

**GREATER SASKATOON CATHOLIC SCHOOL BOARD
~ SERVICE WORKERS UNION ~**

CUPE / *Canadian Union
of Public Employees*

Local 3730 Bylaws



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EQUALITY STATEMENT

Union solidarity is based on the principle that union members are equal and deserve mutual respect at all levels. Any behaviour that creates conflict prevents us from working together to strengthen our union.

As unionists, mutual respect, cooperation and understanding are our goals. We should neither condone nor tolerate behaviour that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile or offensive environment.

Discriminatory speech or conduct which is racist, sexist, transphobic or homophobic hurts and thereby divides us. So too, does discrimination on the basis of ability, age, class, religion, language and ethnic origin.

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

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

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




MARK HANCOCK
National President


CANDACE RENNICK
National Secretary-Treasurer

PREAMBLE

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

The following Bylaws are adapted by the Local pursuant to, and to supplement, Appendix 'B' of the CUPE Constitution, to safeguard the rights of all members, to provide for all 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. 3730, hereinafter to be referred to as CUPE Local 3730 or the Local.

SECTION 2 – OBJECTIVES

The objectives of the Local are to:

- a) secure adequate remuneration for work performed and generally advance the economic and social welfare of its members and of all workers;
- b) support CUPE in reaching 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.

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 that should be read in conjunction with these Bylaws.
- c) The "Board" shall be understood to be the Executive Board of CUPE Local 3730.

SECTION 4 – MEMBERSHIP MEETINGS – Regular and Special

- a) If there is no quorum or if business of the Local is not dealt with under the membership meeting agenda, all matters shall be deemed business for the Executive Board to decide the issue(s). Any decision made by the Executive Board will be reported back for ratification at the next membership meeting.
- b) Regular membership meetings shall be held on the last Saturday of the month at 10:00 a.m., in the months of September, November, January, March and May.
- c) 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 within ten (10) working days when so ordered or requested and shall see that all members receive at least twenty-four (24) hours' notice of the special meeting and the subject(s) to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.
- d) A quorum for the transaction of the business at any regular or special meeting shall be ten (10) members, including at least three (3) members of the Board.
- e) Meetings shall be held in person and/or virtually.
- f) At the opening of the meeting, the President shall take the chair, and shall conduct the business in the following order:
 - 1. Acknowledgement of Indigenous territory
 - 2. Roll call of officers
 - 3. Reading of the Equality Statement
 - 4. Voting on new members and initiation
 - 5. Reading of the minutes
 - 6. Matters arising from the minutes
 - 7. Secretary-Treasurer's report
 - 8. Communications and bills
 - 9. Executive Board report(s)
 - 10. Reports of committees and delegates
 - 11. Nominations, elections or installations
 - 12. Unfinished business
 - 13. New business
 - 14. Good of the Union
 - 15. Adjournment
- g) To apply for Union sponsorship for a social event, you must be an active member.

An "Active Member" must have attended a minimum of two (2) General Membership meetings in the past twelve (12) months.

SECTION 5 – OFFICERS

The Officers of the Local shall be the President (two-year position), Vice President/Chief Shop Steward (two-year position), Communications Officer (two-year position), Recording Secretary (two-year position), Secretary-Treasurer (two-year position), two (2) Shop Stewards (two-year positions), and three (3) Trustees (three-year positions). All Officers shall be elected by the membership. (Articles B.2.1 & B.2.2)

SECTION 6 – EXECUTIVE BOARD

- a) The Executive Board shall comprise all Officers except Trustees. (Article B.2.2)
- b) The Board shall meet at least ten (10) times per year.
- c) A majority of the Board constitutes a quorum.
- d) The Executive Board shall hold title to any real estate of the Local as trustees for the Local. They shall have no right to sell, convey or encumber any real estate without first giving notice and then submitting the proposition to a membership meeting and having it approved.
- e) The Board shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of all committees.
- f) All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution. (Article B.11.1)
- g) Should any Board member fail to answer the roll call for three (3) consecutive regular membership meetings or three (3) consecutive regular Executive Board meetings without having submitted good reasons for those failures, that person's office shall be declared vacant and shall be filled by an election at the following membership meeting. (Article B.2.5)

