

BYLAWS



CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1618

“CUPE Local 1618 members are dedicated to working respectfully and effectively with each other, the School Division and our communities.”

**Amended at the General Membership Meeting – January 19, 2016
Approved by National Office – June 22, 2016**

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PREAMBLE

In order to improve the social and economic welfare of its members without regard to sex, colour, race or creed, national or ethnic origin, marital or family status, sexual orientation, family relations, mental or physical disability, to promote efficiency in public employment and to manifest its belief in the value of the unity of organized labour, this Local of the Canadian Union of Public Employees (hereinafter referred to as CUPE) has been formed.

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

SECTION 1 - NAME

The name of this Local shall be: Canadian Union of Public Employees, Local No. 1618 (Sunrise School Division).

SECTION 2 - OBJECTIVES

The objectives of the Local are to:

- (a) secure adequate remuneration for work performed and generally advances the economic and social welfare of its members and all workers;
- (b) support CUPE in reaching the goals set out in Article II of the CUPE Constitution;
- (c) provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- (d) encourage the settlement by negotiation and mediation of all disputes between the members and their employers;
- (e) eliminate all forms of harassment including but not limited to sexual and racial harassment and harassment based on sexual orientation, wherever it exists;
- (f) establish strong working relationship with the public we serve and the communities in which we work and live.

SECTION 3 - INTERPRETATION AND DEFINITIONS

- (a) Masculine pronouns shall be understood to include the feminine gender.

- (b) Numbers of Articles at the end of sections or sub-sections refer to relevant articles of the CUPE Constitution which should be read in conjunction with these Bylaws.

SECTION 4 - MEMBERSHIP MEETINGS - REGULAR AND SPECIAL

- (a) Regular monthly membership meetings shall be held in the months of October, December, February, April and May. The date, time and location will be arranged by the Executive and posted on the Union bulletin board. Members will receive seven (7) days or more notice of the meeting.

Executive meetings shall be held monthly. The date and time will be arranged by the Executive Board.

- (b) Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than ten (10) members. The President shall immediately call a special meeting when so ordered or requested and shall see that all members receive at least two (2) working days' 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) A quorum for the transaction of business at any regular or special meeting shall be twelve (12) members including at least five (5) members of the Executive Board. The Secretary-Treasurer shall make regular full financial reports to meetings of the Local's Executive as well as present written financial reports to each regular membership meeting, detailing all income and expenditures for the period.
- (d) In the event of a quorum not being met for two (2) consecutive General Meetings, then the Executive shall conduct all Union business. Advice as to the business conducted shall be given at the first meeting where a quorum is present.
- (e) The order of business at regular membership meetings is as follows:
- (i) Read Equality Statement
 - (ii) Roll Call of Officers
 - (iii) Voting on New Members and Initiation
 - (iv) Communication as Circulated
 - (v) Circulation of Minutes
 - (vi) Matters Arising from Circulated Minutes and Reports
 - (vii) Treasurer's Report
 - (viii) Committee Reports
 - (ix) Nominations, Elections or Installations
 - (x) Unfinished Business
 - (xi) New Business
 - (xii) Good of the Union
 - (xiii) Adjournment

SECTION 5 - VOTING OF FUNDS

Except for ordinary expenses and bills as approved at membership meetings, no sum over three hundred dollars (\$300) shall be voted for the purpose of a grant or contribution to a member or any other cause outside CUPE, except by a notice of motion in writing and dealt with at the following membership meeting.

SECTION 6 - OFFICERS

The Officers of the Local shall be the: President, Vice-President, Secretary-Treasurer, Recording Secretary, five (5) Stewards (consisting of two (2) Stewards from Bus Drivers, one (1) Steward from Mechanics and two (2) Stewards from Educational Assistants/Work Counsellors), three (3) Trustees and the Warden. All Officers shall be elected by the membership.

- (a) Trustees shall be elected so that one shall serve for a period of three (3) years, one shall serve for two (2) years and one for one (1) year. Each year thereafter, the Local Union shall elect one (1) Trustee to fill only the unexpired terms in order to preserve overlapping terms of office (Article B.2.4); Trustees shall not be members of the Executive Board (Article B.2.2).
- (b) All Officers shall ensure that the Collective Agreement is adhered to by the Employer.
- (c) All Officers shall ensure that grievances are investigated, researched and processed using complete confidentiality.
- (d) All Officers without prior relevant training are required to take a CUPE Educational Officers training course, relevant to the position, within one (1) year, subject to course availability.
- (e) All Officers shall uphold the Oath of Office and enforce the CUPE Constitution, policies and Bylaws of the Local (Article B.1.4).

