



BYLAWS

CANADIAN UNION OF PUBLIC EMPLOYEES

LOCAL 737

(Employees of BRANDON SCHOOL DIVISION)

Approved by membership: September 13, 2017

Approved by National: December 6, 2017

Equality Statement

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

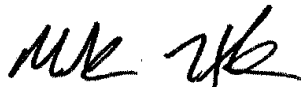
As unionists, mutual respect, cooperation and understanding are our goals. We should neither condone nor tolerate behaviour that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile or offensive environment.

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

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

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

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



MARK HANCOCK
National President



CHARLES FLEURY
National Secretary-Treasurer

TABLE OF CONTENTS

PREAMBLE.....3

SECTION 1 – NAME3

SECTION 2 – OBJECTIVES3

SECTION 3 – INTERPRETATION & DEFINITIONS3

SECTION 4 – INTERPRETATION - ADDITIONAL OR CHANGES IN BYLAWS.....4

SECTION 5 – MEMBERSHIP MEETINGS (REGULAR AND SPECIAL).....4

SECTION 6 – ORDER OF BUSINESS5

SECTION 7 – OFFICERS5

SECTION 8 – EXECUTIVE6

SECTION 9 – PRESIDENT6

SECTION 10 – VICE-PRESIDENT.....7

SECTION 11 – TREASURER7

SECTION 12 – RECORDING SECRETARY8

SECTION 13 – TRUSTEES9

SECTION 14 – CHIEF SHOP STEWARD.....10

SECTION 15 – SHOP STEWARDS10

SECTION 16 – ELECTIONS AND INSTALLATION OF OFFICERS10

SECTION 17 – FEE, DUES, AND ASSESSMENTS.....12

SECTION 18 – DELEGATES TO CONVENTIONS, CONFERENCES AND SCHOOLS.....12

SECTION 19 – STANDING/AD HOC COMMITTEES15

 (1) GRIEVANCE COMMITTEE15

 (2) HEALTH AND SAFETY COMMITTEE.....15

 (3) SOCIAL COMMITTEE16

 (4) SCHOLARSHIP COMMITTEE16

 (5) NEGOTIATION COMMITTEE17

 (6) EDUCATION COMMITTEE17

SECTION 20 – VOTING OF FUNDS17

SECTION 21 – GRANTS AND/OR CONTRIBUTIONS17

SECTION 22 – OUT OF POCKET EXPENSES18

SECTION 23 – LONG SERVICE RECOGNITION FOR CUPE MEMBERS LEAVING
 LOCAL 737.....18

SECTION 24 – HONORARY LIFE MEMBERS19

SECTION 25 – RULES OF ORDER19

APPENDIX ‘A’ – RULES OF ORDER20

APPENDIX ‘B’ – SCHOLARSHIP APPLICATION FORM23

BYLAWS CUPE LOCAL 737

PREAMBLE

In order to improve the social and economic welfare of its members of Local 737 without regard to sex, colour, race or creed, to promote efficiency, morale and relations with other CUPE Locals and to manifest its belief in the value of the unity of organized labour. This Local 737 of the Canadian Union of Public Employees (hereinafter referred to as CUPE) has been formed.

The following bylaws are adopted by the Local 737 to supplement Appendix 'A' and 'B' of the CUPE Constitution, to safeguard the rights and procedures of the Local, and to involve as many members as possible through the sharing of duties and responsibilities.

SECTION 1 – NAME

The name of the Local shall be the Canadian Union of Public Employees, Local 737 Certificate No.'s M.L.B. 3113, 2904, 3683 and 4628.

SECTION 2 – OBJECTIVES

- a) To govern the proceedings of CUPE Local 737.
- b) Secure adequate remuneration for work performed and generally advance the economic and social welfare of its members and of all workers.
- c) Support CUPE in reaching the goals set out in Article II of the CUPE Constitution.
- d) Providing an opportunity for its members to influence and shape their future through free democratic trade unionism.
- e) Encourage the settlement by negotiations and mediation of all disputes between the members and their employers.
- f) Eliminate sexual and racial harassment or harassment based on sexual orientation, and all other forms of harassment wherever it exists.

SECTION 3 – INTERPRETATION & DEFINITIONS

- a) When article numbers are at the end of sections or sub-sections, refer to the relevant articles or the CUPE Constitution, which should be read in conjunction with these bylaws.

