



Bylaws

Approved by the membership February 27, 2025

Approved by the National President May 2, 2025

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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

PREAMBLE

CUPE Local 2268 of the Canadian Union of Public Employees has been formed to:

- Improve the social and economic well-being of all members;
- Promote equality for all members and to oppose all types of harassment and discrimination;
- Promote the efficiency of public services; and
- Express its belief in the unity of organized labour.

The following bylaws are adopted by CUPE Local 2268 in accordance with the CUPE National Constitution (Articles 13.3 and B.5.1), to protect the rights of all members, to provide for responsible governance of CUPE Local 2268, and to involve as many members of CUPE Local 2268 as possible through the sharing of duties and responsibilities.

CUPE Local 2268 shall respect and apply the CUPE National Equality Statement to all CUPE Local 2268 activities. The CUPE Equality Statement is located directly following the table of content. (November 27, 2019)

CUPE Local 2268 also adheres to the Union Code of Conduct at all membership meetings and other functions organized by CUPE Local 2268. The Union Code of Conduct can be found in Appendix "F". (November 27, 2019)

ARTICLE 1 – NAME

- 1.1 The name of this Local shall be: Canadian Union of Public Employees, CUPE Local 2268 (Greater Saskatoon Catholic Schools – St. Paul's RCSSD #20).

ARTICLE 2 – OBJECTIVES

- 2.1 Secure adequate remuneration for work performed and generally advances the economic and social welfare of its members and of all workers.
- 2.2 Support CUPE in reaching the goals set out in Article II of the CUPE Constitution.
- 2.3 Provide an opportunity for its members to influence and shape their future through free democratic trade unionism.
- 2.4 Encourage the settlement by negotiation and mediation of all disputes between the members and their employer while attempting to promote a harmonious relationship with the employer.

ARTICLE 3 – TERMS

- 3.1 They, them, their pronouns shall be understood to include masculine, feminine and non-binary genders.
- 3.2 Number of articles at the end of sections or subsections refer to relevant articles of the CUPE Constitution, which should be read in conjunction with these Bylaws.
- 3.3 National Office refers to CUPE headquarters, Ottawa, and the abbreviation 'CUPE' is always used with a national connotation, unless stated otherwise.
- 3.4 Constitution, wherever mentioned, shall refer to the most recent National Constitution of CUPE.
- 3.5 Bylaws, wherever mentioned, shall refer to the most recent Bylaws of CUPE Local 2268 that have been approved by the National President.
- 3.6 Collective agreement, wherever mentioned, shall refer to the most recent bargaining agreement between CUPE Local 2268 and St. Paul's RCSSD #20 (Greater Saskatoon Catholic Schools).
- 3.7 Table Officers, wherever mentioned, shall refer to the President, Vice President Communications, Vice President – Lead Steward, Recording Secretary, and Secretary-Treasurer. (November 27, 2019)
- 3.8 The Executive, wherever mentioned, shall refer to the President, Vice President Communications, Vice President – Lead Steward, Recording Secretary, Secretary-Treasurer, and the District Stewards (4 positions). (November 27, 2019)
- 3.9 Member-at-large shall refer to all members of CUPE Local 2268 who do not hold a position on the Executive.

ARTICLE 4 – MEMBERSHIP AND MEMBER IN GOOD STANDING

(November 27, 2019)

- 4.1 All workers who come within the bargaining scope of the Collective Agreement of CUPE Local 2268 are eligible for membership.
- 4.2 Upon approval of the membership, eligible workers shall be admitted membership into CUPE Local 2268 upon signing a membership card and by paying the fees and/or dues as may be determined by CUPE Local 2268, as provided herein under Article 12.

- 4.3 An employee on an approved leave of absence, for reasons other than employment with another employer outside of the labour movement, shall be entitled to full participation in the affairs of CUPE Local 2268, including holding Executive office and voting on all matters concerning CUPE Local 2268. It shall be their responsibility to be kept informed of any meeting dates.
- 4.4 A member in good standing is a person who has been accepted, by the membership, into CUPE Local 2268, has paid the initiation fee, and has taken the Oath of Membership found in Appendix "D".
- 4.5 Once accepted, a member continues as a member in good standing while employed within the jurisdiction of CUPE Local 2268 unless the member loses good standing under the provisions of the CUPE National Constitution.

ARTICLE 5 – NATIONAL TRIAL PROCESS

- 5.1 The purpose of the Trial Procedure is to provide members in good standing an internal process to have complaints against other members dealt with in a fair and impartial manner. The Trial Procedure is not to be used for political gain or to resolve interpersonal conflict which does not have a foundation in one of the enumerated offences outlined in Appendix F of the CUPE National Constitution.
- 5.2 Members are expected to attempt to deal with issues prior to resorting to file a complaint. Concerns are best resolved when members discuss the issues amongst themselves and arrive at mutual solutions. This can be accomplished either through one-on-one conversation or through facilitated/mediated discussions.
- 5.3 The use of mediation can occur at any time once a complaint is filed including during a trial.
- 5.4 A member in good standing of the Union (the Complainant) may charge a member or officer of the Local Union (the Respondent) with an offence by sending a written complaint to the Recording Secretary of the Local Union. The written complaint will set out:
 - a. The specifics of the complaint, citing in detail the nature of the complaint, the members involved, the date and circumstances of the alleged offence, a list of confirmed witnesses and documents intended to rely upon.
 - b. Which part of Article F.1 of the National Constitution have been violated and the specific act or failure to act which constitutes the alleged violation.
 - c. The complaint will be sent within 60 days after the complainant became aware of the offence.

- 5.5 The Recording Secretary will countersign the complaint and deliver a countersigned copy of the complaint or send it to the respondent by registered mail or by email within ten days of receiving it.
- 5.6 The Recording Secretary will forward a copy of the complaint and documents to the National President.
- 5.7 Full details and a complete outline of the Trial process can be found in Appendix F of the National Constitution.

ARTICLE 6 – GENERAL MEMBERSHIP MEETINGS (REGULAR AND SPECIAL)

- 6.1 General Membership Meetings shall be held five (5) times per year during the months of September, November, January, March and May. (GMM – December 14, 2018)
- 6.2 General Membership Meetings shall take place on the fourth Wednesday of the month.
- 6.3 If circumstances arise that would cause a meeting date to change, the Executive will give the membership as much notice as possible of the cancellation as well as to the new date and location.
- 6.4 Meeting length shall be a maximum of two (2) hours. The length of meetings can be extended by thirty (30) minute intervals by a majority vote. (GMM – September 28, 2016)
- 6.5 Notice of each General Membership Meeting outlining the date, time and location shall be given to members at least seven (7) days in advance of the meeting.
- 6.6 Special Membership Meetings may be ordered by the Executive or requested in writing by no fewer than ten (10) members. The President shall immediately call a special meeting when so ordered or requested and shall see that all members receive at least twenty-four (24) hours' notice of the special meeting and the subject(s) to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called, and notice given.
- 6.7 A quorum for the transaction of business at any regular General Membership or special meeting shall be twenty (20), including at least five (5) members of the Executive. (GMM – September 28, 2016)
- 6.8 The Executive are empowered to act on behalf of CUPE Local 2268 when a meeting has been cancelled due to a lack of quorum, inclement weather, between General Membership Meetings, and during the months of July and August in such matters as training/workshops, seminars, meetings, and/or

conferences and conventions. All decisions made under these circumstances, must be by majority vote of the Executive. The Executive shall report these activities/expenditures at the next General Membership Meeting.