SECTION 7 - TABLE OFFICERS

- (a) The Table Officers of the Local shall be the President, Vice-Presidents, Secretary-Treasurer and Recording Secretary.
- (b) The Table Officers shall be responsible for preparing an orderly agenda with recommendations for the Executive Board meeting.
- (c) Members elected as Table Officers shall be the Officers of the Local and shall have power and authority to act on behalf of the Local. Their decisions shall be reported to the membership and executive.

- (d) The Table Officers shall review the general meeting minutes prior to circulation.

SECTION 8 - EXECUTIVE BOARD

- (a) The Executive Board shall comprise all Officers, except Trustees.
*In the event that the President is unable to fulfill duties, the Vice President will relieve the President.
- (b) The election of the President and Treasurer shall take place every even year with the alternate years being set for the election of the Vice-President Stewards and Recording Secretary. The Stewards shall be elected for a two (2) year term staggered. The Warden and one (1) Trustee elected for a three (3) year term shall be elected annually.
- (c) The Executive Board shall meet at least once every month. Executive members working evenings and attending an evening Executive and Regular General meeting will be paid for up to four (4) hours, which includes travelling time.
- (d) A majority of the Executive Board constitutes a quorum.
- (e) The Executive Officers shall hold title to any assets of the Local as trustees for the Local. They shall have no right to sell, convey, or encumber any assets without first giving notice and then submitting the proposition to a membership meeting and having it approved.
- (f) The Executive Board shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of all committees.
- (g) All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.
- (h) Should any Executive Board member fail to answer the roll call for three (3) consecutive regular membership meetings or three (3) regular Board meetings in one (1) calendar year, without having submitted good reasons for those failures to the Executive Board and recorded in the Executive minutes, his office shall be declared vacant and shall be filled by an election at the following membership meeting.
- (i) Elected members of the Executive Board shall have power and authority to act on behalf of the Local.
- (j) The Executive Board shall have the authority to fill vacancies on the Board on an interim basis until an election can be held in accordance with the Local's Election Bylaws.
- (k) The Executive Board shall be responsible for ensuring that all motions approved at general meetings are followed through to completion in a timely manner.

- (l) The Executive Board shall be responsible for developing and maintaining a communication network to reach members.

Signing Authority

- (a) The Treasurer, President, Vice-President and Recording Secretary of the Executive Board shall have signing authority and shall be properly bonded as set out in the CUPE Constitution (Article B.3.5).
- (b) Signing Officers will ensure that the Local's funds are used only as authorized or directed by the Constitution, Bylaws or vote of the membership. All cheques will be signed by the Treasurer and countersigned by the President and in the absence of the President, another signing Officer (Article B.4.4).
- (c) A petty cash fund may be authorized by the Local, from which normal expenditures can be made (Article B.4.4).
- (d) All cheques made out to the President and Treasurer must be reviewed by a Vice-President within the month after issue.

SECTION 9 - DUTIES OF OFFICERS

The Secretary-Treasurer, and all other officers authorized to sign on behalf of the Local Union, shall be properly bonded with a faithful performance of duty bond. Bonding amounts shall conform to at least the minimum guidelines as established by the National Secretary-Treasurer. The amount of bonding for any position shall be approved by the National Secretary-Treasurer in accordance with Article 9.3(k) of the National Constitution.

- (a) The President shall:
- attend and represent the Local at the CUPE National and Provincial Conventions;
 - enforce the CUPE Constitution and these Bylaws;
 - preside at all membership and Executive Board meetings and preserve order;
 - decide all points of order and procedure (subject to appeal to the membership);
 - have a vote on all matters (except appeals against his/her rulings) and in case of a tie vote in any matter, including elections, have the right to cast an additional vote to break the tie;
 - 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;
 - sign all cheques and ensure that the Local's funds are used only as authorized or directed by the Constitution, Bylaws, or vote of the membership;
 - have first preference as a delegate to CUPE Conventions;
 - on termination of office, surrender all books, seals and other properties of the Local to his successor;

- ensure bonding for any position is as approved by the National Secretary-Treasurer in accordance with Article 9.3(k) of the National Constitution;
- must be bondable;
- must have proof of verification of bond;
- shall be granted two (2) days per month paid LOA to carry out Union duties;
- in the absence of the Treasurer, carry on the business of the Local;
- without prior relevant training, be required to take a CUPE Educational Officers training course, relevant to the position, within one (1) year, subject to course availability.

