

Bylaws



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INTRODUCTION

Local 2669 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 2669 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 Local 2669, and to involve as many members of Local 2669 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" - CUPE National Equality Statement.

SECTION 1 - NAME

The name of this Local Union shall be Canadian Union of Public Employees, Local 2669 (Saskatoon Public Library Workers).

SECTION 2 - OBJECTIVES

The objectives of Local 2669 are to:

- (a) Secure the best possible pay, benefits, working conditions, job security, pensions and retiree benefits for its members;
- (b) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- (c) Encourage the settlement by negotiation and mediation of all the disputes between the members and their employers;
- (d) 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;
- (e) To work towards improved library service at the local and provincial levels; and
- (f) Support CUPE in reaching all of the objectives set out in Article II of the CUPE National Constitution.

SECTION 3 – REFERENCES

- (a) Masculine pronouns shall be understood to include the feminine gender.
- (b) 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.

SECTION 4 – AFFILIATIONS

In order to strengthen the labour movement and work toward common goals and objectives, Local 2669 may be affiliated to and pay per capita tax or monthly fees to the following organization(s):

- The CUPE Saskatchewan Provincial Division
- The Library Workers Steering Committee
- The Saskatchewan Federation of Labour
- The Saskatoon and District Labour Council

SECTION 5 – REGULAR AND SPECIAL MEMBERSHIP MEETINGS

- (a) Regular membership meetings of Local 2669 shall be held at least six (6) times per year in Saskatoon. The Executive Board will give at least one week's notice of the exact date and location of the meeting.
- (b) The Local will pay for food at two general membership meetings per year with the dates to be determined by the Executive Board.
- (c) Special membership meetings of Local 2669 may be required, and shall be called by the Executive Board or may be requested in writing by no fewer than ten (10) members. The President shall immediately advise members when a special meeting is called, and ensure that all members receive at least twenty-four (24) hours' notice of the special meeting and the subject(s) to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.
- (d) The minimum number of members required to be in attendance for the transaction of business at any regular or special meeting shall be ten (10) members, including at least one half of the members of the Executive Board.
- (e) The order of business at regular membership meetings is as follows:
 - 1. Roll Call of Officers
 - 2. Reading of the Equality Statement
 - 3. Voting on New Members and Initiation
 - 4. Approval of Minutes of Previous Meeting
 - 5. Matters Arising

6. President's Report
7. Treasurer's Report and Approving Expenditures
8. Correspondence
9. Executive Board Reports
10. Reports of Committees and Delegates
11. Nominations, Elections, or Oath of Office
12. New Business
13. Good of the Union
14. Adjournment

- (f) Local 2669 is committed to ensuring that all of its meetings and activities are safe environments where members are encouraged to speak. Existing members are encouraged to welcome, mentor and support new members and equity-seeking members.

SECTION 6 – OFFICERS

The Officers of Local 2669 shall be the President, Vice-President, Recording Secretary, Secretary-Treasurer, three (3) Trustees, Chief Shop Steward and Membership Secretary.

SECTION 7 – EXECUTIVE BOARD

- (a) The Executive Board shall include all Officers, except Trustees.
- (b) The Executive Board shall meet every month with paid union leave of up to three hours.
- (c) A majority of the Executive Board constitutes a quorum.
- (d) The Executive Board shall hold title to any real estate of Local 2669 as trustees for the Local. They shall have no right to sell, convey, or encumber any real estate without first giving notice and then submitting the proposal to a membership meeting and having it approved.
- (e) The Executive Board shall do the work delegated to it by Local 2669 and shall be held responsible for the proper and effective functioning of all committees.
- (f) Should any Executive Board member fail to answer the roll call for three **consecutive** regular meetings, or three **consecutive** regular 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.

SECTION 8 – DUTIES OF OFFICERS

Each Officer of Local 2669 is encouraged to participate in CUPE educational courses to enhance their leadership skills and expand their knowledge and expertise.

(a) The President shall:

- Enforce the CUPE National Constitution, these Local 2669 Bylaws and the Equality Statement.
- Preside at all membership and Executive Board meetings and preserve order.
- Decide all points of order and procedure (subject always to appeal to the membership).
- Have a vote on all matters (except appeals against the President's rulings) and in case of a tie vote in any matter, including elections, have the right to cast an additional vote to break the tie.
- Ensure that all Officers perform their assigned duties.
- Fill committee vacancies where elections are not provided for.
- Sign cheques and ensure that Local 2669's funds are used only as authorized or directed by the CUPE National Constitution, Local 2669 bylaws, or vote of the membership.
- Be allowed necessary and reasonable funds, not to exceed \$25 monthly, to reimburse the President or any Officers for expenses incurred on behalf of Local 2669. 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 to seminars, educationals, workshops and as a delegate to conventions.
- On termination of office, surrender all books, seals and other properties of Local 2669 to their successor.

