
Bylaws

Local Union 4747



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Preamble

Local 4747 of the Canadian Union of Public Employees has been formed to:

- Improve the social and economic well-being of all of its 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 Local 4747 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 the Local Union, and to involve as many members of the Local Union 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 Union shall be Canadian Union of Public Employees, Local 4747.

Section 2 – Objectives

The objectives of Local 4747 are to:

- (a) Secure the best possible pay, benefits, working conditions, job security, pensions and retiree benefits for its members;
- (b) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- (c) Encourage the settlement by negotiation and mediation of all the disputes between the members and their employers;

- (d) 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;
- (e) Establish strong working relationships with the public we serve and the communities in which we work and live; and
- (f) Support CUPE in reaching all of the objectives set out in Article II of the CUPE National Constitution.

Section 3 – References

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 4747 can apply for membership in Local 4747 by signing an application and paying the initiation fee set out in Section 11 (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 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.”

(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 should advise the Recording Secretary of any changes to their contact information. This information will be protected and used to communicate with members. Such communication may take the form of mail, e-mail communication 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.

Section 5 – Affiliations

In order to strengthen the labour movement and work toward common goals and objectives, Local 4747 may be affiliated to, and pay per capita tax to the following organizations:

- CUPE Saskatchewan
- CUPE Saskatchewan Education Workers’ Steering Committee
- Saskatchewan Federation of Labour.

Section 6 – Membership Meetings

(a) Regular Membership Meetings

Regular membership meetings of Local 4747 shall be held, whenever possible, as follows:

1. Regional meetings shall be held in the City of North Battleford in October, the Town of Spiritwood in January, and the Town of Luseland in April of each year. The Executive Board shall give at least one (1) week’s notice of the time, place, and date of each meeting.

2. General Membership meetings shall be held in the City of North Battleford in June of each school year. The Executive Board shall give at least one (1) week notice of the time, place, and date of each meeting.

When a statutory holiday or a situation beyond the control of the Local Union arises which causes the cancellation of a regular membership meeting, the Executive Board shall reschedule the regular membership meeting, and will give members seven (7) days' notice of the date of the rescheduled regular membership meeting.

(b) Special Membership Meetings

Special membership meetings of Local 4747 may be required, and shall be called by the Executive Board or may be requested in writing by no fewer than fifteen (15) members. The President shall immediately advise members when a special meeting is called, and ensure that all members receive at least forty-eight (48) hours' notice of the special meeting, the subject(s) to be discussed, the date, time and location. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.

(c) Quorum

The minimum number of members required to be in attendance for the transaction of business at any regional or special meeting shall be ten (10) members, including at least three (3) members of the Executive Board.

The minimum number of members required to be in attendance for the transaction of business at any General membership meeting shall be fifteen (15) 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. Reading of the Equality Statement
3. Roll call of officers
4. Voting on new members and initiation
5. Reading of the minutes
6. Matters arising from the minutes
7. Secretary-Treasurer's Report
8. Communications and bills
9. Executive Board reports and recommendations
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)

Section 7 – Officers

The Officers of Local 4747 shall be the President, three (3) General Vice-Presidents, Secretary-Treasurer and Recording Secretary who are known as the Table Officers, and three (3) Trustees. All officers are to be elected by the membership in accordance with Section 10 of these Bylaws.

(Articles B.2.1 and B.2.2)

One (1) Shop Steward is elected for each of the towns with a school, as necessary. Each Steward is elected by the membership in that town.

