
Bylaws Local Union 898



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Canadian Office and Professional Employees
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INTRODUCTION

In order to improve the social and economic welfare of its members without regard to gender, colour, race or creed, to promote efficiency in public employment and to manifest its belief in the value of the unity of organized labour, this Local of the Canadian Union of Public Employees (hereinafter referred to as CUPE has been formed.

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

CUPE chartered organizations shall respect and apply the CUPE National Equality Statement to all of the chartered organizations' activities. The CUPE National Equality Statement can be found in Appendix A to these bylaws.

CUPE chartered organizations may also wish to adopt a Local Union Code of Conduct that would apply to membership meetings and other functions organized by the chartered organization. The Local Union Code of Conduct can be found in Appendix B to these bylaws.

SECTION 1 - NAME

The name of this Local shall be: Canadian Union of Public Employees, Local No. 898, The Town of Peace River.

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 all of the objectives 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; and

- (f) eliminate harassment and discrimination of any sort or on any basis; for the equality of treatment regardless of class, race, colour, nationality, age, sex/gender, language, sexual orientation, place of origin, ancestry, religious beliefs, or mental and physical disability; and the active opposition of discrimination of same wherever it occurs or appears.

SECTION 3 - REFERENCES

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

SECTION 4 - MEMBERSHIP

(a) Membership

An individual employed within the jurisdiction of Local 898 can apply for membership in Local 898 by signing an application and paying the initiation fee set out in Section 12(a) of these bylaws.

(Article B.8.1)

(b) Approval of Membership

At the first membership meeting after the application has been submitted, the name(s) of the applicant(s) will be read out and unless a majority of members present at the meeting object, the applicant(s) will be accepted into membership.

(Article B.8.2)

(c) Oath of Membership

New members will take this oath:

“I promise to support and obey 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.”

(Article B.8.4)

(d) Continuation of Membership

Once accepted, a member continues as a member in good standing while employed within the jurisdiction of the Local Union unless the member loses good standing under the provisions of the CUPE National Constitution.

(Article B.8.3)

(e) **Member Obligations**

Members are obligated to abide by the CUPE National Constitution, and these bylaws as amended from time to time.

Members will provide the Recording Secretary with their current address, home telephone contact number and where available, an e-mail address. The member will advise the Recording Secretary of any changes to their contact information. This information will be protected and used to communicate with members. Such communication will take the form of mail, e-mail blasts or telephone town halls.

In the case of a telephone town hall, the telephone number may be shared with a service provider under contract to the Local Union to provide the technical equipment to support such a virtual meeting.

Upon request, the Local Union will share the telephone contact information with CUPE National or CUPE Alberta Division. The purpose of sharing this telephone contact information with CUPE National or CUPE Alberta Division is so that the National Union or Provincial Division can conduct a telephone town hall with members on important matters.

SECTION 5 - AFFILIATIONS

In order to strengthen the labour movement and work toward common goals and objectives, Local 898 shall be affiliated to and pay per capita tax to the following organization(s):

- The CUPE Alberta Provincial Division
- The Alberta Federation of Labour

SECTION 6 - MEMBERSHIP MEETINGS

(a) **Regular Membership Meetings**

Regular membership meetings shall be held quarterly in the months of September, December, March and June on the second Wednesday at 5:15 p.m. If a statutory holiday intervenes the Executive Board shall give a week's notice of any change in the date of the regular meeting.

(b) **Special Membership Meetings**

Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than three (3) 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) **Quorum**

A quorum for the transaction of business at any regular or special meeting shall be six (6) members, including at least three (3) members of the Executive Board.

(d) **Membership Meeting Agenda**

The order of business at regular membership meetings is as follows:

1. Acknowledgement of Indigenous Territory
2. Roll Call of Officers
3. Reading of the Equality Statement
4. Voting on new members and initiation
5. Reading of Minutes
6. Matters arising
7. Treasurer's Report
8. Communications and Bills
9. Executive Board Report
10. Reports of Committees and Delegates
11. Nominations, Elections, or Installations
12. Unfinished Business
13. New Business
14. Good of the Union
15. Adjournment

(Article B.6.1)

(e) **Bargaining Unit Meetings**

Bargaining Unit meetings may be called to deal with matters that affect only members of the bargaining unit. Such meetings are not to be used to replace regular membership meetings and will not make decisions that affect the Local Union as a whole or another bargaining unit. The President shall advise members of the bargaining unit seven (7) days in advance of the meeting providing the time and location and an agenda.