(b) 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.
- Render assistance to any member of the Executive as directed by the Executive Board.
- Introduce new members and conduct them through the initiation and swearing-in ceremony.
- On termination of office, surrender all books, seals and other properties of Local 2669 to their successor.

- May sign cheques and ensure that Local 2669's funds are used only as authorized or directed by the CUPE National Constitution, Local 2669 bylaws, or vote of the membership.

(c) The Recording Secretary shall:

- Keep full, accurate, and impartial account of the proceedings of all regular, 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 Trustee reports.
- Record all amendments and/or additions in the bylaws, and make certain that these are sent to the National President for approval.
- 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 Local 2669's funds.
- On termination of office, surrender all books, seals and other properties of Local 2669 to their successor.
- May sign cheques and ensure that Local 2669's funds are used only as authorized or directed by the CUPE National Constitution, Local 2669 bylaws, or vote of the membership.

(d) The Secretary-Treasurer shall:

- Receive all revenue, initiation fees, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union.
- Prepare all CUPE National per capita tax forms and remit payment, including \$1.00 of each initiation fee on all new members admitted, no later than the last day of the following month.
- Sign cheques and ensure that Local 2669's funds are used only as authorized or directed by the National Constitution, Local 2669's bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences.
- Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by Local 2669.

- 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 Local 2669's Executive Board.
- Make a written financial report to each regular membership meeting, detailing all income and expenditures for the period.
- 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 two members of the Executive Board. No request shall be required for payment of per capita fees to any organization to which Local 2669 is affiliated.
- 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.
- Provide the Trustees with any information the Trustees require to complete the audit, including forms provided by CUPE National.
- Be empowered, with the approval of the membership, to employ necessary administrative assistance to be paid for out of Local 2669 funds.
- On termination of office, surrender all books, records and other properties of Local 2669 to their successor.

(e) The Chief Shop Steward shall:

- Represent any branch, department, or employee grouping (i.e. Pages and Casuals) that are unsuccessful in electing their own representative.
- Co-ordinate activities of Shop Stewards.
- Co-ordinate grievance handling.
- Liaise between the Executive Board and the membership via the Shop Stewards.
- Recruit vacant Shop Steward positions.
- May sign cheques and ensure that Local 2669's funds are used only as authorized or directed by the CUPE National Constitution, Local 2669 bylaws, or vote of the membership.

(f) Membership Secretary shall:

- Guard the inner door at membership meetings and admit no one but members in good standing or officers and officials of CUPE, except on the order of the President and with consent of the members present.
- Issue membership cards.
- Maintain membership records.

- Perform such other duties as may be assigned by the Executive Board from time to time.
- May sign cheques and ensure that Local 2669's funds are used only as authorized or directed by the CUPE National Constitution, Local 2669 bylaws, or vote of the membership.

(g) The Trustees shall:

- Act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary, and the Committees every six months.
- Submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that Local 2669's funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct, and proper manner.
- Make a written report of their findings to the first membership meeting following the completion of each audit.
- 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 Local 2669, and report their findings to the membership.
- Send to the National Secretary-Treasurer, with a copy to the assigned Servicing Representative, the following documents as required:
 - 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 Local 2669
 - v) Secretary-Treasurer's response to recommendations
 - vi) Concerns that have not been addressed by Local 2669's Executive Board.

SECTION 9 – NOMINATION, ELECTION, AND INSTALLATION OF OFFICERS

(a) Nominations

- A Nominations Committee shall be appointed at least two months prior to the June meeting, to coordinate the recruitment of members willing to stand for election to the Executive or Committees.
- Recruitment by the Nominating Committee shall in no way indicate endorsement of a candidate by the Executive or membership.

- Nominations will be received at the regular membership meeting held in the month of May.
- 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.
- To be eligible for nomination, a member shall have attended at least fifty percent of the membership meetings held in the previous twelve months, or in the period he was a member if less than a year, unless a valid reason acceptable to Local 2669 is given for non-attendance by the next membership meeting.
- A member may accept nomination for an Executive position while holding office in another Executive position. If successful in the election, their resignation from their current position will take effect at that time.
- To be eligible for nomination, a member must be a member in good standing as set out in Article B.8.3 of the National Constitution.

