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| **Bylaws**  **Local Union**  **3876** |

Annapolis Valley Regional Centre for Education



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## INTRODUCTION

Local \_\_**3876**\_\_ of the Canadian Union of Public Employees has been formed to:

* Improve the social and economic well-being of all of its members;
* Promote equality for all members and to oppose all types of harassment and discrimination;
* Promote the efficiency of public services; and
* Express its belief in the unity of organized labour.

The following bylaws are adopted by Local \_**3876**\_ in accordance with the CUPE National Constitution (Articles 13.3 and B.5.1) to protect the rights of all members, to provide for responsible governance of the Local Union, and to involve as many members of the Local Union as possible through the sharing of duties and responsibilities.

CUPE chartered organizations shall respect and apply the CUPE National Equality Statement to all of the chartered organizations’ activities. The CUPE National Equality Statement can be found in Appendix A to these bylaws.

CUPE chartered organizations may also wish to adopt a Local Union Code of Conduct that would apply to membership meetings and other functions organized by the chartered organization. The Local Union Code of Conduct can be found in Appendix B to these bylaws.

## SECTION 1 – NAME

The name of this Local Union shall be Canadian Union of Public Employees, Local \_**3876**\_.

**(Annapolis Valley Regional Centre for Education)**

## SECTION 2 – OBJECTIVES

The objectives of Local \_**3876**\_\_ are to:

1. Secure the best possible pay, benefits, working conditions, job security, pensions, and retiree benefits for its members;
2. Provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
3. Encourage the settlement by negotiation and mediation of all the disputes between the members and their employers;
4. 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;
5. Establish strong working relationships with the public we serve and the communities in which we work and live; and
6. Support CUPE in reaching all of the objectives set out in Article II of the CUPE National Constitution.

## SECTION 3 – REFERENCES/ DEFINITIONS

Numbers of articles at the end of sections or sub-sections in this document refer to relevant articles of the CUPE National Constitution which should be read together with these bylaws.

1. **Any reference to they/ them shall be recognized as gender neutral language.**
2. Unit shall me a geographic area. (i.e. Hants West, Kings & Annapolis)
3. Unit meeting shall mean a meeting of the member in a County.
4. Majority vote is defined as more than 50% of members present at a meeting.
5. For bylaws/Constitutional changes majority vote will be 66 and 2/3rds of the members present at a meeting.

## SECTION 4 – MEMBERSHIP

(a) **Membership**

An individual employed within the jurisdiction of Local \_**3876**\_ can apply for membership in Local \_**3876**\_ by signing an application for membership.

(Article B.8.1)

(b) **Approval of Membership**

At the first membership meeting after the application has been submitted, the name(s) of the applicant(s) will be read out and unless a majority of members present at the meeting object, the applicant(s) will be accepted into membership.

(Article B.8.2)

(c) **Oath of Membership**

New members will take this oath:

**“I promise to support and comply with the Constitution of this Union, to work to improve the economic and social conditions of other members and other workers, to defend and work to improve the democratic rights and liberties of workers and that I will not purposely or knowingly harm or assist in harming another member of the Union.”**

(Article B.8.4)

(d) **Continuation of Membership**

Once accepted, a member continues as a member in good standing while employed within the jurisdiction of the Local Union unless the member loses good standing under the provisions of the CUPE National Constitution.

(Article B.8.3)

(e) **Member 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 address, home telephone contact number, and, where available, an e-mail address. The member will advise the Recording Secretary of any changes to their contact information. This information will be protected and used to communicate with members. Such communication will take the form of mail, e-mail blasts or telephone town halls.

In the case of a telephone town hall, the telephone number may be shared with a service provider under contract to the Local Union to provide the technical equipment to support such a virtual meeting.

