
Bylaws

Local Union 3615

**Huron-Perth Catholic
District School Board**



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MEMBERSHIP OBLIGATION

“I solemnly promise and declare that I will support and comply with the Constitution of this union; that I will strive to improve economic and social conditions for my fellow members and for working people generally; that I will defend and strive to extend the democratic rights and liberties of all working people; that I will not purposely or knowingly wrong, or assist others in wronging, a member of the union.”

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 3615, 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 National 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 Number 3615, (Huron-Perth Catholic District School Board).

Local 3615 consists of the following bargaining units:

- 3615 - Educational Assistants, Office Assistants, Library Techs
- 3615.01 - Hall Monitors
- 3615.02 - Designated Early Childhood Educators

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 National Constitution;
- c) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- d) Encourage the settlement by negotiation and mediation of all disputes between the members and their employers;
- e) Establish strong working relationships with the public we serve and the communities in which we work and live.

SECTION 3 – INTERPRETATION AND DEFINITIONS

- a) The word “member” will be understood to be gender neutral.
- b) Numbers of Articles at the end of sections or subsections refer to relevant articles of the CUPE National Constitution which should be read in conjunction with these bylaws.

SECTION 4 – MEMBERSHIP MEETINGS – REGULAR AND SPECIAL

- a) Regular membership meetings shall be held in the months of October, February, April and June at 4:45 p.m. Meeting dates will be announced at the beginning of the school year. If a meeting date changes, the Executive Board shall give a week's notice. Both February and April meetings will be held virtually. October and June will be in person.
- b) Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than fifteen (15) members. The President shall immediately call a special meeting when so ordered or requested and shall see that all members receive at least twenty-four (24) hours' notice of the special meeting and the subject(s) to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.
- c) A quorum for the transaction of business at any regular or special meeting shall be fifteen (15) members including at least three (3) members of the Executive.
- d) The order of business at regular membership meetings is as follows:
 - 1. Roll call of Officers
 - 2. Acknowledgement of Indigenous Territory
 - 3. Equality Statement
 - 4. Introduction of new members and initiation/oath
 - 5. Reading of Minutes
 - 6. Matters arising
 - 7. Secretary-Treasurer's report
 - 8. Executive Board report
 - 9. Reports of committees and delegates
 - 10. Nominations, Elections, or Installations
 - 11. Unfinished business
 - 12. New business
 - 13. Good of the Union
 - 14. Adjournment

(Article B.VI)

SECTION 5 – VOTING OF FUNDS

Except for ordinary expenses and bills as approved at membership meetings, no sum over two hundred dollars (\$200.00) 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.

(Article B.4.4)

SECTION 6 – OFFICERS

The officers of the Local shall be the President, Past President, Vice-President, Secretary-Treasurer, Recording Secretary, Hall Monitor Representative, DECE Representative and three (3) Trustees (one (1), two (2), and three (3) year terms).

All officers shall be elected by the membership. The terms of office for Trustees shall be in accordance with Article B.2.4 of the CUPE National Constitution.

Additional membership Roles:

- Membership Data Officer
- Two (2) Stewards (Huron and Perth)
- Equity Representative
- Young Worker Representative

Each member will receive honorariums to be paid annually as follows. Honorariums (no receipts required) are to be paid annually with no advance payments on honorariums to be made. If any member resigns from their position, the honorariums will be prorated and paid back to the union.

President	\$500.00
Vice-President	\$300.00
Steward(s)	\$250.00
Secretary-Treasurer	\$400.00
Recording Secretary	\$300.00
Hall Monitor Representative	\$275.00
DECE Representative	\$300.00
Trustees	\$50.00 *In addition to a meal when the audit is completed
Membership/Data Officer	\$50.00

(Articles B.2.1 & B.2.2)

SECTION 7 – EXECUTIVE

- a) Local Union must have an Executive made up of its President, Vice-President, Secretary-Treasurer, Recording Secretary and other officers or members of the Executive needed by the Local Union to conduct its affairs. Trustees cannot be part of the Executive. No member can hold more than one (1) position on the Executive.

(Article B.2.2)

- b) The Executive shall meet at least eight (8) times per year.