(b) The Vice-President shall:

- if the President is absent or incapacitated, perform all duties of the President;
- if the office of President falls vacant, be Acting President until a new President is elected as per the years outlined above;
- render assistance to any member of the Board as directed by the Board;
- must be bondable;
- any other duties assigned by the President;
- ensure that the Collective Agreement is adhered to by the Employer;
- without prior relevant training, be required to take a CUPE Educational Officers training course, relevant to the position, within one (1) year, subject to course availability.

(c) The Recording Secretary shall:

- keep full, accurate and impartial account of the proceedings of all regular or special membership Board meetings, ensuring that these records include a copy of the full financial report presented by the Secretary-Treasurer;
- record all alterations in the Bylaws;
- answer correspondence and fulfill other secretarial duties as directed by the Board;
- file a copy of all letters sent out and keep on file all communications;
- prepare and distribute all circulars and notices to members;
- have all records ready on reasonable notice for auditors, Trustees and CUPE Representatives;
- preside over membership and Board meetings in the absence of both the President and the Vice-President;
- be empowered, with the approval of the membership, to employ necessary stenographic or other assistance to be paid for out of the Local's funds;
- on termination of office, surrender all books, seals and other properties of the Local to his/her successor;
- keep a logbook on all motions passed by the membership and be available at all meetings;
- enforce the CUPE Constitution, policies and Bylaws of the Local;
- be granted one (1) day per month paid LOA to carry out Union duties;

- keep a full, accurate and impartial account of the proceedings of all Executive, general membership and special executive board meetings;
- record all alterations in the Bylaws;
- without prior relevant training, be required to take a CUPE Educational Officers training course, relevant to the position, within one (1) year, subject to course availability;
- must be bondable.

(d) The Secretary-Treasurer shall:

- receive all revenue, initiation fees, dues, and assessments and deposit promptly all money with a bank or credit union;
- prepare all CUPE National per capita tax forms and remit payment no later than the 15th day of each month;
- record all financial transactions in a manner acceptable to the Board and in accordance with good accounting practices;
- make a financial report to the Local Union monthly;
- be bonded for not less than one hundred thousand dollars (\$100,000) or any greater sum as may be decided at a membership meeting, taking into account that assets of the Local and the amount of cash and cheques handled by the Secretary-Treasurer through the master bond held by the National Office, and any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office and all elections;
- pay no money unless supported by a voucher duly signed by the President and Secretary-Treasurer, and a voucher shall be required for payment of per capita fees to any organization to which the Local is affiliated;
- sign all cheques and ensure that the Local's funds are used only as authorized or directed by the Constitution, Bylaws, or vote of the membership;
- make all books available for inspection by the auditors, CUPE Representatives and/or Trustees on reasonable notice, and have the books audited semi-annually;
- provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE;
- be empowered, with the approval of the membership, to employ necessary clerical assistance to be paid for out of the Local's fund;
- on termination of office, surrender all books, records and other properties of the Local to his/her successor;
- on behalf of the Local Union membership, be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or vouchers for every disbursement made, receipts for all money sent to CUPE headquarters as well as records and supporting documents for all income received by the Local Union
- make a full financial report to meetings of the Local's Executive Board, as well as a written financial report to each regular membership meeting, detailing all income and expenditures for the period;
- shall be granted two (2) days per month paid LOA to carry out Union duties;

- will draft annual budget as per CUPE Ledger for the Executive Board to review prior to the AGM;
- external audit will be conducted at the call of the Executive Board or upon the election of a new Treasurer;
- without prior relevant training, be required to take a CUPE Educational Officers training course, relevant to the position, within one (1) year, subject to course availability.

(e) The Trustees shall:

- act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary and the Standing Committees semi-annually;
- make a written report of their findings to the first membership meeting following the completion of each section;
- submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's Funds records and accounts are being maintained by the Secretary-Treasurer in an organized, correct and proper manner;
- send a copy of completed audit report (on the prescribed form provided by the National Secretary-Treasurer) as well as a copy of their report to the Local Union membership and the Secretary-Treasurer's response to the National Secretary-Treasurer of CUPE with a copy to the assigned servicing representative;
- be responsible to ensure that monies are not paid out without proper constitutional or membership authorization;
- ensure that proper financial reports are made to the membership;
- audit the record of attendance;
- inspect at least twice a year any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local, and report their findings to the membership;
- use audit forms supplied by the National Office and send a copy of each half-yearly audit to the National Secretary-Treasurer in accordance with the provisions of the CUPE Constitution;
- enforce the CUPE Constitution, policies and Bylaws of the Local;
- the Trustees shall examine the books and records of the Secretary-Treasurer and inspect or examine all properties, bonds, and all other assets of the local at least once each calendar year;
- without prior relevant training, be required to take a CUPE Educational Officers training course, relevant to the position, within one (1) year, subject to course availability.

