

BYLAW AMENDMENTS

CUPE / *Canadian Union
of Public Employees*

**Canadian Union of Public Employees
Local 1975
(University Employees' Union)**

December 17, 2019

ARTICLE 3 – INTERPRETATION & DEFINITIONS

3.9 Local shall mean the area(s) represented by the following outline:

- a) those members working for or on behalf of the University of Saskatchewan or related. Prairie Swine Centre Floral, U of S Students Union, U of S Faculty ~~University~~ Club.

ARTICLE 5 – MEMBERSHIP MEETINGS – REGULAR AND SPECIAL

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

- a) **Recognition that we are on Treaty 6 Territory**
- b) Reading of Equality Statement (Appendix L of these Bylaws)
- c) Call to Order
- d) Roll Call of Officers
- e) Voting on New Members and Initiation
- f) Approval of minutes of previous meeting
- g) Matters arising out of the minutes
- h) Treasurer's Report
- i) Executive Board Recommendations
- j) Reports of Committees and Delegates
- k) Nominations, Elections, or Installations
- l) Unfinished Business
- m) New Business
- n) Members Concerns
- o) Good of the Union
- p) Adjournment

5.5 Voting Unit Meetings

~~It is suggested that~~ Executive Members at Large **shall** hold one (1) meeting per year within their voting unit. In the event that more meetings are required, the Executive Members at Large will be authorized to hold those meetings. The Executive Member at Large and one (1) Table Officer will be required to attend. Issues arising at unit meetings will be forwarded to the Executive for action. Any actions taken by the Executive will be reported back to the area by the Member at Large.

In the event of a tie vote, a new vote will be taken. If the tie is not broken, the vote will be moved to the next month with an advertisement including the members who were nominated. A letter of nomination received prior to the Voting Unit Meeting is an acceptable form of nomination.

The agenda for the area meeting will be as follows:

- a) Reading of Equality Statement (Appendix L of these Bylaws)
- b) ~~Executive Board Report~~ **Nominations**
- c) New Business
- d) Member Concerns
- e) ~~Nominations and Elections~~ **Executive Board Report**
- f) **Elections**

ARTICLE 8 – EXECUTIVE BOARD

- 8.8 All Executive Board members shall function as Shop Stewards **and are required to represent members at meetings.**
- 8.11 **The Executive Board shall attend an Organizational Meeting in January of each year as called by the President. All Executive members will be required to sit on at least two (2) standing committees. Duties will be assigned at the organizational meeting.**

ARTICLE 9 – DUTIES OF OFFICERS, STEWARDS AND CHAIRPERSONS OF STANDING COMMITTEES

- 9.1 The President shall:
- a) enforce the CUPE National Constitution and these Bylaws.
 - b) preside at all membership and Executive Board meetings and preserve order.
 - c) decide all questions of order and procedure (subject always to appeal to the membership).
 - d) have a vote on all matters (except appeals against the President's rulings) ~~and in case of the vote in any matters including elections.~~
 - e) ensure that all Officers perform their assigned duties.
 - f) fill committee vacancies with approval of the Executive Board where elections are not provided for.
 - g) co-sign all cheques and ensure that the Local's funds are used only as authorized or directed by the CUPE National Constitution, Bylaws or vote of the membership.

- h) attend as a delegate to the CUPE National Convention and other conventions of organizations to which the Local is affiliated. If the President is unable to attend, then an alternate will attend. (Article 14.1 of these Bylaws)
- i) function as the Chief Executive Officer of the Local and exercise supervision over the affairs of the Local.
- j) be signatory to all official documents except where otherwise assigned and a co-signatory for all orders on the Treasury.
- k) cooperate with the Executive Board in preparing press releases and other publicity material and be the primary spokesperson for the Local for the purpose of communicating with the media.
- l) supervise the Local Office, direct the employee(s) work and chair the Local Office Labour Relations Committee. (Article 16.2 of these Bylaws)
- m) liaison with political and administrative representatives of their respective employers and the government.
- n) advise, assist and guide Executive members.
- o) assist in preparing contract demands and be a full member of the Negotiation Committee.
- p) be prepared to guide the Local in preparing for and conducting strikes, demonstrations and other labour or political protests.
- q) be familiar with and assist the Executive in understanding and interpreting current labour legislation and policies and react appropriately to proposed or legislative changes.
- r) consult with CUPE staff and National and Provincial Offices on matters affecting Local 1975.
- s) consult and work with coalitions, other unions, media and various community groups as required and to further union policies and programs.
- t) promote a good image of CUPE Local 1975 in all matters related to the Local.
- u) provide leadership and make recommendations to membership, Executive and staff.
- v) perform other duties assigned by the Executive and membership on an as required basis.

