



CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 7

City of Regina Inside Workers

Constitution & Bylaws

Approved by National: September 22, 2025

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ARTICLE I – NAME

- Sec. 1 This organization shall be known as Canadian Union of Public Employees (CUPE) Local 7.

ARTICLE II – OBJECTS

- Sec. 1 The purpose of this Union shall be to combine the interests of the members, elevate the social, moral and intellectual standing, to guard the financial interest, promote the general welfare and generally encourage such other purposes as may best tend to secure and maintain between the members and the corporation/Board, a spirit of mutual understanding and goodwill.
- Sec. 2 To support CUPE in its **objectives** as set out in the CUPE National Constitution in the improvement of the wages, working conditions, hours of work, job security and other conditions affecting our members.
- Sec. 3 Establishing and maintaining a co-operative relation between employees and employers.

ARTICLE III – MEMBERSHIP

- Sec. 1 All employees shall be eligible for membership except:
- (a) Where represented by other Unions.
 - (b) Where excluded from the bargaining unit by order of the Labour Relations Board.
- Sec. 2 Members reaching retirement age or becoming incapacitated, whether in receipt of a pension or not, and providing they are in good standing in the Union, can upon leaving employment, make application to the Secretary Treasurer of the Union for an honorary retiring card.
- The application for an honorary retiring card shall be voted on at a General Membership meeting of the Union and if passed as favourable, the Secretary-Treasurer shall issue the retiring card. A member possessing an honorary retiring card shall be entitled to attend General Membership meetings of the local Union with voice but no vote.
- Retired members shall not be entitled to attend conventions and educationals of CUPE or conventions and educationals through affiliated associations or organizations.

- Sec. 3 All employees shall within thirty (30) days after commencement of employment apply for and maintain membership in the Union as a condition of employment and shall fill out and sign the application form provided for that purpose, which must be signed by one member in "good standing".
- Sec. 4 New members shall become entitled to all rights and privileges of membership except where **the** Constitution provides otherwise, and all such rights and privileges shall, except as otherwise provided in ~~this~~ **the** Constitution, cease immediately upon the termination of membership for any cause.
- Sec. 5 All members shall be deemed in "good standing" of the Union, except if lost as a result of disciplinary measures applied by a trial committee (see **Article B.X1 – Trial Procedures** of The National Constitution).
- Sec. 6 Any member not deemed in "good standing" can request to the Executive Board in writing, to be reinstated to "good standing" by way of majority of the Executive Board vote.

ARTICLE IV – DUES, INITIATION FEES, ETC.

- Sec. 1 The initiation shall be six dollars (\$6.00) and the regular dues of 1.75% of regular wages.

Amending Monthly Dues

The regular monthly dues will be amended at a membership meeting (regular or special). The vote must be by secret ballot. Notice of at least seven (7) days at a previous meeting or sixty (60) days in writing must be given.

(Article B.4.3)

Non-Payment of Dues and Assessments

A member who fails to pay dues and assessments for three (3) 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.

(Article B.8.6)

- Sec. 2 Special assessments may be levied in accordance with Article B.4.2 of the CUPE National Constitution.

ARTICLE V – EXECUTIVE OFFICERS

Sec. 1 The Executive Officers of the Union shall consist of the Executive Board and three (3) Trustees.

Sec. 2 The Executive Board of the Union shall include the following:

a) TABLE OFFICERS (4 Executive Board)

 To consist of:

- 1 President (**3-year term**)
- 1 Vice-President (**3-year term**)
- 1 Secretary-Treasurer (**3-year term**)
- 1 Recording Secretary (**3-year term**)
- 1 Shop Steward (**3-year term**)

b) EXECUTIVES AT LARGE (2 Executive Board)

 To consist of:

- 2 Executives at Large (**one for a 3-year term and one for a 2-year term**)
- 1 Social (3-year term)**
- 2 Good and Welfare (2-year term)**

In the cases of vacancies occurring, a new Executive Officer will be elected to fill only the remaining term of the position in order to reserve overlapping terms of office.