6.9 The order of business at regular General Membership Meetings will be as follows:

1. Call the meeting to order
2. Acknowledgement of Indigenous Land
3. Roll Call of Officers
4. Reading of the Equality Statement
5. New Members Initiation
6. Adoption of Agenda
7. Recording-Secretary Report - Adoption of Minutes
8. Matters Arising from the Minutes of Last Meeting
9. Secretary-Treasurer's Report
10. Executive Reports
 - a) President
 - b) Vice President Communications
 - c) Vice President – Lead Steward and Stewards
11. Reports of Committees and Delegates
12. Nominations, Elections, or Installations
13. Unfinished Business
14. New Business
15. Good of the Union
16. Adjournment

ARTICLE 7 – RULES OF ORDER

- 7.1 All meetings of CUPE Local 2268 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.
- 7.2 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 8 – VOTING OF FUNDS

- 8.1 No sum totaling over five-hundred dollars (\$500.00) shall be voted for the purpose of a grant or contribution to a member of any cause outside CUPE, except by a notice of motion given in writing and dealt with at the following General Membership Meeting.
- 8.2 Any expenditure, not covered by the budget, which is in excess of five-hundred dollars (\$500.00) shall be dealt with at a General or Special Membership Meetings. (GMM October 23, 2012)

No sum totaling over five-hundred dollars (\$500.00) shall be spent by the Executive in any given month without membership approval, unless the expense is related to Article 6.8.

All expenditures must be reported at the next General Membership Meeting.

- 8.3 To employ necessary clerical assistance beyond what has been approved in the budget, a motion must be passed at a General Membership Meeting.

ARTICLE 9 – THE EXECUTIVE

- 9.1 The Executive shall be the governing body of CUPE Local 2268 between General Membership Meetings. It shall take such action and render decisions as may be necessary to carry out the business of CUPE Local 2268 as directed by the membership, and to attend to new business arising that requires immediate attention.
- 9.2 The Executive is bound to confidentiality regarding all CUPE Local 2268 administrative business.

- 9.3 The Executive shall meet on the first Wednesday of each month from September to June. If that day falls on a statutory holiday, and/or if conflict arises with scheduling among the Executive, the Executive will decide on an alternate date.
- 9.4 A majority of the Executive constitutes quorum.
- 9.5 The Table Officers shall hold title to any real estate of CUPE Local 2268 as trustees of CUPE Local 2268. They shall have no right to sell, convey, or encumber the real estate without first giving notice and then submitting the proposition at a General Membership Meeting and having it approved by a majority vote of the membership.
- 9.6 Table Officer positions will extend two (2) months beyond leaving office to assist the newly appointed Officer, provided they are still a CUPE Local 2268 member and employed with Greater Saskatoon Catholic School Division. The outgoing Table Officer will receive one hundred fifty dollars (\$150.00) per month, provided proof of mentorship has been done.
- 9.7 The Executive shall do the work delegated to it by CUPE Local 2268 and shall be held responsible for the proper and effective functioning of all committees and to fill committee vacancies where elections are not provided for.
- 9.8 If a member is elected as a member-at-large on any committee(s) prior to being elected or appointed into an executive position, that member will continue with the committee(s) for the duration of the committee(s) term.
- 9.9 All charges against members or the Executive must be made in writing and dealt with in accordance with the provision of the CUPE Constitution.
- 9.10 If an Executive member 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 General Membership Meeting.
- 9.11 In the case of a vacancy in an executive position, the Executive shall appoint a member to fill the vacant position until the next General Membership Meeting when a by-election will be held to fill the vacancy. (GMM – September 28, 2016)

ARTICLE 10 – INDEMNITY CLAUSE

10.1 Upon membership approval, CUPE Local 2268 may assist in paying the cost of:

- a) Defending an action or proceeding against any Executive claiming liability on the part of that Executive for acts or omissions done or made by the Executive in the course of their duties or paying any sum required to settle the action or proceeding;
- b) Damages and costs awarded against an Executive as a result of the finding of liability on the part of that Executive for acts or omissions done or made by the Executive in the course of their actions.

This Bylaw shall cover the Executive of CUPE Local 2268 only. (GMM October 23, 2012)

ARTICLE 11 – DUTIES OF THE EXECUTIVE

All Table Officers of CUPE Local 2268 shall have signing authority and be bonded through the master bond held by CUPE National. Any Table Officer who cannot qualify for the bond shall be disqualified from having signing authority.

All Table Officers must give all properties, assets, funds and all records of CUPE Local 2268 to their successors at the end of their term of office. (Required amendment to ensure conformity with National Constitution as amended at the 2011 National Convention in Quebec City)

11.1 The President shall:

1. Be responsible to actively promote CUPE Local 2268 goals and objectives.
2. Enforce the CUPE Constitution and CUPE Local 2268 Bylaws.
3. Preside and maintain order at all General Membership/Special Meetings and Executive Meetings.
4. Decide all points of order and procedure (subject always to appeal of the membership).
5. Have a vote on all matters, (except appeals against their rulings).
6. Ensure that all Executive members perform their assigned duties and assist when necessary.

7. Introduce new members and conduct them through the initiation ceremony.
8. Be signatory to cheques and official documents (GMM October 23, 2012) and ensure that CUPE Local 2268 funds are used only as authorized or directed by the Constitution, Bylaws or vote of the membership.
9. Appoint committee vacancies where elections are not provided for.
10. Be chairperson of the Negotiation Committee, Bylaws Committee, Labour Relations and Professional Development Committee.
11. Have privilege as ex-officio member on all committees.
12. Attend as a delegate to the CUPE National Convention and Saskatchewan Division Convention. If the President is unable to attend, then an alternate will attend.
13. Be the primary spokesperson for CUPE Local 2268 for the purpose of communicating with the media. (GMM October 23, 2012)
14. Attend educational opportunities that will assist in fulfilling their Executive position.
15. Present a written report outlining their activities from the previous month to be given at the Executive meeting and the General Membership Meeting.

11.2 The Vice President Communications shall:

1. Perform all duties of the President if the President is absent or incapacitated.
2. Become Acting President until a new President is elected if the office of the President falls vacant.
3. Sign cheques as required.
4. Be responsible for website management of CUPE Local 2268.
5. Prepare and distribute all circulars and notices to members.
6. Ensure Local documents are filed according to accepted practices.

7. Be responsible for the co-ordination of all Location Representatives.
8. Render assistance to any member of the Executive as directed by the Executive.
9. Chair the Social Committee and the Diversity Committee.
10. Be responsible for orientating new employees at a special orientation meeting.
11. Promote opportunities for new members to become active in the union.
12. Develop and deliver a welcome package for new members.
13. Carry out all duties not specified in these Bylaws in accordance with the National Constitution.
14. Attend educational opportunities that will assist in fulfilling their Executive position. (GMM October 23, 2012)
15. Present a written report outlining their activities from the previous month to be given at the Executive meeting and the General Membership Meeting.
16. Be responsible for the Good of the Union (sending cards, flowers and retirement gifts). Provide a written report for each Executive and General Membership Meeting. (GMM – September 28, 2016)
17. Must attend the campaign rules meeting (Article 14.2).

11.3 The Vice President – Lead Steward shall:

1. Hold the position of Lead Steward and oversee the Steward Committee
2. If the President and Vice President Communications are absent or incapacitated, perform all duties of the President.
3. Sign cheques as required.
4. Render assistance to any member of the Executive as directed by the Executive.
5. Be chairperson of the Grievance Committee, and Workplace Safety Committee.
6. Be a member of the Reclassification Committee.