SECTION 7 – DUTIES OF OFFICERS

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

All signing Officers of Local 3730 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.

a) **The President shall:**

- 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 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;
- 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 the CUPE National Convention and any other conventions or conferences. If unable to attend, the President may appoint a designate. (Article B.3.1)

b) **The Vice-President/Chief Shop Steward shall:**

- if the President is absent or incapacitated, perform all duties of the President;
- if the office of the President falls vacant, be acting President until a new President is elected;
- render assistance to any member of the Board as directed by the Board;
- oversee all grievance procedures as per the Collective Agreement. (Article B.3.2)

c) **The Recording Secretary shall:**

- keep full, accurate, and impartial account of the proceedings of all regular or special membership and Executive Board meetings. These records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Secretary-Treasurer. The record will also include Trustees' reports. (Article B.3.3)
- keep full, accurate and impartial account of the proceedings of all regular or special membership or Board meetings;
- record all alterations in the Bylaws;
- answer correspondence and fulfill other secretarial duties as directed by the Board;

- file copies of letters sent out and keep on file all communications;
- prepare and distribute all circulars and notices to members;
- have all records ready on reasonable notice for auditors and Trustees;
- preside over membership and Board meetings in the absence of both the President and the Vice-President/Chief Shop Steward;
- be empowered, with the approval of the membership, to employ necessary stenographic or other assistance to be paid out of the Local's funds;
- upon written notice, present any member in good standing with information specifically requested by the same written notice, within five (5) working days or receipt of same written notice. (Article B.3.3)

d) **The Secretary-Treasurer shall:**

- sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences.
- 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.
- make a written financial report to each regular membership meeting, detailing all income and expenditures for the period.
- 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. (Articles B.3.4 to B.3.8)
- 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;
- prepare all CUPE National per capita tax forms and remit payment no later than the last day of the following month;
- record all financial transactions in a manner acceptable to the Board in accordance with good accounting practices;
- make a monthly financial report to the Local;

- be bonded through the master bond held by the National Office (any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from the office);
- make all books available for inspection by the auditors 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 the necessary clerical assistance to be paid for out of the Local's funds;
- on termination of office, once the books have been audited and closed by the Trustees, surrender all books, records, and other properties of the Local to their successor. (Articles B.3.4 to B.3.9)

e) **The Shop Stewards shall:**

- generally know and police the Collective Agreement and provincial or federal legislation affecting labour and a particular job;
- attend scheduled Shop Steward meetings and Executive meetings;
- provide communication and information between the members and the Vice-President/Chief Shop Steward, and from the Executive to the members, including distribution of union literature;
- welcome members and encourage their participation in union activity;
- maintain contact with members to provide ongoing union awareness and education;
- attend educational opportunities to enhance their executive position;
- define, detect, prepare and assist the Chief Stop Steward in presenting grievances at the initial level;
- When a grievance is not settled in the initial steps provided for in the Collective Agreement, the Shop Steward involved and the Vice-President/Chief Shop Steward will decide whether or not the grievance should proceed to arbitration.
- If the decision is not to proceed, the grievor(s) may appeal the decision to the remainder of the Executive Board that have not had the opportunity to vote on the prior decision.

f) **The Communications Officer shall:**

- handle all communication to and from Local 3730 members, Executive and Committees (ex. communicating meeting dates, CUPE functions or workplace events);
- administer all surveys for information pertaining to the Local (ex. request for suggestions for bargaining, location work problems);
- operate the Local 3730 calendar;
- manage any social media or online presence;
- ensure all communication is copied to the Recording Secretary;
- be responsible for the sustained operation of the Social Committee (under the ex-officio direction of the Vice-President/Chief Shop Steward).