Nominations to the Executive Board for any vacancies that have occurred shall take place at the subsequent General Membership meeting that elections are to be held.

All meetings involving nominations and election of Executive Officers requires a special notice **that will be sent electronically to all members**, seven (7) days prior to the meeting.

In the event that there are no nominations for positions designated to specific areas, the President shall temporarily reassign those duties of the position to the Executive Board members until such time as the vacant position(s) are filled. **The Executive Board will ensure that nominations are reopened until the vacant positions are elected by the members.**

Sec. 3 The term of office for all Executive Board members shall be **three (3)** years.

The Recording Secretary shall track which positions are up for election each year.

All Executives Officers so elected shall retire at the end of their official term, but they shall again be eligible for re-election.

Sec. 4 The Union shall have three (3) Trustee positions.

The Trustees shall be elected for a three (3)-year term in rotating years.

Sec. 5 Should any Executive Board member fail to answer the roll call for three (3) consecutive General Membership meetings or three (3) consecutive Executive Board meetings without having good and sufficient cause, which will be decided upon by the majority vote of the total Executive Board, this office shall be declared vacant.

Due to a vacancy caused by resignation, death or disciplinary measure, nominations and election to fill the vacancy shall take place, at the next available General Membership meeting.

Sec. 6 No person shall be elected or appointed to any office, as an Executive Board member unless they have been a member in "good standing" of the Union.

No person shall be a delegate to a convention or any conference unless they are an Executive Board member.

All delegates to a convention or any conference shall be appointed by the President.

No person shall be appointed to be a delegate to an educational unless they are an Executive Board member, or **a member that has** attended, at a minimum four (4) of the previous ten (10) membership meetings (General and/or Special Membership meetings). The President shall appoint all delegates to an educational.

Sec. 7 Nominations and elections to the Executive Board shall take place at the November General Membership meeting.

Should either the November General Membership meetings be cancelled, or not held due to a lack of a quorum, the Executive Board shall designate at which General Membership meeting the nominations and elections to the Executive Board, are to be held. **The election notice or notice of motion will specify what voting platform will be used and will ensure the secrecy and integrity of the vote is maintained.**

The voting platform used will be at the discretion of the Executive Board.

In the event of a tie vote, a second and subsequent ballot(s) will be taken, if necessary, until a candidate receives the plurality 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.

Sec. 8 New Executive Board members shall immediately upon their election be entitled to attend Executive Board meetings as observers and shall officially assume their duties effective January 1st of the following year.

Sec. 9 The Executive Board members shall be elected by a simple majority of secret ballot votes cast at the General Membership meeting so designated for the purpose of elections.

All nominees for the Executive Board and Trustees must be in attendance at the meeting in order to be elected, otherwise a written statement of the nominee's intention to allow their name to stand for a declared office must be filed with the Recording Secretary prior to the meeting.

Members of the standing committees shall be appointed by the President and approved by the Executive Board prior to January 1st of each year and shall assume their respective duties on January 1st.

Sec. 10 The presiding officer at elections shall appoint two (2) scrutineers, **subject to the approval of the membership**, who must not be candidates **for office or Officers**, who shall oversee the elections and count the ballots **if the election is held in person**.

ARTICLE VI – DUTIES OF TABLE OFFICERS

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

All signing Officers of Local 7 shall be bonded through the master bond held by CUPE. Any Officer who cannot qualify for the bond shall be disqualified from having signing authority.

Sec. 1 President

The President shall preside (chair) all regular and special meetings of the Union, sign all orders of the Secretary-Treasurer authorized by the Union, appoint all committees, act as ex-officio member of all committees, and perform such other duties as may pertain to this office and which may be necessary for the proper functioning of the local.

It shall be the duty of the President to see that all other Executive Board members perform their duties strictly in accordance with the Constitution and Bylaws.

All temporary replacements of Executive Board members due to resignation, disciplinary measures, prolonged sick leave and vacation will be selected by the President from the Executive Board.

