



BYLAWS

**CANADIAN UNION OF PUBLIC EMPLOYEES,
LOCAL 5607**

**EMPLOYEES OF
RIVER EAST TRANSCONA SCHOOL DIVISION**

Approved by the General Membership: xxxx, xxx, 2026

Approved by National Office: xxxx, xxxx, xxx

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PREAMBLE

In order to improve the social and economic welfare of its members without regard to gender, ethnicity, religious beliefs, or sexual orientation, 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 No. 5607 Employees of River East Transcona School Division (Educational Assistants/Youth Care Workers)

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 employer;
- (e) eliminate all forms of harassment including but not limited to sexual and racial harassment and harassment based on sexual orientation, where it exists;
- (f) establish strong working relationships with the public we serve and the communities in which we work and live.

SECTION 3 - INTERPRETATION AND DEFINITIONS

- (a) The provisions of this Bylaws are intended to be gender neutral and gender inclusive. A word used in the plural applies also in the singular unless the context otherwise requires.
- (b) Numbers and articles at the end of sections or sub-sections refer to relevant articles of the current CUPE Constitution which should be read in conjunction with these bylaws.

SECTION 4 – MEMBERSHIP

(a) Membership

An individual employed within the jurisdiction of Local 5607 can apply for membership in Local 5607 by signing an application.

(Article B.8.1)

(b) Approval of Membership

At the first membership meeting after the application has been submitted, the name(s) of the applicant(s) will be read out and unless a majority of members present at the meeting object, the applicant(s) will be accepted into membership.

(Article B.8.2)

(c) Oath of Membership

New members will take this oath:

“I promise to support and comply with the Constitution of this Union, to work to improve the economic and social conditions of other members and other workers, to defend and work to improve the democratic rights and liberties of workers and that I will not purposely or knowingly harm or assist in harming another member of the Union.”

(Article B.8.4)

(d) Continuation of Membership

Once accepted, a member continues as a member in good standing while employed within the jurisdiction of the Local Union unless the member loses good standing under the provisions of the CUPE National Constitution.

(Article B.8.3)

(e) Member Obligations

Members are obligated to abide by the CUPE National Constitution and these bylaws as amended from time to time.

Members will provide the Recording Secretary with their current address, home telephone contact number, and, where available, an e-mail address. The members will advise the Recording Secretary of any changes to their contact information. This information will be protected and used to communicate with members. Such communication will take the form of mail, e-mail blasts or telephone town halls.

In the case of a telephone town hall, the telephone number may be shared with a service provider under contract to the Local Union to provide the technical equipment to support such a virtual meeting.

Upon request, the Local Union will share the telephone contact information with CUPE National or CUPE Manitoba. The purpose of sharing this telephone contact information with CUPE National or CUPE Manitoba is so that the National Union or Provincial Division can conduct a telephone town hall with members on important matters.

SECTION 5 – AFFILIATIONS

In order to strengthen the labour movement and work toward common goals and objectives, Local 5607 shall be affiliated with the following organization(s):

- The CUPE Manitoba Provincial Division
- The Manitoba Federation of Labour
- The Canadian Labour Congress

SECTION 6 - MEMBERSHIP MEETINGS - REGULAR AND SPECIAL

(a) Regular Membership Meetings

Regular membership meetings shall be held in January, March, May, September and November, on the last Wednesday of the month at 4:30 p.m.

If circumstances warrant, the Executive Board shall give a week's notice of any change in the date or time of the regular meetings.

(b) Special Membership Meetings

Special membership meetings of Local 5607 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 call a special meeting when so ordered or requested and shall see that all members receive at least three (3) working days' 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) Quorum

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.

In the event of a quorum not being met for two (2) consecutive general meetings, then the Executive shall conduct all Union business. Advice as to the business conducted shall be given at the first meeting where a quorum is present.

- (d) There shall be a draw at the end of each General Meeting. Two names shall be drawn from those members attending the meeting of Local 5607. Two prizes valued at twenty-five dollars (\$25) each shall be presented.