(f) The Warden 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 by consent of the members present;
- assist in maintaining the record of membership attendance at meetings;
- keep inventory of assets and locations;
- perform such other duties as may be assigned by the Board from time to time;
- enforce the CUPE Constitution, policies and Bylaws of the Local;
- audit the record of attendance; assist in maintaining the record of the membership attendance at meetings. The attendance book is to be submitted to the Executive at the end of every meeting;
- have the power to escort disruptive members from the membership meeting;
- be in charge of the door prize draw;
- be the co-chair of the Sick Committee;
- without prior relevant training, be required to take a CUPE Educational Officers training course, relevant to the position, within one (1) year, subject to course availability.

(g) The Stewards shall:

- be the first point of contact by the membership on all work related disputes/ concerns;
- report to the Executive on all grievance matters;
- ensure that the Collective Agreement is adhered to by the Employer;
- ensure that grievances are investigated, researched, processed and reported to the Executive;
- ensure that members are fully informed about their rights, Division policies, Union policies and objectives, labour legislation and legislative programs;
- work for the welfare of the group; act promptly and decisively, develop teamwork and fight for what is right;
- where required, attend a training session for Stewards within the first year of election, subject to course availability;
- attend all meetings that are called;
- confer with worksite contact members when available monthly and report back to the Executive;
- without prior relevant training, be required to take a CUPE Educational Officers training course, relevant to the position, within one (1) year, subject to course availability.

SECTION 10 - HONORARIUMS

The following expense allowance shall be provided:

President	\$90 per month
Vice-President	\$75 per month
Recording Secretary	\$75 per month
Secretary-Treasurer	\$75 per month
Shop Stewards	\$45 per month
Warden	\$45 per month
Trustees	\$50 per audit

Monthly honorariums are paid for Union activities including executive and general meeting attendance.

The Warden and ten (10) month Stop Stewards (Educational Assistants and Bus Drivers) will not be paid an honorarium for July and August.

SECTION 11 - FEES, DUES, AND ASSESSMENTS

(a) Initiation Fee

Each application for membership in the Local shall be directed to the Secretary-Treasurer and shall be accompanied by an initiation fee of one dollar (\$1), 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.

(b) Monthly Dues

The monthly dues shall be 1.75% of regular wages.

Changes in the levels of the Initiation Fee, the Re-admittance Fee, or the Monthly Dues can be effected only by following the procedure for amendment of these Bylaws (see Section 17), with the additional provision that the vote must be by secret ballot.

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

Special assessments may be levied in accordance with Article B.4.2 of the CUPE Constitution.

SECTION 12 - NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

(a) Nomination

Nominations shall be received at the annual membership meeting held in the month of January. No nomination shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting his/her consent in writing, duly witnessed by another member. No member shall be eligible for nomination if he/she is in arrears of dues and/or assessments.

(b) Elections

- (i) The Executive Board shall determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer.
- (ii) The Returning Officer shall be responsible for issuing, collecting and counting ballots. He/she must be fair and impartial and see that all arrangements are unquestionably democratic.
- (iii) The voting shall take place at the annual membership meeting in May. The vote shall be by secret ballot.
- (iv) Voting to fill one office shall be conducted and completed and recounts dealt with, before balloting may begin to fill another office.
- (v) A majority of votes cast shall be required before any candidate can be declared elected, and second and subsequent ballots shall be taken, if necessary, to obtain a majority. On the second and subsequent ballots, the candidate receiving the lowest number of votes in the previous ballot shall be dropped. In case of a final tie vote, the presiding officer may cast the deciding vote.
- (vi) When two or more nominees are to be elected to any office by ballot, each member voting shall be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.
- (vii) Any member may request a recount of the votes for any election and a recount shall be conducted if the request is supported, in a vote, by at least the number of members equal to the quorum for a membership meeting as laid down in Section 4 (c).

(c) Installation

- (i) 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.

- (ii) The terms of office for Trustees shall be as laid down in Article B.2.4 of the CUPE Constitution.

(d) By-Elections

Should an office fall vacant pursuant to Section 8 (h) of these Bylaws or for any other reason, the resulting by-election should be conducted within sixty (60) days in accordance with Local Bylaws governing elections.