SECTION 4 – INTERPRETATION – ADDITIONAL OR CHANGES IN BYLAWS

- a) No bylaws of the CUPE Local 737 will or shall conflict with the CUPE Constitution as stated in Article 13.3, Appendix A, B, C and D. Proposed changes to CUPE Local 737 bylaws must be in accordance with Appendix B.5.1.

Any changes or additions in the bylaws of Local 737 must first get a majority vote of the members present and be subject to the approval of the National President before they govern the Local's activities.

When making changes to the bylaws, members will receive at least seven (7) days notice at a previous meeting or at least sixty (60) days written notice.

- b) When the bylaws are approved by the National President, they shall then become the laws of Local 737.
- c) The Local 737 President shall have the authority to interpret these bylaws subject to the approval of the Executive.
- d) CUPE Local 737 bylaws be reviewed every two (2) years (every even year). A new committee of no less than five (5) members to be struck from as wide a spectrum of the membership as possible, with the executive available to answer questions.
- e) A copy of the amended bylaws shall be made available, upon request, to any member of Local 737.
- f) Masculine pronouns shall be understood to include the feminine gender.

SECTION 5 – MEMBERSHIP MEETINGS (REGULAR AND SPECIAL)

- a) Regular membership meetings shall be held each month on the second Wednesday of the month. If a statutory holiday intervenes, the Executive shall give a week's notice of any change in the date of the regular meeting. There will be no regular meetings in the months of January, July and August except as authorized in these bylaws.
- b) Child care will be provided for family members at our general monthly membership meetings if requested by a member a minimum of forty-eight (48) hours in advance. Caregivers will be paid the student rate as reflected of our Collective Agreement.
- c) Special Meeting – Special meetings may be called by order of any three (3) of the Executive or by written request of twelve (12) members, provided however, that no business shall be transacted at such special meetings other than for which the special meeting has been called. Notice shall be sent to every CUPE Local 737 work site at least five (5) working days prior to the meeting stating the purpose of the Special Meeting.

In the event of a Special Meeting dealing with strike-related matters, at least twenty-four (24) hours' notice shall be given prior to the meeting stating the purpose of the Special Meeting.

- d) **Quorum** – A quorum for the transaction of business at any regular or special meeting shall be twelve (12) members including at least three (3) members of the Executive.
- e) During the months where no meetings are held, the Executive shall be empowered to conduct the business of the Local and such Union business shall be reported at the next regular meeting.
- f) The Executive will conduct all business of the Local Union deemed necessary between general membership meetings including the spending of funds for expenses and bills with a full report being made at the next membership meeting for ratification.

SECTION 6 – ORDER OF BUSINESS

1. Call to Order
2. Read Equality Statement
3. Roll Call of Officers
4. Voting on new members and initiation
5. Reading of the Minutes
6. Matters arising
7. Treasurer's Report
8. Communications and Bills
9. Executive 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

SECTION 7 – OFFICERS

- a) The Executive Officers of the Union shall consist of a President, Vice-President, Recording Secretary, Treasurer and three (3) Trustees, all of whom shall be elected by the membership at a regular membership meeting in December. The Executive shall be bonded through the master bond held by National Office; any Officer who cannot qualify for the bond shall be disqualified from office.
- b) Should any Executive member fail to answer the roll for three (3) consecutive meetings without having submitted good reason for these failures, the office shall be declared vacant and shall be filled by an election at the following membership meeting.

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

SECTION 8 – EXECUTIVE

- a) The Executive shall comprise of all officers except the Trustees.
- b) The Executive shall meet at least once every month (Article B 3.14).
- c) A majority of the Executive constitutes a quorum.
- d) The Executive shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of all committees.
- e) All charges against members or officers must be made in writing and dealt with in accordance with provisions of the CUPE Constitution (Article B 11.1 to B 11.5).
- f) The Executive will prepare and present a budget for the year at the February meeting for the membership to approve.