The minimum number of members required to be in attendance for the transaction of business at any bargaining unit meeting shall be six (6) bargaining unit members plus at least two (2) members of the Executive Board. Members from other bargaining units in the Local Union may attend these meetings without vote but with voice and are not counted as part of quorum.

SECTION 7 - OFFICERS

The Officers of the Local shall be the President, Vice-President, Secretary-Treasurer, Recording Secretary, three (3) Trustees, and a Chief Shop Steward. All Officers shall be elected by the membership.

(Article B.2.1 and B.2.2)

SECTION 8 - EXECUTIVE BOARD

- (a) The Executive Board shall comprise all officers, except Trustees. (Article B.2.2)
- (b) The Executive Board shall meet at least once every month. (Article B.3.14)
- (c) A majority of the Board constitutes a quorum.
- (d) The Executive Board 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 Board shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of all committees.
- (f) The Executive Board shall process all grievances not settled at the initial stage with a copy to the CUPE Representative and they shall report all grievances at 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.
- (g) All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.
- (h) Should any Executive Board member fail to answer the roll-call for three (3) consecutive regular membership meetings or three (3) consecutive regular Executive Board meetings without having submitted good reasons, their office shall be declared vacant and shall be filled by an election at the following membership meeting. (Article B.2.5)

SECTION 9 - DUTIES OF OFFICERS

Each Officer of Local 898 is encouraged to participate in CUPE educational courses to enhance their leadership skills and expand their knowledge and expertise.

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

(Article B.3.9)

All signing Officers of Local 898 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.

(Article B.3.5)

(a) **President**

The President shall:

- enforce the CUPE Constitution and these Local Union bylaws and Equality Statement;
- interpret these bylaws as required;
- preside at all membership and Executive Board meetings and preserve order;
- decide all points of order and procedure (subject always to appeal to the membership);
- have a vote on all matters (except appeals against their rulings) and in case of a tie vote a second and subsequent ballot will be taken until a majority vote is cast;
- 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;
- be a signing officer on all accounts of the Local and ensure that the Local's funds are used only as authorized or directed by the Constitution, bylaws, or vote of the membership;
- be allowed necessary funds, not to exceed fifty dollars (\$50.00) monthly, to reimburse themselves or any officers for expenses, supported by vouchers, incurred on behalf of the Local;
- have first preference as a delegate to the CUPE National Convention.

(Article B.3.1)

(b) **Vice-President**

The Vice-President shall:

- if the President is absent or incapacitated, perform all duties of the President;
- preside over membership and Executive Board meetings in the absence of the President;
- if the office of President falls vacant, be Acting President until a new President is elected;
- render assistance to any member of the Board as directed by the Board.

(Article B.3.2)

(c) **Recording Secretary**

The Recording Secretary shall:

- be the privacy coordinator/officer and be responsible for collecting and protecting personal information of their members.
- keep full, accurate and impartial account of the proceedings of all regular or special membership and Executive Board meetings ensuring that these records include a copy of the full financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Secretary-Treasurer. The record will also include Trustees' reports;
- record all alterations in the bylaws and make certain that these are sent to the National President for approval prior to implementing;
- answer correspondence and fulfil other secretarial duties as directed by the Executive Board;
- file a copy of all letters sent out and keep on file all communications;
- prepare and distribute all circulars and notices to members;
- have all records ready on reasonable notice for auditors and Trustees;
- preside over membership and Executive Board meetings in the absence of both the President and the Vice-President;
- be empowered, with the approval of the membership, to employ necessary performs other duties required by the Local, its bylaws, or the National Constitution;
- on termination of office, surrender all books, seals and other properties of the Local to their successor.

(Article B.3.3)

(d) **Secretary-Treasurer**

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;
- sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences.
- throughout their term, and on behalf of the Local Union membership, be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or vouchers for every disbursement made,

receipts for all money sent to CUPE headquarters, as well as records and supporting documents for all income received by the Local Union;

- unless on direct remittance, prepare all CUPE National per capita tax forms and remit payment, including two dollars (\$2.00) of each initiation fee on all members admitted, no later than the last day of the following month; record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices;
- make a full financial report to meetings of the Local's Executive Board, as well as a written financial report to each regular membership meeting, detailing all income and expenditures for the period;
- be bonded for not less than five hundred dollars (\$500.00) (or any greater sum as may be decided at a membership meeting, taking into account the assets of the Local and the amount of cash and cheques handled by the Secretary-Treasurer) through the master bond held by the National Office, and any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office;
- pay no money unless supported by a voucher duly signed by the President and one other member of the Board or any two other members of the Board, except that no voucher shall be required for payment of per capita fees to any organization to which the Local is affiliated;
- make all books available for inspection by the auditors and/or Trustees on reasonable notice, and have the books audited at least once each calendar year and within reasonable time, respond in writing to any recommendations and concerns raised by the Trustees;
- provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE;
- be empowered, with the approval of the Membership, to employ necessary clerical assistance to be paid for out of the Local's funds;
- on termination of office, surrender all books, records and other properties of the Local to their successor.