An office shall be declared vacant if:

- (i) An Officer voluntarily resigns or is voted out of office as per CUPE Constitution;
or
- (ii) An Officer fails to answer roll call for three (3) consecutive meetings without having good and sufficient cause.

SECTION 13 - PER DIEMS, MILEAGE AND DELEGATES TO CONVENTIONS, CONFERENCES, SEMINARS OR MEETINGS

- (a) Except for the President's option [Section 9 (a)] or designate of their choice, all delegates to conventions, workshops and conferences shall be chosen by election at membership meetings, representative from each of the two groups in our Local. Consideration will be given to members that have not attended previously.

Protocol for Meetings, Conventions, Seminars and Conferences

- (i) CUPE Local pays registration at time of application.
- (ii) Except for the President's option, all delegates to conventions, etc. shall hold the office of either the Executive or committees.
- (iii) Representation at educational institutes and seminars shall be on the recommendation of the Executive, subject to final approval by the membership.
- (iv) If hotel accommodations are required, the member shall book their own rooms as per the CUPE list of authorized hotels. Double occupancy is favoured by the Local however a member will have the option to book an individual room. If the member does not wish to book their own hotel room the Local will then be responsible for booking rooms.
- (v) Members must attach the proper receipts to the expense voucher for reimbursement for accommodations.

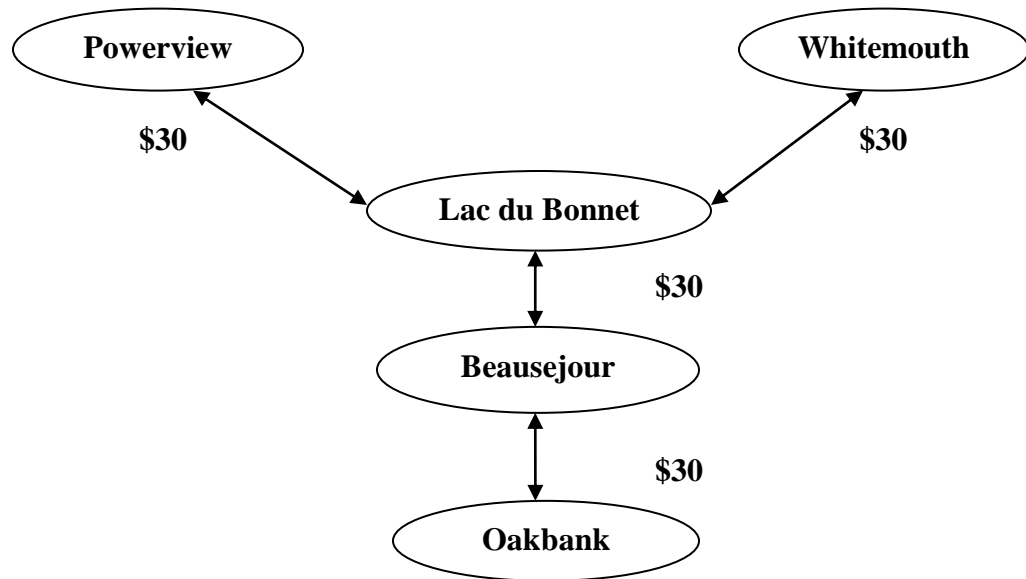
- (vi) (A) Per diem payment for conventions, conferences, seminars and meetings shall be claimed on the expense voucher as follows:
- | | |
|--|--------------|
| In Manitoba, outside Sunrise School Division | \$45 per day |
| Out of province | \$75 per day |
| Where all meals are provided (Mon.-Fri.) | \$20 per day |
- (B) Outside of Sunrise School Division (but within Manitoba) - forty-five dollars (\$45) per day for the numbers of days of the convention, conference or seminar plus the cost of hotel accommodations.
*Union related course in Winnipeg at Union Centre - twenty-five dollars (\$25)
- (C) Out-of-province - seventy-five dollars (\$75) per day for the number of days of the convention, plus the days of travel and the cost of hotel accommodations. Economy class air transportation or group rate shall be paid (or equivalent), and where it is impossible to obtain these rates, then the first class airfare shall be paid. Ground transportation will be paid if required at out-of-town functions. (Bus or as (d) below, subject to receipts being submitted.)
- (D) Canadian Labour Congress and Canadian Union of Public Employees' residential schools will be paid at the rate of ten dollars (\$10) per day. Room and board paid for by Local 1618 for the number of days of the school.
- Partial days will be prorated. Agenda from the event must be attached to the expense voucher for payment.
- (vii) In order to receive per diems, members are required to attend entire function unless a valid reason is provided.
- (viii) Any per diems paid in advance must be reimbursed if the member does not attend the function.
- (ix) Members are required to attend CUPE workshops within their regions prior to attending outside of their regions.