Section 8 – Executive Board

- (a) The Executive Board shall include all Officers, except Shop Stewards and Trustees.
(Article B.2.2)
- (b) The Executive Board shall meet monthly, or as deemed necessary by the Executive Board, at least eight (8) times per year. Such meetings may be held by teleconferencing if necessary.
(Article B.3.14)
- (c) A majority of the Executive Board constitutes a quorum.
- (d) The Executive Board may grant paid Union Leave to members as deemed necessary by the Executive Board.
- (e) The Executive Board shall hold title to any real estate of the Local Union as trustees for the Local Union. They shall have no right to sell, convey, or encumber any real estate without first giving notice and then submitting the proposal to a membership meeting and having it approved.
- (f) The Executive Board shall do the work delegated to it by the Local Union and shall be held responsible for the proper and effective functioning of all committees.
- (g) Should any Executive Board member fail to answer the roll call for three (3) consecutive regular 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)
- (h) The term of office for all officers is two (2) years. Elections of officers shall be conducted as per Section 10 (b) of these bylaws.

- (i) General Vice Presidents shall represent a region as follows:

One (1) General Vice President shall represent the North Region.
One (1) General Vice President shall represent the South Region.
One (1) General Vice President shall represent the Central Region.

The General Vice Presidents shall be nominated and elected by members in their Regions. In the event that the President is not available to fulfill their duties, the General Vice President for the Central Region shall fill the role of President.

- (j) The Executive Board shall have the ability to appoint up to three (3) members-at-large (one (1) from each region) to report to the Executive Board.
- (k) The Executive Board conducts all business of the Local Union deemed necessary between regular membership meetings, and report at the next regular membership meeting.

Section 9 – Duties of Officers and Shop Stewards

Each Officer of Local 4747 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 4747 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 National Constitution, these Local Union bylaws and the 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 the same right to vote as other members. In the case of a tie vote, the President may call for a revote on the issue. If the tie remains after a second vote, the motion is defeated.

- Attend all Labour/Management Committee meetings.
- 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 an *ex officio* member on all committees with voice, but no vote.
- Sign all cheques and approved expense vouchers, except where they are the payee, 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.
- Be allowed necessary and reasonable funds to reimburse the President or any Officers for expenses incurred on behalf of the Local Union. Expense claims must be listed on a proper form outlining the expense, the reason for the expense, and with supporting receipt(s) attached.
- Have first preference as a delegate to the CUPE National Convention and Provincial Convention.
- Represent the majority decision of the Executive Board or the membership at all times.
- Perform any other duties assigned by the Executive Board, or the membership.
- Act as Co-Chair of the Union Grievance Committee.

(Article B.3.1)

(b) General Vice-Presidents (GVP 1, GVP 2, GVP 3)

GVP 1 - is Central

GVP 2 - is North

GVP 3 - is South

The General Vice-President shall:

- If the President is absent or not eligible, GVP1 shall perform all duties of the President.
- Preside over membership and Executive Board meetings in the absence of the President.
- If the office of the President falls vacant, GVP1 shall be Acting President until a new President is elected through a by-election.
- Act as Co-Chair(s) of the Union Grievance Committee, and as a Shop Steward.
- Be authorized as a signing authority in the absence of the President.
- Sign all approved expense vouchers, except where they are the payee.
- Be disqualified from office if they cannot qualify for bonding through the national bond held by National Office.
- Perform any other duties assigned by the Executive Board, or the membership.
- Render assistance to any member of the Executive as directed by the Executive Board.

(Article B.3.2)

(c) Recording Secretary

The Recording Secretary shall:

- Keep full, accurate, and impartial account of the proceedings of all regular or special membership and Executive Board meetings. These records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Secretary-Treasurer. The record will also include Trustees' reports, minutes from labour/management meetings, and attendance records. All motions moved and seconded shall be recorded by number.
- Submit a written copy of all minutes to the next Executive Board or General Membership Meeting.
- Record all amendments and/or additions in the bylaws, and make certain that these are sent to the National President for approval prior to implementing. This may be done in cooperation with the National Representative.
- Inform all new members of their obligation to be sworn in at a membership meeting.
- Answer correspondence and fulfil other administrative or secretarial duties as directed by the Executive Board.
- Keep a record of all correspondence received and sent out.
- Prepare and distribute all notices to members.
- Have all records ready on reasonable notice for the Trustees or auditors.
- Preside over membership and Executive Board meetings in the absence of both the President and General Vice-Presidents.
- Be empowered, with the approval of the membership, to employ administrative assistance to be paid for out of the Local Union's funds.
- Perform other duties required by the Local Union, its bylaws or the National Constitution.