The Secretary-Treasurer, along with the President shall prepare the annual budget and present a draft of the budget to the Executive Board members for additional input. Once reviewed and approved by the Executive Board members, the budget will then be presented at the first available General Membership meeting for approval.

Sec. 2 Vice-President

The Vice-President shall perform the duties of the President in the absence of that officer and in case of resignation or death of the President until such vacancy is filled as provided in **the** Constitution.

The Vice-President shall also preside when called upon by the President and at times when the President may be temporarily unable to discharge their duties.

They shall also perform such other duties as may be entrusted to them.

Sec. 3 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.

(Article B.3.3)

The Recording Secretary shall keep a typed, correct, full and impartial record of the proceedings of each meeting.

They shall also attend to all the correspondence and direct it to the appropriate people.

They shall present typed minutes of the previous Executive Board meeting at the next Executive Board meeting.

They shall present typed minutes of the previous General Membership meeting at the next General Membership meeting. They shall attend all grievance meetings and present typed records of proceedings to the Shop Steward within seven (7) working days of meeting.

They shall also perform such other duties as may be entrusted to them.

Sec. 4

Secretary-Treasurer

The Secretary-Treasurer shall sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences.

They shall 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

They shall make a written financial report to each regular membership meeting, detailing all income and expenditures for the period.

The Secretary-Treasurer shall make all books available for inspection by the Trustees and/or auditors on reasonable notice. Ensure that the books are audited at least once each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees.

(Articles B.3.4 to B.3.8)

This position shall receive all initiation fees and dues and documents from the employer regarding the amounts that are direct deposited in the name of the Union in such institutions as the Executive Board may direct.

The Secretary-Treasurer shall ensure that the signing Executive Board members have access to the chequebook in the absence of the Secretary Treasurer for more than four (4) days.

The Secretary-Treasurer shall forward to the National Secretary-Treasurer of CUPE, on the official monthly report forms provided, adhering to the National guidelines, all financial obligations owing to the National Union as per the CUPE National Constitution.

The Secretary-Treasurer, along with the President shall prepare the annual budget and present a draft of the budget to the Executive Board members for additional input. Once reviewed and approved by the Executive Board members, the budget will then be presented at the first available General Membership meeting for approval.

Sec. 5 Shop Steward

The Shop Steward shall assume the responsibility of chairperson of the Grievance Committee as well as preparing and presenting grievances in accordance with the provisions of the collective agreement.

The Shop Steward shall present typed reports outlining the activities of the Grievance Committee to the Executive Board and General Membership Meetings. They shall also perform such other duties as may be entrusted to them.

Sec. 6 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.

Trustees shall make a written report of their findings to the first membership meeting following the completion of each audit.

They shall 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.

Trustees shall send to the National Secretary-Treasurer, with a copy to the assigned Servicing Representative, the following documents:

- i. Completed Trustee Audit Program**
- ii. Completed Trustees' Report**
- iii. Secretary-Treasurer Report to the Trustees**
- iv. Recommendations made to the President and Secretary-Treasurer of the Local Union**
- v. Secretary-Treasurer's response to recommendations**
- vi. Concerns that have not been addressed by the Local Union Executive Board.**

(Articles B.3.10 to B.3.12)

Trustees shall also perform such other duties as assigned by the Executive Board.

Audit forms supplied by the National office shall be used for all audit reports, also a copy of such yearly audit shall be sent to the National Secretary-Treasurer in accordance with the provisions of the CUPE National Constitution.

Sec. 7 Executive At Large

The Executive Board members shall attend all meetings and assist in keeping order and generally represent the interests of members at meetings and otherwise.

Executives at Large will be responsible for the social and good and welfare of the Union.

Special tasks may be assigned by the President as necessary.

Sec. 8 At the end of the term of office or prolonged absence due to vacation, resignation, disciplinary measures or sick leave, all Executive Board members and Trustees shall turn over to their successor/replacement, all properties and assets, including funds, books and records belonging to the Union.