(Article B.3.14)

- c) A majority of the Executive 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 Executive 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 National Constitution.

(Appendix B.11.1)

- g) If any officer fails to attend three (3) consecutive general membership meetings or three (3) consecutive Executive meetings without good and sufficient reason, their office will be declared vacant and filled at the next meeting.

(Article B.2.5)

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 in office.

All signing officers of Local 3615 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 National Constitution and these bylaws;
- Preside at all membership and Executive 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 CUPE National Constitution, bylaws, or vote of the membership;
- Be allowed necessary and reasonable funds, to reimburse the President or any officers for expenses incurred on behalf of the Local; Union. Expense claims must be listed on proper form outlining the expense, the reason for the expense and with supporting receipt(s) attached;
- Have first preference as a delegate to the CUPE National Convention;
- As per Trustee request, the president will be scheduled off one (1) day per week to manage union duties. An exception may be made for urgent matters;
- Shall be the representative for the Joint Health and Safety Committee and attend all meetings and training as required/needed;
- On termination of office, surrender all books, seals and other properties of the Local Union to their successor.

The Past President shall:

- Assist the President with all the duties listed above;
- Teach and counsel the President in learning the responsibilities and role of the position of President;

(Article B.3.1)

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;
- Render assistance to any member of the Executive as directed by the Executive;
- Sign cheques in the absence of the Secretary-Treasurer or President;
- Perform any other duties as assigned by the President or the Local Executive;
- Act as the Executive Liaison to the Bylaws and Member Engagement Committees and report to the Executive each month with respect to the work of each committee;
- Any other duties assigned by the president or Executive;
- On termination of office, surrender all books, seals and other properties of the Local Union to their successor.

(Article B.3.2)

The Recording Secretary shall:

- Keep a full, accurate and impartial account of the proceedings of all regular or special membership and Executive meetings. These records must also include a copy of the full financial report (Executive 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 fulfill other secretarial duties as directed by the Executive;
- 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 Executive 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 the member successor;
- Post the General Membership Meeting minutes (financial information removed) and noted for any questions regarding financial follow up with the Secretary-Treasurer. Include statements that the financials were presented and approved.

(Article B.3.3)

The Secretary-Treasurer shall:

- 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 last day of the following month;
- Throughout the 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 National, 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 Executive and in accordance with good accounting practices;
- Make a full financial report to meetings of the Local's Executive, as well as a written financial report to each regular membership meeting, detailing all income and expenditures for the period;
- Sign all cheques and ensure that the Local Union funds are used only as authorized or directed by the CUPE National Constitution, Local Union bylaws, or vote of the membership. In consultation with the Executive, designate a signing officer during prolonged absences;
- Pay no money unless supported by a voucher duly signed by the President and one (1) other member of the Executive or any two (2) other members of the Executive, 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 National;
- 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.

(Articles B.3.8)

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.

(Articles B.3.10 to B.3.12)

The Hall Monitor Representative shall:

- Render assistance to any member of the Executive as directed by the Executive;
- Advocate in support of unit-specific issues. Support, advocate and protect the rights of individual members during meetings with management on unit specific issues;
- Be a member representative on unit specific committees;
- Representative to the member engagement committee;
- Be a member of the Bargaining Team.

The DECE Representative shall:

- Render assistance to any member of the Executive as directed by the Executive;
- Advocate in support of unit-specific issues. Support, advocate and protect the rights of individual members during meetings with management on unit specific issues;
- Be a member representative on unit specific committees;
- Representative to the member engagement committee;
- Be a member of the Bargaining Team.