(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, except where they are the payee, 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.
- Ensure that per capita tax is paid by direct remittance, or where per capita is not paid by direct remittance, prepare all CUPE National per capita tax forms and remit payment, including \$1.00 of each initiation fee on all members admitted, no later than the last day of the following month.

- Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by the Local Union.
- 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 Union's Executive Board.
- Make a written financial report to each regular membership meeting, detailing all income and expenditures for the period.
- Be bonded through the master bond held by CUPE National. Any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office.
- Pay no money unless supported by a cheque requisition or expense form or request for payment duly signed by the President and one (1) other member of the Executive Board as determined by the Executive Board. No request shall be required for payment of per capita fees to any organization to which the Local Union is affiliated.
- Arrange accommodations for all conferences, conventions, and schools.
- Upon receipt of all the applicable expenses, prepare an annual budget to be presented at the January meeting each year for approval by the members.
- Make all books available for inspection by the Trustees, on reasonable notice, to ensure that the books are audited, covering the period January 01 to June 30, and July 01 to December 31 each year, and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees.
- Provide the Trustees with any information the Trustees require to complete the audit, including forms provided by CUPE National.
- Be empowered, with the approval of the membership, to employ necessary administrative assistance to be paid for out of the Local Union's funds.
- Performs any other duties assigned by the Executive Board, or the membership.
- Notify all members who are one (1) month in arrears and report to the Executive Board all members two (2) or more months in arrears in the payment of union dues.

(Articles B.3.4 to B.3.8)

(e) 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 for the periods of January 01 to June 30, and July 01 to December 31 each year.
- Make a written report of their findings to the first membership meeting following the completion of each audit.
- Submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct, and proper manner.

- Be responsible to ensure that monies have not been paid out without proper constitutional or membership authorization.
- Ensure that proper financial reports have been given 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 Union, and report their findings to the membership.
- Send to the National Secretary-Treasurer, with a copy to the assigned Servicing Representative, the following documents:
 1. Completed Trustee Audit Program
 2. Completed Trustees Report
 3. Secretary-Treasurer Report to the Trustees
 4. Recommendations made to the President and Secretary-Treasurer of the Local Union
 5. Secretary-Treasurer's response to recommendations
 6. Concerns that have not been addressed by the Local Union Executive Board.

(Articles B.3.10 to B.3.12)

(f) Shop Stewards

The Shop Stewards shall:

- Act as Shop Steward for the facilities that they represent.
- Set up a communication system in their facility.
- Detect, define, prepare, and present grievances at the initial level.
- Attend all grievance meetings between Union and Management when dealing with grievances from their appointed area in their facility.
- Act as representatives for their area and bring the opinions and concerns of their members to the Officers of the Local.
- Generally know and police the collective agreement, and provincial or federal legislation affecting labour and particular jobs.
- Greet and ensure new employees are signed up, and encourage the participation of all members of the unit in union activity.
- Provide communications from various union sources, including the Executive Board, to the members in their facilities.
- Maintain contact with the members to provide ongoing union awareness and education.
- Perform such other duties as may be assigned by the Executive Board or membership.