Sec. 9 The appointed Sergeant at Arms shall secure the door at the direction of the presiding officer.

Sec. 10 Two (2) scrutineers, **subject to the approval of the membership who are not Officers or candidates for office**, shall be responsible for collecting ballots at any time elections are held **in person**. Any objections to the choice of scrutineers may be made by members in attendance at the General Membership meeting.

ARTICLE VII – FUNDS

Sec. 1 The funds of the Union shall be kept on deposit in such financial institutions as the Union will from time to time by resolution delegate.

All bills and accounts **and all other expenditures must be paid by cheque, signed by the Secretary-Treasurer and the President or another signing authority.**

- Sec. 2 The Executive Board may from time to time by motion authorize the transfer of funds, whereupon it shall be the duty of two (2) of the four (4) signing officers to arrange to transfer such amount as directed.
- Sec. 3 Any expenditure not covered by the approved budget which is in excess of one thousand dollars (\$1000.00) shall be voted on at a General Membership meeting.
- Sec. 4 Any expenditure not covered by the approved budget under one thousand dollars (\$1000.00) shall be voted on at an Executive Board meeting.

ARTICLE VIII – ADDITIONAL BYLAWS AND AMENDING THE CONSTITUTION

- Sec. 1 These bylaws are always subordinate to the CUPE National Constitution as it now exists or may be amended from time to time, and in the event of a conflict between these bylaws and the CUPE National Constitution, the latter shall govern, Constitutional interpretation, including determination of conflict, is the prerogative of the National President.
- Sec. 2 These bylaws shall not be amended, added to, or suspended except upon a majority vote of those present at a General Membership meeting or a Special Membership meeting called for that purpose, make such additional bylaws as it may deem advisable, provided that at least (7) days' notice at a previous meeting or at least sixty (60) days written notice has been given and further provided that such bylaws do not conflict with the constitution.
- Sec. 3 No change in these bylaws shall be valid or take effect until approved by the National President of CUPE. The validity shall be the date from the letter of approval of the National President.

ARTICLE IX – AGREEMENTS

- Sec. 1 Members must at all times abide by and adhere to the terms of any contract or agreement signed by the Union on behalf of its members, and all agreements must be approved at a regularly constituted General Membership meeting or Special General Membership meeting prior to being signed by the Executive Board members.

ARTICLE X – MEETINGS

- Sec. 1 The General Membership meetings of the Union shall be held quarterly in the following months: February, May, September and November on the

first Tuesday of the month at 5:10 p.m., where possible. Dates and locations will be **sent out electronically to all members with reasonable notification. The voting platform will be consistent ensuring that all members use the same method of voting. The voting platform used will be at the discretion of the Executive and will ensure the secrecy and integrity of the vote is maintained.**

Sec. 2 Special General Membership meetings of the Union may be ordered by the Executive Board or requested in writing by twenty (20) members in "good standing".

The President shall immediately call a meeting when so ordered or requested and shall see that reasonable effort is made to notify members at least twenty-four (24) hours prior to such meeting.

Notice shall include the subject(s) to be discussed. Only such business shall be transacted at Special General Membership meetings that would not normally occur at a General Membership meeting.

Sec. 3 The Executive Board shall meet once every month, except when cancelled by a majority vote of the Board. The Executive Board shall meet at least eight (8) times in a calendar year. **The Executive Board may meet virtually or in person.**

Sec. 4 Special meetings of the Executive Board may be called by any of the **Executive Board** Officers when considered necessary.

Sec. 5 A quorum for the transaction of business at the General Membership or Special General Membership meeting shall be designated as nine (9) members of which the President or their designate must be represented and at least three (3) other Executive Board members.

Four (4) members shall constitute a quorum for a meeting of the Executive Board.