(e) Membership Meeting Agenda

The order of business at regular membership meetings is as follows:

Call to Order of time

- (i) Roll Call of Officers
- (ii) Land Acknowledgment
- (iii) Equality Statement
- (iv) Initiation of New Members
- (v) Reading and adoption of previous meeting minutes
- (vi) Matters Arising from approved minutes
- (vii) Treasurer's Report
- (viii) Communications and Bills
- (ix) Executive Board Reports
- (x) Reports of Committees and Delegates
- (xi) Workplace Health & Safety Report
- (xii) Nominations, Elections, or Installations
- (xiii) Old (Unfinished) Business
- (xiv) New Business
- (xv) Good of Union
- (xvi) Adjournment

(Article B.6.1)

SECTION 7 - EXPENDITURES**(a) Payment of Local Union Funds**

Funds can only be spent for valid purposes of the Local Union under the following circumstances:

- Ordinary expenses and bills as approved by the membership;

- When the expenditure is authorized by a budget approved by a majority of members present and voting at a regular or special membership meeting;
- When these bylaws approve the expenditure; or
- Through a vote of the majority of members present and voting at a regular or special membership meeting.

(Article B.4.4)

(b) Payment of Per Capita Tax and Affiliation Fees

Authorization to pay per capita tax to CUPE National, to CUPE Manitoba Provincial Division or any labour organization the Local Union is affiliated with, is not required.

(c) Payment of Local Union Funds to members or Causes Outside of CUPE

In the case of a grant or a contribution to a member(s) or a cause(s) outside of CUPE greater than Three Hundred Dollars (\$300), a notice of motion must be made at a membership meeting and then approved by majority of the members present at the meeting before the grant or contribution can be paid out.

- (d)** No Officer or member of Local 5607 will be allowed to spend any Local Union funds without first having received authorization under Section 13 (a) of these bylaws.

SECTION 8 - OFFICERS

The Officers of the Local shall be the President, one (1) Vice-President, one (1) Secretary-Treasurer, one (1) Recording Secretary, three (3) Trustees, one (1) Sergeant-at-Arms (warden), one (1) Chief Shop Steward, and no less than four (4) Shop Stewards (with at least one representing members in early years, middle years and senior years). All Officers shall be elected by the membership.

(Article B.2.1 and B.2.2)

SECTION 9 - EXECUTIVE BOARD

- (a)** The Executive Board shall comprise all Officers, except Trustees and Stewards.

(Article B.2.2)

- (b)** The Executive Board shall meet at least once a month (Usually the first Wednesday of every month).

(Article B.3.14)

- (c)** A majority of the Executive Board constitutes a quorum.

- (d)** The Executive Board shall hold title to any assets of the Local as trustees for the Local. They shall have no right to sell, convey, or encumber any assets without first giving notice and then submitting the proposition to a membership meeting and having it approved.

- (e) The Executive 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.
- (f) All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.
- (g) Should any Executive Board member fail to answer the roll call for three (3) consecutive regular membership meetings or three (3) consecutive regular Board meetings or misses five (5) meetings in a year, without having submitted good reasons for those failures, to the Executive Board, their office shall be declared vacant and shall be filled by an election at the following membership meeting.
(Article B.2.5)
- (h) If any executive member is suspended or terminated without pay for one (1) month or more **they** shall step down from their position on the Executive Board.
- (h) Meals will be provided at executive meetings with the total amount not exceeding the meal allowance listed under Section 12 (f); no other reimbursements for separate meals will be accepted.

SECTION 10 - DUTIES OF OFFICERS

Each Officer of Local 5607 is encouraged to participate in CUPE educational courses to enhance their leadership skills and expand their knowledge and expertise.

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

(Article B.3.9)

All signing Officers of Local 5607 shall be bonded through the master bond held by CUPE. Any Officer who cannot qualify for the bond shall be disqualified from having signing authority.