SECTION 9 – PRESIDENT

The **President** shall:

- a) preside at all meetings;
- b) preserve order and enforce the Constitution and bylaws;
- c) ensure that all officers perform their respective duties;
- d) appoint all committees not otherwise provided for;
- e) be ex-officio member on all committees;
- f) decide all questions or order, subject to an appeal by a member of the Local, but shall not vote on such appeal;
- g) announce the results of all votes
- h) sign as signing officer for all expense statements;
- i) be one of the signing officers for all cheques drawn on the Local's account, except the cheque to self where an alternate signature is required;

- j) surrender all property of the Local at time of termination of office;
- k) have the same right as other members of vote on any question. In case of a tie vote, the President shall cast the deciding vote;
- l) have first preference as a delegate to the CUPE National Convention
- m) will have union cell phone, if preferred.
- n) The President shall be booked off two (2) days per week from September to June to maintain the function and responsibilities of the Local, and administration of the office.

SECTION 10 – VICE-PRESIDENT

The **Vice-President** shall:

- a) if the President is absent or incapacitated, perform all the duties of the President;
- b) if the office of the President falls vacant, be Acting President until a new President is elected (Refer to Section 16 c);
- c) render assistance to any member of the Executive as directed by the Executive;
- d) be designated as the alternate signing officer;
- e) maintain the membership information files;
- f) receive the job postings and file in the appropriate manner;
- g) surrender all property of the Local at time of termination of office;
- h) be ex-officio member of each standing committee;
- i) remove outdated files, keep past files for seven (7) years, and file previous year in our office in January.

SECTION 11 – TREASURER

The **Treasurer** shall:

- a) 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

- b) prepare all CUPE National per capita tax forms and remit all funds owing to the National Secretary-Treasurer by the last day of the following month
- c) record all financial transactions in a manner acceptable to the Executive and in accordance with good accounting practices
- d) regularly make a full financial report to meetings of the Local's Executive, as well as a written financial report to each regular membership meeting, detailing all income and expenditures for the period;
- e) make all books available for inspection by the Trustees on reasonable notice, and have the books audited annually and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees;
- f) provide the trustees with any information they may need to complete the audit report forms supplied by CUPE;
- g) sign all cheques and ensure that the local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership. In consultation with the Executive board, designate a signing officer during prolonged absences.
- h) arrange a trustee audit prior to a newly elected treasurer receiving the books. Books will be audited every second year, by an independent auditor, after the election of the Treasurer;
- i) surrender all property of the Local at time of termination of office;
- j) maintain an inventory of the furniture and equipment owned by Local 737;
- k) out-of-pocket allowances shall be issued three (3) business days prior to attending conventions, conferences and schools;
- l) 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.

SECTION 12 – RECORDING SECRETARY

The **Recording Secretary** shall:

- a) keep full, accurate, and impartial account of the proceedings of all regular or special membership and Executive Board meetings. These records must also include a copy of the full financial report (Executive Board meetings) and the written report (membership meetings) presented by the Secretary Treasurer. The record will also include the Trustees' reports.

- b) record all alterations in the bylaws;
- c) answer correspondence and fulfil other secretarial duties as directed by the Executive;
- d) file a copy of all letters sent out and keep on file all communications;
- e) prepare and distribute all circulars and notices to members;
- f) have all records ready on reasonable notice for auditors and Trustees;
- g) surrender all property of the Local at time of termination of office;
- h) preside over membership and board meetings in the absence of both the President and the Vice- President;
- i) be one of the signing officers for all cheques drawn on the Local's account;
- j) remove outdated files, keep past files for seven (7) years, and file previous year in our office in January.

SECTION 13 – TRUSTEES

The **Trustees** shall:

- a) act as auditing committee on behalf of the members, auditing the books and accounts of the Treasurer, the Secretary, and the Standing Committees annually;
- b) provide a written report of their findings to the Local, including details of any expenditures made for the purposes other than those approved by the Executive or general membership, at the first regular meeting of each annual period;
- c) submit in writing to the President and Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local's funds, records, and accounts are being maintained by the Treasurer in an organized, correct and proper manner;
- d) ensure that proper financial reports are made to the membership;
- e) audit the record of attendance
- f) provide the National Secretary-Treasurer with a full annual report on their audit on the forms provided by the National Secretary-Treasurer as outlined in the National Constitution (Appendix B.3.10 to B.3.12);

- g) any stocks, bonds, securities, office furniture and equipment, titles or deeds to property that may at any time be owned by the Local shall be inspected once yearly by the Trustees within thirty (30) days of elections and a report of findings submitted to the Local.