In the absence of a quorum at any regular General Membership meeting, the Executive Board shall be empowered to process pressing matters and administrative business including regular payments for which the local is liable. **Any decision made by the Executive Board will be reported back for ratification at the next membership meeting.**

ARTICLE XI – GENERAL

- Sec. 1 All members shall adhere to **CUPE's Code of Conduct**, all allegations shall be investigated and acted upon in accordance with the provisions of the CUPE National Constitution.
- Sec. 2 Charges against members or Executive Board members must be made in writing and copied to the Executive Board. **In accordance with Appendix F of the CUPE National Constitution.**
- Sec. 3 All business transacted at the meetings of the Union shall be treated as strictly confidential to non-members.

ARTICLE XII – RULES OF PROCEDURE

- Sec.1 The President or in their absence, the Vice-President shall take the chair at the time specified for General Membership meetings and Special General Membership meetings.
- Sec. 2 No motion shall be debated or open for discussion until the same has been seconded and put to the meeting by the presiding officer.
- Sec. 3 If in the opinion of the presiding officer, any members of the Union disrupts the proceedings of the meeting, the presiding officer shall call a vote of the members present to determine the disciplinary action.
- Sec. 4 When the decision of the chair is **challenged**, the presiding officer shall state their decision and the reasons thereof from the chair. The party **challenging the chair** shall then state the reasons for the **challenge**, after which, without further debate, the question shall be put thus: "Shall the decision of the chair stand as the judgement of the Union."
- It shall require a majority vote to sustain such **challenge**.
- Sec. 5 On motion, the regular order of business may be suspended by a vote with a two-thirds (2/3) majority of those present, to dispose of anything urgent.
- Sec. 6 Any member having made a motion can withdraw it with consent of the seconder, but a motion once debated cannot be withdrawn, except by the majority vote of those present.
- Sec. 7 When two (2) or more members rise at the same time to speak; the presiding officer shall decide which one is entitled to the floor.

- Sec. 8 Every member while speaking shall adhere to the question under debate and avoid all personal, sectarian indecorous, or offensive language as well as any reflection on the Union or any member thereof.
- Sec. 9 If a member while speaking, is called to order, they shall cease speaking until the point is determined, by the presiding officer, when if decided to be in order, they may again proceed.
- Sec. 10 No member shall speak more than ten (10) minutes at any one time or more than once on the same question (unless requested by another member to assist in clarifying the issue), until all members wishing to speak have had an opportunity to do so, then they may be allowed to speak a second time by permission of the chair.
- Sec. 11 The presiding officer shall take no part in debate while presiding but may yield the chair to one of the Executive Board members in order to speak on any question before the Union, or in order to introduce a new question.
- Sec. 12 The presiding officer shall have the same rights as other members to vote on any question. In case of a tie, they may also cast the deciding vote or if they choose, refrain from voting the extra vote, in which case the motion does not prevail, and the decision is in the negative.
- Sec. 13 To put the previous question, no motion shall be in order except to adjourn; the previous question; to lay on the table; to refer; to divide or amend;
- To postpone for a definite time, which motions shall have precedence in the orders named.
- If any of the foregoing motions are negated, it cannot be renewed until after an intermediate proceeding. The first three (3) of these shall be decided without debate.
- Sec. 14 A motion to amend, or to amend an amendment, shall be in order, but a motion to amend an amendment to an amendment shall not be permitted. No amendment or an amendment to an amendment shall be in order, which is a direct negative to the resolution.
- The presiding officer shall then proceed to call for a vote on the amendment to the amendment first, secondly the amendment, and finally the main motion.
- Sec. 15 No member shall interrupt another member while speaking, unless to rise to a point of order.

- Sec. 16 Voting on all questions shall be by show of hands, except:
- (1) When a standing vote is "called for" by any member;
 - (2) When a secret ballot vote is "called for" by any member.
- Each "called for" act shall only be defeated by the majority show of hands voting on the question of: "Shall the vote be by standing vote/secret ballot".
- Sec. 17 A motion to adjourn is in order except:
- (1) When a member has the floor;
 - (2) When members are voting.
- Sec. 18 A motion to adjourn having been put and lost, shall not be in order again if there is further business before the Union, until fifteen (15) minutes have elapsed.
- Sec. 19 No members shall be allowed to leave any meeting of the Union, without the permission from the presiding officer.
- Any member who leaves without permission will lose their "good standing" classification with the Union.
- Sec. 20 All rules and other proceedings in debate not herein provided for shall be guided by "Bourinot's Rules of Order".

