



Bylaws

Local 973 – City of Guelph
&
Local 973.01 County of Wellington

Approved by National
[October 5, 2015]

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PREAMBLE

In order to improve the social and economic welfare of its members without regard to sex, colour, race or creed, to promote efficiency in public employment and to manifest its belief in the value of the unity of organized labour, this Local 973 of the Canadian Union of Public Employees (hereinafter referred to as CUPE) has been formed.

The following By-Laws 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. 973 (clerical & technical employees of the City of Guelph and the department of Social Services employees of the County of Wellington). Herein referred to as 'units'.

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.

SECTION 3 - INTERPRETATION and DEFINITIONS

- a) Masculine pronouns shall be understood to include the feminine gender.
- b) Numbers of 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 by-laws.

SECTION 4 - MEMBERSHIP MEETINGS - Regular and Special

- a) Regular membership meetings shall be held each month (except July, August, and December) **at a consistent day and time deemed by the Executive**. If a statutory holiday intervenes the Executive Board shall give a week's notice of any change in the date of the regular meeting. The time and location of all meetings shall be determined by the Executive Board and meetings shall be posted seven (7) days in advance.
- b) Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than twenty-five (25) members. The President shall call a special meeting within fourteen (14) days when so ordered or requested and shall see that all members receive at least twenty-four (24) hours' notice of the special meeting and the subject(s) to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.
- c) A quorum for the transaction of business at any regular or special meeting shall be ten (10) members, including at least three (3) members of the Executive Board.
- d) Should there be a lack of a quorum; the Executive shall be empowered to conduct such union business that is necessary. All actions under these circumstances will be brought to the attention of the membership at the next regular meeting.
- e) The order of business at regular membership meeting is as follows:
 - 1. Roll Call of Officers
 - 2. Voting on New Members and Initiation
 - 3. **Reading of the National Equality Statement**
 - 4. Reading of Minutes
 - 5. Discussion of Minutes
 - 6. Treasurer's Report
 - 7. Communications and Bills
 - 8. Executive Committee Report
 - 9. Reports of Committees and Delegates
 - 10. Nominations, Elections, or Installations (City & County)
 - 11. Unfinished Business
 - 12. New Business
 - 13. Good of the Union
 - 14. Adjournment

(Article B.VI)

SECTION 5 - VOTING OF FUNDS

Except for ordinary expenses and bills as approved at membership meetings, no sum over **three hundred (300)** dollars shall be voted for the purpose of a grant, **political action** or contribution to a member inside CUPE or any cause outside CUPE once per cause per year, except by a notice of motion given in writing with a specified dollar amount and dealt with at the following membership meeting.

(Article B.4.4)

The funds of the local union shall not be divided, donated or disbursed in whole or in part among individual members of the union for gifts or other reasons. These funds can only be used for valid local union purposes in keeping with the intent of the National Constitution.

(Articles B.1.2 & B.4.4)

SECTION 6 - OFFICERS

The Officers of the Local shall be the President, a Vice-President from each unit, Secretary-Treasurer, Recording Secretary, a Chief Steward from each unit, and the three (3) Trustees. All Officers shall be elected by the membership.

(Articles B.2.1 & B.2.3)

SECTION 7 - EXECUTIVE BOARD

a) The Executive Board shall comprise all officers, except Trustees.

(Article B.2.2)

b) The Executive Board shall meet at least every month prior to the General Membership Meeting. Executive Board meetings may be held more often when circumstances require and may be called by the President or any three (3) members of the Board.

(Article B.3.14)

c) A majority of the Board constitutes a quorum.

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

e) The Board shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of all committees.

- f) All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.

(Articles B.11.1 to B.11.5)

- g) Should any Board member fail to answer the roll-call for **three (3) consecutive membership meetings or three (3) consecutive Executive Board meetings** without having good and sufficient cause, acceptable 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)

SECTION 8 - DUTIES OF OFFICERS

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. All signing officers of Local 973 shall be bonded through the master bond held by CUPE National. Any Officer who cannot qualify for the bond shall be disqualified from having signing authority.

a) The President shall:

- enforce the CUPE Constitution and these By-Laws;
- preside at all membership and Executive Board meetings and preserve order;
- decide all points of order and procedure (subject always to appeal to the membership);
- have a vote on all matters (except appeals against their rulings) and in case of a tie vote in any matter, including elections, have the right to cast an additional vote to break the tie;
- ensure that all officers perform their assigned duties;
- fill committee vacancies where elections are not provided for;
- introduce new members and conduct them through the initiation ceremony;
- sign all cheques and ensure that the Local's funds are used only as authorized or directed by the Constitution, By-Laws, or vote of the membership;
- be allowed one (1) day per month of paid union leave to attend to union business;
- have first preference as a delegate to the CUPE National Convention.