SECTION 14 – CHIEF SHOP STEWARD

The **Chief Shop Steward** shall:

- a) have general knowledge of the Collective Agreement;
- b) with the assistance of the Executive, investigate all alleged violations of the Collective Agreement;
- c) under directive of the Executive, contact the CUPE National Representative;
- d) make a report to every regular local meeting, if necessary, or have one of the Shop Stewards make the report;
- e) preside over any Shop Steward meeting and conduct the meeting in an orderly manner;
- f) maintain contact with the shop stewards to provide ongoing union awareness and education;
- g) is expected to attend regular monthly meetings to be aware of current issues.

SECTION 15 – SHOP STEWARDS

All classifications in Local 737 shall be represented by Shop Stewards.

The **Shop Steward** shall:

- a) have general knowledge of the Collective Agreement;
- b) assist in the preparation and presentation of grievances at the initial level as prescribed in the Collective Agreement;
- c) make a report to the Chief Shop Stewards, if necessary.

SECTION 16 – ELECTIONS AND INSTALLATION OF OFFICERS

a) Nominations and Elections

- (1) Nominations and elections to office shall be held at the general meeting in December of

each year. No nomination shall be accepted unless the member is in attendance at the nomination meeting or his consent in writing to run for office is presented and duly witnessed by another member. Any member running for an executive or Chief Shop Steward position must have attended five (5) meetings in the immediately preceding twelve (12) month period (this includes the month in which the election is being held) to run for office.

- i) The election of the President and Treasurer shall be conducted in even years and these terms of office shall be for two (2) years.
 - ii) Vice-President and Recording Secretary shall be elected in odd years and this term shall also be for two (2) years.
 - iii) Trustees shall be elected so that one shall serve for a period of three (3) years, one (1) for two (2) years and one (1) for one (1) year. Each year thereafter, the Local Union shall elect one (1) Trustee for a three (3) year period.
 - iv) The Chief Shop Steward shall be elected at the December meeting for a two (2) year term, elected on odd years. If a vacancy occurs, a new Chief Shop Steward will be elected to fill the position at the next regular local meeting.
 - v) The Shop Stewards shall be elected at the December meeting for a one (1) year term. If a vacancy occurs, a new Shop Steward will be elected to fill the position at the next regular local meeting.
- (2) Members shall not be entitled to hold more than one (1) elected position, i.e., Vice-President and Chief Shop Steward, or President and Shop Steward.
- b) (1) The Executive will ensure that sufficient quantities of paper ballots are made available for elections.
- (2) 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 will be declared spoiled.
- (3) Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
- (4) A majority of votes cast shall be required before any candidate can be declared elected, and second and subsequent ballots shall be taken, if necessary, to obtain a majority. On the second and subsequent ballots the candidate receiving the lowest number of votes in the previous ballot shall be dropped. In case of a final tie vote, the presiding officer may cast the deciding vote.
- (5) Each candidate may appoint a scrutineer for the purpose of vote counting.

- (6) No proxy vote shall be allowed.
- (7) All duly elected officers shall be installed at regular meeting in which the election occurred.

c) By-Election

- (1) Should an office fall vacant pursuant to Section 7 (b) of these Bylaws or for any other reason, the resulting by-election should be conducted as closely as possible in conformity with this Section.
- (2) When vacancies occur between the annual elections or when there are insufficient nominees for the various elected positions, the following procedure will take place:
 - i) The Vice-President shall be Acting President until the next meeting where elections for a new President will take place.
 - ii) If a vacancy occurs on the Executive, the Executive shall be empowered to appoint members to fill the vacancy until the next meeting where elections will take place with seven (7) days' notice to all members before meeting.

SECTION 17 – FEE, DUES, AND ASSESSMENTS

- a) The monthly union dues shall be 1.5%.
- b) An Initiation Fee or Re-Admittance Fee of one dollar (\$1.00) will be charged by the Local for admittance and confirmation of the desire to become a member of CUPE. (Article B.4.1 and B.8.2)
- c) Changes in the levels of the Initiation Fee, the Re-admittance Fee, and Monthly Dues can be effected only by following the procedure for amendment of these bylaws with the additional provision that the vote must be by secret ballot. (Article B.4.3)
- d) Special assessments may be levied in accordance with Article B.4.2. of the CUPE Constitution.
- e) The amounts herein established will automatically increase by the amount of any increases in the National Union's per capita.
- f) Affiliations to MFL, CUPE Manitoba, School Division Sector.

