



LOCAL UNION #2332

Bylaws



CUPE / Canadian Union
of Public Employees

MAY 1, 2020

APPROVED

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INTRODUCTION

Local #2332 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 By-laws are adopted by Local #2332 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 by-laws.

PREAMBLE

**These By-laws are designed to give proper balance to the administration of the Local Union.*

Duties and responsibilities of elected officers and members of committees should be as widely dispersed as possible. It should not be left to the willing few to have to serve multiple capacities. Duties should be shared by many rather than the few. While various committees have been designated as "Standing" Committees, this does not preclude the possibility of special committees being established from time to time as may be required and necessary.

SECTION 1 – NAME

The name of this Local Union shall be Canadian Union of Public Employees, Local #2332, Kenora-Rainy River District Child and Family Services.

Local #2332 consists of the following units:

Kenora
Fort Frances
Dryden
Red Lake
Sioux Lookout
Atikokan

SECTION 2 – OBJECTIVES

The objectives of Local #2332 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 the democratic trade unionism;
- (c) Encourage the settlement by negotiation, 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

- (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 by-laws.

SECTION 4 – AFFILIATIONS

In order to strengthen the labor movement and work toward common goals and objectives, Local #2332 shall be affiliated to and pay per capita tax to the following organization(s):

- The CUPE Ontario Provincial Division
- Northwestern Ontario CUPE Council

SECTION 5 – REGULAR AND SPECIAL MEMBERSHIP MEETINGS

- (a) Regular membership monthly meetings of Local #2332 shall be held on the third (3rd) Wednesday at noon, teleconferencing with Branch offices

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

- (b) Special membership meetings of Local #2332 may be required, and shall be called by the Executive Board or may be requested in writing by no fewer than ten (10) members or by a majority of members of a Steward's jurisdiction. The President shall immediately advise members when a special meeting is called, and ensure 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) The minimum number of members required to be in attendance for the transaction of business at any regular or special meeting shall be seven (7) members, including three (3) members of the Executive Board.

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

1. Roll call of officers
2. Reading of the Equality Statement
3. Acknowledgement of the Indigenous nation on whose land the meeting is taking place
Anishinabewaki, Metis.
4. Voting on new members and initiation
5. Reading and approval of minutes of previous meeting
6. Matters arising
7. Secretary/Treasurer's report and approval
8. Correspondence
9. Executive Board Report
10. Reports of the Committees and delegates
11. Nominations, Elections, or Oath of Office
12. Unfinished business
13. New business
14. Good of the Union
15. Adjournment

(Article B.6.1)

Local #2332 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.

SECTION 6 – OFFICERS

The officers of Local #2332 shall be the President, two (2) Vice-Presidents, Recording Secretary, Secretary-Treasurer, three (3) Trustees, and Chief Steward, Stewards and Membership Officer.

(Articles B.2.1 and B.2.2)

SECTION 7 – EXECUTIVE BOARD

- (a) The Executive Board shall include all Officers, except Trustees, Stewards and Membership Officer. *(Article B.2.2)*
- (b) The Executive Board shall meet at least eight (8) times per year. *(Article B.3.14)*
- (c) A majority of the Executive Board constitutes a quorum.
- (d) 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.
- (e) 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.
- (f) Should any Executive Board member fail to answer the roll call for three consecutive regular meetings or three 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 8 – DUTIES OF OFFICERS

All signing Officers of Local #2332 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.

Each Officer of Local #2332 is encouraged to participate in CUPE educational courses to enhance their leadership skills and expand their knowledge and expertise.

(a) PRESIDENT

The President Shall:

- Enforce the CUPE National Constitution, these Local Union by-laws and the Equality Statement.
- 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 the President's rulings).
- 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.
- Ensure that the Local Union's funds are used as authorized or directed by the CUPE National Constitution, Local Union by-laws, 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 all Conventions.
- On termination of office, surrender all books, seals and other properties of the Local Union to their successor with thirty (30) days.

(Article B.3.1)

(b) VICE-PRESIDENT(S)

The Vice-President(s) shall:

- There will be a First Vice-President and Second Vice-President elected by the membership.
- If the President is absent or not eligible, 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, the First Vice-President will be Acting President until a new President is elected through a by-election.

