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INTRODUCTION

This Local of the Canadian Union of Public Employees is formed to fight for the improvements of the social and economic well-being of all of its members; to quality of all members and to oppose all types of harassment and discrimination; to promote the efficiency of public service and to express its belief in the unity of organized labour.

The YWCA of Peterborough, Victoria, and Haliburton is a not-for-profit women's organization in which volunteers, staff and participants work together to provide opportunities for development for women and children. We are determined to achieve equality, social justice, and a safe environment, by providing empowering programs and services, and participating in the YWCA of/du Canada and the World YWCA.

This Local is founded upon the principles of democratic government and by its membership, full administrative accountability and allegiance to the CUPE Constitution. Furthermore, this Local is unequivocally opposed to any form of discrimination' on the basis of race, colour, culture, creed, sex or sexual orientation, political affiliation" age or physical disability or illness or family status.

BY-LAW AUTHORITY

The following By-laws are adopted by Local 3521 pursuant and subordinate to the CUPE Constitution, with specific reference to its Appendix "B".

CUPE chartered organizations shall respect and apply the CUPE National Equality Statement to all of the chartered organizations activities. The CUPE National Equality Statement can be found at the end of these bylaws.

SECTION 1: NAME

The name of this Local shall be:

Canadian Union of Public Employees, Local 3521 Peterborough Haliburton

Local 3521 consists of the following bargaining units: All Unionized employees

SECTION 2: OBJECTIVES

Local 3521 shall steadfastly work toward the realization of the following objectives:

A) Improvements of wages, benefits, job security, and working conditions of its members through free collective bargaining;

B) Organization of collective activity to defend the interests of CUPE, Local 3521, its members of the trade union movement in general;

C) Building a favorable public image of public employees by improving service and efficiency on the job and being active in the community;

D) Representing membership interested before the appropriate political and governmental bodies;

E) Supporting the implementation of all democratically adopted policies of CUPE and its Local 3521;

F) Involving as many members as possible in Local 3521 through the sharing of duties and responsibilities;

G) Demanding a high standard of comprehensive supportive services and safety housing for all women and children.

H) Eliminate harassment and discrimination of any sort or on any basis; for the equality of treatment regardless of class, race, colour, nationality, age, sex/gender, language, sexual orientation, place of origin, ancestry, religious beliefs or mental and physical disability; and the active opposition of discrimination of same wherever it occurs or appears;

I) Encourage settlement by negotiation and mediation of all the disputes between the members and their employees.

SECTION 3: MEMBERSHIP OBLIGATIONS

Members are obligated to abide by the CUPE National Constitution and these bylaws as amended from time to time.

Members will provide the Recording Secretary with their current email address and or phone number. The member will also advise the Recording Secretary of any changes to their contact information. This information will be protected and used to communicate to members. Such communication will take the form of mail, email or telephone town hall.

Upon request, the Local Union will share the telephone contact information with CUPE National. The purpose of this is so that the National Union or Provincial Division can conduct a telephone town hall with members on important matters.

SECTION 4: MEMBERSHIP and MEETINGS

A) An individual employed within the jurisdiction of Local 3521 can apply for membership in Local 3521 by signing an application and paying the initiation fee as set out in section 10 (a).

B) Regular membership meetings shall be held each month on the second Tuesday at 5pm until 6:30pm. The day and time coincides with the Labour Management committee meetings. Notice of each membership meeting outlining date, time and location shall be given to members at least seven (7) days in advance of the meeting.

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

C) Special membership meetings may be ordered by the Executive Committee 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 twenty-four hour notice of the special meeting and the subjects to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given. The parties requesting the special meeting shall be expected to participate in the organization of the meeting.

D) A quorum for the transaction of business at any regular or special meeting shall be seven (7) members, including at least three (3) members of the executive committee. In the absence of a quorum the Executive shall be responsible for the conduct of the essential business of the Local subject to approval by the membership at the next meeting.

E) The order of Business at Regular membership meetings is as follows:

1. Reading of Equality Statement
2. Roll Call of Officers
3. Voting on new Members and Initiation
4. Reading of Minutes
5. Matters arising from previous minutes
6. Treasurers Report
7. Communications and Bills
8. Executive Committee Report
9. Reports of Committees and Delegates
10. Nominations, Elections, or Installations
- 11 Unfinished Business
12. New Business
13. Good of the Union
14. Adjournment

SECTION 5: EXPENDITURES AND FUNDS

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

- When the expenditure is authorized by a budget approved by a majority of members present and voting at a regular or special membership meeting;
- When these bylaws approve the expenditure; or
- Through a vote of the majority of members present and voting at a regular or special membership meeting.

