



**CANADIAN UNION OF
PUBLIC EMPLOYEES**

LOCAL 882

BYLAWS

**Approved by CUPE National
July 13, 2022**

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PREAMBLE

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

The following Bylaws are adopted by the Local pursuant to, and to supplement, Appendix "B" of the CUPE Constitution, to safeguard the rights of all members, to provide for responsible administration of the Local, and to involve as many members as possible through the sharing of duties and responsibilities.

SECTION 1 – NAME

The name of this Local shall be: Canadian Union of Public Employees, Local 882
(City of Prince Albert)

SECTION 2 – OBJECTIVES

The objectives of the Local are to:

- a) Secure adequate remuneration for work performed and generally advance the economic and social welfare of its members and of all workers;
- b) Support CUPE in reaching the goals set out in Article II of the CUPE Constitution;
- c) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- d) Encourage the settlement by negotiation and mediation of all disputes between the members and their employers;
- e) Establish strong working relationships with the public we serve and the communities in which we work and live.

SECTION 3 – MEMBERSHIP MEETINGS – REGULAR AND SPECIAL

- a) Regular membership meetings shall be held each month, except July and August, at 5:00 p.m. on the designated day giving seven (7) days' notice, provided in the meeting notification to the membership.
- b) Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than ten percent (10%) of the membership. The President shall

immediately call a special meeting when so ordered or requested and shall see 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.

- c) A quorum for the transaction of business at any regular or special meeting shall be ten (10) members, including at least three (3) members of the Executive Board.
- d) The order of business at regular membership meetings is as follows:

1. **Acknowledgment of Indigenous territory**
2. Roll call of Officers
3. Reading of the Equality Statement
4. Voting on new members and initiation
5. Reading of the minutes
6. Matters arising from the minutes
7. Secretary -Treasurer's Report
8. Communications and bills
9. Executive Board Report
10. Reports of committees and delegates
11. Nominations, elections, or installations
12. Unfinished business
13. New business
14. Good of the Union
15. Adjournment

(Article B.6.1)

SECTION 4 – VOTING OF FUNDS

Except for ordinary expenses and bills as approved at membership meetings, no sum over three hundred dollars (\$300.00) shall be voted for the purpose of a grant or contribution to a member or any cause outside CUPE, except by a notice of motion given in writing and dealt with at the following membership meeting.

SECTION 5 – OFFICERS

The Officers of the Local shall be the President, Vice-President, Secretary-Treasurer, Recording Secretary, one (1) Shop Steward and three (3) Trustees. All Officers shall be elected by the membership.

SECTION 6 – EXECUTIVE BOARD

- a) The Executive Board shall comprise all Officers, except Trustees.
- b) The Board shall meet at least once every month.
- c) A majority of the Board constitutes a quorum.
- d) The Board shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of all committees.
- e) All charges against members or Officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.
- f) If an Officer fails to attend three (3) consecutive membership meetings or three (3) consecutive Executive meetings without good and sufficient reason, their office will be declared vacant and filled at the next meeting.

SECTION 7 – DUTIES OF OFFICERS

All signing officers of Local 882 shall be bonded through the master bond held by CUPE National. Any Officer who cannot qualify for the bond shall be disqualified from having signing authority.

- a) The President shall:
 - ♦ enforce the CUPE Constitution and these Bylaws
 - ♦ 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)
 - ♦ ensure that all Officers perform their assigned duties
 - ♦ fill committee vacancies where elections are not provided for
 - ♦ introduce new members and conduct them through the union orientation
 - ♦ sign all cheques and ensure that the Local's funds are used only as authorized or directed by the Constitution, Bylaws or vote of the membership
 - ♦ have first preference as a delegate to the CUPE National Convention
 - ♦ on termination of office, surrender all books, seals and other properties of the Local to their successor

b) The Vice-President shall:

- ♦ if the President is absent or incapacitated, perform all duties of the President
- ♦ if the office of President falls vacant, be Acting President until a new President is elected
- ♦ be the Chairperson of the Grievance Committee
- ♦ render assistance to any member of the Board as directed by the Board
- ♦ on termination of office, surrender all books, seals and other properties of the Local to their successor

c) The Recording Secretary shall:

- ♦ keep full, accurate and impartial account of the proceedings of all regular or special membership and Executive Board meetings. These records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Secretary-Treasurer. The record will also include Trustees' reports.
- ♦ record all alterations in the Bylaws
- ♦ answer correspondence and fulfil other secretarial duties as directed by the Board
- ♦ file a copy of all letters sent out and keep on file all communications
- ♦ prepare and distribute all circulars and notices to members
- ♦ have all records ready on reasonable notice for auditors and Trustees
- ♦ preside over membership and Board meetings in the absence of both the President and the Vice-President
- ♦ be empowered, with the approval of the membership, to employ necessary stenographic or other assistance to be paid for out of the Local's funds
- ♦ on termination of office, surrender all books, seals and other properties of the Local to their successor

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
- ♦ receive and file all union membership cards and confirm enrollment of each member in the Union
- ♦ prepare all CUPE National per capita tax forms and remit payment no later than the last day of the following month
- ♦ throughout their 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; any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office
- ♦ sign all cheques, along with another authorized member of the Executive Board, 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
- ♦ pay no money unless supported by a voucher duly signed by the President and one other member of the Board or any two 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 before the end of April of the following year and 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
- ♦ not later than February 28 each year, furnish each member, on the forms supplied by

the National Office, with a statement showing the net amount of tax-deductible dues paid by the member during the preceding calendar year

- ♦ be empowered, with the approval of the membership, to employ necessary clerical assistance to be paid for out of the Local's funds
- ♦ notify all members who are one month in arrears and report to the Board all members two or more months in arrears in the payment of union dues
- ♦ on termination of office, surrender all books, records and other properties of the Local to their successor.

e) The Shop Stewards shall:

- ♦ act as Shop Steward for the classification that they represent
- ♦ detect, define, prepare, and may present grievances at the initial level
- ♦ may attend all grievance meetings between Union and Management when dealing with grievances
- ♦ act as representatives and bring the opinions and concerns of their members to the Officers of the Local
- ♦ generally know and police the Collective Agreement and provincial or federal legislation affecting labour and particular jobs
- ♦ greet new employees and encourage the participation of all members in union activity
- ♦ maintain contact with the members to provide on-going union awareness and education
- ♦ perform such other duties as may be assigned by the Executive Board or membership
- ♦ on termination of office, immediately surrender all books, records and other properties of the Local to their successor

f) 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 Standing Committees at least once every calendar year and have the audit completed before the end of April of the following year
- ♦ make a written report of their findings to the first membership meeting following the completion of each audit

- ♦ submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's funds, records and accounts are being maintained by the Secretary-Treasurer in an organized, correct and proper manner
- ♦ be responsible to ensure that monies are not paid out without proper constitutional or membership authorization
- ♦ ensure that proper financial reports are made to the membership
- ♦ audit the record of attendance
- ♦ inspect at least once a year any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local, and report their findings to the membership
- ♦ send a copy of the completed audit report (on the prescribed form provided by the National Secretary-Treasurer), as well as a copy of their report to the Local Union membership along with a copy of their recommendations and/or concerns to the President and Secretary-Treasurer and the Secretary-Treasurer's response, to the National Secretary-Treasurer of the Canadian Union of Public Employees, with a copy to the assigned servicing representative

SECTION 8 – HONORARIUMS

a) Honorariums

The following honorariums shall be provided:

President	\$200.00 per month
Vice-President	\$175.00 per month
Secretary-Treasurer	\$150.00 per month
Recording Secretary	\$150.00 per month
Shop Stewards	\$150.00 per month
Trustees	\$100.00 per report for Trustee Chair
	\$100.00 per report for Trustee Member
Bargaining Committee	\$1,500.00 per round of bargaining

b) Delegates to Conventions, Conferences, Schools

- i) Except for the President's option [Section 7 (a)], all delegates to conventions shall be chosen by election at membership meetings.
- ii) Representation at schools, educational institutes and seminars shall be on the recommendation of the Executive Board, subject to final approval by the

membership.

c) Donations and Gifts

See Appendix "B"

d) Executive Meetings

See Appendix "B"

e) Delegates to Conventions, Conferences, Schools

See Appendix "B"

SECTION 9 – FEES, DUES AND ASSESSMENTS

a) Initiation Fee

Each application for membership in the Local shall be directed to the Secretary-Treasurer and shall be accompanied by an initiation fee of ten dollars (\$10.00) 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) Readmittance Fee

The readmittance fee shall be ten dollars (\$10.00).

c) Monthly Dues

The monthly dues shall be 2.0% of regular wages.

Changes in the levels of the Initiation Fee, the Re-admittance Fee or the Monthly Dues can be effected only by following the procedure for amendment of these Bylaws (see Section 15), with the additional provision that the vote must be by secret ballot.

Notwithstanding the above provisions, 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 minima.