(Article B.3.5)

(a) **The President** shall:

- Enforce the CUPE Constitution, these Local bylaws, and the Equality Statement;
- Interpret these bylaws as required;
- 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 the same right to vote as other members. In the case of a tie vote, the President may cast another vote, or the President may refrain from casting an additional vote, in which case the motion is defeated;
- 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 initiation ceremony;
- Be a signatory of 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;
- Be allowed necessary and reasonable funds to reimburse the President or any Officers for expenses incurred on behalf of the Local Union. Expense claims must be listed on a proper form outlining the expense, the reason for the expense, and with supporting receipt(s) attached.

(Article B.3.1)

(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;
- Preside over membership and Executive Board meetings in the absence of the President.
- render assistance to any member as directed by the Board;

(Article B.3.2)

(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 amendments and/or additions in the bylaws and make certain that these are sent to the National President for approval prior to implementing;
- Answer correspondence and fulfill other administrative/secretarial duties as directed by the Executive Board;
- Keep a record of all correspondence received and sent out;
- Prepare and distribute all circulars and notices to members;
- Have all records ready on reasonable notice for Auditors and/or Trustees;
- Preside over membership and Board meetings in the absence of both the President and the Vice-Presidents;
- Be empowered, with the approval of the membership, to employ necessary stenographic or other administrative assistance to be paid for out of the Local Union's funds.
- Performs other duties required by the Local Union, its bylaws or the National Constitution.
- On termination of office, surrender all books, seals and other properties of the Local to their successor.

(Article B.3.3)

(d) The **Secretary-Treasurer** shall:

- Receive all revenue, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union;
- Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE National Constitution, Local Union bylaws or vote of the membership. In consultation with the Executive Board, designate a signing Officer during prolonged absences;
- Ensure that per capita tax is paid by direct remittance, or where per capita is not paid by direct remittance, prepare all CUPE National per capita tax forms and remit payment, no later than the last day of the following month;
- Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by the Local Union;

- 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 the Local Union's Executive Board;
- Make a written financial report to each regular membership meeting, detailing all income and expenditures for the period.
- 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, voucher or expense form or request for payment duly signed by two (2) of the signatories, one of which must be the Secretary-Treasurer. No request shall be required for payment of per capita fees to any organization to which the Local Union 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;
- Where required, not later than February 28 each year, furnish each member, on the forms supplied by CUPE National, with a statement showing the net amount of tax-deductible dues paid by each member during the preceding calendar year;
- Be empowered, with the approval of the membership, to employ necessary administrative assistance to be paid for out of the Local Union's funds;
- Where applicable, notify all members who are one month in arrears and report to the Executive Board all members two or more months in arrears in the payment of union dues;
- Attend a CUPE workshop to assist in carrying out the functions;
- On termination of office, surrender all books, records and other properties of the Local to their successor.

(Articles B.3.4 to B.3.8)

(e) **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 annually;
- audits to be done every twelve (12) months as required by CUPE National Office;
- make a written report of their findings to the first membership meeting following the completion of each audit;
- submit a copy of the completed audit report to the President and Secretary-Treasurer and 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 to the National Secretary-Treasurer, with a copy to the assigned Servicing Representative, the following documents:
 - i. Completed Trustee Audit Program
 - ii. Completed Trustees' Report
 - iii. Secretary-Treasurer Report to the Trustees
 - iv. Recommendations made to the President and Secretary-Treasurer of the Local Union
 - v. Secretary-Treasurer's response to recommendations
 - vi. Concerns that have not been addressed by the Local Union Executive Board.

(Articles B.3.10 to B.3.12)

- maintain physical assets inventory and include costs and serial numbers;
- attend a training session for Trustees and Financial Officers within the first year of election;
- must be present during the audit.

(f) The **Chief Steward** shall:

- chair Liaison Committee;
- give both Grievance and Liaison Committee monthly reports at Executive and General Meetings;
- ensure that grievances are investigated, researched and processed;
- ensure that members are fully informed about their rights, Division policies, Union policies and objectives, labour legislation and legislative programs;
- work for the welfare of the group; act promptly and decisively, develop teamwork and fight for what's right;
- attend meetings that are called with or on behalf of members;
- attend a training session for Stewards within the first year of election.

