

# **CUPE Local 593 Constitution and Bylaws 2024**

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## **Introduction**

Local 593 of the Canadian Union of Public Employees has been formed to:

- Improve the social and economic well-being of all of its members;
- Promote equality for all members and to oppose all types of harassment and discrimination;
- Promote the efficiency of public services; and
- Express its belief in the unity of organized labour.

The following bylaws are adopted by Local 593 in accordance with the CUPE National Constitution (Articles 13.3 and B.5.1), to protect the rights of all members, to provide for responsible governance of the Local Union, and to involve as many members of the Local Union as possible through the sharing of duties and responsibilities.

CUPE chartered organizations shall respect and apply the CUPE National Equality Statement to all of the chartered organizations' activities. The CUPE National Equality Statement can be found in Appendix A to these bylaws.

CUPE chartered organizations may also wish to adopt a Local Union Code of Conduct that would apply to membership meetings and other functions organized by the chartered organization.

## **Section 1 – Name**

The name of this Local shall be: Canadian Union of Public Employees, Local No. 593 (British Columbia)

## **Section 2 - Objectives**

The objectives of Local 593 are to:

- (a) Secure the best possible pay, benefits, working conditions, job security, pensions and retiree benefits for its members;
- (b) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- (c) Encourage the settlement by negotiation and mediation of all the disputes between the members and their employers;
- (d) Eliminate harassment and discrimination of any sort or on any basis;
- (e) Establish strong working relationships with the public we serve and the communities in which we work and live; and
- (f) Support CUPE in reaching all of the objectives set out in Article II of the CUPE National Constitution.

## **Section 3 – References**

Numbers of articles at the end of sections or sub-sections in this document refer to relevant articles of the CUPE National Constitution which should be read together with these bylaws.

## **Section 4 - Membership**

### **(a) Membership**

An individual employed within the jurisdiction of Local 593 will apply for membership in Local 593 by signing an application and paying the initiation fee set out in Section 11(a) of these bylaws.

(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)

This new member will sign this oath when joining the union on their CUPE Cards

### **(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 Corresponding Secretary with their current address, home telephone contact number and where available, a non MPSPD e-mail address. The member will advise the Corresponding 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.

### **Section 5 - Affiliations**

In order to strengthen the labour movement and work toward common goals and objectives, Local 593 shall be affiliated to and pay per capita tax to the following organization(s):

- The CUPE BC Provincial Division
- The K-12 CUPE Council

### **Section 6- Membership Meetings**

- (a) Regular membership meetings shall be held in the following months: September, November, January, March and May. The membership will decide on the date and time of the next meeting at the end of every general meeting. If extenuating circumstances intervene, the executive board shall give 2 weeks' notice of any change of the date of a regular general meeting. During the months when there are no Membership Meetings the Officers will carry out the business of the Local.
- (b) Local 593 can choose to hold meetings virtually, in person and/or a hybrid of in person and virtual. Where virtual meetings are held, all voting will be conducted electronically provided secrecy can be maintained, where mandated. The only duties of the Executive Board are those set out in the bylaws of the Local.
- (c) The minimum number of members required to be in attendance for the transaction of business at any regular or special meeting shall be 16 members, plus 6 members of the Executive Board.

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(d) Special membership meetings of Local 593 may be required, and shall be called by the Executive Board or may be requested in writing by no fewer than 10 members. The President shall immediately advise members when a special meeting is called, and ensure that all members receive at least seven days notice of the special meeting, the subject(s) to be discussed, the date, time and location. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.

(e) The order of business at Regular Membership Meetings is as follows:

- 1) Territorial Acknowledgment
- 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 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)

The minimum number of members required to be in attendance for the transaction of business at any bargaining unit meeting shall be 16 bargaining unit members plus 6 members of the Executive Board. Members from other bargaining units in the Local Union may attend these meetings without vote but with voice and are not counted as part of quorum.

