



**BYLAWS  
LOCAL UNION 16**

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## **PREAMBLE**

These By-Laws are designed to give proper balance to the administration of the Local Union. For the purpose of clarification, it is understood that the words "he" or "she" wherever they appear in these By-Laws referring to officers or members of this Union shall apply and refer to persons of either sex.

Duties and responsibilities of elected officers and members of committees should be as widely dispersed as possible, rather than for a willing few to have to serve in multiple capacities. In other words, duties should be shared by the many rather than the few. While various committees have been designated as "Standing" committees, this does not preclude the possibility of special committees being established from time to time, as may be required and necessary. In order to improve and maintain the social and economic welfare of its members without regard to colour, race or creed, to promote efficiency in public employment and to give clear evidence of its recognition of the unity of Organized Labour, this Union does now establish these By-Laws for its government.

## **SECTION 1**

The name of the Union shall be the Canadian Union of Public Employees, Local No.16.

## **SECTION 2**

### **Principles and Objectives**

- (a) To place the various occupations of the membership and skill.
- (b) To encourage the settlement of all disputes between administration by negotiation and mediation.
- (c) To secure adequate remuneration for work performed. Upon a high, plane of efficiency the members and the employers
- (d) To reduce the hours of labour and by all legal and proper means, to elevate the moral, intellectual and social conditions of all workers in general and of the membership in particular.
- (e) To support the Canadian Union of Public Employees in its objects as set out in Article 11 of the Canadian Union of Public Employees Constitution.

### **SECTION 3**

#### **Meetings**

Regular meetings shall be held on the first Saturday of each month, September, October, November, December, February, March, April and June at 10:30 a.m. except when the first Saturday falls on a holiday weekend when the meeting shall be held on the following Saturday.

A quorum for the transaction of business shall consist of attendance of any five (5) members in good standing plus three (3) Table Officers. Where the above quorum is not present but any three (3) Executive Officers are present, authority is delegated to them to enact the regular business of the local on the same date. All business so enacted shall be subject to the approval of the membership at the next general membership meeting.

Regular meetings may run for two (2) hours duration and the time may be extended by motion at the meeting with a single majority in favour.

### **SECTION 4**

#### **Executive Meetings**

The executive Board shall be comprised of all elected Officers except Trustees and any three (3) of these shall constitute a quorum for the purpose of Executive Board meetings. The Executive Board shall meet prior to the general meetings.

### **SECTION 5**

#### **Special Meetings**

Special meetings may be called by the order of the Executive Board or by written request of fifteen (15) members, provided, however, that no business shall be transacted at such Special meetings other than that for which the Special meeting has been called. At least five (5) days notice in writing to the Recording Secretary must be given of all Special meetings. A quorum for a Special meeting called by petition shall be the same as that for a general membership meeting. It shall be the responsibility of the Recording Secretary to notify the membership of the Special meeting.

#### **Ratification Procedure**

A notice shall be given to all employees within the bargaining unit five (5) days in advance of a ratification meeting. The notice may be in the form of a phone call, bulletin board notice or through the news media and shall contain the time and place for the meetings. Disputes of notice not received shall not be considered where the majority has been notified. In addition to such notice and at the same time of issuance of the said notice, a document outlining the proposed changes to the labour agreement shall be distributed to all members.

The Chairperson will call for four (4) motions to be considered at the meeting.

1. A motion that the meeting is a duly constituted ratification meeting according to the Ontario Labour Relations Act.
2. Voting procedures, booths, etc. for secret ballot.
3. To accept the type of ballot.
4. To hold the ballots marked for thirty (30) days before destroying after the vote.

## **SECTION 6**

### **Officers**

The Officers of the Union shall consist of a President, a General Vice-President, a Recording Secretary, a Secretary-Treasurer, three (3) Trustees and a Membership officer, all of whom shall be elected by the membership at large elected. Elections shall be held biennially in odd years.