g) **The Trustees shall:**

- make a written report of their findings to the first membership meeting following the completion of each audit.
- submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct, and proper manner. (Articles B.3.10 to B.3.12)
- 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;
- report their findings to the first membership meeting following the completion of each audit;
- be responsible to ensure that monies are not paid without proper constitutional or membership authorization;
- ensure that proper financial reports are made to the membership;
- audit the record of attendance;
- inspect once a year any stocks, bonds, securities, office furniture and equipment and titles or deeds to property that may at any time be owned by the Local, and report their findings to the membership;
- use audit forms supplied by the National Office and send a copy of each audit to the National Secretary-Treasurer in accordance with the provisions of the CUPE Constitution. (Articles B.3.10 to B.3.12)

SECTION 8 – EXPENDITURES AND OUT-OF-POCKET EXPENSES

a) Payment of Local Funds

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

- When the expenditure is authorized by a budget approved by a majority of members present and voting at a regular or Special Membership meeting;
 - When these bylaws approve the expenditure; or
 - Through a vote of the majority of members present and voting at a regular or Special Membership meeting
- b) Any amount over the sum of five-hundred dollars (\$500.00) shall require approval by the membership at a regular meeting or special meeting for which notice has been given for that purpose. If notice has been given and there is no quorum, the Executive Board will meet and vote as per Section 4 a) of these Bylaws.

SECTION 9 – 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 (\$1.00), which shall be in addition to monthly dues. The Secretary-Treasurer shall issue a receipt. If the application is rejected, the fee shall be returned. (Articles B.4.1 & B.8.2)
- b) **Readmission Fee:** The readmission fee shall be one dollar (\$1.00). (Articles B.4.1)
- c) **Monthly Dues:** The monthly dues shall be 1.75% of gross wages. (Article B.4.3)

Changes in the levels of the Initiation Fee, the Readmission Fee or the Monthly Dues can be affected only by following the procedure for the amendment of these Bylaws (see Section 15), with the additional provisions that the vote be by secret ballot. (Articles B.4.3)

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

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

SECTION 10 – NON-PAYMENT OF DUES

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

(Article B.8.6)

SECTION 11 – NOMINATION, ELECTIONS AND INSTALLATION OF OFFICERS

- a) Nominations shall be received at the regular membership meeting held in the month of November. No nomination shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting, their consent in writing, duly witnessed by another member. No member shall be eligible for nomination if that person is in arrears of dues and/or assessments.

A candidate who accepts nomination for election must clearly and audibly take this oath:

“I promise to support and comply with the Constitution, goals, principles and policies of the Canadian Union of Public Employees.”

(Article 11.7(a))

- b) **Elections:**

The President, Recording-Secretary and Shop Steward 1 shall be elected in even years. The Vice-President, Secretary-Treasurer, Communications Officer and Shop Steward 2 shall be elected in odd years.

1. 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 a Returning Officer and assistant(s). 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.
2. 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. The platform selected for electronic voting must have demonstrated capability to guarantee the integrity of the vote and the capacity to ensure all voting is secret.

3. The Returning Officer shall be responsible for issuing, collecting and counting ballots, or overseeing the virtual elections. That person must be fair and impartial and see that all arrangements are unquestionably democratic.
4. The voting shall take place at the regular membership meeting in November. The vote shall be by secret ballot.
5. Voting to fill one office shall be conducted and completed and recounts dealt with before balloting may begin to fill another office.
6. A majority of votes cast shall be required before any candidates can be declared elected, and second and subsequent ballots shall be taken, if necessary, to obtain a majority.
7. In the event of a tie vote, a second and subsequent ballot(s) will be taken if necessary until a candidate receives a majority of votes cast and can be declared elected. In the event the tie vote persists, subsequent ballots may be deferred to the next membership meeting.
8. When two (2) or more nominees are to be elected to any office by ballot, each member voting shall vote for the full number of candidates to be elected or the members ballot shall be declared spoiled. The exception may be based on electronic vote requirements that only allow for one (1) candidate to be selected at a time. Second and subsequent ballots shall be cast separately for each remaining vacant position.
9. Any member may request a recount of the votes for any election within seven (7) days of the election results, 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 d) of these Bylaws.
10. All election complaints by members will be submitted in writing to the Returning Officer as soon as possible but in no circumstances will a complaint be valid if it is filed later than seven (7) days after the election. The Returning Officer in conjunction with the Elections Committee will investigate the complaint and issue a ruling as soon as practical and report the ruling to the very next regular General 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 their term or until a successor has been elected and installed, provided however, that no terms of office shall be longer than three (3) years. (Article B.2.4)