(Article B.3.1)

b) The Vice-Presidents 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;
- render assistance to any member of the Board 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 Board meetings, including a copy of the full Financial Report submitted by the Secretary-Treasurer **and a copy of reports presented by the Trustees;**

(Article B.3.6)

- record all altercations in the By-Laws;
- answer correspondence and fulfill other secretarial duties as directed by the Board;
- file a copy of all letters sent out and keep on file all communications;
- prepare all circulars and notices for distribution by the president (or vice-president) excluding monthly agendas;
- have all records ready on reasonable notice for auditors and Trustees;
- preside over membership and Board meetings in the absence of both the President and the Vice-Presidents;
- 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:

- submit all funds owing be sent to the National Secretary-Treasurer by the last day of the following month

(Article B.3.3)

- make regular full financial reports to both the meetings of the local's executive as well as written financial reports to each regular membership meeting

- on behalf of the Local Union membership, be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or vouchers for every disbursement made, receipts for all money sent to CUPE headquarters as well as records and supporting documents for all income received by Local 973.
- on behalf of the local, review and pay all appeals received according to the following criteria:
 - A unionized member must be personally affected (i.e.: not a family member)
 - \$35 per appeal received
- 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;
- record all financial transactions in a manner acceptable to the Board and in accordance with good accounting practices; ensuring all receipts are photocopied
- make a Treasurer's report to the Local union monthly;
- be bonded for not less than five hundred (500) dollars (or any greater sum as may be decided at a membership meeting, taking into account the assets of the Local and the amount of cash and cheques handled by the Secretary-Treasurer) through the master bond held by the National Office, and any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office;
- pay no money unless supported by a voucher duly signed by the President and one (1) other member of the Board or any two (2) other members of the Board, except that no voucher shall be required for payment of per capita fees to any organization to which the Local is affiliated;
- make all books available for inspection by the auditors and/or Trustees on reasonable notice, and have the books audited semi-annually;
- **respond in writing and within a reasonable time to any concerns or recommendations in the written report made by the Trustees as set out in Article B.3.12 (a);**
- provide the Trustees with any information they may need to complete the audit report

forms supplied by CUPE;

- be empowered, with the approval of the Membership, to employ necessary clerical assistance to be paid for out of the Local's funds;
- notify all members who are one (1) month in arrears and report to the Board all members two (2) or more months in arrears in the payment of union dues;
- on termination of office, surrender all books, records and other properties of the Local to their successor.

(Articles B.3.4 to B.3.9)

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 semi-annually;
- **make a written report of their findings to the first membership meeting following the completion of each audit;**
- **submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's funds, records and accounts are being maintained by the Secretary-Treasurer in an organized, correct and proper manner;**
- shall present their findings to the executive committee prior to presenting to the membership;
- report their findings to the first membership meeting following the completion of each audit;
- 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 twice (2) 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;

- use audit forms supplied by the National Office and send a copy of the combined audits yearly to the National Secretary-Treasurer in accordance with the provisions of the CUPE Constitution.
- **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)

f) The Chief Stewards shall:

- be responsible for meeting with the stewards from their respective units, once a month;
- be Chairperson of the Grievance Committee;
- assist other stewards if needed;
- attend grievance meetings from second stage until completion;
- inform membership at regular monthly meetings of all grievances and their results;
- report in writing to the executive committee the disposition and status of all grievances since previous negotiations. This report shall be made prior to the preparation of bargaining proposals.

g) The Stewards shall:

- without good and sufficient cause acceptable to the Executive Board, attend at least fifty (50) percent of the regular membership meetings in a calendar year;
- organize the unorganized by signing up prospective members;
- protect the members rights in their jurisdiction by negotiating grievances, writing

grievances, and settling grievances;

- strengthen the Union and build support for its program among the members;
- keep members informed;
- advise the negotiating committee.

SECTION 9 - Executive Expenses

The following amount shall be provided to a maximum as follows:

President	-	\$900.00 per year
Vice President (In other unit than President)	-	\$900.00 per year
Vice President (In same unit as President)	-	\$800.00 per year
Recording Secretary	-	\$700.00 per year
Secretary Treasurer	-	\$700.00 per year
Chief Stewards	-	\$700.00 per year
Stewards	-	\$350.00 per year
Trustees		\$100.00 per year

Should an officer of the union not serve a full term, they shall receive a pro-rated amount per full month served. When the full term is served the full amount shall be paid in arrears with two equal payments in April and October. **These payments will be given out twice per term; April and October (separate cheque).**

SECTION 10 - FEES, DUES, AND ASSESSMENTS

a) Initiation Fee

Each application for membership in the Local shall be directed to the Secretary-Treasurer and shall be accompanied by an initiation fee of one (1) dollar which shall be in addition to monthly dues. The Secretary-Treasurer shall issue a receipt. If the application is rejected the fee shall be returned.