- w) review and approve all meeting agendas, *The Skopein* newsletter and other materials prior to them being circulated.
- x) be provided with the necessary equipment, i.e. a cellular phone and a laptop computer in order to perform the duties of the position.
- y) be entitled to leave of absence per Article 15.1.4 of the Collective Agreement.
- z) **investigate and resolve member problems where possible and refer any grievance matters to the Grievance Committee. Wherever possible, the same Executive member will follow through with all required subsequent meetings.**
- aa) on termination of office, surrender all books, seals and other properties of the Local to their successor.

9.2 The First Vice-President shall:

- a) in the absence of the President, perform all the duties of the President and be accorded all rights, privileges and responsibilities of the President.
- b) if the office of President falls vacant, be Acting President until a new President is elected.
- c) render assistance to any member of the Board as directed by the Board.
- d) be a member of the Local Office Labour Relations Committee.
- e) act as ex-officio member on all standing committees.
- f) in the absence of the President, may be assigned to co-sign all cheques.
- g) attend as a delegate to the CUPE National Convention and the Saskatchewan Division Convention. If the First Vice-President is unable to attend, an alternate will be selected as per Article 8.6.
- h) **investigate and resolve member problems where possible and refer any grievance matters to the Grievance Committee. Wherever possible, the same Executive member will follow through with all required subsequent meetings.**
- i) on termination of office, surrender all books, seals and other properties of the Local to their successor.

9.3 The Second Vice-President shall:

- a) in the absence of the First Vice-President, perform the duties of the First Vice-President.
- b) if the office of the First Vice-President falls vacant, be Acting First Vice-President until a new First Vice-President is elected.
- c) be a member of the Grievance Committee.
- d) be a member of the Local office Labour Relations Committee.
- e) act as Picket Captain in the event of any work stoppage.
- f) render assistance to any member of the Board as directed by the Board.
- g) act as Chief Shop Steward and maintain an accurate Steward's contact list.
- h) schedule and chair Shop Steward meetings.
- i) assist, support and ensure education of Shop Stewards.
- j) in the absence of the President, may be assigned to co-sign all cheques.
- k) attend as a delegate to the CUPE National Convention and the Saskatchewan Division Convention. If the Second Vice-President is unable to attend, an alternate will be selected as per Article 8.6.
- l) **investigate and resolve member problems where possible and refer any grievance matters to the Grievance Committee. Wherever possible, the same Executive member will follow through with all required subsequent meetings.**
- m) on termination of office, surrender all books, seals and other properties of the Local to their successor.

9.4 The Secretary-Treasurer shall:

- a) receive all revenue, initiation fees, dues and assessments, keeping a record of each member's payment and deposit promptly all money with a bank or credit union.
- b) prepare all per capita tax forms and remit payment.
- c) forward to the National Secretary-Treasurer of CUPE on the official monthly report forms provided, all financial obligations owing to the

Canadian Union of Public Employees not later than the 15th day of each month.

- d) prepare an annual budget for approval at the annual meeting to be reviewed by the Executive Board and taken to the Annual General Meeting for approval.
- e) present written financial reports to each regular membership meeting, detailing all income and expenditures for the period and keep on file all receipts for money sent to CUPE during the year. Make all books available for inspection by the auditors and/or Trustees on reasonable notice and have the books audited semi-annually. Respond in writing to any recommendations and concerns raised by the Trustees.
- f) provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE.
- g) Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences.
- h) be a member of the Local Office Labour Relations Committee.
- i) **be a member of the Membership Assistance Committee.**
- † j) on behalf of the Local Union membership, be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or vouchers for every disbursement made and receipts for all money sent to CUPE headquarters, as well as records and supporting documents for all income received by the Local Union.
- ‡ k) be a member of the Joint Pension and Benefits Committee.
- ⌘ l) provide a copy of the full financial report to the Local's Executive Assistant to be included in the minutes of all membership meetings.
- † m) attend as a delegate to the CUPE National Convention and the Saskatchewan Division Convention. If the Secretary-Treasurer is unable to attend, an alternate will be selected as per Article 8.6.
- ⌘ n) **investigate and resolve member problems where possible and refer any grievance matters to the Grievance Committee. Wherever possible, the same Executive member will follow through with all required subsequent meetings.**

- o) on termination of office, turn over to the successor all properties and assets, including funds, books and records belonging to the Local Union. Any Secretary-Treasurer who cannot qualify for a bond shall immediately be disqualified from this office and the Local Union shall proceed with the election of another Secretary-Treasurer.