2. The terms of office for Trustees shall be three (3) years as laid down in Article B.2.4 of the CUPE Constitution.

3. Oath of Office

The Oath of Office to be read by the newly-elected Officers is:

"I, _____, promise to perform the duties of my office, as set out in the Constitution and laws of the Canadian Union of Public Employees, faithfully and to the best of my ability for my term of office. As an Officer of the Union, I will always promote the harmony and dignity of its sessions by counsel and example. I also promise to turn over all property of the Union to my successor at the end of my term. (Article 11.7(b))

d) **By-Election:**

Should an office fall vacant pursuant to Section 6 g) of these Bylaws or for any other reason, the resulting by-election should be conducted as closely as possible in conformity with this section. The term of office for any position filled through a by-election will be the term that the vacated position was initially elected to fulfill.

SECTION 12 – EDUCATIONALS, CONFERENCES AND DELEGATES TO CONVENTIONS

- a) Except for the President's option (Section 7 a)), the Local may send a maximum of four (4) members, two (2) Executive Board members and two (2) members at large to attend any CUPE educational, convention or conference. The Local Executive Board may recommend sending more Executive members in place of the members at large. These members shall be elected at a General Membership meeting, along with an alternate.
- b) Representation at education institutes and seminars shall be on recommendation of the Executive Board and subject to final approval by the membership.
- c) All delegates elected to conventions held outside the city of Saskatoon shall be paid transportation expenses (at economy, tourist or coach rates), a per diem allowance as laid out in Appendix 'C' of these Bylaws and an amount equal to any loss of salary and benefits incurred by attendance at the convention.
- d) Delegates to conventions held locally shall have no travel allowance. There shall be a per diem allowance as laid out in Appendix 'C' of these Bylaws and any loss of salary and benefits incurred by attendance at the convention.

- e) At the next GMM after attending an educational, conference or convention, the member will provide a written or oral report to the membership.

SECTION 13 – COMMITTEES

a) **Negotiating Committee:**

This shall be a special ad-hoc committee established at least three (3) months prior to the expiry of the Local's Collective Agreement and automatically disbanded when a new Collective Agreement has been signed. The function of the Committee is to prepare collective bargaining proposals and to negotiate a Collective Agreement. The Committee shall consist of five (5) members, four (4) elected at a membership meeting and the elected President as the fifth member. The President shall automatically sit on the Negotiating Committee until the negotiations conclude, even in the event of an election that removes them from the position of President. 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 and contract ratification by the membership.

b) **Special Committee:**

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

c) **Standing Committees:**

The Chairperson of each standing committee shall be elected by the members, at the November General 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/Chief Shop Steward shall be a member, ex-officio, of each committee.

Social Committee:

This committee will:

- Arrange and conduct all social, cultural, and recreational activities of the Local, either on the committee's own initiative or as a result of decisions taken at membership meetings.
- Prepare a budget and submit it to the Executive Board by December 31 of each year.

- Submit reports and proposals to the Executive Board or to the membership as required.
- Provide a small token (i.e. flowers or fruit basket) to a member if ill for more than, or equal to, ten (10) working days.
- Extend the Local's condolences in the event of the death of a Local member and send a \$300.00 cheque to the estate of the deceased Local member.
- Since January 2012, CRA considers any cash or near cash (such as a gift card) to be either taxable income or a taxable benefit from the first dollar, and therefore subject to applicable withholding taxes and reporting on either a T4 or a T4A, depending on the circumstances of the payment.

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 consist of four (4) members and will appoint and rotate a chairperson yearly from among its members. The term will be two (2) years with two (2) members elected in odd years, and two (2) members elected in even years. The members may appoint a Secretary-Treasurer from among its members. The Communications Officer shall be an ex-officio member of the committee.

Bylaw Committee:

This committee will:

- Review the bylaws 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 to ensure that the amendments will conform to the remainder of the bylaws and the CUPE National Constitution.