(Articles B.4.1 & B.8.2)

b) Readmittance Fee

The readmittance fee shall be one (1) dollar. **Receipt will be given to member and copy**

retained for our records.

(Articles B.4.1)

c) Monthly Dues

The monthly dues shall be a half (.50) percent over what CUPE National charges for per capita tax and any additional levy's, of gross pay.

(Article B.4.3)

Changes in the levels of the Initiation Fee, the Readmittance Fee, or the Monthly Dues can be effected only by the following procedure for amendment of the By-Laws (See Section 16), with the additional provision that the vote must be by secret ballot.

(Articles B.4.1. & B.4.3)

Notwithstanding the above provisions, if the CUPE Convention raises minimum fees and/or dues above the Level herein established these By-Laws will be deemed to have been automatically amended to conform to the new CUPE minimum.

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

d) Affiliation

The local union shall be affiliated with and pay per capita or dues to the following organizations:

- The Ontario Division of the Canadian Union of Public Employees
- The Social Services Workers Convention Committee
- CUPE District Council
- Guelph District Labour Council

SECTION 11 - NON-PAYMENT OF DUES AND ASSESSMENTS

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

(Article B.8.6)

SECTION 12 - NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

a) Nominations

Nominations shall be received at the regular membership meeting held bi-annually in the month of April in even numbered years.

To be eligible for nomination, a member shall have attended at least fifty (50) percent of the membership meetings held in the previous twelve (12) months or in the period they were a member if less than a year; unless a valid reason is given upon acceptance of the nomination, acceptable to the members in attendance, for non-attendance at past meetings.

Where the reason given is accepted by the members in attendance for the first nomination, no further explanation of absence will be required for subsequent nominations. Where the reason given is not accepted by the members in attendance for the first nomination, the nominee may provide further explanations for subsequent nominations and ask that their reason be reconsidered.

No nomination shall be accepted unless the member is in attendance at the meeting or has allowed their consent to be filed at the meeting in writing, duly witnessed by another member.

No member shall be eligible for nomination if they are in arrears of dues and/or assessments.

All terms of office shall be for two (2) years.

b) Elections

1. At a 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, it shall have full responsibility for voting arrangements and shall treat information submitted to in connection with its responsibilities as confidential.
2. The Executive Board shall determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer.
3. The Returning Officer shall be responsible for issuing, collecting, and counting ballots.

They must be fair and impartial and see that all arrangements are unquestionably democratic.

4. The voting shall take place at the regular membership meeting in April. The vote shall be by secret ballot.
5. Voting to fill one (1) office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
6. A majority of votes cast shall be required before any candidate can be declared elected, and second and subsequent ballots shall be taken, if necessary, to obtain a majority. On the second and subsequent ballots the candidate receiving the lowest number of votes in the previous ballot shall be dropped. In case of a final tie vote, the presiding officer may cast the deciding vote.
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.
8. Each nominee may appoint a scrutineer for the count of the ballots.
9. 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 4(c).

c) Installation

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

d) By-Elections

Should an office fall vacant pursuant to Section 7(g) of these By-Laws or for any other reason, the resulting by-election shall be conducted at the next **general** membership meeting.

SECTION 13- DELEGATES TO CONVENTIONS

- a) Except for the President's option [Section 8(a)], all delegates to conventions and conferences shall be chosen from within the executive board members first, and then opened to the rest of the membership if needed, by election at membership meetings, in a manner to ensure equal representation from both units of the local union. To be eligible for nomination a member shall have attended at least fifty (50) percent of the membership meetings held in the previous twelve (12) months or in the period they were a member, if less than a year.
- b) Delegates to the C.U.P.E. District Council shall be elected annually. An official reporter for these delegates shall be appointed annually by the President from among these delegates, and they shall be required to report at each membership meeting of the Local on proceedings at recent meetings of the Council.
- c) All delegates elected to the conventions and conferences shall be paid transportation expenses (at economy, tourist or coach rates), a per diem allowance of **seventy-five (75)** dollars for expenses, and an amount equal to any loss of salary incurred by attendance at the convention.

d) Travel Expenses:

Mileage will be paid at the current 'City of Guelph' rate for all Union business. When several members are traveling from the same location to the same location, car pooling is encouraged.