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

SECTION 10 – AFFILIATIONS

The Local will maintain membership in:

- CUPE Saskatchewan
- Municipal Workers' Steering Committee
- Prince Albert Civic Employees

SECTION 11 – NON-PAYMENT OF DUES AND ASSESSMENTS

Any member in arrears for a period of three (3) months or more shall be automatically suspended and their suspension shall be reported to the Executive Board by the Secretary-Treasurer. The Executive Board shall report to the next membership meeting with a recommendation. Any member under suspension wishing to be re-instated shall, upon application, pay the re-admittance fee, plus any dues and assessments in arrears. This money will be returned if the application is rejected. If a member has been unemployed or unable to work because of sickness, the member shall pay the re-admittance fee but may not be required to pay their arrears.

SECTION 12 – NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

a) Nomination

Nominations shall be received at the regular membership meeting held in the month of December. No nomination shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting their consent in writing, duly witnessed by another member. No member shall be eligible for nomination if they are in arrears of dues and/or assessments.

b) Elections

- 1) At a membership meeting at least one month prior to election day the President shall, subject to the approval of the members present, appoint an Elections Committee consisting of a Returning Officer and assistant(s). The Committee shall include members of the Local who are neither Officers nor candidates for office, it shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.
- 2) The Executive Board shall determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer.
- 3) The Returning Officer shall be responsible for issuing, collecting and counting ballots. The Returning Officer must be fair and impartial and see that all arrangements are unquestionably democratic.

- 4) The voting shall take place at the regular membership meeting in December. The vote shall be by secret ballot.
- 5) Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
- 6) A majority of votes cast shall be required before any candidate can be declared elected, and second and subsequent ballots shall be taken, if necessary, to obtain a majority. On the second and subsequent ballots, the candidate receiving the lowest number of votes in the previous ballot shall be dropped.
- 7) When two or more nominees are to be elected to any office by ballot, each member voting shall be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.
- 8) Any member may request a recount of the votes for any election and a recount shall 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 laid down in Section 3 c).
- 9) In the event of a tie vote, a second and subsequent ballot(s) will be taken if necessary until a candidate receives a majority of votes cast and can be declared elected. In the event the tie vote persists; subsequent ballots may be deferred to the next membership meeting.

c) Installation

- 1) All duly elected Officers shall be installed at the meeting at which elections are held and shall continue in office for two (2) years or until a successor has been elected and installed, provided, however, that no term of office shall be longer than three (3) years.
- 2) The terms of office for Trustees shall be as laid down in Article B.2.4. of the CUPE Constitution.

d) By-Election

Should an office fall vacant for any reason, the resulting by-election should be conducted as closely as possible in conformity with this section. The term of office for any position filled through a by-election will be the term that the vacated position was initially elected to fulfill.

SECTION 13 – COMMITTEES

a) Negotiating Committee

This shall be a special ad hoc committee established at least six (6) months prior to the expiry of the Local'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 five (5) members, the President, the Recording-Secretary, a member from Aquatics, a member from Concessions and a member from another work area within the Bargaining Unit. The Committee will be elected at a membership meeting. The CUPE representative assigned to the Local 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.

b) Special Committees

A special ad hoc committee may be established for a specified 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 the Executive Board. Two (2) members of the Board may sit on any special committee as ex-officio members.

c) Standing Committees

The Chairperson of a standing committee shall be elected by the members at a membership meeting. The Chairperson and the Executive Board may, with the concurrence of the membership, jointly appoint other members to serve on the committee. The Vice-President shall be a member, ex-officio, of the committee. The standing committee is as follows:

1) Grievance Committee

This Committee shall process all grievances not settled at the initial stage and its reports shall be submitted first to the Executive Board, with a copy to the CUPE representative, and then to a membership meeting. Grievances must be in writing on the forms provided by the National Office and be signed by the complainant or complainants, as provided for in the Collective Agreement. The Committee shall consist of three (3) members, the Vice President shall be the Chair, and two (2) other members to be selected from among the membership. The Committee shall appoint its secretary from among its members. 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.

SECTION 14 – RULES OF ORDER

All meetings of the Local shall 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 "A". 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 "A", the CUPE Constitution may provide guidance, but, if the situation is not dealt with there, *Bourinot's Rules of Order* shall be consulted and applied.