There shall be three (3) elected members and shall appoint its secretary from among its members. The National Representative assigned to the Local shall be a non-voting member of the committee and shall be consulted during the review process.

Budget Committee:

This committee will:

- prepare and present the annual budget to the January general membership meeting each year.

This committee will consist of the Secretary-Treasurer and two (2) members appointed by the Executive Board.

d) **Workplace Safety Committee:**

As stated in the Collective Agreement Article 9, the Committee shall consist of the Vice-President and one (1) member that is elected yearly.

e) **Labour Relations Committee:**

As stated in the collective agreement Article 10, this Committee shall consist of the President and (1) member that is elected yearly.

Failure to attend two (2) consecutive committee meetings will result in the resignation of the positions in the Negotiating Committee, the Social Committee and the Standing Committees.
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SECTION 14 – RULES OF ORDER

All meetings of the Local shall be conducted in accordance with basic principles of Canadian Parliamentary Procedure. Some of the more important rules to endure free and fair debate are appended to these Bylaws as Appendix 'A'. These rules shall be considered 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 15 – 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. 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. (Article B.5.1)
- 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.

APPENDIX 'A'
TO THE BYLAWS OF CUPE LOCAL 3730
RULES OF ORDER

1. The President or, in that person's absence, the Vice-President/Chief Shop Steward, shall take the chair at all membership meetings. In the absence of both the President and the Vice-President/Chief Shop Steward, the Recording Secretary shall act as President, and in that person's absence, a President pro-tem shall be chosen by the Local.
2. No member, except the chairperson of a committee making a report or the mover of a resolution, shall speak more than five (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 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 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 it is reasonable to do so.
9. Any member having made a motion can withdraw it with the consent of the seconder, except that any motion, once debated, cannot be withdrawn except by a majority vote of those present.
10. When a member wishes to speak on a question or to make a motion, that person shall rise in their place and respectfully address the presiding officer, but, except to state that that person rises to a point of order of a question of privilege, that person shall not proceed further until recognized by the chair.

11. When two (2) 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 a member thereof.
13. If a member, while speaking, is called to order, that person shall cease speaking until the point is determined; if it is decided that person is in order, that person may again proceed.
14. No question of a sectarian character shall be discussed.
15. The President shall take no part in debate while presiding, but may yield the chair to the Vice-President/Chief Shop Steward in order to speak on any question before the Local, or to introduce a new question.
16. The presiding officer shall have the same right as other members to vote on any question. In the case of a tie, the presiding officer may, in addition, give a casting vote, or, if that person 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 named:
 - 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 have precedence in the order.

The first three (3) 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,
 - 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 been 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, that person must do so at the time the decision is made. If the challenge is seconded, the member shall be asked to state briefly the basis for their challenge. The chairperson may then state briefly the basis for their decision, following which the chairperson shall immediately and without debate put the question: "Shall the decision of the chair be sustained?" A majority vote shall decide except that in the event of a tie, the chair is sustained.
23. After a question has been decided, any two (2) members who have voted in the majority may, at the same or next meeting, move consideration 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/Chief Shop Steward.
25. The Local's business and proceedings of meetings are not to be divulged to any persons outside of the Local of the Canadian Union of Public Employees.

APPENDIX 'B'
TO THE BYLAWS OF CUPE LOCAL 3730
CODE OF CONDUCT

The mandate of our union, the Canadian Union of Public Employees (CUPE), is to organize and defend workers and to promote economic and social justice for our members and for all workers. In carrying out our work, we in CUPE strive to promote our core values which include the principles of solidarity, equality, democracy, integrity, and respect. We are committed to mobilizing our energy and skills to work together to promote these values and to attain these goals in our union, our communities, and globally.

CUPE is committed at all levels to creating a union which is inclusive, welcoming, and free from harassment, discrimination and all types of bullying and intimidation. CUPE needs to ensure that we provide a safe environment for members, staff and elected officers to carry out our work. CUPE's expectation is that mutual respect, understanding and co-operation will be the basis of all our interaction.