All members that attend to Union business conducted outside to the City of Guelph shall be paid transportation expenses at economy, tourist or coach rates and/or mileage as indicated above.

e) Per Diem:

Delegates to Conventions, Conferences and Education:

Allowance for a full day -	\$75.00	
Partial Day/Transit -	\$10.00	Breakfast
	\$20.00	Lunch
	\$35.00	Supper
Meals Provided -	\$10.00	Coffee & incidentals

All members attending educational courses where accommodation is required shall

receive the per diem as indicated above. If accommodation is not required, the per diem will be provided as indicated above for partial day.

SECTION 14 - COMMITTEES

a) Negotiating Committee

This shall be a special ad hoc committee established at least six (6) months prior to the expiry of the Local's collective agreement and automatically disbanded when a new collective agreement has been signed. The function of the Committee is to prepare collective bargaining proposals and to negotiate a collective agreement. The Committee shall consist of three (3) to four (4) members, depending on each respective unit's collective agreement, all members of the Executive Board. Should there be insufficient members of the Executive Board to fill these positions, the remaining members shall be elected from the membership providing they meet the attendance qualifications as set out in Article 13(a) above. 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.

Expenses for negotiating meetings shall be in accordance with Article 13 (d) and (e) above. In place of the allowance paid to members of the negotiating committee the committee may claim reasonable meal expenses upon presentation of an appropriate receipt.

b) Special Committees

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

c) Standing Committees

The Chairperson of each standing committee shall be elected by the members at a membership meeting. The Chairperson and the Executive Board may, with the concurrence of the membership, jointly appoint other members to serve on a committee. The Vice-President from each unit shall be a member, ex-officio, of each committee. There shall be four (4) standing committees as follows:

1. Grievance Committee:

This Committee shall process all grievances not settled at the initial stage and its reports shall be submitted to the Executive Board, with a copy to the CUPE Representative, and then to a membership meeting.

Grievances must be in writing on the forms provided by the National Office and be signed by the complainant or complainants, as provided for in the collective agreement. The Committee shall comprise the Chief Steward and two (2) other members to be selected from among the shop stewards. The Committee shall appoint its secretary from among its members.

2. Education Committee:

It shall be the duty of this Committee to:

- arrange for representation of the Local at any appropriate and available educational seminar or conference and submit recommendations accordingly to the Executive Board;
- instruct delegates in the preparation of reports to the membership on seminars and conferences and maintain a reference file of these reports;
- co-operate with the Executive Board in preparing press releases and other publicity material;
- **co-operate with the Union Development Department and Communications Branch of CUPE, and with the Union Development Representative;**
- co-operate with the Education and Public Relations Departments of CUPE, and with the regional Education Representative, in implementing both the Local's and CUPE's policies in these fields. The Committee shall comprise between one (1) and three (3) members and shall appoint its secretary from among its members.

3. Wellness Committee:

This Committee may:

- visit members who are ill or send the member a card;
- if a member is ill for more than a week, will send a token expressing the Local's concern, up to a maximum of \$50.00, and desire to help, whether the member is at home or in the

hospital once per sick leave. A monetary token of the locals concern will be issued only once a year per member

- may arrange for blood donors to replace blood or plasma required by a member or one of their immediate family;
- ensure that members who retire, receive a gift for their years of service. The amount of \$10.00 will be contributed for each year of service in the Local. **Additionally, our Union will match the monetary denomination in the form of a gift up to the maximum dollar amount for each year of service to the Local;**
- extend the Local's condolences in the event of the death of a member or one (1) of their immediate family and make other appropriate gestures in accordance with custom or the wishes of the family concerned (see list below for guidance);

Bereavement:

A card will be sent in the event of a death in the family regardless of family status.

Members:

- Maximum of \$100.00 for a member in good standing
- Maximum of \$50.00 for a retired member

Member's Family:

- Maximum of \$60.00 for a member's spouse (including common-law or same sex partner), child, step-child and legal dependent, parent, step-parent or legal guardian, and sibling
- Maximum of \$40.00 for a member's, father-in-law, and mother-in-law;
- Maximum of \$30.00 for a member's sister-in-law, brother-in-law, daughter-in-law, son-in-law, step-brother, step-sister, grandparents, and grandchildren.
 - the Committee shall comprise between one (1) and three (3) members and may appoint a secretary-treasurer from among its members. It shall be reimbursed by the Executive Board for expenses incurred in the performance of its duties.