Section 10 – Nomination, Election and Installation of Officers

(a) Nominations

1. Nominations are received by a returning officer appointed by the Executive Board. A call for nominations will be sent out in April of each year, and all nomination forms must be received by the returning officer by May 1st.
2. To be eligible for nomination, the nominee must have been accepted into membership and continue to be a member in good standing, and their nomination form must be signed by two (2) members in good standing.
(Articles B.8.1, B.8.2 and B.8.3)
3. A member may accept nomination for a position while holding office in any position. If successful in the election, their resignation from their current position will take effect upon assuming the new office.
4. No member will be eligible for nomination if they are in arrears of dues and/or assessments.
5. The President, General Vice Presidents, Recording Secretary, Trustees and Secretary Treasurer are elected at large by secret ballot held in June in accordance with Section 10 (b) of these bylaws. The elected officers assume their office at the Annual General Meeting.

(b) Elections

1. The President, Secretary-Treasurer, and Shop Stewards shall be elected in odd years. The Recording Secretary, and three (3) General Vice Presidents shall be elected in even years. The even-numbered Trustee is elected in even years, the odd-numbered Trustees are elected in odd years.
2. At a membership meeting, at least one (1) month prior to election, the President will, subject to the approval of the members present, appoint an Elections Committee consisting of a Chief Returning Officer and assistant(s). The Committee will include members of the Local Union who are neither Officers nor candidates for office. The Elections Committee shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential. The National Representative assigned to the Local Union may serve as an advisor to the committee when requested by the Local of the Union. The duties of the Chief Returning Officer are outlined in Section 10 (f).
3. The Executive Board will determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Chief Returning Officer.

4. The Chief Returning Officer will be responsible for issuing, collecting, and counting ballots. The Chief Returning Officer must be fair and impartial and see that all arrangements are unquestionably democratic.
5. The voting will take place by referendum ballot before the Annual Membership meeting in June.
6. Ballots to fill one (1) office will be counted, and recounts dealt with before ballots may be counted to fill another office.
7. The candidate with the most votes (plurality) shall be declared elected.
8. In the event of a tie vote, a second and subsequent ballot(s) will be taken. In the event the tie vote persists, subsequent ballots may be deferred to the next membership meeting.
9. When two (2) 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.
(Article 11.4)
10. Each candidate may appoint a scrutineer for the purpose of vote counting.
11. Any member may request a recount of the votes for any election and a recount will be conducted if the request is supported, in a vote, by at least the number of members equal to the quorum for a membership meeting as set out in Section 6 (c).
12. All election complaints by members will be submitted in writing to the Chief Returning Officer as soon as possible but in no circumstances will a complaint be valid if it is filed later than seven (7) days after the election. The Chief Returning Officer in conjunction with the Elections Committee will investigate the complaint and issue a ruling as soon as practical and report the ruling to the very next regular membership meeting.

(c) Installation of Officers

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 less than one (1) year and no longer than three (3) years.

(Article B.2.4)

2. The terms of office for Trustees shall be so that one (1) 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 (1) 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

1. Should an office fall vacant for any reason, 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.
2. When vacancies occur between the annual elections or when there are insufficient nominees for the various elected positions, the following procedure takes place:
 - a) General Vice President 1 becomes Acting President until the next meeting where elections for a new President takes place. The Executive Board shall meet within ten (10) days and by majority vote will elect one (1) of the General Vice Presidents to become acting President until a by-election can be held.
 - b) If a vacancy occurs on the Executive Board, the Board is empowered to appoint members to fill the vacancy until the next meeting where elections take place. The appointment would be made by the Executive Board and would be for no longer than three months.

(e) Returning Officer

The Returning Officer ensure the proper procedures of the nomination for election. They also oversees all proceedings of the election to ensure compliance with procedure and protocol. It is also the Chief Returning Officer's duty to report to the general membership the results of the election.

At a General Membership Meeting at least 2 months prior to elections the Executive shall, subject to the approval of the members present, appoint a Returning Officer who is neither an Officer nor candidate for office.