SECTION 15 – AMENDMENT

- a) These Bylaws are always subordinate to the CUPE Constitution (including Appendix "B") as it now exists or may be amended from time to time, and in the event of any conflict between these Bylaws and the CUPE Constitution the latter shall govern. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.
- b) These Bylaws shall 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 (60) days' written notice.
- c) No change in these Bylaws shall be valid and take effect until approved by the National President of CUPE. The validity shall date from the letter of approval of the National President.

APPENDIX "A"

RULES OF ORDER

1. The President or, in their absence, the Vice-President, shall take the chair at all membership meetings. In the absence of both the President and Vice-President, the Recording Secretary shall act as President, and in their absence a President pro-tem shall be chosen by the Local.
2. No member, except the Chairperson of a committee making a report or the mover of a resolution, shall speak more than five (5) minutes, or more than once on the same question without the consent of the meeting or until all who wish to speak have had an opportunity. Chairpersons and movers of a resolution shall be limited to fifteen (15) minutes, except with the consent of the meeting.
3. The President shall state every question coming before the Local, and before allowing debate thereon, and again immediately before putting it to a vote, shall ask: "Is the Local ready for the question?" Should no member rise to speak, the question shall then be put.
4. A motion to be entertained by the Presiding Officer must be moved and seconded; both mover and seconder must rise and be recognized by the chair.
5. A motion to amend, or to amend an amendment, shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment, or amendment to an amendment, which is a direct negative of the resolution shall be in order.
6. On motion, the regular order of business may be suspended by a two-thirds vote of those present, to deal with any urgent business.
7. All resolutions and motions other than those named in Rule 17, or those to accept or adopt the report of a committee, shall, if requested by the Presiding Officer, be presented in writing before being put to the Local.
8. At the request of any member, and upon a majority vote of those present, a question may be divided when the sense will admit of it.
9. Any member having made a motion can withdraw it with the consent of the seconder, except that any motion, once debated, cannot be withdrawn except by a majority vote of those present.
10. When a member wishes to speak on a question or to make a motion, the member shall rise in their place and respectfully address the Presiding Officer, but except to state that they rise to a point of order or on a question of privilege, they shall not proceed further until recognized by the chair.

11. When two or more members rise to speak at the same time, the Presiding Officer shall decide which one is entitled to the floor.
12. Every member, while speaking, shall adhere to the question under debate and avoid all personal, indecorous or offensive language, as well as any poor reflection on the Local or member thereof.
13. If a member, while speaking, is called to order, they shall cease speaking until the point is determined; if it is decided the member is in order, they may again proceed.
14. No religious discussion shall be permitted.
15. The President shall take no part in debate while presiding, but may yield the chair to the Vice-President in order to speak on any question before the Local, or to introduce a new question.
16. The Presiding Officer shall have the same rights as other members to vote on any question. In case of a tie, they may in addition give a casting vote, or, if the Presiding Officer chooses, refrain from breaking the tie, in which case the motion is lost.
17. When a motion is before the Local, no other motion shall be in order except (1) to adjourn, (2) to put the previous question, (3) to lay on the table, (4) to postpone for a definite time, (5) to refer, (6) to divide or amend, which motions shall have precedence in the order named. The first three of these shall be decided without debate.
18. A motion for the previous question, when regularly moved and seconded, shall be put in this form: "Shall the main question be now put?" If it is adopted, the President shall proceed to take the vote on the resolution and amendments thereto (if any) according to their priority. If an amendment or an amendment to an amendment is adopted, the original resolution, as amended, shall be put to the Local.
19. A motion to adjourn is in order except (1) when a member has the floor, and (2) when members are voting.
20. A motion to adjourn, having been put and lost, shall not be in order again, if there is further business before the Local, until fifteen (15) minutes have elapsed.
21. After the Presiding Officer declares the vote on a question, and before the Local proceeds to another order of business, any member may ask for a division. A standing vote shall then be taken and the Secretary shall count same.
22. If any member wishes to challenge (appeal) a decision of the chair, they must do so at the time the decision is made. If the challenge is seconded, the member shall be asked to state briefly the basis for their challenge. The Chairperson may then state briefly the basis for their decision, following which the Chairperson shall immediately and without debate put the question: "Shall the decision of the chair be sustained?" A majority vote

shall decide except that in the event of a tie the chair is sustained.

23. After a question has been decided, any two members who have voted in the majority may, at the same or next meeting, move reconsideration thereof.
24. No member shall enter or leave a meeting during the reading of the minutes, the initiation of new members, the installation of Officers or the taking of a vote; and no member shall be allowed to leave without the permission of the Vice-President.
25. The Local's business, and proceedings of meetings, are not to be divulged to any persons outside the Local or the Canadian Union of Public Employees.