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

## SECTION 5 – AFFILIATIONS

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

* The CUPE Nova Scotia Provincial Division
* The Nova Scotia Federation of Labour
* The Nova Scotia School Board Council of Unions

## SECTION 6 – MEMBERSHIP MEETINGS

(a) **Regular Membership Meetings**

**Regular membership meetings of Local \_3876\_ shall be held twice a year in the Spring and Fall. Notice of each regular membership meeting outlining the date, time, and location shall be given to members at least seven days in advance of the meeting.**

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

(b) **Special Membership Meetings**

Special membership meetings of Local \_3876\_ may be required and shall be called by the Executive Board or may be requested in writing by no fewer than \_6\_ members. The President shall immediately advise members when a special membership meeting is called and ensure that all members receive at least twenty-four (24) hours’ notice of the special membership meeting, the subject(s) to be discussed, the date, time, and location. No business shall be transacted at the special membership meeting other than that for which the meeting is called, and notice given.

(c) **Quorum**

The minimum number of members required to be in attendance for the transaction of business at any regular or special meeting shall be \_6\_ members, plus \_2\_ members of the Executive Board.

(d) **Membership Meeting Agenda**

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

* 1. **Acknowledgment 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
  10. Reports of committees and delegates
  11. Nominations, elections or installations
  12. Unfinished business
  13. New business
  14. Good of the Union
  15. Adjournment

(Article B.6.1)

(e) **Unit Meetings**

**Unit meetings of Local 3876 shall normally be held bi-monthly in each unit on the last Sunday if the month, commencing at 2:00 pm. Local 3876 will not meet in the months of July, August, or December. Notice of each unit meeting outlining the date, time, agenda, and location shall be received by the members, via a posting, at least seven days in advance of the meeting.**

**Such meetings are not to be used to replace regular membership meetings and will not make decisions that affect the Local Union as a whole.**

**The minimum number of members required to be in attendance for the transaction of business at any bargaining unit meeting shall be \_6\_ bargaining unit members plus \_2\_ members of the Executive Board. Members from other bargaining units in the Local Union may attend these meetings without vote but with voice and are not counted as part of quorum.**

1. **Limited Hybrid Meetings**

**The Local Union will endeavour to move to a limited platform for hybrid meetings. This type of meeting is held in person and online, provides for two-way communication between remote participants and in person participants, but does not include a voting option for members joining remotely.**

## SECTION 7 – OFFICERS

The Officers of Local \_3876\_ shall be the President, Vice-President, Secretary-Treasurer, Recording Secretary, three (3) Trustees, and three Unit VPs.

(Articles B.2.1 and B.2.2)

## SECTION 8 – EXECUTIVE BOARD

1. The Executive Board shall include all Officers, except Trustees.

(Article B.2.2)

1. The Executive Board shall meet at least eight (8) times per year.

(Article B.3.14)

1. A majority of the Executive Board constitutes a quorum.
2. The Executive Board shall hold title to any real estate of the Local Union as trustees for the Local Union. They shall have no right to sell, convey or encumber any real estate without first giving notice and then submitting the proposal to a membership meeting and having it approved.
3. The Executive Board shall do the work delegated to it by the Local Union and shall be held responsible for the proper and effective functioning of all committees.
4. Should any Executive Board member fail to answer the roll call for three **consecutive** membership meetings or three **consecutive** Executive Board meetings without having submitted good reasons, their office shall be declared vacant and shall be filled by an election at the following membership meeting.

(Article B.2.5)

## SECTION 9 – DUTIES OF OFFICERS

Each Officer of Local \_3876\_ is encouraged to participate in CUPE educational courses to enhance their leadership skills and expand their knowledge and expertise.

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.

(Article B.3.9)

All signing Officers of Local \_3876\_ 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.

(Article B.3.5)

1. **President**

The President shall:

* + Enforce the CUPE National Constitution, these Local Union bylaws, and the Equality Statement.
  + Interpret these bylaws as required.
  + 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 the same right to vote as other members..
  + 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 Union’s funds are used only as authorized or directed by the CUPE National Constitution, Local Union bylaws or vote of the membership.
  + Be allowed necessary and reasonable funds to reimburse the President or any Officers for expenses incurred on behalf of the Local Union. Expense claims must be listed on a proper form outlining the expense, the reason for the expense, and with supporting receipt(s) attached.
  + Have first preference as a delegate to the CUPE National Convention and CUPE Nova Scotia Convention.
  + **Be the Local’s appointee to the Nova Scotia School Board Council of Unions.**

(Article B.3.1)

**(b) Vice-President**

The Vice-President shall:

* + If the President is absent or not eligible, perform all duties of the President.
  + Preside over membership and Executive Board meetings in the absence of the President.
  + If the office of the President falls vacant, be Acting President until a new President is elected through a by-election.
  + Render assistance to any member of the Executive Board as directed by the Executive Board.
  + **The VP shall be the alternate to the Nova Scotia School Board Council of Unions.**

(Article B.3.2)

1. **Recording Secretary**

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.
  + Record all amendments and/or additions in the bylaws, and make certain that these are sent to the National President for approval prior to implementing.
  + Answer correspondence and fulfil other administrative duties as directed by the Executive Board.
  + Keep a record of all correspondence received and sent out.
  + Prepare and distribute all notices to members.
  + Have all records ready on reasonable notice for the Trustees or auditors.
  + Preside over membership and Executive Board meetings in the absence of both the President and Vice-President.
  + Be empowered, with the approval of the membership, to employ administrative assistance to be paid for out of the Local Union’s funds.
  + Performs other duties required by the Local Union, its bylaws or the National Constitution.

(Article B.3.3)

**(d) Secretary-Treasurer**

The Secretary-Treasurer shall:

* Receive all revenue, initiation fees, dues, and assessments, keeping a record of each member’s payments, and deposit promptly all money with a bank or credit union.
* Sign all cheques and ensure that the Local Union’s funds are used only as authorized or directed by the CUPE National Constitution, Local Union bylaws or vote of the membership. In consultation with the Executive Board, designate a signing Officer during prolonged absences.
* **Ensure that per capita tax is paid by direct remittance, or where per capita is not paid by direct remittance, prepare all CUPE National per capita tax forms and remit paymentno later than the last day of the following month.**
* Be responsible for maintaining, organizing, safeguarding, and keeping on file all supporting documents, authorizations, invoices, and/or expense claims for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by the Local Union.
* Record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices.
* Make a full financial report to meetings of the Local Union’s Executive Board.
* Make a written financial report to each regular membership meeting, detailing all income and expenditures for the period.
* **Prepare an annual budget to be voted in by the membership at the first general membership meeting of the year.**
* Be bonded through the master bond held by CUPE National. Any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office.
* Pay no money unless supported by a cheque requisition or expense form or request for payment duly signed by the President and one other member of the Executive Board as determined by the Executive Board. No request shall be required for payment of per capita fees to any organization to which the Local Union is affiliated.
* **Make all books available for inspection by the Trustees and/or auditors on the day of the audit. No documents shall be removed from the meeting room by any of the trustees for any reason. Ensure that the books are audited at least once each calendar year and, within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees.**
* Provide the Trustees with any information the Trustees require to complete the audit, including forms provided by CUPE National.
* Where required, not later than February 28 each year, furnish each member, on the forms supplied by CUPE National, with a statement showing the net amount of tax-deductible dues paid by them during the preceding calendar year.
* Be empowered, with the approval of the membership, to employ necessary administrative assistance to be paid for out of the Local Union’s funds.
* Notify all members who are one month in arrears and report to the Executive Board all members two or more months in arrears in the payment of union dues.

(Articles B.3.4 to B.3.8)

**(e) Trustees**

The Trustees shall:

* + Act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary, and the committees at least once every calendar year.
  + Make a written report of their findings to the first membership meeting following the completion of each audit.
  + Submit in writing to the President and Secretary-Treasurer 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 have not been paid out without proper constitutional or membership authorization.
  + Ensure that proper financial reports have been given to the membership.
  + Audit the record of attendance.
  + Inspect at least once a year any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local Union, and report their findings to the membership.
  + Send to the National Secretary-Treasurer, with a copy to the assigned Servicing Representative, the following documents:
    1. Completed Trustee Audit Program
    2. Completed Trustees’ Report
    3. Secretary-Treasurer Report to the Trustees
    4. Recommendations made to the President and Secretary-Treasurer of the Local Union
    5. Secretary-Treasurer’s response to recommendations
    6. Concerns that have not been addressed by the Local Union Executive

Board.