7. Define, detect, prepare, and present grievances.
8. Generally, know and enforce the Collective Agreement and Provincial or Federal legislation affecting labour.
9. Carry out all duties not specified in these Bylaws in accordance with the National Constitution.
10. Attend educational opportunities that will assist in fulfilling their Executive position.
11. Present a written report outlining their activities from the previous month to be given at the Executive and General Membership Meeting.
12. Co-ordinate and assist District Stewards in holding meetings. (GMM – September 28, 2016)

11.4 The Recording Secretary shall:

1. Keep complete, accurate and impartial account of proceedings of all General Membership, Executive and Special Meetings; each record of proceedings shall include a copy of the full financial report presented by the Secretary-Treasurer and a copy of reports presented by the Trustees in accordance with CUPE National Constitution Article B 3.6.
2. Hold a position on the bylaw committee and record all amendments and or deletions and forward changes to the CUPE National Representative to submit to the National Presidents Office.
3. Hold a position on the Negotiating Committee.
4. Sign cheques as required.
5. Answer correspondence and fulfill other secretarial duties as directed by the Executive.
6. Keep a record of all correspondence received and sent out.
7. Receive all correspondence from Human Resource Services, such as transfers, new hires, letters of discipline, terminations, new job postings and other correspondence. (GMM – September 28, 2016)
8. Have all Executive and General Membership Meeting minutes, motions and committee meeting minutes ready on reasonable notice for auditors and Trustees.

9. Preside over General Membership Meetings and Executive Meetings in the absence of the President, the Vice President Communications and the Vice President – Lead Steward. (GMM – September 28, 2016)
10. Perform other duties required by the Local Union, its Bylaws, or the National Constitution.
11. Record all motions, with the mover's and seconder's names in the Motion Binder of the Local and have the mover of the motion sign off on the motion. (GMM October 23, 2012)
12. Attend educational opportunities that will assist in fulfilling their Executive position.
13. Collect the attendance sign-in sheets from all General Membership Meetings and include names of attendees in the minutes. (GMM – December 14, 2019)
14. Present a written report outlining all correspondence received from the previous month to be given at the Executive and General Membership Meeting.

11.5 The Secretary-Treasurer shall:

1. 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.
2. Sign cheques and ensure that CUPE Local 2268 funds are used only as authorized or directed by the CUPE Constitution, CUPE Local 2268 Bylaws or vote of the membership. In consultation with the Executive, designate a signing officer during prolonged absences.
3. 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 CUPE Local 2268.
4. Record all financial transactions in a manner acceptable to the Executive and in accordance with good accounting practices.
5. Submit a written financial report to be presented at each Executive Meeting and General Membership Meeting, detailing all income and expenditures for each month.

6. Pay no money unless supported by an expense voucher signed by two (2) Table Officers. Person receiving the payment cannot sign the expense voucher but can sign the cheque.
7. No request shall be required for payment of per capita fees to any organization to which CUPE Local 2268 is affiliated.
8. Make all books, minutes, and motions 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. (GMM – September 28, 2016)
9. Provide the Trustees with any information the Trustees require to complete the audit, including forms provided by CUPE National.
10. Share the Trustees findings at the next Executive Meeting following the audit.
11. Prepare an annual budget to be presented for approval by the membership at the General Membership Meeting prior to the new fiscal year (September 1st).
12. Attend educational opportunities that will assist in fulfilling their Executive position.
13. Chair the scholarship committee.

11.6 The District Stewards shall:

1. Follow the steps below when contacted by a member regarding a workplace inquiry/issue:
 - a. Properly maintain a record of the conversations, including members name, work site, phone number and details of the inquiry/issues.
 - b. Contact the Vice President – Lead Steward with the details of the issue.
 - c. In collaboration with the Vice President – Lead Steward, decide if an in-person meeting with the member is needed.
 - d. In collaboration with the Vice President – Lead Steward and the Grievance Committee determine if a grievance is required.

- e. If a grievance is required, Stewards shall work with the Vice President – Lead Steward to define, detect, prepare and present the grievance at the initial level.
 - f. Ensure that members read and sign off on the meeting notes.
 - g. Understand that meeting notes are the property of CUPE Local 2268 and will be filed with the members Letter(s) of Hire kept by CUPE Local 2268.
2. Have mandatory communication with the Vice President - Lead Steward on all member issues and matters.
 3. Attend Steward Meetings.
 4. Attend educational opportunities that will assist in fulfilling their Executive position.
 5. Maintain a District Logbook and record all correspondence of phone calls, emails or in person inquiries.
 6. Provide a written report outlining their activities from the previous month to Vice President - Lead Steward, including all records of correspondence, one week prior to The Executive Meeting.
 7. Be a member of the Grievance Committee.
 8. Generally, know and police the Collective Agreement and provincial or federal legislation affecting Labour and a particular job.
 9. Provide communications and information to and from the members in the district and to and from the Executive members, including distribution of union literature and newspapers.
 10. Maintain contact with the Location Representatives in their District.
 11. Greet and encourage the participation of all members of the unit in union activity.
 12. Maintain contact with the members to provide ongoing union awareness and education.
 13. Ensure that when meeting with a member there always be two (2) Stewards or one (1) Steward and the Vice President – Lead Steward.
 14. Assist the Vice President Communications with the orientation sessions.

ARTICLE 12 – DUES

- 12.1 Dues are 1.5% of regular wages.
- 12.2 Changes in the levels of the monthly dues can be affected only by following the procedure for amendment of these Bylaws (See Article 17) with the additional provision that the vote must be by secret ballot.
- 12.3 Notwithstanding the above provisions, if the CUPE Convention raises the minimum fees and/or dues above the level herein established, these Bylaws would be deemed to have been automatically amended to conform to the new CUPE minima.
- 12.4 Special assessments may be levied in accordance with Article B 4.2 of the CUPE Constitution.
- 12.5 Non-Payment of Dues and Assessments

A member who fails to pay dues and assessments for three (3) months is automatically suspended from membership. The suspension will be reported to The Executive by the Secretary-Treasurer. The Executive will report all suspensions to the next General Membership Meeting. The member may return to membership in good standing by paying a readmission fee and any other penalty set by CUPE Local 2268. The readmission fee cannot be less than the initiation fee of CUPE Local 2268.

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

(Article B.8.6)

ARTICLE 13 – LOCAL EXPENSES

13.1 Credit Card

- a) Credit cards will be issued to the President and Secretary Treasurer of CUPE Local 2268 and shall be used for booking transportation and accommodation expenses for members attending conventions, educational, conferences, seminars/delegated meetings or the business of CUPE Local 2268.
- b) A credit card may also be used to pay operating expenses of CUPE Local 2268, so long as the expense is adhering to Articles 6.8 and 8.
- c) Any card holder, upon leaving the office, must facilitate the process of transferring the credit card authority to the incoming officer.

13.2 Out-of-Pocket Expense

- a) Out-of-Pocket Expense allowance shall be provided in accordance to Appendix 'B' of these Bylaws.

ARTICLE 14 – NOMINATION, CAMPAIGN, ELECTION AND INSTALLATION OF TABLE OFFICERS, STEWARDS, TRUSTEES, STANDING COMMITTEES AND POSITIONS

14.1 Nominations

1. Shall be received at the General Membership Meeting held in the month of March. Members are encouraged to only seek the nomination to one (1) position.
2. To be eligible for nomination, the nominee must have been accepted into membership and continue to be a member in good standing.
3. The Executive positions are two (2) year terms. Trustee positions are three (3) year terms. Committee positions are a one (1) year term, except for the Negotiating Committee.
4. On even numbered years, the President, Vice President Communications, Secretary-Treasurer and even numbered District Stewards shall be nominated for elections. (GMM – September 28, 2016)
5. On odd numbered years, the Vice President – Lead Steward, the Recording Secretary and odd numbered District Stewards shall be nominated for elections.
6. The three (3) Trustee positions are staggered three (3) year terms. One (1) Trustee position shall open each year for nomination and election at the March General Membership Meeting.
7. Nominations will be accepted from those members who have allowed their name to stand by submitting a Nomination Proxy Form, witnessed by another CUPE Local 2268 member. A Nomination Proxy Form is attached as Appendix 'H'. (GMM – September 28, 2016)

14.2 Campaigning Rules

1. The Returning Officer and Vice President Communications will meet with the candidates within the week proceeding the nominations, to outline the campaigning rules.
2. What is allowed?
 - Candidates may submit their biographies to the Returning Officer, within two (2) weeks following the nominations.
 - The Returning Officer will forward the biographies to the Vice President Communications who will post them on the CUPE Local 2268 website in the order the candidates were nominated.
 - The Returning Officer will send the biographies to the Location Representatives, via blue bin delivery, to post on the location bulletin boards.
 - The candidate's biography poster will be no larger than an 8 ½ inch by 11 inch paper and must be single sided. It is strongly recommended to include a picture on the poster.