APPENDIX "B"

POLICIES AND PROCEDURES FOR EXPENSES

Donations

- 4 four per year @ \$100.00 each to be selected by Executive
- *Authority – Minutes September 7, 1994*

Death of Immediate Family Member

- gift to the member to show condolences up to \$75.00
- immediate family members include: parents, children, spouse, brother or sister
- *Authority – Minutes February 23, 1993; Minutes January 11, 2012*

Years of Service Gift

- employees with ten years employment and over and leaving the employ of the City be given a gift from this Local valued as follows:
 - over 10 years of service – \$100.00
 - over 15 years of service – \$150.00
 - over 20 years of service – \$200.00
 - retirement – \$300.00
 - part-time employees will be assessed at the rate of 1600 hours being equivalent to one year of service
- *Authority – Minutes December 11, 1996; Minutes November 14, 2012*

Executive Meetings

- if the Executive meeting is held during lunch time or supper time, a meal will be provided by the Local

Conferences, Training, Workshops, Conventions

For conferences, training, workshops, conventions or a similar event that is for the general membership, the Local's Executive Committee will be given the option to attend first. In the event that members of the Executive Committee do not wish to attend or are unable to attend, the event information will be forwarded to the membership. If a member is interested in attending an event, the request will be added to the membership meeting agenda to be voted on.

The Local will cover the following expenses for any event:

Within Prince Albert

- Registration fee
- Meals (see below)
- Wages

Within the Province (original receipts must be included for all expenses claimed)

- Registration fee
- Hotel or private accommodation (if applicable)
- Parking
- Meals
- Wages
- Fuel

Outside the Province (original receipts must be included for all expenses claimed)

- Registration fee
- Hotel or private accommodation
- Parking
- Meals
- Wages
- Air Fare or Fuel

Meal Allowance

There will be no reimbursement for meals provided as part of the event.

Reimbursement will be provided for meals during an event. For example, if the training is in Prince Albert for an afternoon (1:00 p.m. to 5:00 p.m.), no meal allowance will be provided. However, if this same training were in Saskatoon for an afternoon (1:00 p.m. to 5:00 p.m.), a lunch and supper will be provided.

Prince Albert & Province

Breakfast – \$15
Lunch – \$20
Supper – \$30

Outside of Province

Breakfast – \$20
Lunch – \$25
Supper – \$35

Meal allowances can be paid prior to the member attending an event or after.

Private Accommodation

When a member chooses to stay with a relative or a friend instead of in a hotel, the Local will provide a \$50/night accommodation allowance.

General Requirements

The most economical method of transportation feasible should be used. If two (2) or more members are attending the same event, the members must ride together, except for reasonable

circumstances. If the member chooses to take their own vehicle without a reasonable circumstance, the fuel expense cannot be claimed.

The member will be expected to submit to the Treasurer an Expense Voucher for all costs incurred as part of the event that were not already paid for by the Local, another source, or are not specified within this section. Receipts must be provided for all expenses claimed on the Expense Voucher.

If any expenses as part of the event have been covered by another source, these expenses cannot be claimed.

The Local will not cover expenses for alcohol, cigarettes, snacks or drinks between meals, or personal items. If an expense is not specified within this section, it will be at the discretion of the Treasurer and President to determine whether the expense will be covered by the Local.

A member who attends an event shall represent the interests of the Local and must provide a written report outlining the materials covered or actions taken at the event to the Recording Secretary, which will be presented at the next membership meeting. The report should also include the member's feedback on the event and outline areas where the member would be able to share skills or materials with others in the Local. If more than one member attends the same event, the members can submit a shared report. Failure to submit a report will mean that the member will not be eligible for future courses, conferences and educational workshops for one (1) year. Such reports will be held by the Recording Secretary.

Members registered for conferences, conventions or educational workshops that do not attend shall not be reimbursed for expenses, unless the member has a good and sufficient reason, and will have to refund any amounts that were distributed prior to the event if the amounts have not already been refunded to the Local (i.e. registration fees, accommodation expenses, etc.). If a member cannot attend due to personal or unforeseeable circumstances (i.e. weather, illness, etc.), the member will inform the President or Vice President. The President or Vice President will try to find another member to attend in their place when provided sufficient notice.

APPENDIX "C"

CUPE NATIONAL EQUALITY STATEMENT

CUPE | Canadian Union
of Public Employees

EQUALITY STATEMENT

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

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

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

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

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

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


MARK HANCOCK
National President


CANDACE RENNICK
National Secretary-Treasurer