- (x) Mileage distances will be paid as per flat rate chart below:

Flat rate for mileage will be as follows (note all trips are round trips):

Beausejour to Lac du Bonnet Townsite	\$ 30
Beausejour to Whitemouth Townsite	30
Beausejour to Oakbank Townsite	25
Lac du Bonnet to Powerview Townsite	30
Lac du Bonnet to Whitemouth Townsite	30
Beausejour to Gimli	65
Beausejour to Brandon	150
Beausejour to Russell	275

Any other mileage to be approved and paid for at thirty-five cents (.35¢) per kilometre (rounded off to the nearest dollar).



- (xi) For each two (2) or more people attending meetings other than general meetings, mileage will be paid for one (1) vehicle, except in circumstances where it is not feasible.
- (xii) Parking shall be reimbursed upon presentation of receipts.
- (xiii) Loss of salary - when a member attends a course, seminar, convention or conference authorized by the Local on a regular working day, no CUPE member will suffer any loss of pay. Loss of salary for the above shall not be paid for any working hours prior to 5:00 p.m. on registration night.
- (xiv) In the event of cancelation or non attendance of any paid activity, all moneys paid to the member shall be reimbursed to the Local forthwith.

- (xv) All Union related expense forms shall be submitted by the 10th of each month in order to be compensated by the next general meeting. The Treasurer will not pay expenses where prior authorization was not granted by the President or Vice-President.
- (xvi) Copies of all leave requests must be signed and approved by the President prior to the meeting in order to be paid by the Treasurer. This includes meetings with the Division Union and Union members where compensation is being claimed. (Impromptu meetings will not be compensated, unless approved.)

(b) The per diem rates paid by Local 1618 will be as follows for meetings:

- Within Sunrise School Division - twenty-five dollars (\$25) per meeting to a maximum of fifty dollars (\$50) per day for two (2) or more meetings.

Members may claim either this per diem or the per diem in Article 13 (e), but not both.

(c) Representation at educational institutes and seminars shall be on the recommendation of the Executive, subject to final approval by the membership.

(d) Mileage

Parking shall be paid upon presentation of receipts. Mileage shall be paid for the following:

- Committee members attending Committee meetings;
- Members who attend authorized courses, seminars or conventions;
- The Executive has the authority to authorize payment for mileage to other members as deemed necessary in carrying out duties for the benefit of the Local;
- When Executive meeting is not prior to the general meeting.

The Executive will also receive a per diem.

When the Executive meeting is prior to the general meeting, no per diem or mileage will be paid.

(e) Meals

Reimbursement for meals during authorized meetings and or meeting with members will be made to the maximum of the following (receipts must be submitted) per person:

Breakfast	=	\$10
Lunch	=	\$15
Supper	=	\$20

Members may claim either this per diem or the per diem in Article 13 (b), but not both.

(f) Loss of Salary

When a member attends a course, seminar, meeting or convention authorized by the Local on a regular working day, no loss of pay will be suffered.

(g) Retirement

Arrange for payment to permanent continuous members, at time, retirement or resignation, a fifteen dollar (\$15) per year of service cash award. Any member owing money to CUPE Local 1618 at the time of retirement shall forfeit all retirement benefits from the Union

(h) President's Lost Wages

Effective the commencement of the 2010-2011 school year, the President will be on a half-time leave of absence from the school division. The Local will arrange to have the Employer continued to pay the President's wages and benefits and reimburse the Employer. The Local shall review the benefits to the Local of continuing this leave of absence in May in order to determine whether this practice should continue.

(Members from either contracts shall have the option to work half-time if they so choose.)

SECTION 14 - COMMITTEES

All Executive or members representing CUPE Local 1618 at meetings shall forward a written report within ten (10) days to the Executive Board.

Standing Committees

The Chairperson of each standing committee shall be elected by the members at a membership meeting. The Chairperson and the Executive Board may, with the concurrence of the membership, jointly appoint other members to serve on a committee. The Vice-President shall be a member, ex-officio, of each committee. There shall be six (6) standing committees as follows:

(a) Negotiating Committee

This shall be a seven (7) person committee (including the President) elected from the Executive Board at the Annual General Meeting. The CUPE Representative assigned to the Local shall be a non-voting member of the Committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership. It shall include representatives from each sector as follows: the President, two (2) members from Transportation, one (1) from Mechanics, one (1) from

Custodial/Maintenance, and two (2) from Educational Assistants/Work Counsellors. The Negotiations Committee, once elected, shall remain until the conclusion of current negotiations.