- Render assistance to any member of the Executive as directed by the Executive Board.
- On termination of office, surrender all books, seals and other properties of the Local Union to their successor. *(Article B.3.2)*

(c) **RECORDING SECRETARY**

The Recording-Secretary shall:

- Keep full, accurate, and impartial account of the proceeding 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 Trustee reports.
- Record all amendments and/or additions in the by-laws, and make certain that these are sent to the National President for approval prior to implementing. A copy of such shall also be provided to the CUPE Area Office.
- Answer correspondence and fulfil other administrative 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 Vice-President.
- On termination of Office, surrender all books, seals and other properties of the Local Union 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 National Constitution, Local Union by-laws, 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 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.
- Make all books available for inspection by the Trustees and/or auditors on reasonable notice. Ensure that the books are audited at least once each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees.
- Provide the Trustees with any information the Trustees require to complete the audit, including forms provided by CUPE National.
- Where required, not later than February 28th each year, furnish each member, on the forms supplied by CUPE National, with a statement showing the net amount of tax-deductible dues paid by him during the preceding calendar year.
- Be empowered, with the approval of the membership, to employ necessary administrative assistance to be paid for out of the Local Union's funds.
- Notify all members who are one month in arrears and report to the Executive Board all members two or more months in arrears in the payment of union dues.
- On termination of Office, surrender all books, records and other properties of the Local Union to their successor.

(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 the committees at least once every calendar year.
- Make a written report of their findings to the first membership meeting following the completion of each audit.
- Submit in writing to the President and Secretary-Treasurer and 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:
 - 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)

(f) **STEWARDS**

The Stewards shall:

- According to Clause 12.01 of the Collective Agreement, Local #2332 the twelve (12) Stewards shall assist employees in the presentation of grievances and be part of the Grievance Committee where necessary. There shall be a Steward to represent each of the following areas: Kenora, Dryden, Red Lake, Sioux Lookout, Fort Frances and Atikokan.
- The main functions of the Steward are to properly investigate process and settle grievances.
 - i. The Stewards are responsible for knowing the grievance Procedure and how to effectively discuss the grievances with the Supervisor.
 - ii. The Stewards are responsible for knowing and policing the Collective Agreement and Provincial or Federal Legislation affecting labour and particular job.
 - iii. Providing communications and information from the members in the unit to the Executive and from the Executive to the members, including distribution of union literature and newspapers.
 - iv. Greet and sign up new employees and encourage the participation of all members in the unit in union activity.
 - v. Maintain daily contact with the members to provide ongoing union awareness and education.
 - vi. Define, detect, prepare and present grievances at the initial level.

(g) **MEMBERSHIP OFFICER**

The Membership Officer shall:

- 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.

SECTION 9 – NOMINATION, ELECTION, AND INSTALLATION OF OFFICERS

(a) **NOMINATIONS**

1. Nominations will be received at the regular membership meeting held in the month of October as well as from the floor the day of the elections.
2. Nominations will be accepted from members in attendance at the nomination meeting or from those members who have allowed their name to be filed in writing at the meeting, witnessed by another member.
3. To be eligible for nomination, a member shall be a member in good standing as set out in the National Constitution.
4. 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 at that time.
5. No member will be eligible for nomination if they are in arrears of dues and/or assessments.

(b) **ELECTIONS**

1. All positions and committees (except the Bargaining and Strike Aversion Committee) will be elected in odd years.
2. At a membership meeting, at least one month prior to Election Day, the President will, subject to the approval of the members present, appoint an Elections Committee consisting of a 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.
3. The Committee will determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer.
4. The Returning Officer will be responsible for issuing, collecting and counting the ballots. The Returning Officer must be fair and impartial and see that all arrangements are unquestionable democratic.