There shall be three (3) signing Officers registered with the Credit Union to sign cheques for the local, namely the President, Secretary-Treasurer and the General Vice-President. All expenditures must be paid by cheque signed by the Secretary-Treasurer and the President or another signing officer.

## **SECTION 7**

### **President**

The President shall preside at all meetings of the Local Union, sign all orders on the treasury when ordered by the Local Union, appoint all committees not otherwise ordered and transact such other business as may of right pertain to his office and which may be necessary for the proper functioning of the Local Union.

It shall be the duty of the President to preserve order and enforce the Constitution, By-Laws and equality statement and to see that all Officers perform their respective duties.

The President in office shall have as a delegate all functions, which the Local Union is concerned with.

The President shall be properly bonded with a faithful performance of duty bond. Such bond shall not be less than \$6,000.00 and shall be approved by the National Secretary-Treasurer of the Canadian Union in accordance with Article B.3.5 of the Constitution.

The President is an ex officio member of all committees and is only to be paid honorariums if an elected member of a committee.

## **SECTION 8**

### **Vice-Presidents**

- (a) The General Vice-President shall perform the duties of the President in the absence of that officer and in the case of the resignation or death of the President, shall perform the duties of the President until such vacancy is filled as provided in the Local Union Constitution. He shall also preside when called upon by the President and at times when the President may be temporarily unable to discharge his duties. The General Vice-President shall be Chairperson of the Executive Board and shall report business transacted by the Executive Board to the general membership.

The General Vice-President shall be properly bonded with a faithful performance of duty bond. Such bonding shall not be less than \$3,000.00 and shall be approved by the National Secretary-Treasurer of the Canadian Union in accordance with Article B.3.5 of the Constitution.

The Vice-President is an ex-officio member of all committees and is only to be paid honorariums if an elected member of a committee.

## **SECTION 9**

### **Recording Secretary**

The Recording Secretary shall keep a correct, full and impartial record of the proceedings of each meeting of the Local Union and all meetings of the Executive Board. He shall perform such other duties as the Local Union or the Constitution may direct.

The Recording Secretary shall file a copy of all letters sent out and keep on file all correspondence. He shall prepare all notices prior to the regular monthly meetings and

have reliable members post same. The Recording Secretary shall preside over meetings in the absence of both the President and the Vice-President. The Recording Secretary shall be empowered as per Section 22 Paragraph 4 of these By-Laws to employ such clerical assistance as he finds necessary to be paid out of Union funds.

On termination of office, surrender all books, seals and other properties of the local to their successor.

## **SECTION 10**

### **Secretary-Treasurer**

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 no later than the last day of the following month;
- throughout his/her term, and on behalf of the Local Union membership, be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or vouchers for every disbursement made, receipts for all money sent to CUPE headquarters, as well as records and supporting documents for all income received by the Local Union;
- record all financial transactions in a manner acceptable to the Board and in accordance with good accounting practices;
- make a full financial report to meetings of the Local's Executive Board, as well as 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 the National Office, and any secretary-Treasurer who cannot qualify for the bond shall be disqualified from office;
- pay no money unless supported by a voucher duly signed by the president and one other member of the Board or any two other members of the Board, except that no voucher shall be required for payment of per capita fees to any organization to which the Local is affiliated;



- make all books available for inspection by the auditors and/or Trustees on reasonable notice, and have the books audited at least once each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees;
- provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE;
- be empowered, with the approval of the membership, to employ necessary clerical assistance to be paid for out of the Local's funds;
- On termination of office, surrender all books, records and other properties of the Local to his successor.

## **SECTION 11**

### **Trustees**

The Trustees shall audit the books of the Secretary-Treasurer and shall exercise general supervision over the property to the Local Union. They shall be elected so that one shall serve for a period of three (3) years, one for a period of two (2) years and one for a period of one (1) year. In the following years, one (1) trustee will be elected for a three (3) year term to preserve overlapping terms.