1. **Site/ Unit Vice Presidents**

* **Will be elected at a regular membership meeting in the Fall.**
* **Will be elected in even years.**
* **The term of office for the Unit VP shall be two years.**
* **Assist members with workplace issues, bringing forward to the President or Vice President the potential grievances.**
* **To be included in the grievance process, including all meetings.**

(Articles B.3.10 to B.3.12)

## SECTION 10 – NOMINATION, ELECTION, AND INSTALLATION OF OFFICERS

(a) **Nominations**

* 1. **Nominations and elections for all Local Officers, including Area Vice Presidents will be held at the Local’s Annual meeting in November.**
  2. Nominations will be accepted from members in attendance at the nomination meeting or from those members who have allowed their name to be filed in writing at the meeting, witnessed by another member.
  3. To be eligible for nomination, the nominee must have been accepted into membership and continue to be a member in good standing.

(Articles B.8.1, B.8.2, and B.8.3)

* 1. A member may accept nomination for a position while holding office in any position. If successful in the election, their resignation from their current position will take effect at that time.
  2. No member will be eligible for nomination if they are in arrears of dues and/or assessments.

(b) **Elections**

1. **The President and Recording Secretary are elected in odd years. The Vice-President, Secretary-Treasurer, and Unit VPs are elected in even years.**

2. At a membership meeting, at least one month prior to election day, the President will, subject to the approval of the members present, appoint an Elections Committee consisting of a Chief Returning Officer and assistant(s). The committee will include members of the Local Union who are neither Officers nor candidates for office. The Elections Committee shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential. The National Representative assigned to the Local Union shall serve as an advisor to the committee when requested by the Local Union.

3. The Elections Committee will determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Chief Returning Officer.

4. The Chief Returning Officer will be responsible for issuing, collecting, and counting ballots. The Chief Returning Officer must be fair and impartial and see that all arrangements are unquestionably democratic.

5. **The voting will take place at the regular membership meeting in November for each term position. The vote will be by secret ballot.**

6. Voting to fill one office will be conducted and completed, and recounts dealt with before balloting may begin to fill another office.

7. A majority of votes cast will be required before any candidate can be declared elected, and second and subsequent ballots will be taken if necessary to obtain a majority. On the second and subsequent ballots, the candidate receiving the lowest number of votes in the previous ballot will be dropped.

8. 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.

9. When two or more nominees are to be elected to any office by ballot, each member voting will be required to vote for the full number of candidates to be elected or the member’s ballot will be declared spoiled.

10. Any member may request a recount of the votes for any election and a recount will be conducted if the request is supported, in a vote, by at least the number of members equal to the quorum for a membership meeting as set out in Section 6 (c).

11. All election complaints by members will be submitted in writing to the Chief Returning Officer as soon as possible but in no circumstances will a complaint be valid if it is filed later than seven days after the election. The Chief 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 membership meeting.

(Article 11.4)

(d) **Installation of Officers**

1. All duly elected Officers shall be installed at the meeting at which elections are held and shall continue in office for \_2 \_ year(s) or until a successor has been elected and installed, provided, however, that no term of office shall be less than one year and no longer than three years.

(Article B.2.4)

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

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

*“I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 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 11.6 (b))

(e) **By-elections**

**Should an office fall vacant for any 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 11 – FEES, DUES, AND ASSESSMENTS

1. **Initiation Fee**

**There shall be no Initiation Fee.**

(Articles B.4.1 and B.8.2)

1. **Readmission Fee**

**There shall be no Readmission Fee.**

(Article B.4.1)

1. **Monthly Dues**

The monthly dues shall be \_1.50\_% of regular wages.

(Article B.4.3)

1. **Amending Monthly Dues**

**The regular monthly dues may be amended at a regular or special membership meeting The vote must be by secret ballot. Notice of at least seven days at a previous meeting or 60 days in writing must be given**.

(Article B.4.3)

1. **Assessments**

Assessments may be levied in accordance with the CUPE National Constitution. Assessments do not mean or include regular monthly dues and are applied for a specific purpose or specific length of time. Membership approval is required, and the assessment will only be applied after the National President approves the assessment.

(Article B.4.2)

## SECTION 12 – 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 may not be required to pay arrears.**

(Article B.8.6)

## SECTION 13 – EXPENDITURES

1. **Payment of Local Union 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.