(b) Elections

- The President, Recording Secretary and Membership Secretary will be elected in even-numbered years. The Vice-President, Secretary-Treasurer and Chief Shop Steward shall be elected in odd-numbered years.
- 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 Returning Officer and assistant(s). The Committee will include members of Local 2669 who are neither Officers nor candidates for office. The Committee shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.
- The Committee will determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer.
- The Returning Officer will be responsible for issuing, collecting, and counting ballots. The Returning Officer must be fair and impartial and see that all arrangements are unquestionably democratic.
- The voting will take place at the regular membership meeting in June. The vote will be by secret ballot.
- Voting to fill one office will be conducted and completed, and recounts dealt with before balloting may begin to fill another office.
- 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.
- 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.
- 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 5 – REGULAR AND SPECIAL MEMBERSHIP MEETINGS – Sub Section (c).

(c) Installation

- In the two weeks between the election and the installation of new officers and Committee members, the current officers and committee members must meet at least once with those newly elected to facilitate the transition, and to designate committee chairpersons, if required.
- All duly elected Officers shall be installed at the June meeting. New officers who will have financial signing authority will file the necessary documents as soon as possible after the June meeting.
- Terms of Executive Board shall be two years; all others one year; with the exception of the Trustees as noted below.
- 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.
- 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.”

(d) By-Election

Should an office fall vacant pursuant to Section 7(f) of these bylaws or for any other reason, the resulting by-election will be held as soon as practical and should be conducted as closely as possible in conformity with this Section.

SECTION 10 – FEES, DUES, AND ASSESSMENTS

(a) Initiation Fee

Payment of initiation fees is a tangible confirmation of the desire to become a member of Local 2669 and the Canadian Union of Public Employees. Each application for membership in Local 2669 will be directed to the Secretary-Treasurer and will be accompanied by an initiation fee of \$1.00 which shall be in addition to monthly dues. The Secretary-Treasurer shall issue a receipt. If the application is rejected, the fee shall be returned.

(b) Monthly Dues

The monthly dues shall be 1.78 % (*June 1, 2001*) of regular wages. If the CUPE Convention raises minimum fees and/or dues above the level herein established, these bylaws will be deemed to have been automatically amended to conform to the new CUPE minimum. Special assessments may be levied in accordance with Article B.4.2 of the CUPE Constitution.

SECTION 11 – NON PAYMENT OF DUES AND ASSESSMENTS

Any member in arrears for a period of three months or more will be automatically suspended and 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. Any member under suspension wishing to be reinstated will, upon application, pay the re-admittance fee of \$1.00 plus any dues and assessments in arrears. This money will be returned if the application is rejected. A member who has been unemployed or unable to work because of sickness may be charged a re-admittance fee but may not be required to pay arrears.

SECTION 12 – 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 2669 is committed to removing barriers within its control so that all members have equal access to participation.

- (a) When it is practical and demand warrants, Local 2669 will provide on-site child care at all Local 2669 membership meetings. Where on-site child care is not provided, and in the case of dependent care or elder care, members will be reimbursed for each hour of required care upon providing proof of payment within 30 days of the date of the meeting.
- (b) Any member who is on authorized Local 2669 business shall be eligible for child care, dependent care, and/or elder care expenses where required. Upon proof of payment (within 30 days of the date of business) claims shall be reimbursed for each hour of care required.
- (c) 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 13 – VOTING OF FUNDS

- (a) Local 2669 will pay out funds under the following circumstances:
 - When the expenditure has received prior authorization through a membership approved budget;
 - When these bylaws approve the expenditure; or
 - Through a vote of the majority of members at a membership meeting.

Authorization to pay per capita tax to CUPE National, CUPE Saskatchewan Division, or any labour organization that Local 2669 is affiliated with, is not required.

- (b) 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 in the agenda of a regular membership meeting. The motion must be approved by the membership before the grant or contribution can be paid out.
- (c) In the case of strong need by other union bodies during their strike or work actions, funds may be lent by the Executive Board to said union to a maximum of five thousand dollars (\$5,000) to be repaid to Local 2669 within an agreed-upon time. Notice of such loans shall be brought to the next membership meeting.