Trustees do not attend Executive meetings unless requested to do so by the President and Secretary-Treasurer of the Local.

The Trustees shall examine the books and records of the Secretary-Treasurer at least semi-annually and report to the next regular meeting of the Local Union on the condition of the funds and accounts, the number of members in good standing, the number initiated, expelled or suspended, admitted or withdrawn, together with such other information they may deem necessary to the efficient and honest administration of the Local Union. They shall transmit such a report to the National Secretary-Treasurer of the Canadian Union.

Accredited representatives of the Canadian Union with signed instructions from the National President or the National Secretary-Treasurer of the Canadian Union shall have the power to examine the books and records of a Local Union and the general conduct of a Local Union.

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 semi-annually.
- Make a written report of their findings to the first membership meeting following the completion of each audit.
- Submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct, and proper manner.
- Be responsible to ensure that monies 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 twice a year, any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local Union, and report their findings to the membership.
- Send to the National Secretary-Treasurer, with a copy to the assigned Servicing Representative, the following documents:
  - 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.

## **SECTION 12**

### **Membership Officer**

The membership Officer shall keep an attendance record of the members present at all meetings of the Local Union and shall pass out any literature, pamphlets, newsletters or

other matters designated by the membership. He shall guard the inner door and admit no one but members in good standing, except on the order of the President and by consent of the members present. The Membership Officer shall not permit any member to retire without the permission of the President or Chairperson of the meeting.

When the Membership Officer is not present at a meeting, he or she shall make the necessary arrangements in advance to have their duties performed by another member.

### **SECTION 13**

#### **Executive Board**

The Executive Board shall be comprised of the President, General Vice-President, Recording Secretary, Secretary-Treasurer, and Membership Officer, elected by the membership. This Board will meet once a month prior to the regularly membership meeting. The Executive Board shall have the authority to pay any bills during the months of July and August and carry on all necessary Union business for this period. All bills paid and business transacted by the Executive Board during this period shall be approved at the regular September membership meeting.

The Executive Board shall administer and carry out all work delegated to it by the Union and receive, consider and report on all grievances as submitted a Grievance committee group which in all cases must be in writing and signed by the complainant or complainants as approved for in their particular Union agreement.

If an Officer fails to attend three (3) consecutive membership meetings or three (3) consecutive executive meetings without having submitted in writing to the Recording Secretary in advance of the next regular Executive meeting, a good reason for such absence, the office shall be declared vacant and the same filled by an election upon the recommendation of the Executive Board at the following meeting.

### **SECTION 14**

#### **Committees**

A delegate and an alternate delegate shall be elected to the Sault Ste. Marie CUPE Council. It shall be their duty to report to the general membership meeting of the Union on all proceedings and activities of the CUPE Council.

Committees shall also be elected as follows: Grievance Committees, Negotiating Committees, and any other committees that are required to represent Local 16.

Special committees may be set up either by election at any meeting or by appointment of the President, as directed at a membership meeting and at least one (1) Executive Officer shall sit on all special committees. Committees shall be limited to three (3) plus one (1) Executive Officer.

No member whilst serving on committees where expenses are incurred shall use or charge Union funds to purchase alcoholic beverages.

When committees are elected by the membership or members of Offices are appointed to a committee by the President, it shall be the responsibility of the committee members to elect a Chairperson and a Secretary from amongst those so elected or appointed members. Each committee shall keep records of their transactions for the Local's files and each committee shall inform the Local Union's Recording Secretary as soon as possible as to whom the Chairperson of the committee is, in order that a biennial list of Officers and committees can be prepared for the ensuing term of office and copies given to the membership. The majority decision of the committee shall be the decision of the committee. Committee chairpersons shall submit a report at the monthly general membership meeting, either in person or in writing. The written report must be submitted to the President a week in advance of the general membership meeting. If there is no report then submit a "NO REPORT".