## **Section 7 – Officers**

- (a) The Officers of the Local shall be the President, Past President, Vice President, Secretary Treasurer, Recording Secretary, Corresponding Secretary, Membership Officer, three (3) Trustees, and Stewards representing the following classifications: Clerical, Maintenance, Transportation, three (3) Student Support, Building Service Worker and Supervision Assistant. All Officers except Past-President shall be elected by the membership.
- (b) The President and the Recording Secretary shall take place every three years starting May 2023, 2026, 2029 etc. The Vice President and the Corresponding Secretary shall take place every three years starting May 2024, 2027, 2030 etc. The Secretary Treasurer and the Membership Officer shall take place every three years starting May 2025, 2028, 2031 etc. All positions will be three years.
- (c) The Stewards for Clerical, Student Support 3 and Building Service Worker shall take place every three years starting May 2023, 2026, 2029 etc. The Steward for Maintenance, Student Support 1 and Supervision Assistant shall take place every three years starting May 2024, 2027, 2030 etc. The Stewards for Transportation and Student Support 2 shall take place every three years starting May 2025, 2028, 2031 etc. All positions will be three years.
- (d) Trustees shall be elected for a three (3) year term with each Trustee's position being filled on a rotating basis in accordance to the CUPE Constitution.
- (e) All charges against members or Officers must be made in writing and dealt with in accordance with the CUPE Constitution.

## **Section 8 – Executive Board**

- (a) The Executive Board include all Officers, except Trustees (Article B.2.2)
- (b) The Executive Board shall meet at least eight (8) times per year. (Article B.3.14)
- (c) The majority of the Executive Board constitutes a quorum.
- (d) The Executive Board shall hold title to any real estate of the Local Union as trustees for the Local Union. They shall have no right to sell, convey, or encumber any real estate without first giving notice and then submitting the proposal to a membership meeting and having it approved.

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- (e) The Executive Board shall be responsible for preparing an annual budget to be presented and voted on at the September Regular Membership Meeting.
- (f) 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.
- (g) Should any Executive Board member fail to answer the roll call for three (3) consecutive regular meetings or three consecutive regular Executive Board meetings without having submitted good reasons, their office shall be declared vacant and shall be filled by an election at the following Regular Membership Meeting.  
(Article B.2.5)

### **Section 9 – Duties of Officers**

Each Officer of Local 593 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 593 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:

- i) Enforce the CUPE National Constitution, these Local Union bylaws and the Equality Statement;
- ii) Interpret these bylaws as required;
- iii) Preside at all Membership and Executive Board/Shop Steward meetings and preserve order;
- iv) Decide all points of order and procedure (subject always to appeal to the membership);
- v) Have a vote on all matters (except appeals against their rulings)
- vi) Ensure that all Officers perform their assigned duties;
- vii) Fill committee vacancies where elections are not provided for;
- viii) Introduce new members and conduct them through the initiation ceremony;
- ix) Be one of the signing Officers on all cheques where two (2) signatures are required and ensure that the Local's funds are used only as authorized or directed by the Constitution, bylaws, or vote of the membership;

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- x) Have first preference as a delegate to the CUPE Provincial and National Conventions;
- xi) Ensure that the Local has a representative in any organization in which Local 593 holds a membership. Pertinent information arising from any meetings shall be reported to the Local at a Regular Membership Meeting;
- xii) Sign all necessary papers in the name of the Local Union; and
- xiii) On termination of office, surrender all books, records and other properties of the Local to their successor.

(b) **The Vice President** shall:

- i) If the President is absent or incapacitated, perform all duties of the President;
- ii) If the office of President falls vacant, be Acting President until a new President is elected;
- iii) Render assistance to any member of the Executive Board as directed by the Executive Board;
- iv) Be one of the signing Officers on all cheques where two (2) signatures are required and ensure that the Local's funds are used only as authorized or directed by the Constitution, bylaws, or vote of the membership
- v) Ensure all Stewards perform their duties with an acceptable degree of competency and keep the President informed on an ongoing basis;
- vi) On termination of office, surrender all books, records and other properties of the Local to their successor.

(c) **The Recording Secretary** shall:

- i) Keep full, accurate and impartial account of the proceedings of all Regular or Special Membership and Executive Board/Shop Steward meeting. 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.
- ii) Read minutes to membership at Regular Membership Meetings;
- iii) Record all amendments and/or additions in the bylaws;
- iv) Preside over Membership and Board/Shop Steward meetings in the absence of both the President and Vice President; and
- v) On termination of office, surrender all books, records and other properties of the Local to their successor.

(d) **The Corresponding Secretary** shall:

- i) Answer correspondence and fulfill other secretarial duties as directed by the Executive Board;

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- ii) Ensure that all amendments and/or additions to the bylaws are sent to the National President for approval prior to implementing;
- iii) File a copy of all letters sent out and keep on file all communications;
- iv) Prepare and distribute all notices to members;
- v) Read communications to membership at Regular Membership Meetings;
- vi) Order supplies as required;
- vii) Be one of the signing officers on all cheques where two (2) signatures are required and ensure that the Local's funds are used only as authorized or directed by the Constitution, bylaws, or vote of the membership; and
- viii) On termination of office, surrender all books, records and other properties of the Local to their successor.