Section 11 – 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 Union will be directed to the Secretary-Treasurer and will be accompanied by an initiation fee of one dollar (\$1.00) 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) Readmission Fee

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

(Article B.4.1)

(c) Monthly Dues

1. The Monthly dues shall be one and a half percent (1.5%) of regular earnings.

(Article B.4.3)

2. The regular monthly dues may be amended at a regular or special membership meeting. The vote must be by secret ballot. Notice of at least seven (7) days at a previous meeting or sixty (60) days in writing must be given.

(Article B.4.3)

3. Notwithstanding the above provisions, if the CUPE Convention raises minimum fees and/or dues above the level established herein, this bylaw will be deemed to have been automatically amended to conform to the new CUPE minima.

(d) All dues, initiation, and re-admittance fees are recovered through payroll deduction coinciding with monthly pay periods, and are paid to the Secretary-Treasurer of CUPE 4747.

(e) Employees terminating their service with the Living Sky School Division #202 are subject to dues deduction up to and including the date of termination.

Employees granted leave of absence under the terms of the collective agreement maintain full membership in the Union during their period of absence.

Dues are not collected from employees when on maternity leave, unpaid leave of absence, or LTD Disability Insurance Plan (D.I.P). Dues are collected from employees on paid leaves of absence and from Workers' Compensation contributions made by the Employer.

(f) Assessments

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 12 – 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 Board by the Secretary-Treasurer. The Executive Board will report all suspensions to the next membership meeting. The member may return to membership in good standing by paying a readmission fee and any other penalty set by the Local Union. The readmission fee cannot be less than the initiation fee of the Local Union.

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)

Section 13 – Expenditures

(a) Payment of Local Union Funds

Expenditures are made only for the purposes of the Local, and in all cases are paid by cheque signed by the Secretary-Treasurer and one (1) of the President or a General Vice-President. 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, or
- When deemed necessary by the Executive Board.

(Article B.4.4)

- (b) The Local may, from time to time, establish policies pertaining to monetary or non-monetary items. These policies shall not be amended, added to, or suspended except upon a simple majority vote of those present and voting at a members meeting following written notice given at a previous membership meeting.

- (c) Payment of Per Capita Tax and Affiliation Fees

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

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

In the case of a grant or a contribution to a member(s) or a cause(s) outside of CUPE greater than one hundred dollars (\$100.00), a notice of motion must be made at a regular membership meeting and then approved at the following regular or special membership meeting before the grant or contribution can be paid out. The approval meeting must be no earlier than seven (7) days after the meeting where notice of motion has been given.

The President may, at her discretion, pledge or donate up to one hundred dollars (\$100.00) per instance on behalf of the Local for strike assistance or for charitable purposes at conventions and conferences.

- (e) No Officer or member of Local 4747 will be allowed to spend any Local Union funds without first having received authorization under Section 13(a) of these bylaws.

- (f) Any equipment purchased over one hundred dollars (\$100.00) in value must have the memberships' prior approval.

- (g) Paid Leaves of Absence:

1. The Table Officers shall receive a paid leave of absence for all Executive meetings where required.
2. The Table Officers shall receive a paid leave of absence, not to exceed four (4) hours, for all membership meetings. If more hours are required, such leave must have the approval of the Executive Board prior to the meeting.

- (h) Members requiring union-paid leaves of absence must fill in a form with all required information and submit same to the Secretary-Treasurer.

- (i) Members shall be paid an amount equal to any loss of salary and receipted expenses incurred while attending to the Local's business. The Union reimburses the Employer for all authorized union leaves.

(j) Scholarships

Scholarships shall be offered, in the amount of \$300.00, for children of Union members who are entering post-secondary studies. The number of scholarships shall be determined each year by the Executive Board based on financial feasibility and the number of applicants.

Notice of Scholarship availability will be made each year to members of the Union.