### **By-Laws Committee**

There shall be a By-Laws committee consisting of three (3) members elected under the provisions of Section 17 of these By-Laws.

Consistent with the provisions of Section 19 of these By-Laws, the duties of the committee shall be to meet annually to consider proposed amendments to the By-Laws. Officers of the Local Union and Chairperson of committees shall when called upon by the committee, assist the committee in their review of the proposed amendments.

## **SECTION 15**

### **Fees, Dues and Assessments**

#### **(a) Initiation Fee**

Payment of initiation fees is a tangible confirmation of the desire to become a

member of your Local Union and the Canadian Union of Public Employees. Each application for membership in the Local Union will be directed to the Secretary-Treasurer and will be accompanied by an initiation fee of five (\$1.00) dollars 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.

(Articles B.4.1 and B.8.2)

**(b) Readmission Fee**

The readmission fee shall be five (\$1.00) dollars.

(Article B.4.1)

**(c) Monthly Dues**

The monthly dues shall be 1.85% regular monthly hourly earnings but not to include overtime or shift premium earnings.

(Article B.4.3)

**(d) Amending Monthly Dues**

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

**(e) Assessments**

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

**(f) 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. The member may return to membership in good standing by paying a readmission fee and any other penalty set by the Local Union. The readmission fee cannot be less than the initiation fee of the Local Union.

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

(Article B.8.6)

**SECTION 16**

**Delegates to Conventions and Seminars**

Except as provided for in Section 7, all delegates to conventions or their official representation shall be on the recommendation of the executive board and approved by the membership for those who have 50 % attendance of general membership meetings. Representation at educational institutes, seminars etc. shall be on the recommendation of the Executive Board, subject to the approval of the general membership. Delegates to out of town educational seminars will be expected to travel together when possible.

All paid delegates to any convention shall be paid transportation expenses based on the least expensive of the following two:

1. Expenses based on economy airfare return, plus ground transportation or;
2. Car rental plus gas receipts.

A per diem allowance of eighty five (\$85) per day for the day immediately preceding the convention, each day of the convention, plus an amount equal to any loss of wages necessitated by attendance and in order to go and return from the convention. Per Diem on the day of return shall be forty-five dollars (\$45). Reimbursement for all legitimate hotel room costs shall be paid by the Local Union when accompanied by proper receipts. Delegates to local weekend seminars, CUPE and CLC schools shall be on the recommendation of the executive board and approved by the membership. Registration fees and lost time necessitated by attending schools and weekend seminars to be paid by the local union.

Delegates to out of town seminars or schools shall be limited to five (5) members.

Delegates to in town weekend seminars or schools shall include executive, committee members and up to six (6) rank and file members.

Traveling expenses for delegates selected to attend CUPE and CLC schools, shall be paid room and board, car rental plus gas receipts and lost time necessitated by attending these schools.

A maximum of two (2) delegates plus the President will be allowed to go to any convention or when representation by Constitution permits a larger delegation according to membership number, the Executive shall make recommendation whether or not they should send the full quota of delegates.

All members who attend local weekend schools will be required to attend for the entirety of the course in order to be paid for their lost time.

Delegates to in town schools shall be paid a maximum of fifteen (\$15) per meal for schools lasting longer than five (5) hours. Receipts must be included with the expense voucher.

## **SECTION 17**

### **Election Committee**

There shall be an election committee of up to three (3) members selected from the membership at large in the month of September or a at meeting where a by-election is declared. The committee will include members of the Local who are neither Officers or candidates for office. The Elections Committee shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential. The National Representative assigned to the Local Union shall serve as an advisor to the committee when requested by the Local. The Elections Committee will determine the form of the ballot and ensure that sufficient quantities are made available.

### **Nomination, Election and Installation of Officers**

At the first October meeting biennially in odd years, at a regular local meeting will make nominations for table Officers and Trustees.