In the case of a grant or contribution to a member or a cause outside of CUPE greater than Fifty (\$50.00) a notice of motion must be given in writing and dealt with at the following membership meeting.

No Officer or member of Local 3521 will be allowed to spend any Local Union funds without having received authorization under Section 5 of these bylaws.

SECTION 6: OFFICERS

The Officers of the Local shall be the President, Vice President, Secretary-Treasurer, Recording Secretary, three (3) Trustees, Health and Safety Officer and four (4) Stewards.

Note: It is in the best interest of the Union that the Stewards be as representative as possible from the various locations served under Local 3521.

All officers shall be elected biennially by the membership as set out in Section 12.

SECTION 7: EXECUTIVE COMMITTEE

- A) The executive Committee shall comprise all officers, except Trustees.
- B) The Committee shall meet at least once every month under the chair of the President, one hour prior to the regular monthly meeting.
- C) A majority of the Committee constitutes a Quorum.
- D) The Executive Officers 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 Committee shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of all committee.
- F) All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.
- G) Should any Committee member fail to answer the roll call for three (3) consecutive regular membership meetings or three (3) consecutive executive meetings without having submitted good reasons for those failures, their office shall be declared vacant and shall be filled by an election at the following membership meeting.

SECTION 8: DUTIES OF OFFICERS

Each Officer of Local 3521 is encouraged to participate in CUPE educational courses to enhance their leadership skills and expand their knowledge and expertise.

All signing Officers of Local 3521 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.

All Officers must give all properties and records of the Local to their successors at the end of their term in Office.

A) The President shall:

- Enforce the CUPE Constitution and these By-Laws.
- Interpret these bylaws as required.
- Preside at all membership and executive Committee meetings and preserve order
- Decide all points of order and procedure (subject always to appeal to the membership)
- 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, by-laws, or vote of the membership
- Be all owed necessary funds, not to exceed Twenty five (\$25.00) Dollars monthly, to reimburse herself or any officers for the expenses supported by receipts, incurred on behalf of the Local.
- Have first preference as a delegate to the CUPE National Convention and other Trade Union Conventions and Conferences, and Schools

B) The Vice -President 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 Committee as directed by the Committee, and act in place of any member of the Committee who is absent or incapacitated;

C) The Recording Secretary shall:

- Keep full, and accurate and impartial account of the proceedings of all regular or special membership meetings and Executive Committee meetings

- All 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.
- Record all alterations in the by-laws;
- Answer correspondence and fulfil other secretarial duties as directed by the Committee;
- 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 and Trustees;
- Preside over membership and Executive meetings in the absence of both the President and Vice President;
- Be empowered, with the approval of the membership, to employ necessary stenographic or other assistance to be paid for out of the Locals funds;
- On termination of office, surrender all books, seals and other properties of the Local to her successor.

D) The Secretary Treasurer shall:

- Receive all revenue, initiation fees, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union;
- Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership.
- In consultation with the Executive Board, designate a signing officer during prolonged absences;
- Prepare all CUPE National per capita tax forms and remit payment no later than the 30th day of each month;
- Record all financial transactions in a manner acceptable to the Executive and in accordance with good accounting practices;
- Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by the Local Union.
- Make a written financial report to the Local union monthly detailing all income and expenditures for the period;
- Pay no money unless supported by a voucher (if amount exceeds \$10.00) duly signed by the President and one other member of the Executive or any two members of the Executive, except that no voucher shall be required for payments of per capita fees to any organization to which the Local is affiliated;
- Make all books available for inspection by the auditors and/or Trustees on reasonable notice, and have the books audited at least once each calendar year and

within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees;

- Provide the Trustees with any information 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 funds;
- On termination of office, surrender all books, records, and other properties of the Local to the successor.

E) The Stewards shall:

- Define, detect, prepare and present grievances at the initial leave;
- Generally know and police the collective agreement and provincial or federal legislation affecting labour and a particular job;
- Provide communications and information from the members in the unit to the Executive and from the Executive to the members, including distribution of Union literature and newspapers;
- Greeting and singing up new employees and encouraging the participation of all members of the unit in union activity;
- Maintaining daily contact with the members to provide ongoing Union awareness and education.