The Code of Conduct sets out standards of behaviour for participants at national convention, national conferences, schools, meetings, and all other events organized by CUPE National. It is also applicable to structures of CUPE – locals, Provincial and Service Divisions, District Councils, Provincial Unions, Councils of Unions, Provincial Councils of Unions, and Provincial Sectoral Groups. It is consistent with the expectations outlined in the Equality Statement and the CUPE National Constitution.

This Code of Conduct is intended to deal with complaints of inappropriate behaviour at events organized by CUPE National and at events, meetings and activities by other parts of CUPE referenced above. It does not apply to complaints arising in the workplace, as those are dealt with through the grievance procedure and/or the applicable workplace harassment policy.

As CUPE members, staff, and elected officers, we commit to one another and to the union to be governed by the principles of the Code of Conduct and agree to:

- Abide by the provisions of the Equality Statement.
- Respect the views of others, even when we disagree.
- Recognize and value individual differences.
- Communicate openly.
- Support and encourage each other.
- Make sure that we do not harass or discriminate against each other.
- Commit to not engaging in offensive comment or conduct.
- Make sure that we do not act in ways that are aggressive, bullying, or intimidating.
- Take responsibility for not engaging in inappropriate behaviour due to abuse of alcohol or other drugs while participating in union activities, including social events.

Harassment is objectionable behaviour which may include actions, language, gestures, and/or written material, and which the harasser knows or ought reasonably to know is abusive and unwelcome. Bullying is a form of harassment which is serious ongoing behaviour which targets an individual or group and which threatens that person or persons' mental and/or physical well-being.

A complaint regarding the Code of Conduct will be handled as follows:

1. If possible, a member may attempt to deal directly with the person alleged to have engaged in behaviour contrary to the Code, by asking them to stop such behaviour. If that is not possible, or if it does not resolve the problem, a member may bring forward a complaint.
2. At national convention, national conferences, schools, meetings, and all other events organized by CUPE National, a complaint shall be brought to the attention of an ombudsperson.
3. At a meeting, event, or activity held by a structure of CUPE, should an ombudsperson be available, the same process would be used. Should an ombudsperson not be available, a person properly appointed and designated to be in charge shall receive the complaint.
4. If the complaint involves a staff member, it shall be referred to the appropriate director for investigation and the complaint shall be dealt with in accordance with the applicable staff collective agreement. If the complaint involves a staff member employed by another part of CUPE, the person responsible for their employment will be the one to whom a complaint is referred and the relevant collective agreement, should it exist, would be applicable.
5. Once a complaint is received where an ombudsperson is being used, the ombudsperson will work to seek a resolution.
6. If this fails to resolve the matter, the ombudsperson shall report the matter to the person in charge, who shall determine whether there is need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses.
7. At CUPE National events where an ombudsperson is not available, a person properly appointed and designated to be in charge shall receive the complaint. Depending on the nature of the problem, the person in charge may attempt to resolve it through conflict resolution. If this fails to resolve the matter, the person in charge shall determine whether there is a need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses. The same process is to be used for other parts of CUPE where an ombudsperson is not available.

8. For National events, if the person in charge is a party to the complaint, the director or designate shall assume that role. For all other parts of CUPE, an alternate will be designated to assume the role.
9. In a case where a member has been expelled from a National event, the National President shall receive a report on the matter. For all other structures of CUPE, the presiding officer shall receive a report on the matter.
10. For events organized by CUPE National, the National President shall determine if further remedial action is appropriate, including restricting a member's participation in future events organized by CUPE National. A similar process may be applicable to the other parts of CUPE, done in consultation with the National President.

This Code of Conduct is designed to create a safe, respectful and supportive environment within all parts of CUPE. It is meant to enhance the rights and obligations outlined in the CUPE National Constitution, the Equality Statement, and applicable human rights legislation, not replace them.

All chartered organizations are subject to this Code of Conduct, to apply to conventions, conferences, schools and meetings which they organize.

The above Code of Conduct arises from the National Women's Task Force (NWTF) report, and Resolution 209 adopted at the 2007 National Convention.