(g) The **Stewards** shall:

- ensure that the Collective Agreement is adhered to by both the Employer and the members;
- ensure that grievances are investigated, researched and processed;
- ensure that members are fully informed about their rights, Division policies, Union policies and objectives, labour legislation and legislative programs;
- work for the welfare of the group; act promptly and decisively, develop teamwork and fight for what is right;
- attend all meetings that are called with or on behalf of members;
- attend a training session for Stewards within the first year of election.

(h) The **Sergeant-at-Arms (Warden)** 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 by consent of the members present;
- assist in maintaining the record of membership attendance at meetings;

- perform such other duties as may be assigned by the Board from time to time.

SECTION 11 - HONORARIA

The following expense allowance shall be provided and shall not be paid in advance:

President	\$960 per year or \$80 per month over 12 months
Vice-President	\$960 per year or \$80 per month over 12 months
Recording Secretary	\$960 per year or \$80 per month over 12 months
Secretary-Treasurer	\$960 per year or \$80 per month over 12 months
Chief Steward	\$960 per year or \$80 per month over 12 months
Shop Stewards	\$500 per year or \$50 per month over 10 months
Warden	\$500 per year or \$50 per month over 10 months
Trustees	\$95 per audit

The President may call on other executives to perform Union business during July and August and shall be paid their honorarium for that month worked.

There will be a \$25 addition per month for cell phone use for executive board.

SECTION 12 - FEES, DUES, AND ASSESSMENTS

(a) Monthly Dues

The Local's monthly dues shall be **.65%** above any per capita and special levies payable to CUPE National Office.

(Article B.4.3).

The Local shall have its dues remitted by direct remittance from the Employer to the National Secretary-Treasurer's Office.

(b) Amending Monthly Dues

The regular monthly dues may be amended at a regular or special membership meeting by a vote. 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.

(Article B.4.3)

(c) Assessments

Assessments may be levied in accordance with the CUPE National 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.

(Article B.4.2)

(d) Non-Payment of Dues and Assessments

A member who fails to pay dues and assessments for three 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 applying to the Local Executive and The Local Union reserves the right to impose a penalty as may be determined at a membership meeting.

(Article B.8.6)

SECTION 13 - NOMINATION, ELECTION AND INSTALLATION OF OFFICERS**(a) Nomination**

1. Nominations shall be received at the Membership meeting held in the month of September.
2. 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.
3. Each nominee who is present shall be given an opportunity to briefly address the membership prior to the commencement of voting. A nominee who is absent may provide a written statement to be read by the Chief Returning Officer or another member designated by the nominee.
4. To be eligible for nomination, the nominee must have been accepted into membership and continue to be a member in good standing.
(Articles B.8.1, B.8.2, and B.8.3)
5. A member may accept nomination for a position while holding office in any position. If successful in the election, their resignation from their current position will take effect at that time.
6. No member will be eligible for nomination if they are in arrears of dues and/or assessments.
7. No further nominations shall be accepted once the Chair declares nominations closed. Elections shall commence immediately thereafter.

(b) Elections

1. Elections for the office of the President, Secretary-Treasurer, and the Chief Shop Steward shall take place in even years with the alternate years being set for the election of the Vice-President, Recording Secretary, and the Stewards. The

Sergeant-at-Arms (Warden) shall be elected annually. Trustees shall be elected for a three (3) year term in accordance with Section 13 (c) (ii) of this Bylaws.

2. Prior to the September regular membership meeting in each election year, the Executive Board shall appoint an Elections Committee consisting of a Chief Returning Officer and assistant(s). The committee will include members of the Local Union who are neither Officers nor 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 Union. The Elections Committee will prepare the ballot(s) and ensure that sufficient quantities are available in good time for the election.
 3. The Chief Returning Officer will be responsible for issuing, collecting, and counting ballots. The Chief Returning Officer must be fair and impartial and see that all arrangements are unquestionably democratic.
 4. Voting shall take place immediately following the close of nominations at the September regular membership meeting. The vote will be by secret ballot.
 5. Voting to fill one office will 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. 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. On the second and subsequent ballots the candidate receiving the lowest number of votes in the previous ballot shall be dropped. In the event the tie vote persists, subsequent ballots shall be deferred to the next membership meeting.
 7. When two (2) or more nominees are to be elected to any office by ballot, each member voting shall be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.
- (Article 10.4)
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 6 (c).