5. The voting will take place at the regular membership meeting in November. The vote will be by secret ballot.
6. Branch Offices will call in results to the Returning Officer and/or National Representative, who will then tally the votes.
7. Voting to fill one office will be conducted and completed, and recounts dealt with before balloting may begin to fill another office.
8. A majority of votes cast will be required before any candidate can be declared elected, and second and subsequent ballots will 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 will be dropped.
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. 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 5(c).
11. All ballots and sign in sheets will be sent to the Returning Officer who will keep the ballot for a minimum of two (2) months.
12. 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 ballot may be deferred to the next 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. (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 for two (2) years, and one 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, _____, do most sincerely promise that I will truly and faithfully, to the best of my ability, perform the duties of my office for the ensuing term, as prescribed in the Constitution and laws of the Canadian Union of Public Employees, and as an Officer of this Local Union will at all times endeavour, both by counsel and example, to promote the harmony and preserve the dignity of its sessions.

I further promise that at the close of my official term, I will promptly deliver all monies, books, papers, or other property of this Local Union in my possession to my elected successor." (Article 11.6(b))

(d) BY-ELECTION

Should an office fall vacant pursuant to Section 7(f) of these by-laws or for any other reason, the resulting by-election will be held as soon as practical and should be conducted as closely as possible in conformity with this section.

SECTION 10 – 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. Assessments may be levied in accordance with Article B.4.2 of the National Constitution. (Articles B.4.1 and B.8.2)

(b) RE-ADMITTANCE FEE

The re-admittance fee shall be one dollar (\$1.00) dollar. (Article B.4.1)

(c) MONTHLY DUES

The monthly dues shall be 1.5% of regular wages. (Article B.4.3)

(d) AMENDING MONTHLY DUES

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)

SECTION 11 – NON PAYMENT OF DUES AND ASSESSMENTS

Any member in arrears for a period of three months or more will be automatically suspended and 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. Any member under suspension wishing to be reinstated will, upon application, pay the re-admission fee plus any dues and assessments in arrears. This money will be returned if the application is rejected. A member who has been unemployed or unable to work because of sickness shall pay the re-admission fee but may not be required to pay arrears. (Article B.8.6)

SECTION 12 – EXPENDITURES

(a) Local #2332 will pay out funds under the following circumstances:

- When the expenditure has received prior authorization through a membership approved budget.
- When these by-laws approve the expenditure; or
- Through a vote of the majority of members at a membership meeting

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

- (b) In the case of a grant or a contribution to a member(s) or a cause(s) outside of CUPE greater than \$100, a notice of motion must be made at a regular membership meeting and then approved at the following regular membership meeting before the grant or contribution can be paid out.
- (c) No member of Local #2332 will be allowed to spend any Local Union funds without first having received authorization under Section 12(a) of these by-laws. *(Article B.4.4)*

SECTION 13 – HONORARIUMS

Local Union Officers and Committee members shall be provided an honorarium as follows:

President: \$250.00 (Two hundred and fifty) per month
Vice-President: \$100.00 (One hundred) per month
Recording Secretary: \$100.00 (One hundred) per month
Secretary-Treasurer: \$200.00 (Two hundred) per month
Chief Steward: \$150.00 (One hundred and fifty) per month
Trustees: \$100.00 (One hundred) Upon completion of Audit and report to the local
By-Law Committee: \$100.00 (One hundred) annually at first meeting

Should any member fulfil, on an interim basis, any elected position of the Local, said member shall be paid the honorarium for completing the duties of the position. No member shall receive more than one honorarium; thus the higher honorarium shall be paid to the member.

SECTION 14 – CHILD CARE, DEPENDENT CARE AND ELDER CARE

Caring for children, dependents or the elderly are barriers to actively participating in the union or to attending membership meetings Local #2332 is committed to removing barriers within its control so that all members have equal access to participation.

- (a) When it is practical and demand warrants, Local #2332 will provide on-site child care at all Local Union membership meetings. Where on-site child care is not provided, and in the case of dependent care or elder care, members will be reimbursed to a maximum of the living wage for the area for each hour of required care. Reimbursement will be provided upon proof of payment.
- (b) Any member who is on authorized Local #2332 business shall be eligible for child care, dependent care, and/or elder care expenses where required. Upon proof of payment, claims shall be reimbursed to a maximum of the living wage for the area for each hour of care required.
- (c) Claims will not be paid for a spouse, partner, or family member who normally provides care without charges. Claims will not be paid for periods of time where a member would normally have paid for care such as during normal hours of work at their job.