9.5 The Recording Secretary shall:

- a) 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.
- b) record all alterations in the Bylaws.
- c) fulfil secretarial duties as directed by the Board.
- d) be a member of the Local Office Labour Relations Committee.
- e) attend as a delegate to the CUPE National Convention and the Saskatchewan Division Convention. If the Recording Secretary is unable to attend, an alternate will be selected as per Article 8.6.
- f) **investigate and resolve member problems where possible and refer any grievance matters to the Grievance Committee. Wherever possible, the same Executive member will follow through with all required subsequent meetings.**
- g) on termination of office, surrender all books, seals and other properties of the Local to their successor.

9.6 The Executive Members at Large shall:

- a) be members of the Local 1975 Executive Board.

In conjunction with the Table Officers, oversee the following:

- b) represent their area to the fullest possible extent on the Executive Board.
- c) report back Executive Board decisions and other union business to the members in their unit.
- d) generally know and police the Collective Agreement and Provincial and Federal legislation affecting labour.

- e) deal with problems in their areas.
- f) attend classes in union education wherever possible.
- g) attend all Executive Board meetings.
- h) arrange and chair all voting unit meetings and report back to the Executive Board with any recommendations decided at the area meetings.
- i) report back to the voting unit meetings the actions taken by the Executive Board as a result of any recommendations from the voting unit meetings.
- j) investigate and resolve member problems where possible and refer any grievance matters to the Grievance Committee. **Wherever possible, the same Executive member will follow through with all required subsequent meetings.**
- k) meet with the Shop Stewards in their units on a regular basis.
- l) on termination of office, surrender all books, seals and other properties of the Local to their successor.

ARTICLE 13 – NOMINATION, ELECTION AND INSTALLATION OF OFFICERS AND COMMITTEE MEMBERS

13.2 Elections for Table Officers

3. Advance Voting

No more than ten (10) working days before the vote, an advanced ballot will be available between the hours of ~~8:30~~ **7:00** a.m. and ~~4:30~~ **6:30** p.m. for those members who will not be available for the regular vote. Members will present themselves on the advanced voting day where they shall be issued one ballot, have their name crossed off of the voter's list and immediately place their completed ballot into the sealed ballot box not to be opened until the day of the regular vote.

4. Regular voting shall take place ~~at the polling station(s) between the hours of 7:00 a.m. and 6:30 p.m. on the day preceding the election (the fourth Monday in November) and~~ between the hours of 8:00 a.m. and 3:30 p.m. on the day of the election (the fourth Tuesday in November). The vote shall be by secret ballot.

13.3 Elections for Members at Large

- d) In the event of a tie, a new election will be conducted **within thirty (30) days** at a time and location to be determined by the Attending Table Officer. **No new nominations will be accepted.**

13.4 Installation and Term of Office

- a) All duly elected Officers shall be installed at the Annual General Membership meeting held in November.
1. On even numbered years, the President, Second-Vice President and Recording-Secretary shall be elected for a two (2) year term.
 2. On odd numbered years, the First Vice-President and Secretary-Treasurer shall be elected for a two (2) year term.
 3. As per Article 7.2 of these Bylaws, Executive Members at Large shall be elected for a one (1) year term.
 4. The Sergeant-at-Arms shall be elected annually.
 5. **The Chairperson of the Women's Committee will be elected annually.**
 6. The Grievance Chairperson shall be elected annually from within the Grievance Committee.
 7. Officers shall be installed upon their election and continue in office for their term or until a successor has been elected and installed provided, however, that no term of office shall be longer than three (3) years.

13.5 By-Elections

Should an office fall vacant, the resulting by-election should be conducted as closely as possible in conformity with this Article. At least one weeks' notice of the by-election stating the office and the reason for the vacancy shall be given to all members of the Local. If the regular election for that position is scheduled within three (3) months of the vacancy, it will remain vacant until the regular election.

Temporary vacancies caused by a leave of absence of Table Officers are not subject to Article 13.5 and will be filled on a temporary basis from within the Executive Board.

ARTICLE 15 – DELEGATE REIMBURSEMENT OF EXPENSES

15.12 Member Meetings – For meetings held out of town, mileage and reasonable receipted expenses will be provided.

ARTICLE 16 – COMMITTEES

16.6 Standing Committees

- a) The appointment of a chairperson for each standing committee shall be decided by each committee and approved by the Executive. In January of each year, the chairperson and the Executive Board may, with the concurrence of the membership, jointly appoint other members to serve on a committee. The First Vice-President shall be a member, ex-officio, of each committee. There shall be ~~nine (9)~~ **eleven (11)** standing committees as follows:

