the same as the allowance paid by CUPE BC Division.

d. Wages

Any officer or representative temporarily working on the business of the Local Union shall be paid at their current job rate for any time lost from their job. Lost wages for regularly scheduled hours of work shall be repaid to the College of the Rockies.

## **Article 12 - Non-Payment of Dues and Assessments**

- a. Any member in arrears for a period of three months or more shall be automatically suspended and their suspension shall be reported to the Executive Board by the Secretary-Treasurer.
- b. 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 re-admittance fee, plus any dues and assessments in arrears. While under suspension, a member forfeits all rights, benefits and privileges of any and all kind provided the National Constitution or Local By-Laws. This money will be returned if the application is rejected. If a member has been unemployed or unable to work because of sickness, he shall pay the re-admittance fee but may not be required to pay their arrears.



## **Article 13 - Nomination, Election and Installation of Officers**

### **a. Nomination**

Nominations shall be received at the regular membership meeting normally held in the month of February, or the month agreed upon by the membership upon unforeseen circumstances. To be eligible for nomination a member must be in good standing as indicated in the National Constitution Article B.8.3 to run and hold office in CUPE LOCAL 2773. No nomination shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting their consent in writing, duly witnessed by another member. No member shall be eligible for nomination if they are in arrears of dues and/or assessments.

### **b. Election**

- i) At a membership meeting at least one month prior to Election Day the President shall, subject to the approval of the members present, appoint an Elections Committee consisting of a Returning Officer and assistant(s). The committee 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. He must be fair and impartial and see that all arrangements are unquestionably democratic.
- iv) The voting shall take place at the regular membership meeting in February. The vote shall be by secret ballot. Majority shall be more than 50% of those who have voted.
- 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 reoccurring tie vote, subsequent ballots may be deferred to the next membership meeting.
- vii) 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.

- 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 in Article 7c.
- 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.

**c. Installation**

All duly elected officers shall be installed at the meeting at which elections are held and shall continue in office as per Article 8, 9 and 10 of the Local Bylaws, until a successor has been elected and installed.

The Oath of office will be taken by each elected officer at the installation meeting as follows:

*“I, ....., do most sincerely promise, that I will truly and faithfully, to the best of my ability, perform the duties of my office, for the ensuing term, as prescribed in the Constitution and laws of the Canadian Union of Public Employees, and as an officer of this Union will at all times endeavour, both by counsel and example, to promote the harmony and preserve the dignity of its sessions. I further promise, that at the close of my official term, I will promptly deliver all monies, books, papers, or other property of this Union in my possession to my duly elected successor in office.”*

**d. By-Elections**

Should an office fall vacant, the resulting by-election should be considered as closely as possible in conformity with this section.

## **Article 14 - Delegates to Conventions**

- a. Except for the President's option all delegates to conventions shall be chosen by election at membership meetings; however, no member can attend three conventions consecutively.
- b. All delegates elected to the conventions held outside the town of which they reside shall be reimbursed for expenses associated with the Convention.
- c. Representation at educational institutes and seminars shall be on the recommendation of the Education Committee or Executive Board.

## **Article 15 - Committees**

### **Grievance Committee**

This committee shall process all grievances not settled at the initial stage and its reports shall be submitted first to the Executive Board, with a copy to the CUPE representative, and then to a membership meeting. Grievances must be in writing on the forms provided by the National Office and be signed by the complainant or complainants, as provided for in the collective agreement. The committee shall comprise the Chief Shop Steward (elected chairperson), Vice President and two (2) other members to be selected from among the shop stewards. The committee shall appoint its secretary from among its members.

### **Education Committee**

Educational priorities for the Local will be determined by the membership as recommended by the Executive Board of the Local. It is the responsibility of the Education Committee to:

- arrange for representation of the Local at any appropriate and available educational seminar or conference;
- instruct delegates in the preparation of reports to the membership on seminars and conferences and maintain a reference file of these reports;
- cooperate with the Union Development Department (Education) and Communications Branch of CUPE, and with the regional education representative, in implementing both the Local's and CUPE's policies in these fields. The committee shall comprise between three (3) and five (5) members and shall appoint its secretary from among its members.

## **Negotiating Committee**

This shall be a special ad hoc committee established 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 the Local President and three members, all elected at a membership meeting. The CUPE National 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.

## **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 be appointed by the Executive Board. Members of the Executive Board may sit on any special committee.

## **Standing Committees**

The following are joint CUPE/College of the Rockies Committees and membership shall be as per the Terms of Reference for each Committee. All committee members are required to submit reports to the memberships. Unless stipulated in the committee's terms of reference, committee members will hold their seat for two years.

- Occupational Health and Safety
- Professional Development
- Labour Management - President, Chief Shop Steward and as per Terms of Reference for this Committee.
- Job Evaluation

## **Article 16 - Rules of Order**

- a. 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.
- b. 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.

## **Article 17 - Amendment**

The Union can amend or add to its bylaws only if:

- a. The amended or additional bylaws are approved by majority vote at a regular membership meeting or at a special membership meeting called for that purpose and;
- b. Notice of the intention to propose the amended or additional bylaws was given at least seven days before at a previous membership meeting or 60 days before in writing.
- c. 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.
- d. The amended or additional bylaws do not come into effect until they have been approved in writing by the National President. The national President will decide whether to approve the amended or additional bylaws within 90 days of receiving them and will withhold approval only where they conflict with the Constitution.

## **Appendix A**

### **RULES OF ORDER**

1. The President or, in their absence, the Vice-President, shall take the chair at all membership meetings. In the absence of both the President and Vice-President, the Recording Secretary shall act as President, and in their 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 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 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, they shall rise in their place and respectfully address the presiding officer, but, except to state that they rise to a point of order or on a question of privilege, they 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, they shall cease speaking until the point is determined; if it is decided they are in order, they 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, they may in addition give a casting vote, or, if they choose, 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 (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 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 (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 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, they must do so at the time the decision is made. If the challenge is seconded, the member shall be asked to state briefly the basis for their challenge. The Chairperson may then state briefly the basis for their 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 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, is not to be divulged to any persons outside the Local or the Canadian Union of Public Employees.

## **Appendix B**

### **ORDER OF BUSINESS**

The Order of Business for CUPE Local 2773 will generally be as follows; however, the order or content may be adjusted as agreed to by the membership.

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 the Minutes of the Previous Meeting
6. Matters arising from the Minutes
7. Treasurer's Report and Approving Expenditures
8. 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



## **Appendix C**

### **CUPE NATIONAL EQUITY STATEMENT**

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

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

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

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

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

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

## **Appendix D**

### **CUPE NATIONAL CODE OF CONDUCT**

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

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

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

This Code of Conduct is intended to deal with complaints of inappropriate behaviour at events organized by CUPE National 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 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.