At the first October meeting biennially in even years, at a regular local meeting will make nominations for table Local Union committees. If the present negotiation committee is involved in negotiations for a new collective, agreement there will be no nominations or elections for a negotiation committee. Nominations will be held for the negotiation committee at the first regular membership meeting following the ratification of a new collective agreement, voting will take place at the next regular general membership meeting.

Executive to recommend WSIB representative and approved by membership

In order to avoid run-off elections, a member shall not permit his or her name in nomination for more than one (1) table office.

Immediately following the nomination meeting, the election committee will prepare the ballots listing the names of the candidates to each office.

Voting shall be at the next general membership meeting. When balloting is concluded, the election committee shall open the boxes and provide an accounting of the ballots cast.

In a ballot to fill more than one position, each delegate must vote for the full number of positions to be filled or the ballot is spoiled.

Results of the election shall be made known to the members at the regular December meeting and those elected sworn in.

All elected members must be able to attend all meetings unless absent with good and sufficient cause reported.

### **Vacancies and Resignations**

In the event of a vacancy or resignation. The position may be filled temporarily by appointment from the Executive Board. An election to fill a vacancy or resignation shall be held at the first membership meeting following same.

### **SECTION 18**

#### **Debates**

No member, except the Chairperson of a committee making a report or the mover of a resolution shall speak more than five (5) minutes or more than once on the same question without the consent of the meeting.

### **SECTION 19**

#### **Amendments and Alterations**

Notice of the intention to propose amended or additional bylaws is given at least seven (7) days before at a previous membership meeting or sixty (60) days before in writing.

- (a) Proposed amendments or additions to the present By-Laws will be accepted by the committee in written form during the month of October of each year. Any proposal received by the committee after October 31 shall not be considered. Proposed amendments shall not conflict with the Constitution of the Canadian Union of Public Employees.
- (b) The first reading of the proposed revision of the By-Laws shall take place at the November membership meeting.
- (c) The second reading shall take place at a special meeting on the same date, either before or after the December general membership meeting at which time the members shall vote on the proposed amendments and additions. Proposed



amendments and additions shall receive the support of 2/3rds of the members present.

- (d) In case of emergency, amendments and additions to these By-Laws shall be in order provided that a special meeting is called for that purpose and that amendments and additions receive the approval of 2/3rds of the members present.
- (e) The amended or additional bylaws do not come into effect until they have been approved in writing by the National President. The National President will decide whether to approve the amended or additional bylaws within ninety (90) days of receiving them and will withhold approval only where they conflict with the CUPE Constitution.

**SECTION 20**

**Property**

The Executive Officers shall hold title to any real estate of the Union, as Trustees of the Union. They shall have no right to sell, convey or encumber any real estate without first submitting the proposition to a special meeting and such proposition is approved.

**SECTION 21**

**Officers and Committee Expenses**

The following expenses shall be provided:

For a full term as President	\$1,800 annually
For a full term as General Vice-President	\$1,800 annually
For a full term as Recording Secretary	\$1,800 annually
For a full term as Secretary-Treasurer	\$1,800 annually
For a full term as Sergeant-at-Arms	\$600 annually
Grievance Committees	
Chairperson	\$225 annually
Member	\$200 annually

Negotiating Committee	
Chairperson	\$225 annually
Member	\$200 annually
Job Evaluation Committee	\$10 per day when active to max of \$100
By-Laws Committee	\$25 annually
Health & Safety Committee	\$200 annually
Workers Compensation Modified Work Committee	\$200 annually
Trustees (3)	\$25.00 annually

Honorariums are meant to be token recognitions of the services of these Officers and allowances are to recompensate them in part for the time and personal resources spent in the service of the Local. However, they should not be regarded as a form of salary and should therefore be nominal amounts.

The following Officers shall be paid monthly:

President, General Vice-President, Recording Secretary, Secretary-Treasurer, Sergeant-at-Arms.