ARTICLE XIII – VIOLATIONS, PENALTIES AND FINES

- Sec. 1 CUPE Local 7 may assess or fine any of its members who has worked for the employer during a strike or job action, a sum of not more than the net earnings that member earned during the strike or job action.

ARTICLE XIV – STANDING COMMITTEES

Sec. 1 Appeal Committee

This committee shall be comprised of three (3) members in good standing to be selected from the Local 7 membership. If the decision is not to proceed, the grievor(s) shall be notified by registered mail and provided an opportunity to appeal to the Appeal Committee prior to the decision being final.

Any union member who believes they have a grievance and submits same in writing and such grievance is not processed by the Grievance Committee OR any grievance which is terminated at any stage of the Grievance procedure without the consent of the grievor:

- 1. The grievor shall have the right to appeal such decision within ten (10) calendar days, in writing to the Local Executive Board from the time that they were notified of said decision by registered mail.**
- 2. A special meeting shall be convened of the Appeal Committee where the grievor or designate may present their grievance. The griever or their designate must be a member in good standing of the local.**
- 3. To ensure that a grievance is not lost due to time limits the chairperson/designate of the Grievance Committee or the President/delegate shall either initiate a grievance or secure an extension of the time limits until the appeal process has been settled.**
- 4. In either step of the Appeal Procedure, the Grievance Committee or President will clarify its position as to why the grievance was denied or terminated. The Grievance Committee shall present all grievances, whether processed or terminated to the Executive Board, the general membership, and copies shall be given to the National Representative.**
- 5. After due process and consideration, the decision of the Appeal Committee shall be final and not subject to further appeal; and all circumstances, the local, not the grievor, has authority regarding the handling of the grievance.**

Sec. 2 Finance/Budget Committee

The committee will:

- Be compromised of the Executive Board members.**
- Work with the Secretary-Treasurer and assist with the preparation a yearly budget.**
- Continue to review expenditures to ensure the budget is on track.**

Sec. 3 Grievance Committee

The committee will:

- **Oversee the handling of all local grievances.**
- **Receive copies of all grievances.**
- **Prepare a report on the status of all grievances to be submitted to the Executive Board, the National Representative, and to the membership meeting.**
- **When a grievance is not settled in the initial steps provided for in the collective agreement, this committee will decide whether or not the grievance should proceed to arbitration**

Sec. 4 Special Committees

A special committee may be established for a specified purpose and a specified period of time by the membership at a meeting.

Sec. 5 Negotiations Committee

This will be a special committee established at least six (6) 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 up to five (5) members, all elected at a membership meeting. 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.

Sec.6 Bylaw Committee

The 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 two (2) 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.

Sec. 7 Labour/Management Committee

The President and any table officers of Local 7 deemed necessary will attend labour management meetings on behalf of the local.

Sec. 8 Reclassifications (Job Evaluation) Committee

Joint Job Evaluation (JJE) Committee It is the function of this committee to conduct a Joint Gender-Neutral Job Evaluation between CUPE Local 7 and the City of Regina.