(e) **The Secretary Treasurer** shall:

- i) 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;
- ii) Prepare all CUPE National and B.C. per capita tax forms and remit payment;
- iii) 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;
- iv) Record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices;
- v) Make a written financial report to the members at all Regular Membership Meetings;
- vi) Be bonded through the master bond held by CUPE National. Any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office; and
- vii) Pay no money unless supported by an expense form duly signed by the President and one other member of the Executive Board or any two (2) other members of the Executive Board, except that no expense form shall be required for payment of per capita fees to any organization to which the Local is affiliated;
- viii) 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 they may need to complete the audit report forms supplied by CUPE National;
- ix) Be one (1) signing officers on all cheques where two (2) signatures are required 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. All expenditures must be paid by cheques signed



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by the Secretary-Treasurer and the President or another signing Officer with the exception of cheques made payable to the Secretary-Treasurer. In consultation with the Executive Board, designate a signing officer during prolonged absences.

- x) Sign all necessary papers in the name of the Local Union; and
- xi) On termination of office, surrender all books, records and other properties of the Local to their successor.

(f) **The Stewards shall:**

- i) Meet with the Executive Board at least eight (8) times per year;
- ii) Be responsible to investigate and handle grievances with tact, patience and diplomacy;
- iii) Familiarize new members with the Collective Agreement, Constitution and bylaws;
- iv) Instruct new members as to their rights and obligations within and to the Local;
- v) Promote membership participation; and
- vi) On termination of office, surrender all books, records and other properties of the Local to their successor.

(g) **The Trustees shall:**

- i) Examine and audit the books and records of the Secretary-Treasurer and inspect and examine all properties, bonds and all other assets of the Local at least once each calendar year;
- ii) 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;
- iii) Report their findings at the first Regular Membership Meeting following the completion of each audit;
- iv) Be responsible to ensure that monies are not paid out without proper Constitutional or membership authorization;
- v) Ensure that proper financial reports are made to the membership;
- vi) Audit the record of attendance;
- vii) Use audit forms supplied by the National Office and send a copy of each yearly audit to the National Secretary-Treasurer in accordance with the provisions of the CUPE Constitution; and
- viii) On termination of office, surrender all books, records and other properties of the Local to their successor.

(h) The Membership Officer shall:

- i) 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;
- ii) Assist the President in maintaining order at Membership Meetings;
- iii) Maintain the record of members' attendance at all Membership Meetings;
- i) For auditing purposes, make records of attendance available to Trustees upon request;
- ii) Provide list of members eligible to hold office in accordance with Section 7(a) to the Elections Committee prior to annual elections;
- iii) Perform such other duties as may be assigned by the Executive Board;
- iv) Conduct the Good of the Union draw at the close of regular membership meetings; and
- v) On termination of office, surrender all books, records and other properties of the Local to their successor.

### **Section 10 – Nomination, Election and Installation of Officers**

(a) Nomination

Nominations shall be received at the Regular Membership Meeting held in the month of May. To be eligible for nomination the member must be in good standing with the Union to run and hold a position. Nominations will be accepted from members in attendance at the meeting or from those members who have allowed their name to be filed in writing at the meeting, witnessed by another member.

(b) Elections

- i) At a regular Membership Meeting at least one (1) 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. The Committee shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential;
- ii) The Elections Committee shall determine the form of electronic vote and ensure that the method is made available in good time to the Returning Officer;
- iii) Not less 2 weeks notice must be given for the vote. The vote must be held in a way that permits all members to participate and which ensures the integrity of votes;

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- iv) The Returning Officer shall be responsible for issuing, collecting and counting electronic voting. They must be fair and impartial and see that all arrangements are unquestionably democratic;
- v) The voting shall take place at the Regular Membership Meeting in May;
- vi) Voting to fill one office shall be conducted, completed, recounts dealt with, and the results of the vote announced, before electronic voting may begin to fill another office;
- vii) A majority of votes cast shall be required before any candidate can be declared elected and a second electronic vote shall be taken, if necessary, to obtain a majority. On the second and subsequent electronic vote the candidate receiving the lowest number of votes in the previous electronic vote shall be dropped. The process shall continue until one candidate has obtained a majority;
- viii) Any member may request a recount of the votes for any election and a recount shall be conducted if the request is supported by a majority vote;

### **(c) Installation**

All duly elected Officers shall be installed at the meeting at which elections were held and shall continue in office for 3 years or until a successor has been elected and installed, provided however that no term office shall be less than one year and more than three years.