What is not allowed?

- Candidates CANNOT send campaign material sent through GSCS email or system delivery (blue box).
- Candidates CANNOT campaign in the workplace during working hours, except on coffee breaks or lunch hours.
- Candidates CANNOT post campaign material in the workspace. Only Location Representatives can post campaign material as directed by the Returning Officer.

Violation of any campaign rules shall result in the candidate's name being removed from the ballot. Elections will continue as scheduled.

14.3 Elections

1. At the January General Membership Meeting, the President will appoint a Returning Officer. The Returning Officer, shall, subject to the approval of the members present, appoint an Elections Committee consisting of four (4) members – one from each District. The Returning Officer shall have full responsibility for voting arrangements and shall treat information submitted

in connection with their responsibilities as confidential. Officers and candidates for office cannot serve as Returning Officer or be a member of the Elections Committee.

2. The Returning Officer will send an email to the Location Representatives and Elections Committee advising them of Article 14.2 Campaigning Rules. Locations Representatives will notify the Returning Officer of any violation to the rules in Article 14.2.
3. The Returning Officer shall determine the form of the ballot, electronic or paper, and ensure that the information is available to each member of the Elections Committee for their District.
4. Members will be notified, by the Returning Officer, of the impending election, names of candidates and method of voting, electronic or paper, within two weeks following the March General Membership Meeting.
5. When paper ballots are used, a polling station shall take place at each work location, and the Location Representative in that location will be assigned to conduct the election at their work site. The Elections Committee shall ensure that each Location Representative is provided with sufficient ballots and a membership list. The Returning Officer will select a voting time that will allow each member the opportunity to vote.
6. Each member will sign in and receive a ballot. The vote shall be by secret ballot. They will place their ballot into a small envelope, seal the envelope and return it to the Location Representative. The Location Representative will place all unused ballots, the returned ballots, and the sign in sheet in an envelope, and it will be provided to the District Elections Committee member.
7. When electronic voting is used, the Returning Officer will create the electronic ballot with the assistance of the Elections Committee. The day of the voting, each member will receive an individualized one-time use Linc to cast their vote. Once the election has closed, the votes are tabulated via the chosen website provider.
8. The election shall take place a minimum of seven (7) calendar days prior to the May General Membership Meeting.
9. At the May General Membership Meeting the member who receives the most votes will be deemed the successful candidate.
10. 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 General Membership Meeting.

11. When two or more nominees are to be elected to any office by ballot, each member voting will be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.
12. Any member may request a recount of the votes for any election. The recount shall be conducted if the request is supported by a majority vote at the May General Membership Meeting.
13. All new Table Officers, Stewards and committee members are required to attend CUPE training or other union training for their related union position.
 - i. A newly elected Executive member will take Level 1 to advanced training as a Steward.
 - ii. Workplace Safety/OH&S Committee members will take Level 1 and 2 OH&S training or CUPE OH&S training.
 - iii. The Secretary-Treasurer will enroll in a CUPE Treasurer training workshop.
 - iv. Trustees will enroll in a CUPE Trustee training workshop.

14.4 Installation

1. The Executive shall be sworn in at the May General Membership Meeting and shall immediately take office for the position for which they were elected.
2. Trustees shall be installed at the March General Membership Meeting. The terms of office for Trustees shall be laid down in Article B.2.4 of the CUPE National Constitution.

14.5 By-Election

Should any office fall vacant pursuant to Article 9.10 of these Bylaws or for any other reason, the resulting by-election should be conducted at the next General Membership Meeting with at least ten (10) days' notice in conformity with this section.

ARTICLE 15 – DELEGATES TO CONVENTIONS, CONFERENCES, EDUCATIONAL COURSES AND UNION BUSINESS

- 15.1 Except for the President, Vice President Communications and Vice President – Lead Steward option, all delegates to conventions shall be chosen at the General Membership Meetings. (GMM – December 14, 2018)
- 15.2 Registration fees for conventions shall be paid by CUPE Local 2268.
- 15.3 When more than one (1) member is attending the same function, car - pooling will be used whenever possible. If more than five (5) members are attending the same function within the city of Saskatoon, it is understood that two (2) vehicles will be taken. When more than four (4) members are attending the same function outside of Saskatoon, it is understood that two (2) vehicles will be taken. Members will be approved adequate time off to travel during working hours.
- 15.4 Members representing CUPE Local 2268 at National Convention and/or week-long educational must be a member in good standing.
- 15.5 Nominations and elections for National Convention will take place at the June General Membership Meeting. Up to two (2) members at large may be elected. In order to be eligible to attend National Convention, the member must have attended four (4) of the General Membership Meetings held in the previous twelve (12) months or in the period they were a member, unless a valid reason, acceptable to CUPE Local 2268 has been given for non-attendance. (GMM – December 14, 2018)
- 15.6 Upon return from a convention, conference, educational course, or union meetings there is an expectation that the member will use the knowledge gained for the benefit of CUPE Local 2268.
- 15.7 A written report must be submitted to the Recording Secretary within thirty (30) days of returning from a convention, conference, educational course, or union meetings. If this is not provided, the member will be prohibited from attending future conventions, conferences, or educational courses.
- 15.8 All delegates elected to attend conventions, conferences, educational courses or union meetings outside their city of residence shall be paid according to Appendix 'C'. (GMM May 16, 2007)

ARTICLE 16 – STANDING COMMITTEES AND POSITIONS

Chairpersons of standing committees shall:

- a) perform the duties of their committees;
- b) present regular written reports to the Executive and at General Membership Meetings. (GMM October 23, 2012)

16.1 Bylaw Committee

1. CUPE Local 2268 shall nominate and elect a Bylaw Committee during the month of May of each school year. It is the function of this Committee to review and update CUPE Local 2268 Bylaws as required. (GMM – December 14, 2018)

Members can submit recommended bylaw changes to any Bylaw Committee member, who will bring forward to the committee for consideration.

2. The Committee shall be comprised of:
 - i. President (Chairperson)
 - ii. Recording Secretary
 - iii. Four (4) elected members at large (GMM – September 28, 2016)
 - iv. One (1) Executive member appointed by the Executive
3. All changes must be approved by the membership and then must be approved by CUPE National as per the CUPE Constitution. (See Article 17.2) (GMM – September 28, 2016)
4. A complete file of bylaw changes, dates of change and correspondence to CUPE National must be kept. (GMM May 16, 2001)

16.2 Labour Relations and Professional Development Committee

1. The Committee shall be comprised of:
 - i. President (Chairperson)
 - ii. Vice President – Lead Steward and
 - iii. one (1) Member at Large.
2. The Member at Large will be nominated and elected at the May General Membership Meeting.
3. Work to ensure open lines of communication between the employer and CUPE Local 2268.

4. Attend Labour Relations meetings with the employer to discuss issues regarding the day-to-day working relationship between the employer and CUPE Local 2268. The Labour Relations Committee was established in 1994 - See Article 25 of the Collective Agreement.