F) The Health and Safety Representatives shall:

- Represent the Local on the YWCA Occupation health and Safety Committee;
- Safeguard the occupational health and safety of the members by being available to members as a resource person and by using their knowledge and training to discover and eliminate hazardous situations or practices.

G) 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 audit;
- Submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's funds, records and accounts are being maintained by the Secretary-Treasurer in an organized, correct and proper manner;

- Be responsible to ensure that monies 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.

SECTION 9: OUT OF POCKET EXPENSES

A) The following honorarium shall be paid yearly to elect officials of the Local as Compensation for the normal and miscellaneous out-of-pocket expenses, transportation, parking, meals, phone calls, use of home for work, and the keeping of Union records. All monies shall be paid out at the end of each year in term. If a full term is not served, the member will be paid for the months they served.

President: \$300

Vice-President: \$200

Secretary-Treasurer: \$200

Recording Secretary: \$200

Stewards: \$150

Health and Safety Officer: \$150

Trustees: \$75

Note:

Each officer must retain a personal record of expenses and supportive explanations or receipts for tax purposes.

B) In addition, the following expenses shall be paid to any member who is elected as a delegate to a convention, conference, or educational program where none or all meals are included in the cost of the registration then the allowance shall be adjusted accordingly;

In town: \$20.00 per day

Out of town for longer than sixteen (16) hours duration: \$75.00 per day plus the cost of the transportation.

C) Upon approval by the Executive Committee and membership, Union Officers and Local delegates shall be reimbursed for necessary lost-time expenses which arise from leaves of absence for Union activities during regularly scheduled work shifts.

D) Other expenses may be approved by the Executive Committee subject to supportive vouchers being submitted and approval being received from membership at a regular meeting.

SECTION 10: FEES, DUES, AND ASSESSMENTS

A) Initiation Fees

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 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) Re admittance Fee

The re admittance fee shall be one (\$1.00) Dollar.

C) Monthly Dues

The monthly dues shall be an amount equivalent to one point five (1.5%) per cent of each employees bi-weekly gross pay.

D) Changes in the levels of the Initiation Fee, the Re admittance Fee, of the monthly dues can be effected only by following the procedure for amendments of these by-laws (see Section 15) with the additional provisions that the vote be by secret ballot; except where the minimum dues are raised by an amendment to the CUPE Constitution, these By-laws shall automatically be amended to comply.

E) Special assessment levied in accordance with the CUPE Constitution shall be paid from Local funds.

Non Payment of Dues and Assessments

A member who fails to pay dues and assessments for three months is automatically suspended from membership. The suspension will be reported to the Executive Board by the Secretary-Treasurer. The Executive Board will report all suspensions to the next membership meeting. The member may return to membership in good standing by paying a readmission fee and any other penalty set by the Local Union. The readmission fee cannot be less than the initiation fee of the Local Union.

A member who has been unemployed or unable to work because of sickness shall pay the readmission fee but may not be required to pay arrears.

SECTION 11: NOMINATIONS, ELECTIONS AND INSTALLATION OF OFFICERS

A) Nominations

Nominations shall be received at the regular membership meeting held in the month of March of every other year. To be eligible for nomination, to an executive position a member be in good standing as set out in Article B.8.3.

No nomination shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting her consent in writing, duly witnessed by another member. Elections in March to take effect April 1st. No member may be elected to more than one Executive Office.

Schedule Designating Positions to be Elected Each Year

Office	Length of Term
President	2
Vice President	2
Recording Secretary	2
Secretary Treasurer	2
Health and Safety Rep.	2
Trustees	3, 2, 1
Stewards	2

The terms of office for Trustees shall be so that one serves for a period of three (3) years, one for two (2) years and one for one (1) year as per Article B.2.4 of the National Constitution. Each year thereafter, Local 3521 shall elect one Trustee for a three-year term. No member who has been a signing Officer for the Local is eligible to run for Trustee until at least one full term of office has elapsed.

B) Elections

1) At a membership meeting at least one (1) month prior to election day the President shall appoint a Returning Officer. The officer shall have full responsibility for voting arrangements and shall treat information submitted in connection with elections as confidential. Officers and candidates for office cannot serve as members of the Elections Committee.

2) The Executive Committee shall determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer.

3) The Returning Officer shall be responsible for issuing, collecting and counting ballots. They 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 March of every other year. The vote shall be by secret ballot or electronically where possible.

5) The ballot will have all the candidates on it and then they will be counted.

6) 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 with the lowest number of votes shall be dropped. In the case of a final tie vote, it will be turned back to the membership for a revote.