### **(d) By-Elections**

Should an office fall vacant pursuant to Section 8 (g) of these bylaws or for any other reason, the resulting by-election should be conducted as closely as possible in conformity with this Section.

## **Section 11 – Fees, Dues and Assessments**

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

- i) An initiation fee of \$10.00 shall be levied on all members;
- ii) A readmission fee of \$10.00 shall be levied on all returning members.

### **(b) Monthly Dues:**

- i) The monthly dues shall be 2.0% of gross monthly wages;
- ii) Changes in the levels of the initiation fee or the monthly dues can be effected only by following the procedure for amendment of these bylaws;
- iii) 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;
- iv) Special assessments may be levied in accordance with Article B.4.2. of the CUPE Constitution.

## **Section 12 Honorariums**

The following expense allowance shall be provided:

(a) Monthly to the Officers of the Local as follows:

President	\$200.00
Vice President	\$100.00
Corresponding Secretary	\$100.00
Recording Secretary	\$100.00
Secretary Treasurer	\$100.00
Secretary Steward	\$100.00
Student Support Steward #1	\$100.00
Student Support Steward #2	\$100.00
Student Support Steward #3	\$100.00
Maintenance Steward	\$100.00
Building Service Worker Steward	\$100.00
Transportation Steward	\$100.00
Supervision Assistant Steward	\$100.00
Membership Officer	\$ 50.00

(b) Mileage:

Where no other provision has been made, Union members carrying out the business of the Local shall be paid mileage in accordance with School District #75 Collective Agreement.

## **Section 13 – Delegates to Conventions, Conferences, Educational Institutes, Workshops and Arbitrations**

Except for the President's option, Section 7 (a) x)., the number of delegates to conventions shall be approved by the Executive Board. Officers of the Union will be given first consideration.

Representation at conferences, educational institutes, workshops and arbitrations shall be on the recommendation of the Executive Board.

(a) Outside of Mission:

All delegates to a convention or conference held outside the town of Mission shall be paid transportation and accommodation expenses (at economy, tourist or coach rates), an expense allowance defined in CUPE BC Expense Policy, paragraph 6, Per Diem, (Appendix B of these bylaws) and an amount equal to any loss of salary incurred by attendance at the convention/conference.

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(b) Local Delegates:

Delegates to conventions or conferences held in the Fraser Valley shall have travel allowance as per Section 10(b). There shall be an expense allowance of twenty-five (25) dollars per day, mileage as per SD #75 policy, and compensation for any loss of salary incurred by attendance at the convention/conference.

(c) Educational, Workshops, Arbitrations:

Where all expenses are paid (i.e. registration fee, accommodation, meals) a delegate shall receive ten (10) dollars per day for out of pocket expenses, mileage as per SD #75 policy, and an amount equal to any loss of salary incurred by such attendance.

Where no expenses are paid (except the registration fee) a delegate shall receive fifty (50) dollars per day for out of pocket expenses plus an amount equal to any loss of salary incurred by such attendance.

(d) Extraordinary expenses will be reviewed on an individual basis by the Executive Board.

### **Section 14 – Voting of Funds** (section 14 is a draft; it needs to be voted on to meet CUPE National requirements)

In the case of a grant or a contribution to a member(s), or a cause(s) outside of CUPE is \$200.00 or less the Executive Board has the authority to approve this expense. **In the case of a grant or a contribution to a member(s) or a cause(s) outside of CUPE greater than** Any amount greater than \$200.00 a **notice of** motion must be made at **regular membership meeting** and **then approved at the following** approved at a Regular, or Special Membership Meeting **before the grant or contribution can be paid out.**

### **Section 15 – District Health and Safety Committee Representatives**

Three (3) Representatives will be elected at the membership meeting in May. Two (2) voting Representatives (as required for a quorum) will be elected each for a two (2) year term ending on alternate years. An Alternate Representative will be elected for a two (2) year term and will attend District Health and Safety meetings when a voting member cannot attend.

The function of the Representative is to represent the members of the Local on the District Health and Safety Committee by attending District Health and Safety meetings, reporting back to the membership and liaising with the School Based Health and Safety committees.