(c) **Installation of Officers**

- (i) All duly elected officers shall be installed at the meeting at which elections are held and shall continue in office for the term prescribed in Section 13 (b) (1) or until a successor has been elected and installed, provided, however, that no term

of office shall be less than one (1) year and no term longer than three (3) years.

- (ii) The terms of office for Trustees shall be so that one serves for a period of three (3) years, one for two (2) years, and one for one (1) year, as laid down in 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.

(Article B.2.4)

- (iii) A candidate who is elected to office must come forward to the podium and clearly communicate or affirm this oath:

“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.”

(Article 10.7 (b))

(d) By-elections

Should an office become vacant for any reason, the resulting by-election shall be conducted as closely as possible in conformity with this Section. The member elected shall serve for the remainder of the unexpired term of office.

SECTION 14 – PER DIEMS, MILEAGE AND DELEGATES TO CONVENTIONS, CONFERENCES, SEMINARS OR MEETINGS

- (a) Except for the President's option [Section 10 (a)], all delegates to conventions, conferences and educationals shall be chosen by election at membership meetings.
- (b) Local 5607 shall send the President and designates, up to the maximum votes allowed as delegates to conferences outside the City.
- (c) Any member in good standing shall be eligible to attend courses, seminars or conventions on behalf of the Local Union, provided the nomination/appointment has been approved by majority of the members present in a General or Special meeting of the Local. There shall be no repeat courses unless courses are listed as new or updated.
- (d) Local 5607 shall pay transportation to and from conventions, conferences or seminars at the following rates:

- (i) Conventions outside the Greater Winnipeg area - economy class air transportation or group rate shall be paid (or the equivalent), and where it is impossible to obtain these rates, then the first-class air fare shall be paid. Ground transportation will be paid if required at out-of-town functions.
 - (ii) Travel other than (i) above, shall be reimbursed to members using their own vehicle using same rate as set by the Canada Revenue Agency (CRA) automobile allowance. Carpooling will be encouraged where possible.
- (e) The per diem rates paid by Local 5607 will be as follows for courses/seminars, and conventions/conferences/meetings:
- (i) To cover the expenses incurred for education, courses/seminars within Winnipeg - Sixty Dollars (\$60) per day. For education, courses/seminars out of city - Eighty-Five Dollars (\$85) for courses/seminars.
 - (ii) In province - Eighty-Five Dollars (\$85) per day to cover the cost of meals for the number of days of the convention plus the cost of hotel accommodations for the number of nights of the convention.
 - (iii) Out-of-province - One Hundred and Ten Dollars (\$110) per day to cover the cost of meals for the number of days of the convention, plus the days of travel, and the cost of hotel accommodations for the number of nights of the convention.
 - (iv) Delegates to conventions and conferences held locally (within the city of Winnipeg) shall have no travel allowance. There shall be a per diem allowance of fifty dollars (\$50.00) for meals and expenses incurred by attendance at the convention or conference.
 - (v) Canadian Labour Congress and Canadian Union of Public Employees' residential schools where meals are provided will be paid at the rate of Twenty Dollars (\$20) per day and the room paid for by Local 5607 for the number of days of the school.
 - (v) There shall be a *per diem* allowance of Thirty Dollars (\$30) for attending a meeting that is three (3) hours or longer on behalf of the Local Union. This per diem allowances will not apply to Executive or General Membership meeting, or any Special Membership meetings.
 - (vii) Whenever/wherever possible Local 5607 will bill CUPE Manitoba for expenses incurred on behalf of CUPE Manitoba.
- (f) Meals
- Reimbursement for meals during authorized meetings, when a per diem is not received, will be made to the maximum of the following (receipts must be submitted):

- Breakfast \$20 (plus taxes)
- Lunch \$25 (plus taxes)
- Supper \$30 (plus taxes)

Food bill and meeting expense voucher to detail:

- (i) whether breakfast, lunch or dinner;
- (ii) names of individuals present; and
- (iii) purpose of meeting.