16.3 Negotiating Committee

1. It is encouraged that members who intend to participate in the bargaining process have union involvement or related experience prior to their nomination to the Negotiating Committee.
2. This shall be a committee established at the first General Membership Meeting following the ratification of the Collective Agreement and will remain in place until the ratification of the next CUPE Local 2268 Collective Agreement.
3. The function of the Committee is to prepare collective bargaining proposals and to negotiate a collective agreement.
4. The committee business and proceedings of meetings are not to be divulged to any persons outside CUPE Local 2268 or the Canadian Union of Public Employees.
5. The Committee shall be comprised of:
 - i. President (Chairperson)
 - ii. Vice President Lead Steward
 - iii. Recording Secretary
 - iv. Three (3) members elected at a General Membership Meeting (preferably from different job categories)
6. If a new president is elected during bargaining, the outgoing president, so long as they are still a member of CUPE 2268 and a member in good standing, shall retain the status of the Negotiating Committee chair until the bargaining process is concluded.

For the purposes of this article, the negotiation process will commence with the "Letter of Intent to Negotiate being sent to the employer. (GMM – September 28, 2016)

7. The National CUPE Representative assigned to CUPE Local 2268 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.
8. All members of CUPE Local 2268's Negotiating Committee shall attend CUPE's collective bargaining educational training.

9. When a tentative agreement is reached, the Negotiating Committee will facilitate at least one (1) information session for the membership. Members will be notified via email to review the Memorandum of Agreement which will be made available to all members of CUPE Local 2268 either through personal email or the secured Local website prior to voting. The Negotiating Committee will conduct a ratification vote following the same process as identified in Article 14.3 3 through 14.3 7. The Chair of the Negotiating Committee (President) will be the Returning Officer for the ratification vote. (GMM – September 28, 2016)

16.4 Reclassification Committee

1. This Committee will be comprised of:
 - i. Vice President Lead Steward;
 - ii. Two (2) members of the Negotiating Committee.
2. All reclassifications will be brought forward to the employer through this Committee.
 - i. All re-class requests will use a reclassification form [Position Analysis Review – PAR form (found on the CUPE 2268 website) developed by the Union]. (GMM – September 28, 2016)
 - ii. Any additional material to be presented at a re-class bargaining meeting will need to be presented to CUPE Local 2268 prior to bargaining with management.

16.5 Workplace Safety Committee

1. This Committee shall be comprised of:
 - i. Vice President Lead Steward;
 - ii. one (1) elected Member at Large, nominated and elected at the May General Membership Meeting.
2. Work to educate committee members on importance of workplace health and safety.
3. Organize and distribute April 28th Day of Mourning information to be posted on the CUPE Local 2268 bulletin board at each workplace location.
4. Attend Workplace Safety Meetings with the employer.
5. Promote safe work procedures and environments so to prevent illness and injury because of workplace factors.

6. Immediately bring to the attention of the committee any workplace hazard that has a potential to cause members illness or injury.
7. Bring forward from the meetings issues that would have a potential to cause members illness or injury.
8. Work to eliminate all workplace hazards; physical, environmental or social.

16.6 Social Committee

1. This Committee shall be comprised of:
 - ii. Vice President Communications (chair);
 - iii. Diversity Committee Representatives – Young Worker, Racialized Worker, Indigenous Worker, Worker with Disabilities, 2SLGBTQIA+ worker; and
 - iv. Two (2) Members at Large.
2. A budget for the committee will be fixed annually by the membership. All other social, cultural, and recreational events and activities shall be self-supporting.

16.7 Grievance Committee

1. This Committee shall be comprised of:
 - i. Vice President Lead Steward;
 - ii. Four (4) District Stewards.
2. The committee shall appoint its secretary from the Committee members.
3. The National Representative assigned to the Local Union shall be a non-voting member of the Committee and shall be consulted at all stages. (GMM – September 28, 2016)
4. This committee will:
 - i. Oversee the handling of all local grievances.
 - ii. Receive copies of all grievances.
 - iii. Prepare a report on the status of all grievances to be submitted to the Executive, the National Representative and to the General Membership Meeting.

- iv. When a grievance is not settled in the initial steps provided for in the Collective Agreement, this Committee will decide whether the grievance should proceed to arbitration.
- v. If the decision is to not proceed, the grievor(s) may appeal the decision to the remainder of the Executive Board that have not had the opportunity to vote on the prior decision.

16.8 Scholarship Committee

1. The Committee shall be comprised of:
 - i. Secretary Treasurer (Chair); and
 - ii. Three (3) Members at Large, elected at the May General Membership Meeting.
2. Members should not be related to any of the applicants, if they are they must recuse themselves from the committee.
3. The Scholarship Committee will meet in November to review all applications.

16.9 Diversity Committee

This committee shall be chaired by the Vice President – Communications and be comprised of members at large, nominated and elected at the May General Membership Meeting, from these diversity groups:

- i. Racialized worker;
 - ii. Young worker;
 - iii. Indigenous worker;
 - iv. Worker with a disability, and
 - v. 2SLGBTQIA+ worker.
1. Members of this committee must self-identify for the position they hold: racialized worker, young worker, indigenous worker, worker with a disability and 2SLGBTQIA+ worker.
 2. Must report on issues currently affecting diverse workers.
 3. Work with the Vice President Communications to promote member engagement among diverse workers within CUPE Local 2268.
 4. Meet once a month to plan a diversity informational/forum event to take place twice in an academic year in the months of October and April.

5. Be a member on the social committee.
6. Attend educational opportunities that will assist in fulfilling their position on this committee.

16.10 Special Committees

A special ad-hoc committee may be established for a specified purpose and period by the membership at a General Membership Meeting. The members shall be elected at the same or another General 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.

16.11 Sergeant-At-Arms

1. Shall be appointed by the Executive.
2. Guard the door at General Membership Meetings and admit only members in good standing or officers and officials of CUPE, except on the order of the president and the Membership present.
3. Assist in maintaining the record of membership attendance at meetings and ensure the Recording Secretary receives the original sign in sheets at the end of every General Membership Meeting.
4. Tile the doors when directed by the Chair, not letting anyone enter or exit the meeting.
5. Perform other duties as assigned by The Executive.

16.12 Location Representatives:

1. Are not elected officers of CUPE 2268 and cannot represent members when meeting with the employer.
2. At the commencement of a school year, each worksite shall provide CUPE Local 2268 with the name of a volunteer Location Representative.
3. Shall maintain contact with District Stewards.
4. Will assist the Elections Committee by posting election material on the CUPE Local 2268 workplace bulletin boards and on the day of the election to distribute voting codes to members who registered to vote but did not submit their email addresses.

5. Will post all communication from the Executive on the CUPE Local 2268 bulletin board and distribute information to members when directed by the Executive.
6. Will notify the Vice President Communications when a member in their location should receive Good of the Union acknowledgement.
7. Will attend a role orientation meeting with the Executive in the fall.

16.13 The Trustees shall:

1. Act as Auditing Committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary and the committees strictly under CUPE Local 2268 at least twice per calendar year.
2. Submit in writing, to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed to ensure that CUPE Local 2268 funds, records and accounts are being maintained by the Secretary-Treasurer in an organized, correct and proper manner.
3. Trustees will meet with the President and Secretary-Treasurer to go over recommendations and/or concerns.
4. Make and present a written report of their findings, including recommendations, to the membership at the first General Membership Meeting following the completion of each audit.
5. Be responsible to ensure that monies are not paid out without proper constitutional or membership authorization.
6. Ensure that proper financial reports have been given to the membership.
7. Audit the record of attendance/sign-in sheets. (GMM – September 28, 2016)
8. Inspect at least half-yearly any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by CUPE Local 2268 and report their findings to the membership.
9. Use audit forms supplied by the National Office and send a copy of each half yearly audit to the National Secretary-Treasurer in accordance with the provisions of the CUPE Constitution.
10. Send to the National Secretary-Treasurer, with a copy to the assigned National Representative, the following documents:

- i. Completed Trustee Audit Program
- ii. Completed Trustees' Report
- iii. Secretary-Treasurer Report to the Trustees
- iv. Recommendations made to the President and Secretary-Treasurer of CUPE Local 2268
- v. Secretary-Treasurer's response to recommendations
- vi. Concerns that have not been addressed by CUPE Local 2268 Executive (Required amendment to ensure conformity with National Constitution as amended at the 2011 National Convention in Quebec City)

To be eligible to run for Trustee, individuals must not have been Secretary-Treasurer for the previous six (6) months.