The Steward(s) shall:

- Be accountable to the Executive and members;
- Two (2) stewards; Huron and Perth;
- Monitor the collective agreements and protect the rights of individual members;
- Assign a number to all grievances;
- Receive and maintain up-to-date files of all grievances;
- Present a synopsis of all grievances at the Local Executive and General Membership meetings;
- Receive and file all stewards' log sheets;
- Be chairperson of the Stewards/Grievance Committee and coordinate meetings on a regular basis;
- Arrange stewards' training through the Local Union's Education Committee;
- Research all grievances prior to their presentation at mediation and/or arbitration, as well as attend arbitration and mediation hearings;

- Perform all other duties and expectations of the Steward(s) as described in the Collective Agreement;
- Perform other duties as may be assigned by the Local Executive from time to time;
- When leaving office the Steward(s) may choose to act as a resource to the new Steward for up to three (3) months, if requested;
- On termination of office, surrender all books, seals and other properties of the Local Union to their successor;
- Help educate members about the Collective Agreement and the role of the union in the workplace;
- Act as a mediator when members are in conflict with each other.

The Membership Data Officer shall:

- Assist the Secretary and Secretary-Treasurer in maintaining the record of membership;
- Attendance at meetings;
- Guard the entrance to any general membership meetings to ensure no one other than active CUPE 3615 members enter;
- Maintain a record of all those who attended general membership meetings;
- Perform other duties as assigned by the Executive.

The Equity Representative shall:

- Advocate for equity in all aspects of the union and works to foster inclusion and fairness;
- Utilize CUPE and community resources to educate the Local membership on equity issues and human rights issues;
- Maintain open communication with all members on equity issues and events;
- Participate in and with special committees that are designed and developed which are relevant to this position;
- Be a representative on the member engagement committee.

The Young Workers Representative shall:

- Educate and advocate the importance of youth activism in the union;
- Mentor and support young members;
- Participate in and with special committees that are designed and developed which are relevant to this position;
- Organize and maintain young worker groups;
- Be a representative on the member engagement committee.

SECTION 9 – FEES, DUES AND ASSESSMENTS

Readmittance Fee

The readmittance fee shall be one dollar (\$1.00).

(Articles B.4.3)

Monthly Dues

The monthly dues shall be 1.75% of gross wages

(Article B.4.3)

Changes in the levels of the Initiation Fee, the Readmittance Fee, or the Monthly Dues can be affected only by following the procedure for amendment of these bylaws (see Section 16), with the additional provision that the vote must be by secret ballot.

(Article B.4.3)

Notwithstanding the above provisions, if the CUPE National 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 National minima.

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

SECTION 11 – 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 member may return to membership in good standing by paying a readmission fee or any other penalty set by the Local Union. The readmission fee cannot be less than the initiation fee of the Local Union.

(Article B.8.6)

SECTION 12 – NOMINATION ELECTION AND INSTALLATION OF OFFICERS

The term of office for all officers must be not less than one (1) year and not more than three (3) years. At the first election of officers, three (3) Trustees will be elected to serve terms of one (1), two (2) and three (3) years. In following years one (1) Trustee will be elected for a three (3) year term to preserve overlapping terms.

(Articles B.2.1 & B.2.2)

Nomination:

- Nominations shall be received at the first regular membership meeting of the school year. No nomination shall be accepted unless the member is in attendance at the meeting or has been allowed to be filled at the meeting with the members consent in writing, duly witnessed by another member.

Election:

- 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.
- The Executive shall determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer.
- 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.
- The voting shall take place at the second regular membership meeting around May or June, every second year. The vote shall be by secret ballot.
- Voting to fill one (1) office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
- 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.

- 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.
- 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).
- Union Officers' Obligation
 - "I, (insert your name here), 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 CUPE National Constitution and Laws of the Canadian Union of Public Employees, and as an officer of this Union, will, at all times, endeavor, 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."

Conduct of Elections:

- All elections are held by secret vote. Each delegate has only one (1) vote. To be elected, a candidate must receive a majority of votes cast.
- If no candidate receives a majority of votes cast, a second vote will be held. The candidate who received the fewest votes on the first vote will be removed from the second vote. This process will continue until a candidate is elected by a majority of votes cast.
- 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.

Installation:

- All duly elected officers shall be installed at the meeting at which elections are held and shall continue (unless specified elsewhere in this document) in office for two (2) years or until a successor has been elected and installed, provided, however, that no term of office shall be longer than three (3) years.

(Article B.2.4)

- The terms of office for Trustees shall be as laid down in Article B.2.4 of the CUPE National Constitution.