Fees under Section 21 shall be payable in part in December and June each year or once annually in June and will be based percentage wise upon the called Executive meetings each Officer attends throughout the full year or the number of months a committee member is operative.

Mileage will be paid to the executive officers at the rate of \$0.45 cents/km to a maximum of \$50.00 when using personal vehicles to attend union business

**SECTION 22**

**Local Union Expenses**

Legitimate expenses for meals while on Union business shall be paid to a member at a maximum of fifteen dollars (\$15) per meal provided that the Union business is three (3) or more hours of the member’s time in any one day. When union business involving negotiations, mediation, conciliation or arbitration exceeds seven hours a day, a second meal allowance of fifteen dollars (\$15) will be provided. Expense vouchers must be

completed for each expense. Expense vouchers must be properly detailed with receipts attached where applicable in order to provide a complete and accurate accountability of expenses.

Lost time will be paid when it is necessary for a member of the Executive, Grievance and Negotiating committee to attend a meeting. Such lost time shall be subject to the prior approval of the President. The Chairperson of a Committee shall make every effort to schedule meetings in such a fashion as to eliminate or at least minimize the need to pay lost time.

Members of the executive or committees that must travel, in excess of 50km each way to attend meetings will be paid car rental and gas receipts. Hotel accommodation and a eighty five (\$85) dollar per diem will be paid if travel is overnight.

Strike appeals approved by the Local Union membership shall be in the amount of twenty-five dollars (\$25) minimum to one hundred dollars (\$100) maximum except in the case of a Local Union appeal in the Sault Ste. Marie area or a sister Local of CUPE. Said appeal to be left at the discretion of the Executive Board subject to the approval of the membership of the Local Union.

Members of Local 16 who retire from the Board of Education will receive a gift of one hundred dollars (\$100) from the union for under ten years of service and two hundred dollars (\$200) after ten years of service.

Members requiring time off for other union activities will have their wages and benefits covered by Local 16 and the Local shall be reimbursed by the appropriate agencies, i.e. CUPE National or Ontario Division. Cheque for wages and benefits are to be paid directly to CUPE Local 16.

## **SECTION 23**

### **Order of Business**

At the opening of the following order meeting, the President shall take the chair and conduct the business in the following order:

1. Roll call of Officers
2. Voting on new members and initiation
3. Reading of the minutes

4. Matters arising
5. Treasurers report
6. Communications and bills
7. Executive committee reports
8. Reports of committees and delegates
9. Nominations, elections or installations
10. Unfinished business
11. New business
12. Good of the Union
13. Adjournment

**Oath of Membership**

**"I solemnly promise and declare that I will support and obey the Constitution of this Union; that I will strive to improve economic and social conditions for my fellow members and for working people generally; that I will defend and strive to extend the democratic rights and liberties of all working people; that I will not purposely or knowingly wrong or assist others in wronging a member of the Union."**

**SECTION 24**

**Rules of Order**

1. The President shall state every question coming before the Union and before allowing debate therein and immediately before putting it to a vote, shall ask, "is the Union ready for the question?' Should no member rise to speak and the Union indicates readiness, the question shall be put. After the President has risen, no member shall be permitted to speak upon it.
2. A motion to be entertained by the presiding officer must be seconded and the mover as well as the seconder must rise and be recognized by the chair.
3. A motion to amend or amend an amendment shall be in order but no motion to amend an amendment to an amendment shall be permitted. No amendment or amendment to an amendment shall be in order, which is a direct negative to the solution.