ARTICLE 17 – AMENDMENTS

- 17.1 These Bylaws are always subordinate to the CUPE Constitution (including Appendix 'B') as it now exists or as 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.
- 17.2 A local union can amend or add to its bylaws only if:
1. the amended or additional bylaws do not conflict with the Constitution;
 2. the amended or additional bylaws are approved by the majority vote at a regular General Membership Meeting or at a Special Membership Meeting called for that purpose; and
 3. notice of the intention to propose the amended or additional bylaws was given at least seven (7) days before at a previous General Membership Meeting or sixty (60) days before in writing. (Required amendment to ensure conformity with the National Constitution as amended at the 2011 National Convention in Quebec City)
- 17.3 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 ninety (90) days of receiving them and will withhold approval only where they conflict with the CUPE Constitution. (Required amendment to ensure conformity with the National Constitution as amended at the 2011 National Convention in Quebec City)

ARTICLE 18 – SCHOLARSHIPS

- 18.1 Four (4) scholarships of five hundred dollars (\$500) for dependents of CUPE Local 2268 members who are attending post-secondary education.
- 18.2 For the dependent to be eligible, the parent/guardian must have a minimum of two (2) continuous years as a member of CUPE Local 2268 and be a member in good standing.
- 18.3 The Tim Powchuk Scholarship is one (1) scholarship of one thousand dollars (\$1000) for a CUPE Local 2268 member who is in good standing and enrolled in a course related to job classification found in CUPE Local 2268. The applicant must have been an active member of CUPE Local 2268 for at least two (2) years.
- 18.4 Scholarship applicants must include the following to be considered for the scholarships:
 - i. Application form
 - ii. Proof of enrollment in the form of tuition/course receipts from a recognized college, university, or technical school in Canada
 - iii. Minimum 500-word essay on a topic such as “Unions and Unionism”, “Women in Unions”, “Importance of Unions”.
- 18.5 Application forms may be obtained from CUPE Local 2268 web page at <http://cupe2268.ca>.
- 18.6 If an applicant is eligible for both the dependent and member scholarship, and chooses to apply for both, they must submit separate application forms and different essay topics for each application. Only one scholarship will be awarded.
- 18.7 Individuals who have previously been awarded a scholarship are welcome to apply to annually, however, their application will be considered after all new applicants have been considered.
- 18.8 All applications must be sent to the Secretary-Treasurer by October 31st. Late applicants will not be considered.
- 18.9 Scholarships will be awarded at the January General Membership Meeting. (GMM – September 28, 2016)
- 18.10 Scholarships will be paid out of the general operating fund.

ARTICLE 19 – RELEASE TIME

- 19.1 The President of CUPE Local 2268 will be granted one (1) day per week release time from the employer to conduct Union business with no loss of pay. Such pay shall be reimbursed to the employer, as per collective agreement.
- 19.2 The Vice – President Lead Steward of CUPE Local 2268 will be granted up to two (2) days per month release time from the employer to conduct Union business with no loss of pay. Such pay shall be reimbursed to the employer, as per collective agreement.
- 19.3 Ad hoc committees and Trustees will be granted the necessary time off work with pay in order to carry out their duties.
- 19.4 An additional four (4) days per month to be shared as needed between the remaining Executive. (GMM – September 28, 2016)

APPENDIX 'A' – RULES OF ORDER

1. The President will be the Chairperson at all General Membership Meetings. In the absence of the President, the Vice-President will be the Chairperson at the membership meeting. In the absence of the President and Vice-President, the Recording Secretary will be the Chairperson at the membership meeting. In the absence of the President, Vice- President and Recording Secretary, members at the membership meeting will select a Chairperson by majority vote. Quorum rules must be met.
2. Members are not allowed to speak about an issue for more than five (5) minutes. Members can only speak to an issue once unless there is agreement by the members at a meeting, or where all those wishing to speak have had the opportunity to speak.
3. The Chairperson of a committee who is making a report or the mover of a motion may speak for up to fifteen (15) minutes. With the agreement of the members present, the fifteen (15) minutes may be expanded.
4. The Chairperson will state every motion presented at a membership meeting before allowing debate on the motion. Before putting a motion to a vote, the Chairperson will ask: "Is the Local ready for the motion?" If no member rises to speak, the motion will be voted upon.
5. A motion must be moved and seconded. The mover and seconder must rise and be recognized by the Chairperson.
6. A motion to amend a motion, or a motion to amend an amendment are allowed, however a motion to amend an amendment to an amendment is not allowed.
7. An amendment to a motion or an amendment to an amendment to a motion that is a direct negative to the main motion is never permitted.
8. On motion, the regular order of business at a General Membership Meeting may be suspended where two-thirds (2/3) of those present votes to do so. The regular order of business should only be suspended to deal with urgent business.
9. Motions other than those named in Rule 19, or motions to accept or adopt the report of a committee, will, if requested by the Chairperson, be put in writing prior to beginning debate and vote.
10. At the request of a member, and upon a majority vote, a motion which contains more than one action or issue can be divided.
11. The mover of a motion can withdraw the motion upon the consent of the seconder prior to the end of debate. Once debate has ended on a motion, the motion can only be withdrawn upon unanimous vote of the members present.

12. A member who wishes to speak on a motion, or a member who wishes to move a motion, shall rise and respectfully address the Chairperson. The member shall not proceed until the member is recognized by the Chairperson except where the member rises to a point of order or on a question of privilege.
13. The Chairperson will keep a speakers list and, in all cases, will determine the order of speakers including those circumstances where two or more members rise to speak at the same time.
14. A member, while speaking, will speak only to the issue under debate. Members shall not personally attack other members. Members will refrain from using language that is offensive or in poor taste. Members will generally not speak in a manner that reflects poorly on CUPE Local 2268 or other members.
15. A member that is called to order will stop speaking until the point of order is determined. If it is decided that the member is in order, then the member may continue speaking.
16. Religious discussion of any kind is not permitted.
17. The Chairperson will not take part in any debate. Where the Chairperson wishes to speak on a resolution or motion, or where the Chairperson wishes to move a motion, the Chairperson must rise from the chair and hand the chair over as outlined in Rule #1.
18. The Chairperson will have the same right to vote as other members. In the case of a tie vote, the Chairperson may cast another vote, or the Chairperson may refrain from casting an additional vote, in which case the motion is defeated.
19. When a motion is before the members, no other motion is in order except a motion to 1) adjourn; 2) put the previous question; 3) lay on the table; 4) postpone for a definite time; 5) refer; or 6) divide or amend. These six (6) motions shall have precedence in the order indicated. Motions 1 through 3 shall be decided without debate.
20. The Chairperson will ask "Will the main question be now put?" where a motion for the previous question is moved and seconded. If approved, the Chairperson will then take votes on the motion and amendments to the motion (if any) in order of priority. If an amendment or an amendment to an amendment is approved, then members will be asked to vote on the motion as amended.
21. A motion to adjourn is in order except when a member is speaking or when members are voting.
22. A motion to adjourn, if lost, is not in order if there is further business before CUPE Local 2268, until fifteen (15) minutes have elapsed.