By-Election:

- Should an office fall vacant pursuant to Section 7 (g) of these bylaws or for any other reason, the resulting by-election should be conducted as closely as possible in conformity with this Section.

SECTION 13 – DELEGATES TO CONVENTIONS

- Except for the President's option (Section 8 (a)) all delegates to conventions shall be chosen by election at membership meetings. To be eligible, members must have attended at least 50% of the General Membership Meetings in the last twelve (12) months or since becoming a member of the Local. All interested members shall share their interest via email and this must be provided to the Local Executive prior to the first General Membership Meeting of the current school year.
- All delegates elected to the conventions held outside the counties of Huron and/or Perth shall be paid transportation expenses (as per the CUPE National rates), a per diem allowance of ninety dollars (\$90.00) for expenses, and an amount equal to any loss of salary incurred by attendance at the convention.
- Pay Per-Diem ninety dollars (\$90.00) per day – twenty dollars (\$20.00) for breakfast – thirty dollars (\$30.00) for lunch and forty dollars (\$40.00) for dinner. Per-Diem Funds will be issued two (2) days prior to the convention for the duration of the convention.
- A Per-diem if food is provided shall be thirty dollars (\$30.00) per day.
- Members who are in a meeting or meetings in excess of six (6) hours within a twenty-four (24) hour period, to be given a thirty dollar (\$30.00) per diem.
- Delegates to conventions held outside the counties of Huron and/or Perth accommodations will be provided.
- Delegates to conventions held locally shall be paid mileage, an amount equal to any loss of salary incurred by attendance at the convention, as well as additional costs that may have been incurred.
- All delegates to educations, conferences and conventions must submit a written report to the Recording Secretary and the President no later than one (1) month following the attendance at the said Educational conference or convention. Failure to submit a written report will result in the delegate losing the privilege to attend any of the above named for a period of years from the date of the function. Included but not limited to the following:
 - Ontario School Board Council of Unions (OSBCU)
 - Ontario Division Annual Convention
 - CUPE National Convention (biennially)

Travel Allowance:

- The travel allowance rate shall be equal to CUPE National's rate per kilometer. The current rate will be confirmed by the Secretary-Treasurer no later than January 31st of each year. This rate will be paid to members of the Local Executive and members in good standing and special committees to attend meetings or conduct approved union business other than general and/or special membership meetings for any mileage in excess of mileage incurred in a normal working day with authorized expense vouchers.

SECTION 14 – COMMITTEES

Negotiating Committee:

- This shall be a special ad hoc committee established at least six (6) months prior to the expiry of the Local's collective agreement and automatically disbanded when a new collective agreement has been signed. The function of the committee is to prepare collective bargaining proposals and to negotiate a collective agreement. The committee shall consist of four (4) members, all elected at a membership meeting, except for the president of the Local who shall be on the negotiating committee. 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 may, by specific authorization of the membership, be appointed by the President or the Executive. Two (2) members of the Executive may sit on any special committee as ex-officio members.

Member Engagement Committee (Formerly Education and Social Committee):

- Help build capacity within the Local;
- Help build involvement in all plans of actions that the Local supports;
- Implement action plans for the Local;
- Monitor all Human Right issues such as; status of women, visible minorities, workers with physical disabilities, sexual orientation, etc.;
- Gather and report relevant issues occurring in other Locals, at CUPE Ontario and/or at CUPE National;
- Submit reports and proposals to the Local Executive and to the membership on a regular basis. viii. The committee shall arrange and conduct social, cultural and recreational activities;
- Gather information about appropriate educational courses and submit, as a written report, to the Local Executive and to the membership on a regular basis; ii. Assist members in the preparation of educational summary reports to the membership and maintain a file of these reports; iii. Cooperate with the National

Union Development Department and Communications Branch of CUPE, and with the regional education representative, in implementing both the Local Union's and CUPE's policies in these fields;