Replacement of a member will only take place prior to the start of negotiations.

(b) Newsletter and Education Committee

It shall be the duty of the Committee to:

- publish the Local's newsletter and website as often as deemed necessary;
- inform the Local of any appropriate and available education seminars or conferences;
- ensure delegates prepare reports to the membership on seminars or conferences they have attended and maintain a reference file of these reports;
- cooperate with the Executive Board in preparing press releases, publicity material and any other material deemed beneficial to the membership;
- must receive prior approval from the President of all information posted on the website or in the newsletter.

(c) Sick Committee

This Committee may:

- the Warden and Treasurer will be responsible for all costs and disbursements relating to this Committee;
- extend get-well wishes;
- if a member is ill for more than two (2) weeks, they are sent a gift from the Local, whether the member is at home or in a hospital at an allowance not to exceed thirty-five dollars (\$35) for a gift (maximum two times (2 x) per year; these provisions to exclude any member who owes money to the Local);
- extend the Local's condolences in the event of the death of a member or one of his/her immediate family and make other appropriate gestures in accordance with custom or the wishes of the family concerned at an allowance of thirty-five dollars (\$35);
- shall be comprised of one (1) member from each jobsite throughout the Sunrise School Division. This person shall communicate the information to either of the co-chairs (Treasurer or Warden);
- in the event of a death a donation will be sent to the charity of choice;
- the Warden will be the co-chair of this committee;

(d) Social Committee

It is the function of this Committee to arrange and conduct all social and recreational activities of the Local 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 ceiling for the Committee's net expenditures shall be fixed for each event by the membership but, other than that, all

social and recreational events and activities shall be self-supporting. The Executive Board shall be held responsible for the proper and effective functioning of this Committee. The Committee shall be comprised of four (4) members or more.

(e) Health and Safety Committee

It is the function of this Committee to attend all joint Health and Safety Committee meetings and to report back to the membership at General Meetings.

The Committee shall also receive all health and safety concerns or complaints and ensure they are carried forward to the Joint Committee level.

The Committee shall ensure that all members are made aware of all pertinent health and safety information.

The Committee shall be comprised of up to six (6) members, three (3) from each contract for a two (2) year term. The Chair will be elected from the six (6) members.

(f) Human Rights/Aboriginal Committee

One (1) member of the Local shall be elected to sit on CUPE and Human Rights/Aboriginal Committee. This member shall report to the membership on the Committee's activities.

(g) Young Workers Committee

One (1) member of the Local shall be elected to sit on the CUPE Young Workers Committee (thirty-two (32) years of age or less).

(h) Scholarship Committee

This Committee will:

- (i) ensure Members know of deadlines and have access to forms;
- (ii) collect names, school names and post them on the website;
- (iii) make certificates and cheques before the ceremony; and
- (iv) ensure that someone from the Local is going to present the package.

CUPE Local 1618 will award two (2) scholarships in the amount of two hundred and fifty dollars (\$250) each to be awarded to the son, daughter, grandchild (if member is the legal guardian), stepchild or a child in the legal guardianship of a Member in good standing of CUPE Local 1618 attending school in Sunrise School Division. All applicants must meet the following conditions:

Criteria and Eligibility

- (A) Must apply in writing to the Selection Committee in charge of scholarships;
- (B) Grade twelve (12) average of 75% or higher, based on an average of five (5) full credit grade twelve subjects;
- (C) Continue his/her education at a recognized post-secondary institution;
- (D) The money, which must be put towards tuition, books, fees or other legitimate expenses, will be in trust by the Union until such time as the recipient(s) provide(s) proof of registration at a recognized post-secondary institution of his/her choice;
- (E) Each applicant will be required to submit his/her marks as registered on his/ her most recent transcript of marks;
- (F) Applicant is to verify that he/she is the son, daughter, grandchild (if the member is the legal guardian), stepchild or a child in the legal guardianship of a member in good standing of CUPE Local 1618 and attending school in Sunrise School Division; and
- (G) Presentation of the Scholarships will be made at the recipient(s) commencement ceremonies.

Deadline for applications will be May 20th of the present school year. The selection of the recipient by the Scholarship Committee will be notified prior to June of the current year. Applications will be available from all Executive members.

(i) Nominations Committee

At a membership meeting at least one (1) month prior to election day, the President shall, subject to the approval of the members present, appoint an Elections Committee consisting of two (2) members. The Committee shall include members of the Local who are neither officers nor candidates for office. It shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.