(Articles B.3.4 to B.3.8)

(e) The Chief Shop Steward shall:

- organize and chair steward meetings
- responsible for initiating grievances at the level one stage and follow the procedures outlined in the grievance procedure, grievance forms and grievance fact sheets.
- seek guidance from the rest of the grievance committee to determine the next course of action.

- guard the inner door at membership meetings and admit no one but members in good standing or Officers and officials of CUPE, except on the order of the President and with consent of the members present.
- maintain the record of membership attendance at meetings.
- perform such other duties as may be assigned by the Executive Board from time to time.
- not permit any member to retire from a meeting without permission of the Chairman.
- assist the Vice-President and Recording Secretary in maintaining the record of membership attendance at meetings.
- examine all present at meetings and report to the Chairman any without membership cards.
- obtain the names of all those awaiting initiation, reporting these to the Chairman.

(f) **Trustees**

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 annually;
- make a written report 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;
- send to the National Secretary-Treasurer, with a copy to the assigned Servicing 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 the Local Union
 - (v) Secretary-Treasurer's response to recommendations
 - (vi) Concerns that have not been addressed by the Local Union Executive Board.

(Articles B.3.10 to B.3.12)

- 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.

(Articles B.3.10 to B.3.12)

SECTION 10 - NOMINATION, ELECTION & INSTALLATION OF OFFICERS

(a) Nominations and Elections

1. Nominations and elections shall be held at the regular membership meeting held in the month of March.
2. No nomination shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting their consent in writing, duly witnessed by another member. No member shall be eligible for nomination if ~~he~~ they are in arrears of dues and/or assessments.
3. To be eligible for nomination, the nominee must have been accepted into membership and continue to be a member in good standing.
(Articles B.8.1, B.8.2 and B.8.3)
4. A Returning Officer cannot be an Officer nor a candidate for office and shall be selected by the membership in attendance and shall be a member who is not nominated for a position. 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.

(b) Elections

1. The Executive Board shall determine the form of the ballot and ensure that sufficient quantities are made available.
2. The voting shall take place at the regular membership meeting in March. The vote shall be by secret ballot.
3. Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
4. 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.

5. 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.
6. 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.
(Article 11.4)
7. 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.

(c) **Installation**

1. All duly elected officers shall be installed at the meeting at which elections are held and shall continue 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. The election of offices for Treasurer and Vice-President, Chief Shop Steward shall be held in odd numbered years and for President and Recording Secretary in even numbered years). No member may hold more than one elected position on the executive Board.
(Article B.2.4)
2. The terms of office for Trustees shall be so that one serves for a period of three (3) years, one (1) for two (2) years, and one (1) for one (1) year, as laid down in Article B.2.4 of the CUPE National Constitution. Each year thereafter, the Local Union shall elect one (1) Trustee for a three (3) year period. No member who has been a signing Officer for the Local Union is eligible to run for Trustee, until at least one full term of office has elapsed.
3. The Oath of Office to be read by the newly-elected Officers is:

"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."

(Article 11.6(b))

(d) **By-Elections**

Should an office fall vacant, the resulting by-election should be conducted as closely as possible in conformity with this Section. The term of office for any position filled through a by-election will be the term that the vacated position was initially elected to fulfill.

SECTION 11 - HONORARIUMS AND EXPENSES

The following out-of-pocket expenses shall be paid once a year in December:

President	\$300.00
Vice-President	\$300.00
Recording Secretary	\$300.00
Secretary-Treasurer	\$300.00
Chief Shop Steward	\$300.00
Trustees	\$50.00

Members of the negotiating committee who are required to attend negotiations during a regularly scheduled day off shall receive an out of pocket stipend equal to 60% of their regular daily rate to a maximum of \$500 in any calendar year.