SECTION 18 – DELEGATES TO CONVENTIONS, CONFERENCES AND SCHOOLS

- a) The Executive shall have first preference as delegates to conventions where voting takes place.

b) Except for the Executive all delegates to attend conventions, conferences, or schools shall be chosen by election at a membership meeting. When deemed necessary or relevant, the Executive shall have the right to select an appropriate committee member to the relevant conference, convention, or school, and the reasons for such shall be given to the membership. Where notification time did not allow for the proper voting to be done, the Executive shall be allowed to send the most appropriate person to the conference.

c) (1) All delegates or other official representation shall be elected by the membership.

(2) Representation at seminars shall be on a voluntary basis, with the approval of the Executive.

(3) Per Diem rates will be paid as follows:

Travel Day:	Six (6) hours or less	\$25.00
	Over six (6) hours	\$65.00
Meeting or event (no overnight)		\$25.00
Meeting or event (overnight required):		
	Six (6) hours or less	\$25.00
	Over six (6) hours	\$65.00

Hotel and parking expenses for attending any convention, conference, seminars and schools held outside of the City of Brandon as authorized by the Local will be reimbursed on top of any per diem paid.

All delegates to conventions, conferences, seminars and schools shall be paid transportation expenses at the current CUPE Manitoba rate per kilometre up to a maximum of two (2) vehicles, four (4) members per vehicle. Any more than two (2) vehicles will be at the Executive's discretion.

Meeting or event (out of province) \$75.00 per day

When a meal is being provided and advanced notice is given the following will be deducted from the per diem:

Breakfast	\$15.00
Lunch	\$22.00
Supper	\$28.00

Out-of-pocket allowances shall be issued a minimum of three (3) business days prior to attending convention, conferences and schools.

(4) When conventions, conferences, seminars or schools are cost inclusive outside the city of Brandon, and out-of-pocket allowance of twenty-five dollars (\$25.00) per day will be paid to the delegates attending.

- (5) All delegates to conventions, conferences, seminars and schools shall be paid transportation expenses at the current CUPE Manitoba rates per kilometre up to a maximum of two (2) vehicles. Any more than two vehicles will be at the Executive's discretion.
- (6) All authorized representatives to the School sector meetings outside the City of Brandon shall be paid transportation expenses at the current CUPE Manitoba rates per kilometre up to a maximum of two (2) vehicles. Any more than two (2) vehicles will be at the Executive's discretion.
- (7) When a member is sitting on a committee that mileage is not covered by the committee, the member will be paid mileage. The Local Union will pay per diem as per these Bylaws, with the understanding that their Expense Statement to CUPE Manitoba will request reimbursement to the Local Union.
- (8) For conventions, conference, seminars and schools held in Brandon, there will be no allowance for travel; the daily expense allowance shall be twenty-five dollars (\$25.00).
- (9) The Union shall reimburse the Employer for all authorized union leaves.
- (10) As many members as possible, especially those on committees, executive and shop stewards, shall be encouraged to attend any courses made available.
- (11) All delegates and observers shall attend all sessions at conventions, conferences, or schools or show just cause for not attending. Any delegate or observer found not to have just cause for not attending shall reimburse the Local in full all expenses afforded them through these Bylaws.
- (12) Due to inclement weather, delegates to conventions, conferences, seminars and schools held outside the City of Brandon shall have the right to obtain accommodation if unable to return and shall be paid hotel and parking expenses, plus an out-of-pocket allowance as per c(3)ii.
- (13) Adequate Union leave will be provided to allow for sufficient travel time, subject to Executive approval.
- (14) CUPE Local 737 will not sponsor any school, seminar, workshop or conference that is not Union related.
- (15) Any member attending may be required to give a written/verbal report to the next membership meeting. Such reports are at the discretion of the Executive.

SECTION 19 – STANDING/AD HOC COMMITTEES

- a) Members will submit names to the Executive for the committees they are interested in being on. The executive will appoint the members to each committee.
- b) At the time of a change in committee members, all records and information will be turned over to the new committee.
- c) Standing committees shall be Social, Grievance, Health and Safety, and Scholarship Committee.