(Article B.4.4)

(b) **Payment of Per Capita Tax and Affiliation Fees**

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

(c) **Payment of Local Union Funds to Members or Causes Outside of CUPE**

In the case of a grant or a contribution to a member(s) or a cause(s) outside of CUPE greater than $100, a notice of motion must be made at a regular membership meeting and then approved at the following regular or special membership meeting before the grant or contribution can be paid out. The approval meeting must be no earlier than seven days after the meeting where notice of motion has been given.

(d)No Officer or member of Local \_3876\_ will be allowed to spend any Local Union funds without first having received authorization under Section 13 (a) of these bylaws.

## SECTION 14 – OUT-OF-POCKET EXPENSES

Local Union Officers and committee members shall be provided an out-of-pocket expense allowance as follows:

* **President $1850**
* **Vice President $1850**
* **Recording Secretary $1850**
* **Secretary-Treasurer $1850**
* **Unit Vice Presidents $1100**
* **Trustees $150**

**Such amounts shall be paid annually in two separate installments.**

1. Out of Town Meals and Incidentals

* **Time and travel of four (4) hours or less $ 65.00**
* **Time and travel of four (4) hours or more $100.00**

1. **Members retiring from Annapolis Vallet Regional Centre for Education shall be provided with recognition from the Local as follows:**

* **Less than 5 years of service $25.00**
* **5-10 years of service $50.00**
* **10-15 years of service $75.00**
* **15-20 years of service $100.00**
* **20 years of service and above $150.00**

## SECTION 15 – CHILD CARE, DEPENDENT CARE, AND ELDER CARE

Caring for children, dependents or the elderly are barriers to actively participating in the union or to attending membership meetings. Local \_3876\_ is committed to removing barriers within its control so that all members have equal access to participation.

1. When it is practical and demand warrants, Local \_3876\_ will provide on-site child care at all Local Union membership meetings. Where on-site child care is not provided, and in the case of dependent care or elder care, members will be reimbursed to a maximum of the living wage for the area for each hour of required care. Reimbursement will be provided upon proof of payment.
2. Any member who is on authorized Local \_3876\_ business shall be eligible for child care, dependent care, and/or elder care expenses where required. Upon proof of payment, claims shall be reimbursed to a maximum of the living wage for the area for each hour of care required.
3. Claims will not be paid for a spouse, partner or a family member who normally provides care without charges. Claims will not be paid for periods of time where a member would normally have paid for care such as during normal hours of work at their job.

## SECTION 16 – DELEGATES TO CONFERENCES, CONVENTIONS, AND EDUCATIONALS

1. **Except for the President’s option [Section 9 (a)], all delegates to conventions, conferences, and educationals shall be chosen by election at March membership meetings.**
2. **Except for the President’s option [Section 9 (a)], two additional executive members may be chosen at the March Unit Meeting to attend the CUPE Nova Scotia Convention. The President does not have to be elected to attend. An alternate will also be elected in the case that one of the elected members is not available to attend.**
3. All delegates attending conventions, conferences or educationals or on approved union business shall be reimbursed as per Section 14 (b) of these bylaws. The Local union will reimburse the member’s Employer for any loss of wages or benefits.
4. **If so requested and if special circumstances warrant such, Local 3876 will provide members with their out of pockets allowance along with their meal allowance prior to their attending the convention, conference or educational. Proof if attendance will be required. If for some reason the member doesn’t attend all monies received by the union will be paid in full back to the local.**
5. Local \_**3876**\_\_ encourages the participation of women and all equity-seeking groups in their delegation to conventions, conferences, and educationals.

## SECTION 17 – COMMITTEES

1. Special Committees

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

* 1. Negotiating Committee

**This will be a special committee established at least three (3) months prior to the expiry of the Local Union’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 not more than seven (7) members, elected at a membership meeting.**

**The seven members shall consist of the President and Recording Secretary of the Local along with five (5) members represented by classifications from Local 3876.**

The National Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.

All members of Local \_3876\_’s Negotiating Committee shall attend Level 1 and Level 2 of CUPE’s collective bargaining educationals.