SECTION 12 - FEES, DUES, and ASSESSMENTS

(a) **Initiation Fee**

Payment of initiation fees is a tangible confirmation of the desire to become a member of your Local Union and the Canadian Union of Public Employees. Each application for membership in the Local shall be directed to the Secretary-Treasurer and shall be accompanied by an initiation fee of two dollars (\$2.00) which shall be in addition to monthly dues. The Secretary-Treasurer shall issue a receipt. If the application is rejected the fee shall be returned.

(Articles B.4.1 and B.8.2)

(b) **Readmittance Fee**

The readmittance fee shall be two dollars (\$2.00).

(Article B.4.1)

(c) **Monthly Dues**

The monthly dues shall be one and one quarter percent (1.25%) of all regular monthly wages.

(Article B.4.3)

(d) **Amending Monthly Dues**

Changes in the levels of the Initiation Fee, the Readmittance Fee, or the Monthly Dues can be effected only by following the procedure for amendment of these bylaws (see Section 19), with the additional provision that the vote must be by secret ballot.

(Article B.4.3)

(e) **Assessments**

Special assessments may be levied in accordance with the CUPE Constitution. Assessments do not mean or include regular monthly dues and are applied for a specific purpose or specific length of time. Membership approval is required, and the

assessment will only be applied after the National President approves the assessment.
(Article B.4.2)

SECTION 13 - NON-PAYMENT OF DUES AND ASSESSMENTS

Any member in arrears for a period of three (3) months or more shall be automatically suspended from the membership and their suspension shall be reported to the Executive Board by the Secretary-Treasurer. The Executive Board shall report to the next membership meeting with a recommendation. Any member under suspension wishing to be reinstated shall, upon application, pay the readmittance fee, plus any dues and assessments in arrears. This money will be returned if the application is rejected. If a member has been unemployed or unable to work because of sickness, they shall pay the readmittance fee but may not be required to pay their arrears.
(Article B.8.6)

SECTION 14 - EXPENDITURES

(a) Payment of Local Union Funds

Funds can only be spent for valid purposes of the Local Union under the following circumstances:

- when the expenditure is authorized by a budget approved by a majority of members present and voting at a regular or special membership meeting;
- when these bylaws approve the expenditure; or
- through a vote of the majority of members present and voting at a regular or special membership meeting.

(Article B.4.4)

(b) Payment of Per Capita Tax and Affiliation Fees

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

(c) Payment of Local Union Funds to Members or Causes Outside of CUPE

Except for ordinary expenses and bills as approved at membership meetings, no sum over fifty dollars (\$50.00) 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.

The Executive Board shall have the ability to make financial decisions for the betterment of the Local when the timing for such decisions falls between regular membership meetings. The decisions shall be passed by a majority vote of the Executive Board and the motion shall be recorded in the Executive Board minutes.

SECTION 15 - DELEGATES TO CONFERENCES, CONVENTIONS AND EDUCATIONALS

Except for the President's option to attend National Convention, all delegates to Union sponsored activities shall be chosen by election at membership meetings.

The following expense allowance shall be provided:

Travel to schools and other Union sponsored events shall be paid a kilometrage rate equal to the Provincial Government rate as of January 1, of each year. When it is more practical or economical, air travel or other public transportation will be reimbursed for receipted amounts. Additional expenses such as accommodation and alternate ground transportation will be reimbursed for receipted amounts. Compensation for meals will be provided at the following daily rate:

Pre-meeting travel	\$30.00 per meal
In town meetings	\$30.00 per meal
Out of town	\$80.00 daily
Out of province	\$85.00 daily

When meals are provided, compensation for alternate meals required due to dietary restraints will be on a reimbursement for receipt bases to a maximum of the above amounts.

To claim expenses reimbursement, an expense voucher claim must be filled out each month and receipts for all expenses attached.

In order to prevent financial hardship Local 898 will provide their members their per diem allowance kms and hotel costs. for conventions and education in advance. Should the member is not able to attend the per diem shall be returned to the Local.

- (a) Except for the President's option Section 15, all delegates to conventions, conferences, and educationals shall be chosen by election at membership meetings.
- (b) Delegates to the Alberta District CUPE Council shall be elected annually. A member responsible for reporting back to the Local Union membership shall be appointed by the President from among these delegates, and the member appointed shall make a written report at each Local Union membership meeting on proceedings at recent meetings of the Council. The Local Union will reimburse the member's employer for any loss of wages.
- (c) Delegates to the Alberta CLC District Labour Council shall be elected annually. A member responsible for reporting back to the Local Union membership shall be appointed by the President from among these delegates, and the member appointed shall report at each Local Union membership on proceedings at recent meetings of the Council. The Local Union will reimburse the member's employer for any loss of wages.
- (d) All delegates attending conventions, conferences, or educationals held outside the town of Peace River shall be paid transportation expenses (at economy, tourist or coach rates) as determined by the Secretary-Treasurer, and a per diem allowance in accordance with Section 15 for meals and expenses. The Local Union will reimburse the member's employer for any loss of wages.