- 1) **Grievance Committee**
- ~~1)~~ 2) **Education and Public Relations Committee**
- ~~2)~~ 3) ***The Skopein* Committee**
- ~~3)~~ 4) **Membership Assistance Committee (Good and Welfare)**
- ~~4)~~ 5) **Social and Sports Committee**
- ~~5)~~ 6) **Occupational Health and Safety Committee**
- ~~6)~~ 7) **Bursary Committees**
- ~~7)~~ 8) **Strike Appeal Support Committee**
- ~~8)~~ 9) **Young Workers' Committee**
- 10) **Women's Committee**
- 11) **Grievance Appeal Committee**

The Chairperson will provide quarterly written reports to the Executive Board **and will make recommendations to the Executive Board.**

16.6.10 Women's Committee

- a) **This Committee shall be the elected chairperson and up to four (4) members. The Committee shall appoint its secretary from among its members.**
- b) **The Committee's objectives are to:**
 1. **Advise and give guidance to Officers, committee members and the general membership on all issues that affect women in the workplace and the union movement.**

- 2. Promote leadership of women at the Local Union level and in the broader labour movement.**
- 3. Increase and support the active participation of women in the Local Union and the broader labour movement.**
- 4. Strive to eliminate gender discrimination in the workplace, Local Union, broader labour movement and society through education and participation in human rights activities both inside and outside of the labour movement.**

19.6.11 Grievance Appeal Committee

- a) This Committee will be comprised of three (3) members of the Executive Board, excluding any members of the Grievance Committee.**

APPENDIX 'C' – SASKATOON LOCAL, EXPENSE ALLOWANCE POLICY

1. The following honourariums shall be provided:

	Monthly	Paid Annually	Paid Semi-Annually
a. President	\$200 \$300		
b. First Vice-President	\$200 \$300		
c. Second Vice-President	\$200 \$300		
d. Recording Secretary	\$200 \$300		
e. Secretary-Treasurer	\$200 \$300		
f. Grievance Chair	\$200 \$300		
g. Executive Member at Large	\$40		\$360
h. Sergeant-at-Arms		\$100	
i. Trustees		\$200	

2. Where multiple functions are performed, the Executive member will receive only the highest appropriate expense allowance.
3. Expense allowances shall not be paid to any Executive member who fails to answer the roll call for the Executive and/or regular meeting in any month without having submitted good reason for failure to attend.

APPENDIX 'J' – RULES FOR REFERENDUM VOTES

Referendum votes may include but are not limited to the following:

- Ratification votes
- Strike votes
- Bargaining Unit structure
- Other votes deemed major by the Executive Board

The President shall, subject to the approval of the members present, appoint a Voting Committee consisting of a Returning Officer and assistant(s).

- a) No more than ten (10) working days before the vote, for those members who will not be available to vote on the day of the vote, either of the following options may occur:

An advanced ballot will be available at the respective Local Union Office in which case the member will be given a ballot and two envelopes – one smaller and one larger. The ballot is to be placed initially into the smaller envelope then placed in the large envelope. On the larger envelope the member will write their name. On the day of the vote, the Voting Committee will record the names of all those who attended the Advance Poll and cross them off the voters list. Once the member's name is crossed off the voters list, the larger envelope will be discarded and the smaller envelope placed in the ballot box.

OR

- b) An advance polling station may be established in which case the members will present themselves to the polling station where they shall be issued one ballot, have their name crossed off of the voters list and immediately place their ballot into the sealed ballot box which will not be opened until the day of the vote.

If requested, a mail-in ballot will be provided to all members whose regular place of work is at least 50 kilometres outside of Saskatoon. Ballots must be received in the Union office at least one (1) day prior to the day of the vote.

- c) On the day of the vote the Voting Committee shall establish a minimum of one (1) polling station.
- d) The members will present themselves to the polling station where they shall be issued one ballot and have their name crossed off of the voters list. If no meeting is held in conjunction with the vote, the members shall immediately cast their ballot.

- e) If an information meeting is held, the members shall attend the information meeting to hear and participate in the discussion and debate on the vote to be held.
- f) At the conclusion of the meeting, the members shall cast their vote and deposit them in the sealed ballot boxes.
- g) The Voting Committee shall count the ballots and determine the outcome of the vote.
- h) Results of the vote shall be communicated to the membership.

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[https://cupe.sharepoint.com/sites/saskatoonaoshare/shared documents/... locals/l. 1975-00, univ. of saskatchewan/bylaws/2019-2020/bylaw_amendments_11975_2019_12_17.docx-](https://cupe.sharepoint.com/sites/saskatoonaoshare/shared%20documents/...%20locals/l.%201975-00,%20univ.%20of%20saskatchewan/bylaws/2019-2020/bylaw_amendments_11975_2019_12_17.docx)

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