(g) Loss of Pay

When a member attends a course, seminar, meeting or convention authorized by the Local on a regular working day, no loss of pay or benefits will be suffered. When a member attends a meeting authorized by the Executive on a regular working day, no loss of pay or benefits will be suffered.

(h) Parking

Parking will be reimbursed on presentation of receipt for union business.

SECTION 15 - COMMITTEES

(a) Special Committees

A special ad-hoc committee may be established for a specified purpose and a specified period of time by the membership at a meeting. The members shall be elected at a membership meeting or may, by specific authorization of the membership, be appointed by the President or the Executive Board. Two members of the Executive Board may sit on any special committee as ex-officio members.

(i) Negotiating Committee

This will be a special committee established at least ten (10) months prior to the expiry of the Local Union's collective agreement and automatically disbanded when a new collective agreement has been signed. The function of the committee is to prepare collective bargaining proposals and to negotiate a collective agreement.

The Committee shall consist of seven (7) members, including the President and at least two (2) members representing different classifications within the Local Union, all elected at a membership meeting. The CUPE Representative assigned to the Local Union shall be a non-voting member of the Committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.

(b) Standing Committees

The Chairperson of each standing committee shall be elected by the members of that committee. The Chairperson and the Executive Board may, with the concurrence of the membership, jointly appoint other members to serve on a committee. The Vice-President shall be a member, ex-officio, of each committee. The following shall be the recognized standing committees:

(i) Grievance Committee

This Committee shall:

- 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 and a copy sent to the CUPE National Representative.
- 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.
- If the decision is to not proceed, the grievor(s) may appeal the decision to the Executive Board.

The Committee shall comprise the elected chairperson (Chief Shop Steward) and all the shop stewards. The Committee shall appoint its secretary from among its members. The National Representative assigned to the Local Union shall be a non-voting member of the Committee and shall be consulted at all stages.

(ii) Workplace Health and Safety Committee

The Committee shall:

- attend all Joint Workplace Health and Safety Committee (JWH&SC) meetings and to report back to the membership at General Meetings.
- ensure that the worker representatives on the JWH&SC meet separately from the employer to prepare for meetings with the employer.
- receive all health and safety concerns or complaints and ensure they are carried forward to the Joint Committee level.
- ensure that all members are made aware of all pertinent Health and Safety information.
- 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 members' illness or injury.

The Committee shall be comprised of the Local President and one (1) member elected by the membership. The member representative shall be elected at the September regular membership meeting for a two (2) year term.

(iii) Membership Support Committee

This committee shall:

- Send get-well wishes to members who are ill.
- Send a get-well card to any member who is ill for more than ten (10) days, whether at home or in hospital.
- Extend the Local's condolences by means of conveyance of gift not exceeding fifty dollar (\$50) in the event of the death of a member or one of their family (maternal/paternal parent(s), step parents, legal guardian, legal adoption, sibling(s), spouse (significant other), child/children, grandchild/grandchildren, grandparent(s), father-in-law, mother-in-law, brother-in-law and sister-in-law) and make appropriate gestures in accordance with the custom or wishes of the family concerned.
- Arrange and conduct all social, cultural, and recreational activities of the Local Union, 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 as required.

Any member may notify the Membership Support Committee of the illness or bereavement of another member or a member's eligible family member.

The Committee shall consist of five (5) members and shall be chaired by the Vice-President.

(iv) Recognition Committee

The Recognition Committee shall consist of no more than ten (10) members, who may either volunteer or be nominated by the membership.