4. On motion, the regular order of business may be suspended by a two-thirds majority of those present to deal with any urgent business.
5. Any member having made a motion can withdraw it with the consent of the seconder but a motion once debated cannot be withdrawn except by a majority vote of those present.
6. When a member desires to speak on a question or offers a motion, he shall rise in his place and respectfully address the presiding officer but shall not proceed further until recognized by the chair, except to state that he rises to a point of order or on a question of privilege.
7. When two or more members rise at the same time to speak, the presiding officer shall decide which one is entitled to the floor.
8. Every member, while speaking, shall adhere to the question under debate; avoid all personal, indecorous or offensive language as well as any reflection on the Union or any member thereof.
9. If a member while speaking is called to order, he shall cease speaking until the point is determined, when, if desired in order, he may again proceed.
10. No sectarian discussion shall be permitted in the meeting at any time.
11. No member, except the Chairman of a committee or the mover or seconder of a resolution shall speak more than five (5) minutes at any one time or more than once on the same question until all members wishing to speak have had an opportunity to do so, when he may be allowed to speak a second time by permission of the chair.
12. The President shall take no part in debate while presiding, but may yield the chair to the Vice-President in order to speak on any question before the Union or introduce a new question.

## **SECTION 25**

The By-Laws of the Local Union shall at all times be subordinate and subject to the provisions of the Constitution of the Canadian Union of Public Employees such Constitution now exists and may from time to time hereafter be altered and amended. In the event of any conflict, the Constitution of the Canadian Union of Public Employees shall govern.

All charges against members or officials shall be made in writing and dealt with in accordance with the provisions of Article B.6 of the National Constitution.

All Officers, committees, members and members at large are encouraged to dedicate themselves with a sincere interest to the operation of this Local Union and respect at all times each other's determination to work together for the common good of all members and this organization. It shall be the responsibility of all members to operate in resolving all differences within the framework of the Local Union and with the Local Union representative prior to going to anyone outside of this Local at anytime. When this procedure has been exhausted and all reasonable efforts have failed to correct a situation, then whereby members, officers or committee personnel do go out of this jurisdiction, all instances of such action shall be made known by informing authorities of this Local and/or the Local Union representatives as applicable in writing in advance of such action.

### **SECTION 26**

All members within this local are encouraged to provide a "UNION SHOP" agreement and a strong "NO CONTRACTING" our provision in their collective agreements. Furthermore, language which will have the employer direct new employees to the Local Union Treasurer for signing membership cards and whereby the Local Union Treasurer can then instruct new employees as to where and when they may come to be sworn into the membership. The name, phone number and address of the Local Union Treasurer should be made known to each and every new employee by the employer. The above contract language should request the employer to instruct all new employees to do this within a short period.

### **YOU ARE THE UNION**

A few "Do's" and "Don'ts" calculated to test the sincerity of WE who are the UNION:

DO study the Constitution.

DO study the by-laws.

DO study the Agreement.

DO attend as many meetings as possible.

DO get acquainted with the Steward in your Department.

DO learn the difference between a legitimate grievance and a complaint, whether such be frivolous or well founded.

DO memorize the Order of Business and follow it when attending meetings (when in doubt, ask for the guidance of the Chair).

DO think before WE vote.

DON'T say, "Why doesn't the Union"... instead of "Why don't WE..."

DON'T talk union business during working hours.

DON'T stay away from meetings and grip about "unwise" decisions afterwards.

DON'T go "over the head" of OUR Steward.

DON'T think that if things are not to OUR liking, that there just isn't anything WE as an individual can do about it.

DON'T believe the Union is not vitally important to US. Next to our home and family, the Union is OUR MOST IMPORTANT INTEREST.

DON'T hesitate to bring to the attention of the meeting YOUR problems, they are the Union's problems too.

DON'T leave this booklet at home, carry it all the time.

### **BUY UNION LABEL**

Every time you spend a dollar, you make it work for you or against you.

When you spend it for union label merchandise, you underwrite fair wages and decent working conditions for the workers who produce it. You thereby protect you own union wages and working conditions.

When you spend your dollar for non-union products, you make it work against your own best interest. You encourage wage chiseling and unfair competition. Eventually this unfair competition jeopardizes your own wages and conditions.

To get full value of every dollar you spend, insist on the union label and union house card every time. In the long run, it will pay you just as much as it pays the goods or services you buy.