1. PermanentCommittees

The Chairperson of each permanent committee will be elected by the members at a membership meeting. Permanent committees will have a term of two years. The Chairperson and the Executive Board may, with the approval of the membership, jointly appoint other members to serve on a committee. Committees will provide written reports to each regular membership meeting. The Vice-President shall be a member, ex-officio, of each committee.

**There shall be \_\_4\_\_ permanent committees as follows:**

* 1. Grievance Committee

**This committee will:**

* **The grievance committee will be comprised of the President, Vice President, Recording Secretary, and the Unit VP.**
* **The committee will be responsible for recommending if the grievance be referred to arbitration, settled or withdrawn.**
* **If supported by the grievor, a grievance may be withdrawn or settled at any step including arbitration.**
* **If opposed by the grievor, the Local can settle or withdraw a grievance at any step, including arbitration, provided that the withdrawal or settlement of the grievance is recommended by the Grievance Committee. In the event of this occurrence, the grievor and the assigned Unit V.P. will be invited to participate in the next Executive Board Meeting. Both the Unit Grievance Committee and the grievor will be provided with an opportunity to outline why the grievance should proceed, be settled or withdrawn. The assigned CUPE National Representative will also have voice in these proceedings. Following the presentations, the Executive Board (minus the Local President and affected Unit Vice-President) will retire, consider the issue and make a determination which in turn will be relayed to the grievor. In the event the remaining Executive Board members decide to settle or withdraw a grievance, that decision is binding and is not subject to further review.**
  1. 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 Union to ensure that the amendments will conform to the remainder of the bylaws and the CUPE National Constitution.
* Ensure that the Local Union’s bylaws are written in clear language, ensuring that clear language does not change the intent or meaning of the bylaws.

The committee members will be the elected chairperson and \_4\_ members. The committee shall appoint its secretary from among its members. The National Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted during the review process.

1. **Social Committee**

**This committee will:**

* **Arrange and conduct all social, cultural, and recreational activities of the Local Union, either on the committee’s own initiative or as a result of decisions taken at membership meetings. The committee shall submit reports and proposals to the Executive Board or to the membership as required.**

**A budget for the committee will be fixed annually by the membership but, other than that, all social, cultural, and recreational events and activities shall be self-supporting.**

**The committee members will be the chairperson and 4 members.**

## SECTION 18 – COMPLAINTS AND TRIALS

All charges against members or Officers must be made in writing and dealt with in accordance with the Trial Procedure provisions of the CUPE National Constitution.

(Articles B.11.1 and Appendix F)

## SECTION 19 – RULES OF ORDER

All meetings of the Local Union will be conducted in accordance with the basic principles of Canadian parliamentary procedure. Some of the more important rules to ensure free and fair debate are appended to these bylaws as Appendix C. 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 C to these bylaws, the CUPE National Constitution may provide guidance, but, if the situation is not dealt with there, Bourinot’s Rules of Order shall be consulted and applied.

## SECTION 20 – ANNUAL GENERAL MEMBERSHIP MEETING

**a) The General Membership Meeting shall be held in April and November of each year on a date determined by the Executive Board. Attendance at such meeting shall be at the expense of individual members.**

**b) The General Membership Meeting will be held in the Kings County area.**

c) By-Law changes will be as per Section 21.

d) **At the general membership meeting in April, applications for bursaries will be available. Bursaries will be open to all members and their families. The number of bursaries and the amount will be decided by the membership at the April general membership meeting.**

## SECTION 21- AMENDMENTS

1. **CUPE Constitution**

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. The National President has the sole authority to interpret the CUPE Constitution.

(Articles 9.2(c), 13.3 and B.5.1)

(b) **Additional Bylaws**

A Local Union can amend or add to its bylaws only if:

* the amended or additional By-Laws do not conflict with the CUPE Constitution.
* the amended or additional By-Laws are approved by majority vote at the General Membership Meeting in April or November.
* notice of the intention to propose the amended or additional By-Laws was given at least seven days before at a previous unit membership meeting or 60 days before in writing.
* any member wishing to present motions or propose By-Law changes at the General Membership Meeting shall have same approved by his/her Unit and such motions or proposed changes shall be forwarded to the Recording-Secretary of the Local forty-five (45) days prior to the General Membership Meeting. Motions and By-Law changes, properly served, will be determined at the General Membership Meeting. (Articles 13.3 and B.5.1)

(c) **Effective Date of Amended or Additional Bylaws**

The amended or additional bylaws do not come into effect until they have been approved in writing by the National President. The National President will decide

whether to approve the amended or additional bylaws within 90 days of receiving them and will withhold approval only where they conflict with the CUPE Constitution.