SECTION 15: DELEGATES TO CONFERENCES, CONVENTIONS AND EDUCATIONALS

- (a) Except for the President’s option [Section 8(a)], all delegates to conventions, conferences and educationals shall be chosen by election at membership meetings.
- (b) All members attending educational, labour management meetings and collective agreement related meetings shall receive a per diem of thirty (\$30.00) dollars per day.
- (c) All members attending educational, conventions, conferences, labour management meetings and collective agreement related meetings within and/or outside the Kenora-Rainy River District shall receive a per diem based on when they leave their home base for the first day.

If travel time is started before or after any meal time: Breakfast (6:30am – 8:30am), Lunch (11:30am – 1:30pm), Supper (5pm – 7pm)

Breakfast	\$20.00
Lunch	\$25.00
Supper	\$30.00 (if staying overnight)

- (d) All employees attending educational, conventions, conferences outside the Kenora-Rainy River District shall receive a per diem of One-hundred (\$100) dollars per full day.
- (e) Delegates to conventions, conferences, and educational held locally shall have no travel allowance. All others shall receive travel allowance (mileage) based on the current Collective Agreement and where possible carpooling should be done.
- (f) Local #2332 will (at the request of the member) provide members with their per diem allowance prior to their attending the convention, conference, or educationals.
- (g) Local #2332 encourages the participation of women and all equity-seeking groups in their delegation to conventions, conferences, and educationals.

SECTION 16: COMMITTEES

Grievance Committee

- This is made up of the Executive Board and a chairperson will be determined
- Oversee the handling of all local grievances
- The Chief Steward receives copies of all grievances
- A report is presented on the status of all grievances 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 griever(s) may appeal the decision to the Executive Board.

(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 elect at a membership meeting, or may, by specific authorization of the membership, be appointed by the President or the Executive Board. Two 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 eight (8) months prior to the expiry of the Local Union's collective agreement and automatically disband 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 six (6) members, all elected at a membership meeting. The CUPE 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.

All members of Local #2332 negotiating committee shall attend if possible a week long Bargaining Workshop and/or a Bargaining Series Workshop of CUPE's bargaining educational prior to the commencement of bargaining.

The various departments shall, whenever possible be equitably represented, bearing in mind the qualifications and expectations required of the persons serving on this committee.

2. Strike Aversion Committee

This will be a special committee established when and if needed prior to the expiry of the Local Union's Collective Agreement and automatically disbanded when a new Collective Agreement has been signed.

The Committee shall consist of eight (8) members, all elected at the membership meeting. The CUPE Representative assigned to the Local Union shall be a non-voting member of the Committee and shall be consulted at all stages.

The Strike Aversion Committee is responsible for the direction and way the strike will be run.

Duties include:

- I. Coordinating all strike related activities
- II. Working out the strategy for dealing with scabs
- III. Dealing with emergencies on the picket line
- IV. Working out what to say to the members, other unions and the press
- V. Develop actions to keep the strike in the news and put pressure on the employer to improve their offer

It is recommended that all members of Local #2332 Strike Aversion Committee should attend the Strike Preparation Workshop.

(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 concurrence 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 Four (4) permanent committees as follows:

1. HEALTH AND SAFETY COMMITTEE

This committee will:

- Work to educate members on the importance of workplace health and safety.
- Prepare and present reports to the regular membership meetings.
- Organize an April 28th Day of Mourning ceremony each year.
- Participate on the Joint Occupational Health and Safety Committee (JOH & SC) at their workplace.
- Ensure that the worker representatives on the JOH & SC meet separately from the employer to prepare for meetings with the employer.
- Promote safe work procedures and environments so as to prevent illness and injury as a result of workplace factors.
- Immediately bring to the attention of the employer any workplace hazard that has the potential to cause members' illness or injury.
- Work to eliminate all workplace hazards, be they physical, environmental, or social.
- Members of this committee should be designated as a "Certified Worker Representative" in accordance with the legislation in their respective jurisdictions (provincial, federal).
- The committee members will be the elected chairperson and six (6) members. The committee shall appoint its secretary from among its members.

2. BY-LAW COMMITTEE

This committee will:

- Review the by-laws annually and make recommendations to the Executive Board on proposed amendments.
- Review any proposed amendments received from the Executive Board or membership of the Local Union to ensure that the amendment will conform to the remainder of the by-laws and the CUPE National Constitution.