- This Committee consists of the President and members of the Executive;
- It shall be the duty of this committee to arrange for representation of the Local at any appropriate and available educational seminar or conference and submit recommendations accordingly to the Executive;
- 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 Executive in preparing press releases and other publicity material;
- 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 one (1) and three (3) members and shall appoint its secretary from among its members;
- It is the function of this committee to arrange and conduct all social and recreational activities of the Local either on the committee's own initiative or as a result of decisions taken at membership meetings. The committee shall submit reports and proposals to the Executive or to the membership as required. A ceiling for the committee's net expenditures shall be fixed annually by the membership but, other than that, all social and recreational events and activities shall be self-supporting. The Executive shall be held responsible for the proper and effective functioning of this committee. The committee shall comprise between one (1) and three (3) members and will work along with the Secretary-Treasurer. Also in reference to Appendix B – protocol for Benevolent, the committee shall refer to the use of the disbursement of funds for members recognizing CUPE Local 3615 members;
- Annually the Social Committee shall hold a celebration honoring retirees and a Children's Christmas Event (Could this help with member engagement?) The budget for these events will be directed by the Executive Board;
- The committee shall comprise up to three (3) members and may appoint a Recording Secretary from among its members.

Grievance Committee:

- This committee shall consist of the President, two (2) Stewards and a member Local Executive, appointed by the president;
- The committee shall process all grievances not settled at the initial stage and its reports shall be submitted first to the Executive. A copy to the CUPE National 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 elected chairperson and three (3) other members;
- The committee shall appoint its secretary from among its members;
- When a grievance is not settled in the initial steps provided for in the collective agreement, this committee shall decide whether or not the grievance should proceed to arbitration and submit the recommendation to the Local Executive for their final decision.

Bylaws Committee:

This committee will have up to five (5) members. This committee will review the Bylaws annually and make recommendations to the Local Executive on proposed amendments. Review any proposed amendments received from the Local Executive or the membership of the Local to ensure that the amendments will conform to the remainder of the Bylaws and the CUPE National Constitution.

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 National 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

These bylaws are always subordinate to the CUPE National 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 National Constitution the latter shall govern. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.

(Articles 8.2(c), 12.3, & B.5.1)

These bylaws shall not be amended, added to, or suspended except upon a majority vote thirteen (13) 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.

(Articles 12.3 & B.5.1)

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.

(Articles 12.3 & B.5.1)

APPENDIX "A" – RULES OF ORDER

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 the absence a President pro-tem shall be chosen by the Local.

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.

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.

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.

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.

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.

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.

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.

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.

When a member wishes to speak on a question or to make a motion, the member shall rise in their place and respectfully address the presiding officer, but, except to state that the member rises to a point of order or on a question of privilege, the member shall not proceed further until recognized by the chair.

When two (2) or more members rise to speak at the same time, the presiding officer shall decide which one is entitled to the floor.

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.

If a member, while speaking, is called to order, they or the member shall cease speaking until the point is determined; if it is decided they are or the member is in order, the member may again proceed.

No religious discussion shall be permitted.

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.

The presiding officer shall have the same rights as other members to vote on any question. In case of a tie, the member may in addition give a casting vote, or, if so chooses, refrain from breaking the tie, in which case the motion is lost.

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 (3) of these shall be decided without debate.

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.

A motion to adjourn is in order except (1) when a member has the floor, and (2) when members are voting.

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.

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 Recording Secretary shall count the same.

If any member wishes to challenge (appeal) a decision of the chair, the member 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.

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.

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.

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 – PROTOCOL FOR YEARS OF SERVICE/RETIREMENT FOR PERMANENT

Upon notification, the Local Union (Member Engagement Committee) will recognize CUPE 3615 members as follows:

- 1-4 years of service with the board - \$25.00 card
- 5+ years of service with the board - \$10.00 per year
- Recommendation that 1-4 years of permanent service with the board - \$25.00 card
- Retirees will be acknowledged at the June GMM and gift will then be issued at that time

Protocol For Benevolent:

Upon notification, the Local Union (Member Engagement Committee) will recognize CUPE 3615 members as follows:

- Death of a member - \$100.00 memorial donation*, plus a \$50.00 arrangement sent to the funeral home/family
- Death of a members immediate family - \$50.00 memorial donation*

**Spouse, partner or child*

**A card will be included if there is a death, letting the member know that a memorial donation was made by the Local*

APPENDIX C – 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 3615, 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.