(Articles 13.3 and B.5.1)

## SECTION 22 – PRINTING AND DISTRIBUTION OF BYLAWS

Members will receive a copy of Local \_3876\_ bylaws, either in paper format or via the Local Union website . Members requesting a copy of these bylaws will be provided a copy in either French or English as requested. Members with special needs may request a copy of the bylaws in larger font

## Appendix A

## CUPE NATIONAL 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 and ethnic origin.

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

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

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

## Appendix B

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## 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.

This Code of Conduct sets out standards of behaviour for participants at national convention, conferences, schools, meetings, and any other union events organized by CUPE National, Local \_\_\_\_\_, or any other CUPE chartered body. 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 CUPE bodies. 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 use 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. A complaint shall be brought to the attention of an ombudsperson when there is one available. Should an ombudsperson not be available, a person properly appointed and designated to be in charge shall receive the complaint.
3. The ombudsperson or the person in charge will work to seek a resolution. If this fails to resolve the matter, the ombudsperson shall report the matter to the person in charge. The person in charge has the authority to expel members from the event for serious or persistent offenses.
4. If the complaint involves a national 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 CUPE chartered organization, the complaint shall be referred to the person responsible for their employment.
5. If the person in charge is a party to the complaint, an alternate will be designated to assume the role.
6. In a case where a member has been expelled from a National event, the National President shall receive a report on the matter. For other events, the presiding officer shall receive a report on the matter.
7. 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. For other events, the presiding officer shall consult the National President.

This Code of Conduct is designed to create a safe, respectful, and supportive environment within 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.

This Code of Conduct does not replace a member’s right to access the trial provisions under Appendix F of the CUPE National Constitution.