SECTION 14 – OUT-OF-POCKET EXPENSES

The following out-of-pocket expenses shall be provided:

- (a) Yearly expenses will be paid as follows:
- President: \$600
 - Vice-President; Recording Secretary; Secretary Treasurer, and Chief Shop Steward: \$400
 - Membership Secretary: \$200
 - Trustees; Past President; Shop Stewards; Pension and Benefits Advisor; EFAP Peer Advisor; EFAP Board Representative; Library Worker Steering Committee Representative; Committee Chairs: \$50
 - Committee Members: \$25
 - Negotiating Committee Member: \$300 per term

SECTION 15 – DELEGATES TO CONFERENCES, CONVENTIONS AND EDUCATIONALS

- (a) Except for the President’s option [SECTION 8 – DUTIES OF OFFICERS], all delegates to conventions, conferences, and educationals shall be chosen by election at membership meetings.
- (b) Delegates will be required to prepare a report to the next Local 2669 membership meeting as outlined in Appendix “E” - Guidelines for Educationals, Conventions and Seminars.
- (c) Lost Wages: Local 2669 will reimburse the employer for all actual loss of wages (not including earned days off, vacation or days off).
Per Diems: Local 2669 will cover the cost for meals if they are not included in the registration. If all meals are included there is still a per diem for incidentals as noted the table in Section 16 – Per Diems and Expenses.
- (d) Local 2669 can provide members with their per diem allowance prior to their attending the convention, conference, or educational upon receipt of an *Expense Request Form*.
- (e) Local 2669 encourages the participation of women and all equity-seeking groups in their delegation to conventions, conferences, and educationals.

SECTION 16 – PER DIEMS AND EXPENSES

(a) Per Diem Schedule

Item	In Saskatoon	Within Province	Outside Province
Lost Wages:	Actual loss	Actual loss	Actual loss
Per Diems:	\$15	Breakfast: \$12 Lunch: \$15 Supper: \$25 Incidentals: \$12	Breakfast: \$15 Lunch: \$25 Supper: \$35 Incidentals: \$15
Travel: (car-pool recommended)	None	\$0.40 per kilometre or most economical rate of travel with receipt.	\$0.40 per kilometre or most economical rate of travel with receipt.
Accommodation: (union hotel recommended)	None	Receipt required.	Receipt required.

(b) Meetings Within Saskatoon:

All representatives attending a meeting within the city of Saskatoon shall have no travel allowance. There shall be a per diem allowance of \$15.00 and wage replacement provided.

(c) Meetings Outside Saskatoon:

All representatives attending a meeting outside the city of Saskatoon shall be paid transportation expenses at a rate equivalent to the most reasonable method of travel: in this regard lost wages, a per diem of \$50 and accommodation expenses while away will be considered as part of travel expenses. When travelling by car is the most reasonable mode because two or more people are sharing, then the driver will be paid per kilometre (as per table above).

(d) Expenses incurred by Executive Board or Committees for work on behalf of the membership shall be submitted with receipts for approval and payment to the membership if outside the approved budgeted amount.

SECTION 17 – COMMITTEES

(a) Committees

The Chairperson of each committee will be elected by the committee members and shall be responsible for the proper and effective functioning of the committee. Committees will provide written reports to each regular membership meeting. A member of the Executive Board will be the ex-officio member of each committee.

1. Grievance Committee

This committee will:

- Be comprised of the President, Chief Shop Steward and one other member of the Executive Board.
- 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 CUPE 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.

2. Education Committee

This committee will:

- Be comprised of the elected chairperson and three (3) to five (5) members. The committee shall appoint its secretary from among its members.
- Gather information about appropriate courses, the availability of courses and present recommendations to the Executive Board and subsequently to the membership for approval.
- Arrange for representation or delegates to conferences and conventions and present recommendations to the Executive Board and subsequently to the membership for approval.
- Submit a preliminary budget to the Executive Board each May and monitor the expenditures by working with the Secretary-Treasurer.
- Assist delegates in the preparation of reports to the membership on seminars and conferences and maintain a reference file of these reports.
- Co-operate with the Executive Board in preparing press releases and other publications for the members.
- Co-operate with the National Union Development Department and Communications Branch of CUPE, and with the regional education representative, in implementing both Local 2669's and CUPE's policies in these fields.