23. After the Chairperson declares the vote results on a question, and before CUPE Local 2268 proceeds to another order of business, any member can ask for a division. A standing vote on the division will be taken and the Recording Secretary will count the standing vote.
24. If a member wishes to appeal a decision of the Chairperson, the member must appeal at the time the decision is made. If the appeal is seconded, the member will be asked to state briefly the basis for the appeal. The Chairperson will then state briefly the reasons for the decision. Following immediately and without debate, the Chairperson will ask, "Will the decision of the chair be upheld?" A majority vote shall decide. In the event of a tie vote, the decision of the chair is upheld.
25. At a General Membership Meeting where a question has been decided, any two members who voted with the majority can give notice of a motion to reconsider a decision of the membership at the next General Membership Meeting. The motion to reconsider requires the support of a two-thirds (2/3) majority of members who vote. If two-thirds (2/3) majority of members support reconsideration, the question will be placed in front of the membership for debate and a subsequent vote.
26. Members are allowed to leave a meeting with the permission of the Vice-President; however, in no case will a member leave during the reading of minutes, the initiation of new members, the installation of Officers, or the taking of a vote.
27. CUPE Local 2268 business and the proceedings of meetings are not to be divulged to any persons outside CUPE Local 2268, or the Canadian Union of Public Employees.

APPENDIX ‘B’ – OUT-OF-POCKET EXPENSES, ALLOWANCES AND HONORARIUMS

Expense vouchers for the following items are available from the Secretary-Treasurer of CUPE Local 2268. All expense forms and receipts being claimed must be submitted to the Secretary-Treasurer by August 31 of the fiscal year (September 1 – August 31) in which the expense occurred.

1. **OUT-OF-POCKET EXPENSES**

Out-of-pocket expense payments are intended to reimburse Executive and committee members for expenses they have incurred in performing duties related to their position with CUPE Local 2268.

Example of expenses are as follows:

- Stationery – pens/pencils, paper, writing pads, notebooks, photocopying, printer ink
- Parking fees
- Mileage within Saskatoon

2. **HONORARIUMS**

Executive	
Payment is made monthly	
Position	Amount
President	\$200.00
Vice President Communications	\$200.00
Vice President Lead Steward	\$200.00
Recording Secretary	\$200.00
Secretary-Treasurer	\$200.00
District Stewards (4)	\$100.00

Committees & Positions		
Payment is made annually, unless otherwise stated		
	Number of Members	Amount
Labour Relations Committee	Three (3) members	\$30.00
Workplace Safety Committee/OH&S Committee	Three (3) members	\$30.00
Scholarship Committee	Five (5) members	\$10.00
Bylaw Committee	Seven (7) members	\$50.00
Social Committee	Nine (9) members	\$50.00
Elections Committee	Returning Officer	\$50.00
Sergeant-At-Arms	One (1) member	\$10.00 per meeting

Trustees	Three (3) members	\$50.00
Bargaining Committee	Six (6) members	\$500.00 (upon completion of bargaining)
Diversity Committee	Six (6) members	\$30.00

- It is understood that if the meeting is held virtually, no expense allowance will be paid.

Notes:

Section 6.7A of the Trustee's Audit Program asks, "Do any members of the executive receive an honorarium from the local, in recognition of their services?" On occasion, CUPE Local 2268 will give an honorarium to a guest speaker. It is the sole responsibility of an individual receiving an honorarium to report their monies and expenses to Revenue Canada.

Section 6.13 of the Trustee's Audit Program asks, "Does your local pay out-of-pocket expenses?" CUPE Local 2268 pays out-of-pocket expenses to the Table Officers and the District Stewards.

Each Executive who receives out-of-pocket expense funds is responsible for keeping receipts, mileage and records relating to the out-of-pocket expense funds. For more information contact the Canada Revenue Agency – Reasonable Per-Kilometre Allowance Rates. (GMM February 24, 2005)

Cellular Devices

Each Executive shall receive an allowance of \$55.00 per month maximum (so long as guidelines are met. Table Officers shall receive the allowance for 12 months, District Stewards shall receive the allowance for 10 months (September to June).

Guidelines:

- 1) Cell phone numbers are required to be posted on CUPE Local 2268 publications and CUPE Local 2268's secure website.
- 2) Expectation is to be available.

APPENDIX 'C' – ALLOWANCES FOR CONVENTION, CONFERENCE, SEMINAR, CUPE TRAINING SESSIONS AND MEETINGS

CUPE Local 2268 members who have been elected or appointed to attend conventions, conferences, training sessions, or meetings are entitled to reimbursement for allowable expenses incurred in attending these meetings.

Members are required to submit the expense voucher when claiming per diem, mileage and reimbursement of allowed expenses. Expense vouchers can be obtained by emailing CUPE Local 2268 Secretary-Treasurer.

Allowable Expenses are as follows:

1. Meal Allowance

- a. Members are entitled to a meal allowance of actual incurred expenses to a maximum of \$90.00 for the first day out-of-town. The full amount of \$100.00 only applies where the members' travel day was through all three meal periods.

If not, appropriate reimbursement will be broken down as follows:

Breakfast: \$25.00 Lunch: \$29.00 Dinner: \$46.00

- b. Members are entitled to an out-of-town meal allowance of \$100.00 per day for each day following and overnight stay at the meeting location.
- c. When room and meals are included in the convention, conference, training sessions or meetings, members are entitled to the first day out-of-town per diem of actual incurred expenses to a maximum of \$100.00.
- d. Members attending in-town (Saskatoon) and in-person conferences, conventions, training sessions or meetings, are entitled to a meal allowance of \$29.00 per day if lunch is not provided.
- e. Members attending any virtual conferences, conventions, training sessions or meetings will not be entitled to a meal allowance.

2. Childcare

- a. CUPE Local 2268 will reimburse childcare expenses, \$15/hour to a maximum of \$45.00, to enable members to attend CUPE Local 2268 General Membership Meetings outside the member's regular work hours. Expense forms, including receipts, must be provided to the Secretary Treasurer. Receipts must include child caregivers name and address.

Receipts cannot be from an individual within the members household (i.e. spouse/partner, other children, etc.).

- b. Childcare reimbursement can only be claimed for childcare expenses which occurred while working for the union during the evening or weekend. Regular daily childcare expenses are the responsibility of the member.

3. Registration Fees

- a. CUPE Local 2268 will pay the actual amount required (receipt must be provided).

4. Travel

- a. Out-of-province Travel
 - i. Travel arrangements to attend conferences, conventions, training sessions and meetings out-of-province will be arranged by CUPE Local 2268.
 - ii. Whenever possible, unionized travel providers will be booked.
 - iii. Transportation from the airport to the hotel and return will be covered for the actual amount paid, including tax (receipt must be provided).
- b. In-province Travel
 - i. It is understood that when more than one (1) member is attending the same conference, convention, training sessions or meeting, car-pooling will be used whenever possible.
- c. For members travelling to the meeting location by personal vehicle, a per kilometre allowance in accordance with Canadian Revenue Agency Automobile Allowance rate shall be paid.
- d. Parking will be reimbursed for the full amount paid, including tax (receipt must be provided).

5. Accommodation

- a. Accommodations will be arranged by CUPE Local 2268
- b. Whenever possible, unionized hotels will be booked.

- c. Cost of the accommodations will be covered by CUPE Local 2268.
- d. Members must pay any incidental expenses charged to the room account before leaving the hotel.
- e. Members will be billed by CUPE Local 2268 for late checkouts.

6. Lost Wages

- a. CUPE Local 2268 will reimburse the employer, St. Paul's R.C.S.S.D. #20, for all wages a member earns while attending conferences, conventions, training sessions or meetings.
- b. Lost wages are determined at the members' rate of pay and cover only actual wage loss and benefits.
- c. Wages for employment outside of St. Paul's R.C.S.S.D #20 will not be reimbursed.

7. Other Costs

- a. All other costs related to attending a conference, convention, training session or meeting on behalf of CUPE Local 2268, will be subject to Table Officers approval.
- b. If approved the costs will be reimbursed upon presentation of receipts.

APPENDIX 'D' – NEW MEMBER OBLIGATION AND OATH OF OFFICE

New Member Obligation

"I promise to support and comply with the Constitution of this Union, to work to improve the economic and social conditions of other members and other workers, to defend and work to improve the democratic rights and liberties of workers and that I will not purposely or knowingly harm or assist in harming another member of the Union."