APPENDIX 'C'
TO THE BYLAWS OF CUPE LOCAL 3730

EXECUTIVE RATES OF PAY:

President (per month)	(\$200.00)
- Phone allowance (per month)	(\$ 73.00)
Vice-President/Chief Shop Steward (per month)	(\$200.00)
- Phone allowance (per month)	(\$ 73.00)
Communications Officer (per month)	(\$150.00)
- Phone allowance (per month)	(\$ 73.00)
Secretary-Treasurer (per month)	(\$200.00)
Recording Secretary (per month)	(\$200.00)
Shop Stewards (per Steward, per month)	(\$150.00)
Trustees (per year to each Trustee)	(\$100.00)/Year
Social Chair (per month)	(\$35.00)
Negotiating Committee (per member at conclusion)	\$500.00

COMMITTEES:

All committee members covered under Section 13 shall be paid \$30.00 per meeting after submitting Committee Attendance form to a maximum of \$150.00 per year, as well as representatives on the following Committees:

- Workplace Safety Committee
- Labour Relations Committee
- Social Committee

APPENDIX 'D'
TO THE BYLAWS OF CUPE LOCAL 3730
CONFERENCE AND SEMINAR ALLOWANCE SCHEDULE

1. Registration Fee:

The Local will pay the actual amount required (receipt must be provided).

2. Travel:

It is understood that when more than one member is attending the same function, carpooling will be used whenever possible:

- | | |
|--------------------|-------------------------|
| a) Car allowance | LINC Agreement |
| b) Bus or Airplane | Actual receipt required |
| c) Taxi | Actual receipt required |

3. Accommodation:

- | | |
|------------------------|-------------------------|
| a) Within the province | Actual receipt required |
| b) Out of the province | Actual receipt required |

4. Per Diem:

- | | |
|---|----------------|
| a) Within the province but outside Saskatoon | (\$ 75.00/Day) |
| b) Out of province | (\$125.00/Day) |
| c) Local seminars, workshops,
conventions or conferences | (\$ 45.00/Day) |

5. Other Costs:

- a) All other related costs must be reimbursed upon presentation of receipts.
- b) Ten dollars (\$10.00) per delegate for donations made at conventions and conferences.

APPENDIX 'E'
TO THE BYLAWS OF CUPE LOCAL 3730
MEMBERS RETIREMENT GIFTS

Retiring members shall receive a token of appreciation as per the following table:

Years of Service	Amount of Gift
1 to 15 years	\$250.00
Over 16 years	\$500.00

The retiring member and one guest will have a retirement party meal, with the Local executive members that are available that day, paid for by the Local.

APPENDIX 'F'
To the Bylaws of CUPE Local 3730

SCHOLARSHIP GUIDELINES

1. One scholarship of \$500 is awarded each academic year.
2. Applicants, or their parent or legal guardian must be a current or retired member of CUPE Local 3730 to be eligible.
3. Applicants are to be enrolled for any course at a recognized college, university or technical institute in Canada.
4. Scholarships shall be awarded based on need and merit as determined by the Executive Committee.
5. All applicants are to include a letter of acceptance from the school in which enrollment has been obtained.
6. Applications are to be submitted no later than **4:00pm on December 31st**. No exceptions. Application are to be scanned and emailed to cupe3730rs@outlook.com.
7. Scholarship winners will receive notification after the January Executive meeting.

Applications are available below. All questions can be sent to:
cupe3730rs@outlook.com.

CUPE 3730 SCHOLARSHIP FUND

1. Applicants Name in Full: _____
2. Home Address: _____
3. Date of Birth: _____
4. Graduation Year and School Attended: _____
5. Name of Parent or Guardian: _____
6. Occupation/Work Location of Parent/Guardian: _____

7. What course(s) do you intend to take? _____
8. At what educational institution are you planning to attend? _____

9. On what date does the academic session.
 - a) Begin: _____
 - b) End: _____
10. Will you be attending school away from your family? _____
11. List the extra-curricular activities you have previously or currently participate in such as volunteer work or positions held in your community or church. _____

Please submit a letter outlining your educational goals as well as attaching a resume, which should include at least one (1) reference.

Additional Information:

Father's occupation and job title: _____

Mother's occupation and job title: _____

Number of dependent children in parent/guardian's household: _____