3. Occupational Health and Safety (OH&S) Committee

This committee will:

- Be comprised of the elected chairperson and five (5) to seven (7) members. At least two of the members shall be chosen from branch libraries. The committee shall appoint its secretary from among its members.
- Work to educate members on the importance of workplace health and safety.
- Prepare and present reports to regular membership meetings.
- Organize an April 28th Day of Mourning ceremony each year.
- Participate on the Joint Worksite Health and Safety Committee (OH&S).
- Ensure that the worker representatives on the OH&S meet separately from the employer to prepare for meetings with the employer.
- Promote safe work procedures and environments so as to prevent illness and injury as a result of workplace factors.
- Immediately bring to the attention of the employer any workplace hazard that has the potential to cause member illness or injury.
- Work to eliminate all workplace hazards at the source, be they physical, environmental, or social.
- Co-operate with the Education Committee in disseminating information on health and safety and providing health and safety educational programs to members.
- Attend the Level I and Level II sessions through the Occupational Health and Safety Division of the Government of Saskatchewan.

4. Systemwide Social Committee

This committee will:

- Be comprised of the chairperson (elected from its members) and from five (5) to ten (10) members, but may from time to time call for extra volunteers from the membership to help in the performance of their duties. They may appoint a secretary-treasurer from among its members.
- Arrange and conduct systemwide social, cultural, and recreational activities of Local 2669, 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 on a regular basis. Some events may include, but not be limited to the Adult and Children's Holiday Party and other family activity or event.
- Submit a preliminary budget to the Executive Board each May and monitor the expenditures by working with the Secretary-Treasurer.

(b) Special Committees

1. Negotiating Committee

This committee will:

- Prepare bargaining proposals and negotiation a collective agreement to be ratified by the membership.
- Be established at least six (6) months prior to the expiry of Local 2669's collective agreement and automatically disband when a new collective agreement has been signed.
- Be comprised of eight (8) members elected at a membership a meeting and the Local's President. The CUPE National Representative will 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. The eight members shall be elected based on representation of the following pay bands:
 - two (2) members representing pay band 1;
 - two (2) members representing pay bands 2 through 5;
 - two (2) members representing, pay bands 6 through 9; and
 - two (2) members representing pay bands 10 through 15.
 - at least one member must also represent casual members.
- Receive per diem of \$25.00 while at the negotiating table.

2. Bylaw Committee

This ad hoc committee will be comprised of no more than three members which would include at least one Executive member and will:

- Review the bylaws for changes and make recommendations on proposed amendments to the membership.
- Review any proposed amendments received from the Executive Board or membership of Local 2669 to ensure that the amendment will conform to the remainder of the bylaws and the CUPE National Constitution.
- Ensure that Local 2669's bylaws are written in clear language while also ensuring that clear language does not change the intent or meaning of the bylaws.
- Submit in writing to the Executive Board proposed changes.

3. Ad Hoc Committee

Special committees may be established for a specific purpose and period by the membership at a meeting. The members shall be elected at the same or another membership meeting, or may, by specific authorization of the membership, be appointed by the President or Executive Board. Two members of the Executive Board may sit on any special committee as ex-officio 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 Article B.11 of the CUPE National Constitution.

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 “B” - Rules of Order. 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 “B” - Rules of Order, 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 – AMENDMENTS TO THE BYLAWS

- (a) These bylaws are always subordinate to the CUPE National Constitution (including Appendix “B” - Rules of Order) 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 National Constitution, the latter shall govern. The National President has the sole authority to interpret the CUPE National Constitution.
- (b) These bylaws will not be amended, added to, or suspended except upon a majority vote of those present and voting at a regular or special membership meeting following seven (7) days’ notice at a previous meeting or at least sixty days’ written notice.
- (c) No change in these bylaws will be valid and take effect until approved by the National President of CUPE. The validity will date from the letter of approval of the National President.

SECTION 21 – PRINTING AND DISTRIBUTION OF BYLAWS

Members will receive a copy of Local 2669 bylaws, either in paper format or via Local 2669 web site at www.2669.cupe.ca. Members requesting a copy of these bylaws will be provided a copy in either French or English as requested. Members with disabilities 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 sisters and brothers deserve dignity, equality, and respect.

Appendix "B" - 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. After a question has been decided, any two members who have voted with the majority can move reconsideration, provided that a motion for reconsideration is made at either the meeting where the decision proposed for reconsideration was made, or at the very next meeting.
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.

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 "C" - Stewards

Stewards will be elected by each of the following departmental areas or branches:

- Frances Morrison Library - Main Floor
- Frances Morrison Library - Second Floor and Basement
- Alice Turner Branch / Technical Services Department
- Carlyle King Branch
- Cliff Wright Branch
- J.S. Wood Branch
- The Library on Twentieth Street Branch
- Mayfair Branch
- Rusty Macdonald Branch
- Casuals

Stewards are responsible for dissemination of material to members, orientation of new members, and communication between the Chief Shop Steward and members on issues of importance to the location, Local 2669, the union movement, and the community.