- Ensure that the Local Union’s by-laws are written in clear language, ensuring that clear language does not change the intent or meaning of the by-laws.

The committee members will be the elected chairperson and two (2) or more members. The committee shall appoint its Secretary from its members.

3. SOCIAL COMMITTEE

This committee will:

- 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.
- The committee members will be the President and/or delegate and two (2) members, and may appoint a Secretary-Treasurer from among its members.

4. GOOD AND WELFARE

This committee will:

- Chaired by the Secretary-Treasurer. Responsibility of Good & Welfare is to be dispensed out of the CUPE #2332 Office. Gifts, flowers or donations shall be based as follows:

a. Casual employees of the agency	\$30.00
b. Less than 2 years of service	\$40.00
c. 2-5 years of service	\$50.00
d. 5-10 years of service	\$60.00
e. 10+ years of service	\$70.00

- Be responsible for forwarding flowers and/or fruit basket to all members who have been confined to their homes for an extended period.
- Send flowers and/or fruit basket to members in the case of death in their immediate family (i.e. spouse, parent, child, grandchild, sibling and in-laws).
- In the case of death of one of our members send a card and flowers to the immediate family or a donation on their behalf will be sent to the charity of their choice.
- In the event of the marriage of a member or a birth by the member or member’s spouse or adoption by the member, forward a gift and card.
- At the discretion of the Executive may forward flowers, a fruit basket or card to non CUPE members.

RETIREMENT OF MEMBERS

- There shall be a retirement gift purchased based on the allotment of the following scale for members of Local #2332 who retire from work:
 - Less than 10 years \$50.00
 - 10-20 years \$100.00
 - 20-25 years \$200.00
 - 25 or more years \$250.00As per (B.10.1) Honorary Retiring Card of the CUPE National Constitution

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.

SECTION 18 – 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 by-laws as Appendix “B”. These rules shall be considered as an integral part of the by-laws and may be amended only by the same procedure used to amend the by-laws.

In situations not covered by Appendix “B”, 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 19 – AMENDMENTS

- (a) These by-laws are always subordinate to the CUPE National Constitution (including Appendix “B”) as it now exists or may be amended from time to time, and in the event of any conflict between these by-laws and the CUPE National Constitution, the latter shall govern. The National President has the sole authority to interpret the CUPE National Constitution.
- (b) These by-laws will not be amended, added to, or suspended except upon a majority vote of those present and voting at a regular or special membership meeting following seven (7) days’ notice at a previous meeting or at least sixty days’ written notice.
- (c) No change in these by-laws will be valid and take effect until approved by the National President of CUPE. The validity will date from the letter of approval of the National President.

SECTION 20 – PRINTING AND DISTRIBUTION OF BY-LAWS

Members will receive a copy of Local #2332 By-Laws electronically and by paper if needed/requested. Members requesting a copy of these by-laws will be provided a copy in either French or English as requested. Members with special needs may request a copy of the by-laws in larger font.

Appendix "A"

CUPE NATIONAL EQUILITY 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"

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

12. A member who wished to speak on a motion, or a member who wishes to move a motion, shall rise and respectfully address the Chairperson. The member shall not proceed until the member is recognized by the Chairperson except where the member rises to a point of order or on a question of privilege.
13. The Chairperson will keep a speakers list and in all cases will determine the order of speakers including those circumstances where two or more members rise to speak at the same time.
14. A member, while speaking, will speak only to the issue under debate. Members shall not personally attack other members. Members will refrain from using language that is offensive or in poor taste. Members will generally not speak in a manner that reflects poorly on 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; 6) divide or amend. These six motions shall have precedence in the order indicated. Motion one (1) through three (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 (15) 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. After a question has been decided, any two members who have voted with the majority can move reconsideration, provided that a motion for reconsideration is made at either the meeting where the decision proposed for reconsideration was made, or at the very next meeting.
26. Members are allowed to leave a meeting with the permission of the Vice-President; however in no case will member leave during the reading of minutes, the initiation of new members, the installation of Officers, or the taking of a vote.

The Local Union's business and the proceedings of meetings are not to be divulged to any person outside the Local Union, or the Canadian Union of Public Employees.