SECTION 15 - STRATEGIC PLANNING SESSION

An annual strategic planning conference for Local 1618 will be held in the first week of July in the Province of Manitoba for up to three (3) days.

SECTION 16 - RULES OF ORDER

All meetings of the Local shall be conducted in accordance with the basic principles of Canadian Parliamentary Procedure. Some of the more important rules to ensure free and fair debate are appended to these Bylaws as Appendix "A". These rules shall be considered as an integral part of the Bylaws and may be amended only by the same procedure used to amend the Bylaws.

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

SECTION 17 - AMENDMENT

- (a) These Bylaws are always subordinate to the CUPE Constitution (including Appendix “B”) as it now exists or may be amended from time to time, and in the event of any conflict between these Bylaws and the CUPE Constitution the latter shall govern. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.
- (b) These Bylaws shall 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 (60) days’ written notice.
- (c) No change in these Bylaws shall be valid and take effect until approved by the National President of CUPE. The validity shall date from the letter of approval of the National President.

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APPENDIX "A" - RULES OF ORDER

1. The President or, in his/her absence, the Vice-Presidents, shall take the chair at all membership meetings. In the absence of the President and the 1st and 2nd Vice-President, the Recording Secretary shall act as President. In the absence of all four (4), there is no quorum of the Executive [section 4 (c)], the meeting is therefore cancelled.
2. No member, except the Chairperson of a Committee making a report or the mover of a resolution, shall speak more than five (5) minutes, or more than once on the same question without the consent of the meeting or until all who wish to speak have had an opportunity. Chairpersons and movers of a resolution shall be limited to fifteen (15) minutes, except with the consent of the meeting.
3. The President shall state every question coming before the Local, and before allowing debate thereon, and again immediately before putting it to a vote, shall ask: "Is the Local ready for the question?" Should no member rise to speak, the question shall then be put.
4. A motion to be entertained by the presiding officer must be moved and seconded; both mover and seconder must rise and be recognized by the Chair.
5. A motion to amend, or to amend an amendment, shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment, or amendment to an amendment, which is a direct negative of the resolution shall be in order.
6. On motion, the regular order of business may be suspended by a two-thirds (2/3) vote of those present, to deal with any urgent business.
7. All resolutions and motions other than those named in Rule 17, or those to accept or adopt the report of a committee, shall, if requested by the presiding officer, be presented in writing before being put to the Local.
8. At the request of any member, and upon a majority vote of those present, a question may be divided when the sense will admit of it.
9. Any member having made a motion can withdraw it with the consent of the seconder, except that any motion, once debated, cannot be withdrawn except by the majority vote of those present.
10. When a member wishes to speak on a question or to make a motion, he/she shall rise in his/her place and respectfully address the presiding officer, but, except to state that he/she rises to a point of order or on a question of privilege, he/she shall not proceed further until recognized by the chair.
11. When two or more members rise to speak at the same time, the presiding officer shall decide which one is entitled to the floor.

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

The first three of these shall be decided without debate.

18. A motion for the previous question, when regularly moved and seconded, shall be put in this form: "Shall the main question be now put?" If it is adopted, the President shall proceed to take the vote on the resolution and amendments thereto (if any) according to their priority. If an amendment or an amendment to an amendment is adopted, the original resolution, as amended, shall be put to the Local.
19. A motion to adjourn is in order except:
 - (a) when a member has the floor, and
 - (b) when members are voting.
20. A motion to adjourn, having been put and lost, shall not be in order again, if there is further business before the Local, until fifteen (15) minutes have elapsed.
21. After the presiding officer declares the vote on a question, and before the Local proceeds to another order of business, any member may ask for a division. A standing vote shall then be taken and the Secretary shall count same.

22. If any member wishes to challenge (appeal) a decision of the Chair, he/she must do so at the time the decision is made. If the challenge is seconded, the member shall be asked to state briefly the basis for his/her challenge. The Chairperson may then state briefly the basis for his/her decision, following which the Chairperson shall immediately and without debate put the question: "Shall the decision of the Chair be sustained?" A majority vote shall decide except that in the event of a tie the Chair is sustained.
23. After a question has been decided, any two (2) members who have voted in the majority may, at the same or next meeting, move reconsideration thereof.
24. No member shall enter or leave a meeting during the reading of the minutes, the initiation of new members, the installation of officers, or the taking of a vote; and no member shall be allowed to leave without the permission of the Vice-President.
25. The Local's business and proceedings of meetings are not to be divulged to any persons outside the Local or the Canadian Union of Public Employees.