Appendix "D" - Donation Guidelines

Local 2669 will consider requests for donations from the following, in no particular order:

- Local registered charities;
- Organizations that promote family and child welfare;
- Organizations that promote library development, literacy and reading skills
- Organizations that support human rights;
- Saskatchewan unions
- Other groups undertaking labour-related initiatives;
- Organizations that promote women's equality

This list is not intended to be exclusive; requests from groups or institutions not described here may be considered as well.

The amount budgeted each year will be forwarded to membership for approval. Donation requests that have a specific deadline will be brought to the membership for consideration as soon as possible after they are received. Information about all other requests will be available at the June meeting when the budget is brought for approval by membership.

These guidelines will be reviewed periodically.

Appendix “E” - Guidelines for Educationals, Conventions and Seminars

The following are criteria for members attending educationals, conferences or conventions on behalf of Local 2669:

- The member must have attended at least three (3) membership meetings out of the last ten (10), or in the case of a newer member, that he or she makes a commitment to attend at least three (3) meetings out of the next ten (10).
- The member's involvement in union committees is accepted in lieu of attendance at meetings.
- The full-time or part-time member must submit to their supervisor/manager a *City of Saskatoon Leave Report* at least two weeks in advance of the leave. In the case of Pages or Casual members, a time sheet is filled out for a missed shift or shifts and signed by an Executive Board member. The form should be copied and attached to the Local 2669's form: *Union Leave Information Form*. This form is forwarded to the Secretary-Treasurer in order to reconcile records.
- The member must submit an *Expense Request Form* to be reimbursed for any accommodation, travel, or per diems. The form is to be forwarded to the Secretary-Treasurer. The form can be submitted prior to attendance for per diem reimbursement, as per SECTION 15 – DELEGATES TO CONFERENCES, CONVENTIONS AND EDUCATIONALS
- The member is required to make an oral presentation at the next membership meeting that they are able to attend after the conference, convention, or educational.
- A written report is to be forwarded to the Recording-Secretary immediately following the conference, convention or educational.
- When several members attended the same event, a group report and presentation can be submitted.

Appendix "F" – Defense Fund Guidelines

All interest earned from investment of Defense Fund money shall accrue to the Defense Fund.

Defense fund money, if invested, should be accessible to the membership in a reasonably short period of time.

Defense fund money shall cover the following activities:

- strike aversion campaigns
- strike pay for members on strike or locked out
- grievance arbitrations

In a strike situation, Defense Fund money shall be available only to those members (including Rand Formula members) that are in good standing according to the CUPE Constitution before a strike begins, and who participate in the strike.

Appendix “G” - Location Social Committees

Each location is given an allotment of spending based on the number of union positions as of July 1st of each year; as follows:

- 1 - 5 members: \$50.
- 6 - 10 members: \$100.
- 11 - 20 members: \$150.
- 21 - 30 members: \$250.
- 31 - 40 members: \$300.
- 41 - 80 members: \$400.
- 81 - 150 members: \$500.

The Steward or designated member at each location is to provide receipts of any expenses attached to the filled out *Expense Request Form*.

Members Retiring or Leaving the Library:

Social Committees will purchase a gift from an appropriate, preferably local business, at a value of \$15 for members who retire or leave the Local after at least one year’s service up to and including three years. For members who have been employed for over three years, the amount would be \$5 for each year of service at the Library.

Farewell Parties:

Any Member leaving the Local after ten (10) years of service has the option of a farewell party, at a cost of up to \$100.00. The member may choose at which library branch to hold the function, and the social committee would work with other members at the branch to host the farewell party.

Occasion Cards:

The Social Committee will send cards expressing the proper sentiment on the occasion of a birth, adoption, sickness, or death of an immediate family member of any member of local 2669, or any other occasion that may warrant a card. The expenses of cards and stamps will be reimbursed after receipts submitted to the Secretary-Treasurer as per the guidelines.

Death of a Current Member:

In the event of a death of a current member of CUPE Local 2669, that flowers be sent up to the amount of \$50 to the funeral, or memorial service if one is held, in addition to a memorial donation of no more than \$50 if the donation has been requested. This does not include any donations the Local might make towards a memorial for that member after his/her death.

Funds received from recycling pop cans, or other location-specific activities, programs, etc. will remain with the branch or location’s social committee funds.