### **Section 16 – Committees**

(a) Negotiating Committee

This shall be a special ad hoc committee established at the Regular Membership Meeting in May. The function of the Committee is to prepare collective bargaining proposals, to negotiate a Collective Agreement and to protect and oversee any other negotiable term of the Collective Agreement. The Committee shall consist of the President and four (4) elected members. 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) Grievance Committee

This committee will:

- Oversee the handling of all local grievances.
- Receive copies of all grievances.
- Prepare a report on the status of all grievances to be submitted to the Executive Board, the National Representative, and to the membership meeting.
- When a grievance is not settled in the initial steps provided for in the collective agreement, this committee will decide whether or not the grievance should proceed to arbitration.
- If the decision is to not proceed, the grievor(s) may appeal the decision to the Executive Board.
- The committee members will be the president, the elected chairperson and 3 appointed executive members. The committee shall appoint its secretary from among its members. The National Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted at all stages.

(c) Bylaw Committee

This committee will:

- Review the bylaws annually and make recommendations to the Executive Board on proposed amendments.
- Review any proposed amendments received from the Executive Board or membership of the Local Union to ensure that the amendments will conform to the remainder of the bylaws and the CUPE National Constitution.
- Ensure that the Local Union's bylaws are written in clear language, ensuring that clear language does not change the intent or meaning of the bylaws.
- The committee members will be the president, and 4 elected members. The committee shall appoint its chairperson and its secretary from among its members. The National Representative assigned to the Local Union

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shall be a non-voting member of the committee and shall be consulted at all stages.

### (d) Special Committees

A special ad hoc committee may be established for a specified purpose and period by the membership at a Regular Membership Meeting. The members shall be elected at the same or another Regular Membership Meeting or may, by specific authorization of the membership, be appointed by the President or the Executive Board. Two (2) members of the Executive Board may sit on any special committee as ex-officio members.

## **Section 17 – Rules of Order**

All meetings of the Local Union will be conducted in accordance with the basic principles of Canadian parliamentary procedure. Some of the more important rules to ensure free and fair debate are appended to these bylaws as Appendix C. 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 the case of a tie vote, a second vote will be declared. If after the second vote the results are still tied, the motion will be considered defeated.

In situations not covered by Appendix C to these bylaws, the CUPE National Constitution may provide guidance, but, if the situation is not dealt with there, *Bourinot's Rules of Order* shall be consulted and applied.

## **Section 18 – Amendments**

The Local Union may, by a majority vote at a Regular Membership Meeting or at a special meeting called for that purpose, make such additional bylaws as it may deem advisable, provided that at least seven (7) days' notice at a previous meeting or at least sixty (60) days written notice has been given and further provided that such bylaws do not conflict with the Constitution. The same shall not become effective until approved by the National President of the Canadian Union of Public Employees. Such approval shall not be withheld unless there is conflict with the Constitution, and further that a decision on this matter shall be rendered within ninety (90) days.

## **Section 19 – Recognition of Retirement**

The Executive Board is empowered to present a retirement gift to a member of CUPE Local 593 while in the employ of School District #75 (Mission), based on the following criteria:

- i) School Board must recognize member as a retiree and,
- ii) member must have reached a minimum age of fifty-five (55) within the year they plan to retire from the school district and/or,
- iii) member must have formally applied for their pension.

### Appendix A – CUPE National Equality Statement

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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, an 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.



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### Appendix B – CUPE BC Expense Policy

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This entire policy has not been included in this appendix as only Paragraphs 1. and 6 a) and b) are applicable to these bylaws.

#### 1. Preamble

The purpose of this expense policy is to reimburse members for expenses incurred on behalf of CUPE BC. This policy shall be reviewed annually by the Trustees.

#### 6. Per Diem

- a) \$43.00 per half-day meeting (when no meal provided).
- b) \$86.00 per day for an all-day meeting (when no meals are provided).

### Appendix C – Code of Conduct

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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 593, 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.

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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

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### Appendix D – Rules of Order

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- (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 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, 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 (2/3) vote of those present, to deal with any urgent business.
- (7) All resolutions and motions other than those names in Rule 17, or those to accept to 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.

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- (10) When a member wishes to speak on a question or to make a motion they 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 (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 they shall cease speaking until the point is determined; if it is decided they are 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
- (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, or 6) to divide or amend, which motions shall have precedence in the order names. 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.

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- (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 (2) members who have voted in the majority may, at that same or next meeting, move reconsideration thereof.
- (24) The Local's business and proceedings of meetings are not to be divulged to any persons outside the Local of the Canadian Union of Public Employees