- (e) Delegates to conventions, conferences, and educationals held locally shall have no travel allowance. There shall be a per diem allowance in accordance with Section 15 for meals and expenses incurred by attendance at the convention, conference or educational. The Local Union will reimburse the member's employer for any loss of wages.
- (f) Local 898 will provide members with their per diem allowance prior to their attending the convention, conference, or educational.
- (g) Local 898 encourages the participation of women and all equity-seeking groups in their delegation to conventions, conferences, and educationals.

SECTION 16 - COMMITTEES

(a) 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 up to three and one alternate members, all elected at a membership meeting. Representation from each of the departments will be considered before two members from the same department are allowed to sit on the committee. The CUPE Representative assigned to the Local shall be a non-voting member of the Committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.

(b) Grievance Committee

This committee will:

- Oversee the handling of all local grievances.
- Receive copies of all grievances. Grievances must be in writing on the forms and signed by the complainant(s) as provided by the collective agreement.
- Prepare a report on the status of all grievances to be submitted to the Executive Board, the National Representative, and to the membership meeting.
- When a grievance is not settled in the initial steps provided for in the collective agreement, this committee will decide whether or not the grievance should proceed to arbitration.
- If the decision is to not proceed, the grievor(s) may appeal the decision to the Executive Board.

- The committee members will be the President, Vice-President, Recording Secretary, and Secretary-Treasurer of the Executive Board and the Chief Shop Steward.
- The committee will be chaired by the Vice-President or designate in their absence. The committee shall appoint its Secretary from among its members.
- The National Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted at all stages.

(c) **Special Committees**

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

SECTION 17 - COMPLAINTS AND TRIALS

All charges against members or Officers must be made in writing and dealt with in accordance with the Trial Procedure provisions of the CUPE National Constitution.

(Articles B.11.1 to B.11.5)

SECTION 18 - 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 C. These rules shall be considered as an integral part of the bylaws and may be amended only by the same procedure used to amend the bylaws.

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

SECTION 19 - AMENDMENT

(a) **CUPE Constitution**

These bylaws are always subordinate to the CUPE Constitution (including Appendix "B") as it now exists or may be amended from time to time, and in the event of any conflict between these bylaws and the CUPE. Constitution the latter shall govern. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.

(Articles 9.2(c), 13.3 and B.5.1)

(b) **Additional Bylaws**

A Local Union can amend or add to its bylaws only if:

- (i) the amended or additional bylaws do not conflict with the CUPE Constitution;
- (ii) the amended or additional bylaws are approved by majority vote at a regular membership meeting or at a special membership meeting called for that purpose; and
- (iii) notice of the intention to propose the amended or additional bylaws was given at least seven days before at a previous membership meeting or 60 days before in writing.

(Articles 13.3 and B.5.1)

(c) **Effective Date of Amended or Additional Bylaws**

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 13.3 and B.5.1)

SECTION 20 - PRINTING AND DISTRIBUTION OF BYLAWS

Members will receive a copy of Local 898 bylaws, either in paper format or electronic version. Members requesting a copy of these bylaws will be provided a copy in either French or English as requested. Members with special needs may request a copy of the bylaws in larger font.

APPENDIX “A” - CUPE NATIONAL 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, and ethnic origin.

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

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

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

APPENDIX “B” - CODE OF CONDUCT

Local 898 is committed to ensuring that all of its meetings and activities are safe environments where members are encouraged to speak. Existing members are encouraged to welcome, mentor and support new members and equity-seeking members.

Local 898 strives to promote 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.

Local 898 is committed to creating a union which is inclusive, welcoming, and free from harassment, discrimination and all types of bullying and intimidation. Local 898 needs to ensure that it provides a safe environment for members, staff and elected officers to carry out our work. Local 898 expects that mutual respect, understanding and co-operation will be the basis of all our interaction.

This Code of Conduct for Local 898 sets out standards of behaviour for members at meetings, and all other events organized by Local 898. It is consistent with the expectations outlined in the Equality Statement, CUPE National Constitution and these bylaws. 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 members of Local 898 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; and
- Take responsibility for not engaging in inappropriate behaviour due to abuse 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 this 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 the person 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. Once a complaint is received, a designated Officer of the Local Union will work to seek a resolution.
3. If this fails to resolve the matter, the designated Officer of the Local Union shall report the matter to the person in charge, who shall determine whether there is need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses.