Section 14 – Out-of-Pocket Expenses

(a) Per diems:

Local Union Officers, delegates to schools, conferences, or conventions, and committee members shall be provided an out-of-pocket expense allowance as follows:

Convention/Educational Out-of-pocket expenses:

- In-town/city – twenty-five dollars (\$25.00) per day
- Within Living Sky School Division – fifty dollars (\$50.00) per day
- Outside the Division but within the Province – seventy-five dollars (\$75.00) per day
- Outside of Saskatchewan – One hundred dollars (\$100.00) per day

(b) Mileage:

The kilometre rate for use of a member's personal vehicle, for actual travel costs, shall be set annually at the rate determined by the Living Sky School Division, no. 202.

(c) Honoraria:

Honoraria will be paid at the following rates:

President: Two hundred dollars (\$200.00) per month
General Vice-Presidents: Two hundred dollars (\$200.00) per month
Recording Secretary: Two hundred dollars (\$200.00) per month
Secretary Treasurer: Two hundred dollars (\$200.00) per month
Trustees: Two hundred dollars (\$200.00) per year.

Honoraria for the table officers may be paid out four time (4x) per year, unless otherwise requested.

Section 15 – Child Care

Local 4747 is committed to removing barriers within its control so that all members have equal access to participation.

Any member who is on authorized Local 4747 business shall be eligible for child care cost reimbursement of up to fifty dollars (\$50.00) per day, upon provision of appropriate receipts.

Claims will not be paid for a spouse, partner, or a family member who normally provides care without charge, or for periods of time where a member would normally have paid for care such as during normal hours of work at their job.

Section 16 – Delegates to Conferences, Conventions and Educational

- (a) Except for the President's option [Section 9(a)], all delegates to conventions, conferences, and educationals shall be chosen by election at membership meetings.
- (b) The Executive Board shall be empowered to send Executive Board Members to educational courses where the coursework is deemed fundamental to their duties.
- (c) All delegates attending conventions, conferences, or educationals shall be paid reasonable transportation expenses as determined by the Secretary-Treasurer, and the *per diem* allowance defined in Section 14 (a). The Local Union will reimburse the member's employer for any loss of wages.
- (d) Local 4747 may provide members with their *per diem* allowance prior to their attending any convention, conference, or educational, provided any request for such an advance is received with adequate notice.
- (e) Local 4747 encourages the participation of women and all equity-seeking groups in their delegation to conventions, conferences, and educationals.

Section 17 – Committees

(a) Special Committees

A special committee may be established for a specified purpose and a specified period of time by the membership at a meeting. The members shall be elected at a 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.

1. Negotiating Committee

This will be a special committee established at least six (6) months prior to the expiry of the Local Union's collective agreement and automatically disbanded when a new collective agreement has been signed. The function of the committee is to prepare collective bargaining proposals and to negotiate a collective agreement. The committee shall consist of at least six (6) members, all elected at a membership meeting. The National Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.

(b) Permanent Committees

The Chairperson of each permanent committee will be elected by the members at a membership meeting. Permanent committees will have a term of two (2) years. The Chairperson and the Executive Board may, with the approval of the membership, jointly appoint other members to serve on a committee. Committees will provide written reports to each regular membership meeting. The Vice-President shall be a member, ex-officio, of each committee.

There shall be three (3) permanent committees as follows:

1. Grievance Committee

This committee is comprised of the President, the General Vice-President of the Region, and the Steward of the school involved. The Grievance Committee will:

- Oversee the handling of all local.
- Receive copies of all grievances.
- 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.

2. Social Committee

This committee shall consist of six (6) members, and may appoint a Chairperson and Secretary from among its members. The Social Committee shall:

- Arrange and conduct all social, cultural, and recreational activities of the Local Union, either on the committee's own initiative or as a result of decisions taken at membership meetings. The committee shall submit reports and proposals to the Executive Board or to the membership as required.

A budget for the committee will be fixed annually by the membership but, other than that, all social, cultural, and recreational events and activities shall be self-supporting.

3. Sunshine Committee

This committee recognizes CUPE members going through illness, retirement, and bereavement.