The Committee shall:

- plan and organize the Local Union's annual Recognition Dinner;
- recommend the annual Recognition Dinner budget to the Executive Board;
- coordinate the presentation of years-of-service recognition awards;
- coordinate the Local Union's retirement recognition program;
- identify members eligible for years-of-service and retirement recognition;

- arrange for the purchase and presentation of recognition and retirement gifts in accordance with these Bylaws; and
- perform such other duties as may be assigned by the Executive Board or the membership.

Years of Service Recognition

Members reaching the following milestones of continuous service with the River East Transcona School Division shall be recognized by the Local Union with a gift valued as follows:

Ten (10) years of service – Fifty Dollars (\$50.00)

Fifteen (15) years of service – Seventy-five Dollars (\$75.00)

Twenty (20) years of service – One Hundred Dollars (\$100.00)

Retirement gift schedule

Members of Local 5607 who retire, **shall** be eligible for a retirement package. Retirees must be 50 years of age and have at least fifteen (15) years of service with the River East Transcona School Division. **Eligible retirees shall be presented with a gift from Local 5607 valued according to their years of service, as follows:**

15-19 years	\$100
20-24 years	\$300
25 plus years	\$500

The values established for years-of-service recognition and retirement recognition may only be amended by an amendment to these Bylaws approved in accordance with the CUPE National Constitution.

(v) Benefits Committee

Up to three (3) members shall be elected to the Benefits Committee at the March General Meeting. They will oversee the health benefits package, and be in contact with the provider to oversee any issues or changes required. The President shall serve as Chairperson of the Committee.

(vi) Education and Scholarship Committee

The Education and Scholarship Committee shall consist of three (3) members appointed by the Executive Board.

The Committee shall:

- (a) administer the Local Union's scholarship program;

(b) establish and recommend scholarship criteria for approval by the Executive Board;

(c) review scholarship applications;

(d) recommend scholarship recipients to the Executive Board for approval; and

(e) report annually to the membership.

The Local Union shall award two (2) scholarships annually, each valued at Five Hundred Dollars (\$500.00), to eligible dependent children of members in accordance with the scholarship criteria approved by the Executive Board from time to time.

SECTION 16 – COMPLAINTS AND TRIALS

All charges against members or Officers must be made in writing and dealt with in accordance with the Trial Procedure provisions of the CUPE National Constitution.

(Article B.11.1 and Appendix F)

SECTION 17 - 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 18 - 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. The National President has the sole authority to interpret the CUPE Constitution.

(Articles 8.2(c), 12.3 and B.5.1)

- (b) These bylaws or a portion of it may be amended, added to, or suspended only if:
- (i) the amended or additional provisions do not conflict with the CUPE Constitution;
 - (ii) the amended or additional provisions are approved by majority vote at a regular membership meeting or at a special membership meeting called for that purpose;
- and

- (iii) notice of the intention to propose the amended or additional bylaws was given at least seven (7) days before at a previous membership meeting or at least thirty (30) days' written notice.
- (c) 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 90 days of receiving them and will withhold approval only where they conflict with the CUPE Constitution.
(Articles 12.3 and B.5.1).

SECTION 19 – PRINTING AND DISTRIBUTION OF BYLAWS

Members will receive a copy of Local 5607 bylaws, either in paper format or via other mediums as may be decided from time to time by the Executives. Members requesting a copy of these bylaws will be provided a copy in either French or English as requested. Members with special needs may request a copy of the bylaws in larger font.

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. In the absence of all three, there is no quorum of the executive [section 6 (c)], the meeting is therefore cancelled.
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 ($\frac{2}{3}$) 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, the member shall not proceed further until recognized by the chair.

11. When two (2) or more members rise to speak at the same time, the presiding officer shall decide which one is entitled to the floor.
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, the member shall cease speaking until the point is determined; if it is decided the member is in order, they may again proceed.
14. No religious or sexist 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, the President may in addition give a casting vote, or, if the President 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 (a) to adjourn; (b) to put the previous question; (c) to lay on the table; (d) to postpone for a definite time; (e) to refer; (f) 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 (a) when a member has the floor, and (b) 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, the member 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 (2) 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. When leaving, the Warden should be informed.
25. The Local's business and proceedings of meetings are not to be divulged to any persons outside the Local.