7) When two (2) 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 be declared spoiled.

8) Any member may request a recount of the votes for any election and a recount shall be conducted if the request is supported, in vote, by at least the number of members equal to the quorum for a membership meeting as laid down in Section 4 (d).

9) The returning Officer shall ask for two assistants at the March meeting go help with the proceedings.

10) Voting to fill one (1) office shall be conducted and completed, and recounts dealt with before balloting may begin to fill another office provided this is not being done electronically.

C) Installation All duly elected officers shall be installed at the meeting which elections are held and shall continue in office for two (2) years (effective April following the March Meeting).

D) By-Elections

Should an office fall vacant pursuant to Section 7 (g) of these By -Laws for any other reason, the resulting by-election should be conducted as closely as possible in conformity with this Section.

SECTION 12: DELEGATES TO CONVENTIONS

- A) Except for the President's option (Section 8 (a)), all delegates to conventions shall be chosen by elections at membership meetings.
- B) Delegates to the C.U.P.E. Council shall be elected annually.
- C) An official reported for these delegates shall be appointed annually by the President from among these delegated, and she shall be required to report at each membership meeting of the Local on proceedings at recent meetings of the Council.
- D) All delegates elected to the convention held outside the City of Peterborough shall be paid transportation expenses (at economy, tourist or coach rates) of Fifty (\$0.50) cents per kilometer and parking, a per diem allowance of Seventy-Five Dollars for expenses, and an amount equal to any loss of salary incurred by attendance at the convention.
- E) Delegates to convention held locally shall no travel allowance. There shall be a per diem allowance of Twenty (\$20.00) Dollars and compensation for any loss of salary insured by attendance at the convention.
- F) Representation at educational institutes and seminars shall be on the recommendation of the Education Committee, subject to final approval by the membership.
- G) Any delegate attending conferences or "schools" must attend fifty (50%) per cent of the membership meetings held in the previous twelve (12) months or in the period she was a member if less than one (1) year. An oral report to the membership will be required.

SECTION 13: COMMITTEES

A) Negotiating Committee

This shall be a special ad hoc committee established at least six (6) 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, all elected at the membership 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.

B) Special Committees (ad hoc)

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

C) Standing Committees

The Chairperson of each standing committee shall be elected by the members at a membership meeting. The Chairperson and the Executive Committee may, with the concurrence of the membership, jointly appoint other members to serve on a committee. The Vice-President shall be a member, ex official, of each committee. There shall be four

Standing Committees as follows:

1) Grievance Committee

This Committee shall process all grievances not settled at the initial stage and its reports shall be submitted first to the Executive Committee, with a copy to the CUPE Representative, and then to a membership meeting. Grievances must be in writing on the forms provided by the National Office and be signed by the complainant or complainants, as provided for in the collective agreement. The Committee shall be comprised of the President, Steward involved with the grievance. The secretarial duties of the Committee shall be done by the steward.

2) Social Committee (optional)

It is the function of this Committee to arrange and conduct all social and recreational activities of the Local either on the Committees own initiative or as a result of decisions taken at membership meetings. The Committee shall submit reports and proposals to the Executive Committee or to the membership as

required. A ceiling for the Committee's net expenditures may be fixed annually by the membership but, other than that, all social and recreational events and activities shall be self-supporting. The Executive Committee shall be held responsible for the proper and effective functioning of this Committee. The Committee shall comprise not less than three (3) members and may appoint a Secretary Treasurer from among its members.

3) Union-Management Committee (Labour-Management)

The Labour-management Committee shall consist of members: the President, Vice President and two other members' of the Local. The Committee will meet with the representatives of management in accordance with relevant articles of the collective agreement.

4) Health and Safety Committee

The Committee shall consist of all Health and Safety Representatives on the YWCA Health and Safety Committee. The Committee's duties shall be:

- a) To co-ordinate and discuss issues across the campus in order to continually upgrade the quality of the worker's environment;
- b) To review and prepare recommended revisions for the clauses of the collective agreement;
- c) To advise the chair on resource material needed to establish, maintain and update a Union Health and Safety Library;
- d) The Committee shall elect a secretary to maintain a minutes book and update list of all health and safety;
- e) Submit all reports to the Executive Committee first, and then to the general membership, and to none other, except as may be directed by the Executive and/or membership;
- f) To meet a minimum of nine (9) times a year.

5) Job Evaluation and Scheduling Committee

This committee shall be elected and shall serve as set out in the current collective agreement and Section 12 of these By-Laws.