Ad Hoc committees shall be formed as deemed necessary. At the conclusion of the committee's assignment, the committee shall be disbanded.
- d) The Executive shall be held responsible for the proper and effective functioning of the Standing Committee.
- e) The Executive shall be held responsible for the proper and effective functioning of the Standing Committees.

(1) GRIEVANCE COMMITTEE

- i) The Grievance Committee shall comprise of the President or Vice-President, Chief Shop Steward, and an Area Shop Steward.
- ii) The Chief Shop Steward shall be Chairperson of the Grievance Committee.
- iii) This Committee shall process all grievances not settled at the initial stage and its reports shall be submitted first to the Executive, 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 review each grievance thoroughly. In the investigation and processing of grievances, up to and including the decision whether or not to refer a matter to arbitration, the Committee shall not deal in an arbitrary, discriminatory or bad-faith manner.
- iv) Any appeals of the decision of the committee will be referred to the Executive.

(2) HEALTH AND SAFETY COMMITTEE

This committee will:

- i) work to educate members on the importance of workplace health and safety.
- ii) prepare and present reports to the regular membership meetings.

- iii) inform the members of details of April 28th Day of Mourning ceremony each year.
- iv) participate on the Joint Worksite Health and Safety Committees (JWH&SC).
- v) promote safe work procedures and environments so as to prevent illness and injury as a result of workplace factors.
- vi) immediately bring to the attention of the employer any workplace hazard that has the potential to cause members' illness or injury.
- vii) work to eliminate all workplace hazards, be they physical, environmental, or social.

The committee shall comprise of two (2) members, one of which shall be a member of the Executive. The committee members will be appointed and revisited every two (2) years of the beginning of the school year along with schools voting on the safety reps at each school's buildings or locations which reflects the Collective Agreement and the Health & Safety Act.

(3) SOCIAL COMMITTEE

- i) The Committee shall submit reports and proposals to the Executive or to the membership as required.
- ii) It is the function of this Committee to arrange and conduct all social and recreational activities of the Local subject to the approval of the membership, including but not limited to the food (could be appetizers etc.) provided at the June general membership meeting, the Long Service evening (event) and the Thank You Evening (event).
- iii) Members and their guest will be responsible for purchasing their alcohol at events where alcohol is available for purchase.
- iv) A ceiling for the Committee's net expenditures shall be fixed annually by the membership but other than that all social and recreational events and activities shall be self-supporting.
- v) The Executive shall be held responsible for the proper and effective functioning of this Committee.
- vi) The Committee shall comprise of at least two (2) members.

(4) SCHOLARSHIP COMMITTEE

- i) The committee shall consist of two (2) members plus the Vice-President as ex-officio.

- ii) The Committee shall review applications and determine successful candidate(s) as per Appendix 'B'.
- iii) The Committee will report to the Executive the winner, upon decision.

(5) NEGOTIATION COMMITTEE

This shall be a member committee elected by the membership at the local meeting and shall consist of:

- Secretary of the Local will be there to take notes as an ex-officio
- Three (3) Executive officers (President being one (1))
- Four (4) elected members – one from each group below:
 - Group 1 – Education Assistant, Home School Liaison, Food Service, Crossing Guard
 - Group 2 – Clerical, Library Tech
 - Group 3 – Transportation, Bus Assistant
 - Group 4 – Maintenance, Custodian, Custodian Assistant, Mechanic

The function of the committee is to prepare collective bargaining proposals and to negotiate a Collective Agreement. The CUPE National Representative 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. Automatic disbanding.

(6) EDUCATION COMMITTEE

The Committee will comprise of a least two (2) Executive: Recording Secretary and Treasurer. Members wanting to register for a school need to send an email to the Executive saying they want to attend the school.

SECTION 20 – VOTING OF FUNDS

- a) Except for ordinary expenses and bills as approved at membership meetings, no sum over three hundred dollars (\$300.00) shall be voted for the purpose of a grant or contribution to a member.

SECTION 21 – GRANTS AND/OR CONTRIBUTIONS

- a) Grants or contributions outside of CUPE over two hundred dollars (\$200.00) a notice of motion must be made at a regular membership meeting before the grant or contribution can be paid out.