The school secretary or designate in each school will act as the representative on this committee in their school. Bus Drivers may pick a representative in their area. Each area and/or school shall notify the Secretary Treasurer who has been designated, particularly where the school secretary is the representative on the committee.

The guidelines below must be followed and the sunshine reimbursement form (with receipts) must be forwarded to the Secretary Treasurer at earliest convenience.

Sick Leave:

- When a member is off work due to hospitalization or serious illness (i.e. not due to medical appointments) a rose bowl, bouquet of flowers, fruit basket or a small token valued at thirty dollars (\$30.00) shall be sent.

Retirement:

- Acknowledgement of the retiring person should be made at the CUPE recognition supper.
- The following will be provided to the retiree, based on their years of service:
 - Retirement – ten dollars (\$10.00) per year of service upon retirement. Members must have a minimum of fifteen (15) years of service. A gift will be given at the value of years of service.

Bereavement:

- When a staff member has lost a member of their extended family (e.g.: aunt/uncle/grandparents) a card of sympathy should be sent.

- When as staff member has lost an immediate member of their family (mother/father/spouse/son/daughter/sister/brother, including in-laws) a bouquet, fruit, food platter or donation of choice valued at fifty (\$50.00) should be sent.
- In the case of the death of a CUPE member within the local, a gift of one hundred dollars (\$100.00) would be offered in the form of a card and flowers or a donation to the family's charity of choice.

Section 18 – 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 19 – Rules of Order

All meetings of the Local Union will 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 C to these bylaws, the CUPE National Constitution may provide guidance, but, if the situation is not dealt with there, Bourinot's Rules of Order shall be consulted and applied.

Section 20 – Amendments

(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. The National President has the sole authority to interpret the CUPE Constitution.

(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:

1. the amended or additional bylaws do not conflict with the CUPE Constitution;

2. 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
3. notice of the intention to propose the amended or additional bylaws was given at least seven (7) days before at a previous membership meeting or sixty (60) days before in writing.

(Articles 13.3 and B.5.1)

(c) Effective Date of Amended or Additional Bylaws

The amended or additional bylaws do not come into effect until they have been approved in writing by the National President. The National President will decide whether to approve the amended or additional bylaws within 90 days of receiving them and will withhold approval only where they conflict with the CUPE Constitution.

(Articles 13.3 and B.5.1)

Section 21 – Printing and Distribution of Bylaws

Members will receive a copy of Local 4747 bylaws.

Section 22 – Retirees

Members reaching retirement age or becoming incapacitated, whether in receipt of pension or not, and providing they are in good standing and free from delinquency in the union, can, on leaving employment, make application to the Secretary-Treasurer of the Union for an honorary retiring card. The application for an honorary retiring card shall be voted on at a regular meeting of the union and, if passed favourably, the Secretary-Treasurer shall forward the name of the retiring members, his/her address and necessary particulars to the National Secretary-Treasurer of the Canadian Union of Public Employees, who will issue the retiring card. Should a member in possession of an honorary retiring card resume his/her employment for any reason, he/she will immediately deposit or forward the card to the Secretary-Treasurer of the Local.

A member, while holding such retiring card shall be exempt from all dues to the union, and per capita tax to the National Office of the Canadian Union of Public Employees. A member possessing a retiring card is entitled to voice by not vote at union and convention meetings.

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, 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.

Appendix B: 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 4747, 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 C: Rules of Order

1. The President will be the Chairperson at all 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 minutes. With the agreement of the members present, the fifteen 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 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 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 (1) 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 (2) 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 the Local Union 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 the Local Union, until fifteen minutes have elapsed.

23. After the Chairperson declares the vote results on a question, and before the Local Union 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 membership meeting where a question has been decided any two (2) members who voted with the majority can give notice of a motion to reconsider a decision of the membership at the next 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. The Local Union's business and the proceedings of meetings are not to be divulged to any persons outside the Local Union, or the Canadian Union of Public Employees.