Oath of Office

"I,____, promise to perform the duties of my office, as set out in the Constitution and laws of the Canadian Union of Public Employees, faithfully and to the best of my ability for my term of office. As an Officer of the Union, I will always promote the harmony and dignity of its sessions by counsel and example. I also promise to turn over all property of the Union to my successor at the end of my term."

APPENDIX 'E' – NOMINATIONS/ELECTION PROCESS

NOMINATIONS / ELECTION COMMITTEE GUIDELINES

Please become familiar with the following CUPE 2268 Bylaws before the meeting:

- Article 11 – Duties of the Executive
- Article 14 – Nomination, Election and Installation of Table Officers, Stewards and Trustees
- Article 16 – Standing Committees and Positions
- Appendix 'B' – Out-of-Pocket Expenses, Allowances and Honorariums

Nomination Meetings:

- Ask that all members have signed in.

The following rules should be made clear before nominations:

- Roles and Responsibilities (read the write-ups for the position(s) that are up for nomination
- Term of Office
- Attendance at meetings is mandatory (CUPE Constitution 2013)
- Declare the meeting open for nominations
- Write the names of the nominees on a flipchart
- Make the call – "Any other nominations?" (this is done three (3) times)
- At the third call say, "This is the third and final call."
- Then say, "The nominations are closed."
- Ask the candidates in reverse order if they will let their name stand.

Returning Officer & Elections Committee:

- **Refer to Article 14.3**

In the event an election is held by Paper Ballot:

- The Elections Committee will be responsible for sending a sign in sheet and list of eligible voters, along with the required number of ballots to each Location Representative who will conduct the elections.
- Ballots will be prepared with candidates' names – a different colored ballot for each position.
- The Location Representatives will return the ballots, unused ballots, and sign in sheet to the Elections Committee.
- Each Candidate will have the opportunity to have one (1) scrutineer present during the counting of the ballots. The candidates will provide the name of their scrutineer to the Returning Officer prior to the vote count.
- The Elections Committee will place all the ballots in one container and will retain the sign in sheets.
- The Elections Committee will count the ballots and record the number of votes each candidate received.
- The Returning officer will advise the candidates of the results.
- The Returning Officer will send an email to all members with the results.
- The Returning Officer will retain all the ballots (used and unused) and sign in sheets.
- At the May General Membership Meeting, the Returning Officer will announce the results and will make a motion to destroy the ballots.
- If there is a dispute, the Returning Officer will arrange for a recount prior to the ballots being destroyed.

In the event of an election held Electronically:

- The Returning Officer, with the assistance of the Elections Committee, will determine the opening and closing date of the election and create the online ballot.
- An eligible voter list will be created, and all eligible voters will receive a one-time use link, through email, to cast their vote.
- Once the election is closed, votes will be tabulated via the chosen provider.
- The Returning officer will advise the candidates of the results.
- The Returning Officer will send an email to all members with the results.
- The Returning Officer will retain a printout of the electronic results until the May General Membership Meeting, the Returning Officer will announce the results and will make a motion to destroy the printout and delete the election from the website provider.
- If there is a dispute, the Returning Officer will make the printout of the electronic results available, prior to destroying the printout and deleting the election from the website provider.

Oath of Nomination and Office – CUPE National Constitution – A candidate who is elected to office must come forward to the podium and clearly communicate or affirm this oath:

"I, _____, promise to perform the duties of my office, as set out in the Constitution and laws of the Canadian Union of Public Employees, faithfully and to the best of my ability for my term of office. As an officer of the Union, I will always promote the harmony and dignity of its sessions by counsel and example. I also promise to turn over all property of the Union to my successor at the end of my term."

B.1.4 Conduct of Members and Officers (CUPE National Constitution 2013)

All members must uphold the oath of membership and all officers must uphold the oath of office. Conduct that violates the oath of membership or oath of office is an offence against this Constitution and punishable under the Trial Procedure.

(GMM – September 28, 2016)

APPENDIX 'F' – CODE OF CONDUCT

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 2268, or any other CUPE chartered body. It is consistent with the expectations outlined in the Equality Statement and the CUPE National Constitution.

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

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

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

Harassment is objectionable behaviour which may include actions, language, gestures, and/or written material, and which the harasser knows or ought reasonably to know is

abusive and unwelcome. Bullying is a form of harassment which is serious ongoing behaviour which targets an individual or group and which threatens that person or persons' mental and/or physical well-being.

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

1. If possible, a member may attempt to deal directly with the person alleged to have engaged in behaviour contrary to the Code by asking them to stop such behaviour. If that is not possible, or if it does not resolve the problem, a member may bring forward a complaint.
2. A complaint shall be brought to the attention of an ombudsperson when there is one available. Should an ombudsperson not be available, a person properly appointed and designated to be in charge shall receive the complaint.
3. The ombudsperson or the person in charge will work to seek a resolution. If this fails to resolve the matter, the ombudsperson shall report the matter to the person in charge. The person in charge has the authority to expel members from the event for serious or persistent offenses.
4. If the complaint involves a national staff member, it shall be referred to the appropriate director for investigation and the complaint shall be dealt with in accordance with the applicable staff collective agreement. If the complaint involves a staff member employed by another CUPE chartered organization, the complaint shall be referred to the person responsible for their employment.
5. If the person in charge is a party to the complaint, an alternate will be designated to assume the role.
6. In a case where a member has been expelled from a National event, the National President shall receive a report on the matter. For other events, the presiding officer shall receive a report on the matter.
7. For events organized by CUPE National, the National President shall determine if further remedial action is appropriate, including restricting a member's participation in future events organized by CUPE National. For other events, the presiding officer shall consult the National President.

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

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

APPENDIX 'G' – DISTRICTS

District 1 – Northwest	District 2 – Northwest
<p> Bishop James Mahoney Bishop Klein E.D. Feehan École Holy Mary (Martensville) École Sr. O'Brien École St. Paul École St. Peter Holy Trinity (Warman) St. Angela St. Anne St. Edward St. George St. Lorenzo Ruiz St. Michael </p>	<p> Bishop Filevich Board Office École Cardinal Leger École Holy Family École Mother Teresa Father Robinson Opening Doors St. Augustine St. Augustine (Humboldt) St. Dominic (Humboldt) St. Frances - Bateman St. Joseph (includes ISP) St. Nicholas St. Volodymyr </p>
District 3 – Southwest	District 4 – Southeast
<p> Bethlehem Bishop Roborecki École Française de Saskatoon École St. Gerard Father Vachon Service Centre - Fletcher St. Dominic St. Gabriel (Biggar) St. John St. Marguerite St. Maria Goretti St. Mark St. Mary Wellness & Education Centre </p>	<p> Bishop Murray Bishop Pocock École St. Luke École St. Matthew Georges Vanier Holy Cross (Cyber school) Oskāyak Pope John Paul II St. Bernard St. Frances - Macpherson St. Kateri Tekakwitha St. Philip St. Thérèse Lisieux </p>

(GMM – September 28, 2016)

APPENDIX 'H' – NOMINEE PROXY FORM

**CUPE LOCAL 2268
NOMINEE PROXY FORM**

CUPE Local 2268 allows a member to be nominated for elected positions by proxy.

To allow your name to stand for nomination/election, please complete the form below. The Nominee Proxy Form must be **signed by the Nominee and witnessed by another CUPE 2268 member**. The proxy must be dated no more than four weeks prior to the nomination meeting. Completed form must be submitted by the witness, via email or in-person, to the Recording Secretary prior to meeting.

I, _____, a member in good standing of CUPE

Local 2268, allow my name to stand for the following position,

_____ in the upcoming nomination meeting

on _____ day of _____ 20 _____.

Nominee Signature

Date

Witness Signature

Date

(GMM – September 28, 2016)