SECTION 14: RULES OF ORDER

All meeting 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 fair debate are appended to these By-Laws as Appendix II.A.II. These rules shall be considered as an integral part of the By-Laws and may be amended only by the same procedure used to amend the By-Laws.

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

SECTION 15: AMENDMENTS

- A) These By-Laws 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 By-Laws and the CUPE Constitution, the latter shall govern. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.
- B) These By-Laws shall only be amended at a special or general membership meeting following seven (7) days' notice at a previous meeting or at least 60 days written notice.
- C) No changes in these By-Laws shall be valid and take effect until approval by the National President of CUPE. The validity shall date from the letter of approval from the National President. (We will follow these By-Laws until we receive approval from the National President of CUPE)

APPENDIX "A"

RULES OF ORDER

- 1) The President or, in her absence, the Vice President shall take chair at all membership meetings. In the absence of both the President and Vice President, the Recording Secretary shall act as President, and in her absence, a President pro tern shall be chosen by the Local.
- 2) No member, except the Chairman of a committee making a report or the movers 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. Chairperson and movers of a resolution shall be limited to five (5) 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 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 a majority vote of those present.
- 10) When two or more members rise to speak at the same time the presiding officer shall decide which one is entitled to the floor.
- 11) Every member, while speaking, shall adhere to the question under debate and avoid all personal, indecorous or offensive language, ad well ad any poor reflection on the Local or member there.

- 12) If a member, while speaking, is called or ordered, she shall cease speaking until the point is determined~ if it is decided she is order, she may again proceed.
- 13) No religious discussion shall be permitted.
- 14) 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.
- 15) The presiding officer shall have the same rights as other members to vote on any question. In the case of a tie, they may in addition give a casting vote, or if they choose, refrain from breaking a tie, in which case the motion is lost.
- 16) When a motion is before the Local, no other motion shall be in order except (1) to adjourn, (2) to put the previous question, (3) to lay on the table, (4) to postpone for a definite time, (5) to refer, (6) to divide or amend, which motions shall have precedence in the order named. The first three of these shall be decided without debate.
- 17) 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 amendment thereto (if any) according to the priority. If an amendment or an amendment to an amendment is adopted, the original resolution, as amended, shall be put to the Local.
- 18) A motion to adjourn is in order except (1) when a member has the floor, and (2) when members are voting.
- 19) 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. 20) 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.
- 21) If any member wishes to challenge (appeal) a decision of the chair, 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 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 o fa tie, the chair is sustained.
- 22) 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
- 23) The Local's business the proceedings of the meetings are not to be divulged to any person outside the Local of the Canadian Union of Public Employees.

APPENDIX "B"

BASIC POLICIES ENFORCEABLE UNDER THE BY-LAWS

Signing Officers

There will be three (3) signing officers. There will always be two (2) people available to sign cheques.

Bonding

The signing officers will be bonded in the following amounts through the National Office:

President: \$10,000.00

Vice President: \$10,000.00

Secretary Treasurer: \$10,000.00

Recording Secretary: \$10,000.00

Budget:

A budget shall be prepared half-yearly and submitted to the membership for approval. It should be based on the known income from dues and known expenses, such as per capita tax to all affiliations, hall rentals, supplies, delegates to seminars, conferences, conventions, negotiations, honoraria, etc.

The General Funds should be placed in a chequing account. However, once a budget is approved and monthly expenses determined, the balance should be placed in a savings account where it will accumulate interest. If necessary, money can be transferred from this account to the chequing account.

Audit:

All books and accounts of the Local shall be audited by the Trustees every twelve (12) months. Then submitted for approval at the next membership meeting.

Records for Social Functions:

Admission tickets to social functions should be printed and numbered so that an accurate account can be made of all tickets sold and all tickets returned to the convenor.

An accurate record should be kept of all sales of beer and liquor at any social function. If tickets are sold. They should be rolls of tickets with numbers so that they can be checked out at the end of each social function

Receipts and Invoices

All receipts and invoices should be kept in an orderly filing system by month or by quarter in order of date paid with the cheque number indicated on the invoice.

Any expenses unsubstantiated by an invoice or receipt should be clearly explained on the cheque stub and in the ledger.

Minute Book

The minute book shall properly record all motions made including those where monies are to be spent of bills paid.

Minute books of the Local shall be kept on file, not only in the event of an audit, but to provide a proper historical record of the projects and activities of the Local in years to come.

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, homophobic or transphobic 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.