SECTION 22 – OUT OF POCKET EXPENSES

a) **TABLE OFFICERS:**

President	\$150.00 per month
Vice-President	\$100.00 per month
Secretary	\$125.00 per month
Treasurer	\$125.00 per month
Chief Shop Steward	\$ 30.00 per month

This amount is to be split in half and paid twice yearly, once at the regular meeting in June and once at the regular meeting in November.

If a member of the executive misses more than three (3) regular, special or executive meetings in a twelve (12) month period without just cause, the office may be penalized by reduction of out-of-pocket expenses or be declared vacant as per Section 7(b).

b) **NEGOTIATING COMMITTEE:**

Each Negotiating Committee member shall receive twenty-five dollars (\$25.00) per full day of meetings (a full day is six (6) hours or more). For any meeting running over four (4) hours and over the lunch hour (12:00 p.m. – 1:00 p.m.) and the supper hour (5:00 p.m. – 6:00 p.m.) a meal will be provided at a reasonable cost.

c) **TRUSTEES:**

Committee members shall receive out-of-pocket expenses at the rate of twenty-five dollars (\$25.00) per evening audit. Supper will be provided at a reasonable cost.

SECTION 23 – LONG SERVICE RECOGNITION FOR CUPE MEMBERS LEAVING LOCAL 737

- a) Based on number of years of service noted on the seniority list at the date of leaving less days missed, a member with fifteen (15) years of service and greater will receive a gift valued up to one hundred dollars (\$100.00) plus engraving costs. The committee members will inform members of the gift choices.
- b) Executive will host an event in honour of long service members and retirees leaving CUPE Local 737 as of June 30th of the current year and their guest.

SECTION 24 – HONORARY LIFE MEMBERS

- a) Members reaching retirement age or becoming incapacitated, and providing they are in good standing, can make application to the Treasurer of the Local for Honorary life membership. The application shall be voted on at a regular membership meeting.
- b) Honorary life members shall be entitled to attend all general meetings with voice but no vote. An honorary life member may speak at the privilege of the chair.

SECTION 25 – RULES OF ORDER

- a) All meetings of the Local shall be conducted in accordance with the basic principles of Canadian Parliamentary procedure.
- b) The Rules of Order to ensure free and fair debate are appended to these bylaws as Appendix ‘A’.
- 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.
- d) In situations not covered by Appendix ‘A’ the CUPE Constitution may provide guidance, but if the situation is not dealt with there, Bourinot’s Rules of Order shall be consulted and applied.

APPENDIX 'A' TO THE BYLAWS OF LOCAL 737 CUPE

RULES OF ORDER

- a) The President or in his/her absence, the Vice-President, shall take the chair at all membership meetings.
- b) No member, except the Chairperson of a Committee making a report or the mover of a resolution, shall speak more than five (5) minutes, or more than once on the same question without the consent of the meeting or until all who wish to speak have had an opportunity. Chairpersons and movers of a resolution shall be limited to fifteen (15) minutes, except with the consent of the meeting.
- c) 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.
- d) 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.
- e) 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.
- f) On motion, the regular order of business may be suspended, by a two-thirds vote of those present, to deal with any urgent business.
- g) All resolutions and motions other than those named in Rule (q), 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.
- h) At the request of any member, and upon a majority of those present, a question may be divided when the sense will admit to it.
- i) 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.
- j) When a member wishes to speak on a question or to make a motion, he/she shall rise in his/her place and respectfully address the presiding officer, but, except to state that he/she rises to a point of order or on a question of privilege, he/she shall not proceed further until recognized by the chair.
- k) When two (2) or more members rise to speak at the same time, the presiding officer shall decide which one is entitled to the floor.