APPENDIX “B”**CODE OF CONDUCT**

The mandate of our union, the Canadian Union of Public Employees (CUPE), is to organize and defend workers and to promote economic and social justice for our members and for all workers. In carrying out our work, we in CUPE strive to promote our core values which include the principles of solidarity, equality, democracy, integrity, and respect. We are committed to mobilizing our energy and skills to work together to promote these values and to attain these goals in our union, our communities, and globally.

CUPE is committed at all levels to creating a union which is inclusive, welcoming, and free from harassment, discrimination, and all types of bullying and intimidation. CUPE needs to ensure that we provide a safe environment for members, staff, and elected officers to carry out our work. CUPE’s expectation is that mutual respect, understanding, and co-operation will be the basis of all our interaction.

This Code of Conduct sets out standards of behaviour for participants at national convention, conferences, schools, meetings, and any other union events organized by CUPE National, Local 5607, or any other CUPE chartered body. It is consistent with the expectations outlined in the Equality Statement and the CUPE National Constitution.

This Code of Conduct is intended to deal with complaints of inappropriate behaviour at events organized by CUPE National and at events, meetings, and activities by other CUPE bodies. It does not apply to complaints arising in the workplace, as those are dealt with through the grievance procedure and/or the applicable workplace harassment policy.

As CUPE members, staff, and elected officers, we commit to one another and to the union to be governed by the principles of the Code of Conduct and agree to:

- Abide by the provisions of the Equality Statement.
- Respect the views of others, even when we disagree.
- Recognize and value individual differences.
- Communicate openly.
- Support and encourage each other.
- Make sure that we do not harass or discriminate against each other.
- Commit to not engaging in offensive comment or conduct.
- Make sure that we do not act in ways that are aggressive, bullying, or intimidating.
- Take responsibility for not engaging in inappropriate behaviour due to use of alcohol or other drugs while participating in union activities, including social events.

Harassment is objectionable behaviour which may include actions, language, gestures, and/or written material, and which the harasser knows or ought reasonably to know is abusive and unwelcome. Bullying is a form of harassment which is serious ongoing behaviour which targets an individual or group and which threatens that person or persons’ mental and/or physical well-being.

A complaint regarding the Code of Conduct will be handled as follows:

1. If possible, a member may attempt to deal directly with the person alleged to have engaged in behaviour contrary to the Code by asking them to stop such behaviour. If that is not possible, or if it does not resolve the problem, a member may bring forward a complaint.
2. A complaint shall be brought to the attention of an ombudsperson when there is one available. Should an ombudsperson not be available, a person properly appointed and designated to be in charge shall receive the complaint.
3. The ombudsperson or the person in charge will work to seek a resolution. If this fails to resolve the matter, the ombudsperson shall report the matter to the person in charge. The person in charge has the authority to expel members from the event for serious or persistent offenses.
4. If the complaint involves a national staff member, it shall be referred to the appropriate director for investigation and the complaint shall be dealt with in accordance with the applicable staff collective agreement. If the complaint involves a staff member employed by another CUPE chartered organization, the complaint shall be referred to the person responsible for their employment.
5. If the person in charge is a party to the complaint, an alternate will be designated to assume the role.
6. In a case where a member has been expelled from a National event, the National President shall receive a report on the matter. For other events, the presiding officer shall receive a report on the matter.
7. For events organized by CUPE National, the National President shall determine if further remedial action is appropriate, including restricting a member's participation in future events organized by CUPE National. For other events, the presiding officer shall consult the National President.

This Code of Conduct is designed to create a safe, respectful, and supportive environment within CUPE. It is meant to enhance the rights and obligations outlined in the CUPE National Constitution, the Equality Statement, and applicable human rights legislation, not replace them.

This Code of Conduct does not replace a member's right to access the trial provisions under Appendix F of the CUPE National Constitution.

APPENDIX “C”**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 persons deserve dignity, equality, and respect.