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 Bylaws of Local 898, 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 of the CUPE National Constitution.

APPENDIX "C" - RULES OF ORDER

1. The President or, in their absence, the Vice-President, shall take the chair at all membership meetings. In the absence of both the President and Vice-President, the Recording Secretary shall act as President, and in their absence a President pro-tem shall be chosen by the Local.
2. No member, except the Chairperson of a committee making a report or the mover of a resolution, shall speak more than five minutes, or more than once on the same question without the consent of the meeting or until all who wish to speak have had an opportunity. Chairpersons and movers of a resolution shall be limited to fifteen minutes, except with the consent of the meeting.
3. The President shall state every question coming before the Local, and before allowing debate thereon, and again immediately before putting it to a vote, shall ask: "Is the Local ready for the motion?" Should no member rise to speak, the motion will be voted upon.
4. A motion to be entertained by the presiding officer must be moved and seconded; both mover and seconder must rise and be recognized by the chair.
5. A motion to amend, or to amend an amendment, shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment, or amendment to an amendment, which is a direct negative of the resolution shall be in order.
6. On motion, the regular order of business at a membership meeting may be suspended where two-thirds of those present vote to do so. The regular order of business should only be suspended to deal with any urgent business.
7. All resolutions and motions other than those named in Rule 19, or motions to accept or adopt the report of a committee, shall, if requested by the presiding officer, be presented in writing before being put to the Local.
8. At the request of any member, and upon a majority vote of those present, a question can be divided.
9. Any member having made a motion can withdraw it with the consent of the seconder, except that any motion, once debated, cannot be withdrawn except by a majority vote of those present.
10. When a member wishes to speak on a question or to make a motion, or a member who wishes to move a motion, shall rise and respectfully address the presiding officer, but, except where the member rises to a point of order or on a question of privilege they shall not proceed further until recognized by the chair.
11. When two or more members rise to speak at the same time, the presiding officer shall decide which one is entitled to the floor.

12. Every member, while speaking, shall adhere to the question under debate and avoid all personal, indecorous, or offensive language, as well as any poor reflection on the Local or member thereof.
13. If a member, while speaking, is called to order, they shall cease speaking until the point is determined; if it is decided they are in order, they may again proceed.
14. No religious discussion shall be permitted.
15. The President shall take no part in debate while presiding but may yield the chair to the Vice-President in order to speak on any question before the Local, or to introduce a new question.
16. The presiding officer shall have the same rights as other members to vote on any question. In case of a tie, they may in addition give a casting vote, or, if they choose refrain from breaking the tie, in which case the motion is lost.
17. When a motion is before the Local, no other motion shall be in order except
 - (1) to adjourn;
 - (2) to put the previous question;
 - (3) to lay on the table;
 - (4) to postpone for a definite time;
 - (5) to refer;
 - (6) to divide or amend.

These six motions shall have precedence in the order named. The first three of these shall be decided without debate.

18. A motion for the previous question, when regularly moved and seconded, shall be put in this form: "Shall the main question be now put?" If it is adopted, the President shall proceed to take the vote on the resolution and amendments thereto (if any) according to their priority. If an amendment or an amendment to an amendment is adopted, the original resolution, as amended, shall be put to the Local.
19. A motion to adjourn is in order except (1) when a member has the floor, and (2) when members are voting.
20. A motion to adjourn, having been put and lost, shall not be in order again, if there is further business before the Local, until fifteen minutes have elapsed.
21. After the presiding officer declares the vote on a question, and before the Local proceeds to another order of business, any member may ask for a division. A standing vote shall then be taken, and the Secretary shall count same.
22. If any member wishes to challenge (appeal) a decision of the chair he must do so at the time the decision is made. If the challenge is seconded, the member shall be asked to state briefly the basis for their challenge. The chairperson may then state briefly the basis for their decision, following which the chairperson shall immediately and without debate put the question: "Shall the decision of the chair be sustained?" A majority vote shall decide except that in the event of a tie the chair is sustained.

23. After a question has been decided, any two members who have voted in the majority may, at the same or next meeting, move reconsideration thereof.
24. No member shall enter or leave a meeting during the taking of a vote and no member shall be allowed to leave without the permission of the Vice-President.
25. The Local's business, and proceedings of meetings, are not to be divulged to any persons outside the Local or the Canadian Union of Public Employees.