- l) Every member, while speaking, shall adhere to the question under debate and avoid all personal, indecorous, or offensive language, as well as any poor reflection on the Local or member thereof.
- m) If a member, while speaking, is called to order, he/she shall cease speaking until the point is determined; if it is decided he/she is in order, he/she may again proceed.
- n) No religious discussion shall be permitted.
- o) 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.
- p) The presiding officer shall have the same rights as other members to vote on any question. In case of a tie, he/she may in addition give a casting vote, or, if he/she chooses, refrain from breaking the tie, in which case the motion is lost.
- q) 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 (3) of these shall be decided without debate.
- r) A motion for the previous question, when regularly moved and seconded, shall be put in this form: "Shall the main question be not put?" If it is adopted, the President shall proceed to take the vote on the resolution and amendments thereto, (if any) according to their priority. If an amendment or an amendment to any amendment is adopted, the original resolution, as amended, shall be put to the Local.
- s) A motion to adjourn is in order except (1) when a member has the floor, and (2) when members are voting.
- t) 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.
- u) 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 be taken and the Secretary shall count same.
- v) If any member wishes to challenge (appeal) a decision of the chair, he/she must do so at the time the decision is made. If the challenge is seconded, the member shall be asked to state briefly the basis for his/her challenge. The chairperson may then state briefly the basis for his/her decision. Following which the chairperson shall immediately and without debate put the question: "Shall the decision of the chair be sustained?" A majority vote shall decide except that in the event of a tie the chair is sustained.
- w) After a question has been decided, any two (2) members who have voted in the majority may, at the same meeting, move reconsideration thereof.

- x) No member shall enter or leave a meeting during the reading of the minutes, the initiation of new members, the installation of officers, or the taking of a vote, and no member shall be allowed to leave without the permission of the President.
- y) The Local's business, and proceedings of meetings, are not to be divulged to any persons outside the Local or the Canadian Union of Public Employees.

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APPENDIX 'B'

**CUPE LOCAL 737 SCHOLARSHIP
APPLICATION FORM**

The CUPE Local 737 Scholarship has been established and is available to any child, grandchild, or legal ward of a CUPE Local 737 member currently employed by the Brandon School Division.

Two scholarships, in the amount of \$500 each, may be awarded annually to:

One high school student who is graduating from a Technical Education Program and has applied for post-secondary education (with a minimum of two credit courses in/towards a program);

and

one high school student who is graduating from an Academic Program and has applied for post-secondary education (with a minimum of two credit courses in/towards a program).

NOTE: A graduating student must have completed a minimum of EIGHT credits from ONE vocational area to qualify as a technical graduate.

All applications will be forwarded to the Scholarship Committee of CUPE Local 737.

In selecting the successful applicants, candidates must have demonstrated both school and community involvement.

The successful applicants shall be identified during the month of June and notice of the Scholarship shall be made during the annual awards program in the applicant's home school.

The successful applicant's may present their essay (if available), to the members of CUPE Local 737 at the Regular September meeting.

Payment of the scholarships will be made upon confirmation of the recipient's attendance at a post-secondary educational institution, i.e. receipt for tuition, books or materials, or a letter from the Registrar. Please submit receipts or Registrar's letter to Treasurer, CUPE Local 737.

APPLICATION FOR THE CUPE LOCAL 737 SCHOLARSHIP

Deadline for submission is May 31 of current school year.

I am applying for the:

ACADEMIC SCHOLARSHIP

TECHNICAL SCHOLARSHIP

Name of Applicant:

Address:

Telephone:

Name of CUPE Local 737 member:

Relationship to CUPE employee:

Name of Applicant's High School:

Address:

Name of Post-Secondary Institution
to which Student has applied:

Please attach current copy of your transcript.

The applicant is requested to complete an essay including all of the following:

1. Give a description of unions. (Some suggestions of what might be included are: What are unions? How do unions help? What have unions done in the past? What are unions presently doing?)
2. Explain why you feel deserving of this Scholarship. (Include any details that you feel would be of interest to the Committee, e.g. committees/groups you are a member of, sports teams, jobs, etc.)
3. What are your aspirations?

Upon completion, return the essay with this signed application to the CUPE Local 737 Scholarship Committee. Please be sure the envelope is clearly marked **CUPE Scholarship Committee** to:

CUPE Scholarship Committee
c/o CUPE L. 737
1911 Park Avenue
Brandon MB R7B 4A7

Applicant's Signature

Criteria for CUPE Local 737 Scholarship

1. Applicant is to verify he/she is the child, grandchild, stepchild, or legal ward of a member in good standing of CUPE Local 737 who is currently employed by Brandon School Division.
2. Applicant must be graduating from high school and have applied to attend a post-secondary institution in the year the scholarship is awarded. Please provide proof of application.
3. Applicant must submit a current transcript.
4. Application must be received on or before **May 31st** of the current year.
5. Effort shown on the completion of the essay, as outlined on the application form, will be a determining factor in the selection process.