- To jointly utilize an equitable and non-discriminatory job evaluation process for all jobs to ensure compliance with government legislation and achieve Equal Pay for Work of Equal Value.
- To maintain the Joint Gender-Neutral Evaluation program by applying a consistent approach to newly created and significantly changed jobs as they arise and to ensure that the process is kept up to date and relevant to the work performed.
- To monitor and assess future wage proposals and consider what impact on equitable compensation and wage hierarchy. The JJE shall have equal representation and participation from the parties, consisting of a minimum of two (2) representatives from the employer and two (2) representatives from the union.
- The committee will try to maintain at least four (4) trained members of this committee at all times

ARTICLE XV – OUT OF POCKET EXPENSES AND HONOURARIUMS

Sec. 1 Duties of the Executive Board require their attendance at meetings which are held outside of regular work hours. For this time spent, as well as

other assigned duties, each Executive Board member shall be entitled to a monthly honorarium as follows:

Table Officer	\$400 per month after deductions
Executive-At-Large	\$100 per month after deductions
Trustee	\$50 per yearly audit

- Sec 2. For all delegates to conventions, conferences, committee meetings, seminars and schools held outside the City of Regina, the local shall pay:
- a) Transportation expenses or car allowance shall be based on the City's mileage rate. The most economical method of transportation feasible should be used. When mileage is being paid, except for reasonable circumstance, at least two (2) delegates must ride together.
 - b) A per diem allowance of sixty-five dollars (**\$65.00**) per day of out of the city, but within the province, plus any hotel expenses; and **one-hundred and twenty (\$120.00)** dollars per day for out of province, plus hotel expenses.
 - c) Any lost wages as a result of attendance will be reimbursed.
 - d) Any other reasonable receipted expenses shall be reimbursed by the local.

- Sec. 3 Delegates to conventions, education institutes, seminars or union schools held locally shall have no travel allowance. There shall be a per diem as follows:

- a) **Forty-five (\$45.00)** dollars per day;
- b) Compensation for any loss of wages.

ARTICLE XVI – SCHOLARSHIP

- Sec. 1 One (1), three hundred dollar (\$300.00) scholarships to be awarded annually.
- Sec. 2 Open to children of "members" of Local 7, former members deceased before retirement, while employed with the City of Regina and children whose legal guardians are members of Local 7.
- Sec. 3 Awards will be made on the basis of the highest average marks obtained in grade 12.

- Sec. 4 Applicants are to be enrolled in the first year of a minimum of a two (2) year course at any Canadian university or in a two (2) year diploma course at a recognized institute of applied arts and science in Canada.
- Sec. 5 All applications are to include:
- a) Proof of age;
 - b) Letter of acceptance from the school in which enrolment has been obtained;
 - c) Statement of grade 12 marks from the Department of Education;
 - d) Name of parent/guardian and the department in which they work;
 - e) Other criteria as set out by the Education Committee and included in the information sent out by the Education Committee.
- Sec. 6 All applications are to be submitted before September 30th of the year in which the award is to be made.
- Sec. 7 To be administered by the Executive Board.

ARTICLE XVII – RETIRING MEMBERS

- Sec. 1 On retirement, a member in good standing, shall receive a gift valued at ten dollars (\$10.00) for each calendar year as a member of Local 7, to a max of two hundred and fifty dollars (\$250.00).

ARTICLE XVIII – ORDER OF BUSINESS

- 1. Acknowledgement of Indigenous territory**
- 2. Roll call of officers**
- 3. Reading of the Equality Statement**
- 4. Voting on new members and initiation**
- 5. Reading of the minutes**
- 6. Matters arising from the minutes**
- 7. Secretary-Treasurer's Report**
- 8. Communications and bills**
- 9. Executive Board Report**
- 10. Reports of committees and delegates**
- 11. Nominations, elections or installations**

12. Unfinished business
13. New business
14. Good of the Union
15. Adjournment

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.”

APPENDIX A – 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, co-operation 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 or homophobic, hurts and thereby divides us. So too, does discrimination on the basis of ability, age, class ethnicity and religion.

Sometimes discrimination takes the form of harassment. Harassment means using real or perceived power to abuse, devalue, denigrate 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 – 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 7, 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 – LAND ACKNOWLEDGEMENT

Today we acknowledge that we are on the traditional lands of the Treaty 4 Territory, a Treaty signed with 35 First Nations across Southern Saskatchewan and parts of Alberta and Manitoba, the original lands of the Cree, Saulteaux, Dakota, Nakota, Lakota and the homeland of the Métis.

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