## Appendix C

## RULES OF ORDER

1. The President will be the Chairperson at all membership meetings. In the absence of the President, the Vice-President will be the Chairperson at the membership meeting. In the absence of the President and Vice-President, the Recording Secretary will be the Chairperson at the membership meeting. In the absence of the President, Vice-President and Recording Secretary, members at the membership meeting will select a Chairperson by majority vote. Quorum rules must be met.
2. Members are not allowed to speak about an issue for more than five minutes. Members can only speak to an issue once unless there is agreement by the members at a meeting, or where all those wishing to speak have had the opportunity to speak.
3. The Chairperson of a committee who is making a report or the mover of a motion may speak for up to fifteen minutes. With the agreement of the members present, the fifteen minutes may be expanded.
4. The Chairperson will state every motion presented at a membership meeting before allowing debate on the motion. Before putting a motion to a vote, the Chairperson will ask: “Is the Local ready for the motion?” If no member rises to speak, the motion will be voted upon.
5. A motion must be moved and seconded. The mover and seconder must rise and be recognized by the Chairperson.
6. A motion to amend a motion, or a motion to amend an amendment are allowed, however a motion to amend an amendment to an amendment is not allowed.
7. An amendment to a motion or an amendment to an amendment to a motion that is a direct negative to the main motion is never permitted.
8. On motion, the regular order of business at a membership meeting may be suspended where two-thirds of those present vote to do so. The regular order of business should only be suspended to deal with urgent business.
9. Motions other than those named in Rule 19, or motions to accept or adopt the report of a committee, will, if requested by the Chairperson, be put in writing prior to beginning debate and vote.
10. At the request of a member, and upon a majority vote, a motion which contains more than one action or issue can be divided.
11. The mover of a motion can withdraw the motion upon the consent of the seconder prior to the end of debate. Once debate has ended on a motion, the motion can only be withdrawn upon unanimous vote of the members present.
12. A member who wishes to speak on a motion, or a member who wishes to move a motion, shall rise and respectfully address the Chairperson. The member shall not proceed until the member is recognized by the Chairperson except where the member rises to a point of order or on a question of privilege.
13. The Chairperson will keep a speakers list and in all cases will determine the order of speakers including those circumstances where two or more members rise to speak at the same time.
14. A member, while speaking, will speak only to the issue under debate. Members shall not personally attack other members. Members will refrain from using language that is offensive or in poor taste. Members will generally not speak in a manner that reflects poorly on the Local Union or other members.
15. A member that is called to order will stop speaking until the point of order is determined. If it is decided that the member is in order, then the member may continue speaking.
16. Religious discussion of any kind is not permitted.
17. The Chairperson will not take part in any debate. Where the Chairperson wishes to speak on a resolution or motion, or where the Chairperson wishes to move a motion, the Chairperson must rise from the chair and hand the chair over as outlined in Rule #1.
18. The Chairperson will have the same right to vote as other members. In the case of a tie vote, the Chairperson may cast another vote or the Chairperson may refrain from casting an additional vote, in which case the motion is defeated.
19. When a motion is before the members, no other motion is in order except a motion to 1) adjourn; 2) put the previous question; 3) lay on the table; 4) postpone for a definite time; 5) refer; or 6) divide or amend. These six motions shall have precedence in the order indicated. Motions 1 through 3 shall be decided without debate.
20. The Chairperson will ask “Will the main question be now put?” where a motion for the previous question is moved and seconded. If approved, the Chairperson will then take votes on the motion and amendments to the motion (if any) in order of priority. If an amendment or an amendment to an amendment is approved, then members will be asked to vote on the motion as amended.
21. A motion to adjourn is in order except when a member is speaking or when members are voting.
22. A motion to adjourn, if lost, is not in order if there is further business before the Local Union, until fifteen minutes have elapsed.
23. After the Chairperson declares the vote results on a question, and before the Local Union proceeds to another order of business, any member can ask for a division. A standing vote on the division will be taken and the Recording Secretary will count the standing vote.
24. If a member wishes to appeal a decision of the Chairperson, the member must appeal at the time the decision is made. If the appeal is seconded, the member will be asked to state briefly the basis for the appeal. The Chairperson will then state briefly the reasons for the decision. Following immediately and without debate, the Chairperson will ask, “Will the decision of the chair be upheld?” A majority vote shall decide. In the event of a tie vote, the decision of the chair is upheld.
25. At a membership meeting where a question has been decided any two members who voted with the majority can give notice of a motion to reconsider a decision of the membership at the next membership meeting. The motion to reconsider requires the support of a two-thirds majority of members who vote. If two-thirds majority of members support reconsideration, the question will be placed in front of the membership for debate and a subsequent vote.
26. Members are allowed to leave a meeting with the permission of the Vice-President; however, in no case will a member leave during the reading of minutes, the initiation of new members, the installation of Officers, or the taking of a vote.
27. The Local Union’s business and the proceedings of meetings are not to be divulged to any persons outside the Local Union, or the Canadian Union of Public Employees.

**Appendix D**

Indigenous Land Acknowledgement

As we gather here today, we ask that each member take time to recognize the traditional treaty territory of Mi’kma’ki. To recognize the land is an expression of gratitude and appreciation to those whose territory you reside on, and a way of honouring Indigenous people who have been living on and caring for these lands since time immemorial.

We understand how important it is to acknowledge the long-standing and painful history that has brought us to reside on the land, and we must continue to seek to understand our place within that history as partners and allies of all Indigenous people.

Many of us in this room are beneficiaries of ongoing colonialism. This isn’t something that exists only in the past. It is present. It is in our relationships, our systems, our institutions.

We all have been privileged to build a life here in Mi’kma’ki, the ancestral and unceded land of the Mi’kmaw People, a territory governed by the Peace and Friendship Treaties.

We believe it is important to name that this land is also known by many to be the Birthplace of Black heritage and culture in what is now known as Canada, following the forcible displacement and enslavement of people of African descent. There are over 20,000 people in Nova Scotia identifying as being part of the African Nova Scotian community.

We bring acknowledgement into the space we share together today because we must prioritize relational accountability in our work as union activists and with each other. Much of the privilege many of us have in this space stems from colonialism in the past and today, and in the oppression of Black & African Nova Scotian people.

**Passed at the CUPE Nova Scotia Convention 2023**