Birth or Adoption

A gift certificate of \$25 for each child, per family, born or adopted by a member

4. Social Committee:

It is the function of this Committee to arrange and conduct all social and recreational activities of the Local 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. All social and recreational events and activities shall be self-supporting with the exception of the Kids Christmas Parties. The local will pay 1/3 of the cost for the venue for the City members (this is split 3 ways with Local 241 and NUME) and as the County has chosen to have a party on its own the County Social Committee will pay for its venue. **Our Local will pay gifts, food and any Committee expenses for the calendar year only applicable to the Kids Christmas Party event.**

The local will provide all the gifts for children attending these parties' ages 0 – 12, as follows \$30 per gift for each child up to age 11 and \$35 for each child age 12. The Executive Board shall be held responsible for the proper and effective functioning of this Committee. The Committee shall comprise between one (1) and three (3) members and may appoint a secretary-treasurer from among its members.

5. Health & Safety Committee:

The executive board will appoint any Health & Safety Representatives, with a full understanding of the duties and expectations of the position.

6. Joint Job Evaluation (City) & Job Evaluation (County) Committees:

The executive board will appoint any JJEC & JE Representatives, with a full understanding of the duties and expectations of the position.

SECTION 15 - 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 By-Laws as Appendix "A". These rules shall be considered as an integral part of the By-Laws and may be amended only by the same procedure used to amend the By-Laws.

In situations not covered by Appendix "A", the CUPE Constitution may provide guidance, if the situation is not dealt with there, Bourinot's Rules of Order shall be consulted and applied.

ARTICLE 16 - AMENDMENT

- a) These By-Laws 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 By-Laws and the CUPE Constitution the latter shall govern. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.

(Articles 9.2(c), 13.3, & B.5.1)

- b) These By-Laws shall not be amended, added to, or suspended except upon a two-thirds (2/3) majority vote of those present and voting at a regular or special membership meeting following seven (7) days notice at a previous meeting or at least sixty (60) days written notice.

(Article B.5.1)

- c) No change in these By-Laws shall be valid and take effect until approved by the National President of CUPE. The validity shall date from the letter of approval of the National President.

(Articles 13.3 & B.5.1)

- d) Additional regulations to these By-Laws may be enacted from time to time and shall be attached to these By-Laws providing they are approved in accordance with this article.

APPENDIX "A" TO THE BY-LAWS OF LOCAL 973, C.U.P.E.

RULES OF ORDER

1. The President or, in their absence, a Vice-President, shall take the chair at all membership meetings. In the absence of both the President and Vice-Presidents, the Recording Secretary shall act as President, and in their absence a President pro-tem shall be chosen by the Local.
2. No member, except the Chairperson of a committee making a report or the mover of a resolution, shall speak more than five(5) minutes, or more than once on the same question without the consent of the meeting or until all who wish to speak have had an opportunity. Chairpersons and movers of a resolution shall be limited to fifteen (15) minutes, except with the consent of the meeting.

3. The President shall state every question coming before the Local, and before allowing debate thereon, and again immediately before putting it to a vote, shall ask: "is the Local ready for the question?". Should no member rise to speak, the question shall then be put.
4. A motion to be entertained by the presiding officer must be moved and seconded; both the 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 amendment shall be permitted. No amendment, or amendment to an amendment, which is a direct negative of the resolution shall be in order.
6. On motion, the regular order of business may be suspended by a two-thirds () vote of those present, to deal with any urgent business.
7. All resolutions and motions other than those named in Rule 17 , or those to accept or adopt the report of a committee, shall, if requested by the presiding officer, be presented in writing before being put to the Local.
8. At the request of any member, and upon a majority vote of those present, a question may be divided when the sense will admit of it.
9. Any member having made a motion can withdraw it with the consent of the seconder, except that any motion, once debated, cannot be withdrawn except by a majority vote of those present.
10. When a member wishes to speak on a question or to make a motion, they shall rise in their place and respectfully address the presiding officer, but, except to state that they rises 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 is in order, they may again proceed.

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

23. After a question has been decided, any two (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; and no member shall be allowed to leave without obtaining permission from one (1) of the Vice-Presidents.
25. The Local's business, and proceedings of meetings, is not to be divulged to any persons outside the Local or the Canadian Union of Public Employees.

REGULATIONS TO BY-LAWS

Regulations to these by-laws shall be enacted from time to time provided they are approved in the same manner as amendments to the by-laws as outlined in Article 16.

EDUCATION POLICY:

In order to be considered for selection for a CUPE weekend Course the member shall have attended at least thirty (30) percent of the membership meetings held in the previous twelve (12) months or in the period they were a member, if less than a year. If a member wishes to attend a weekend course and has not met the attendance requirements, they may apply and attend if approved by the membership. This opportunity to attend a course without the required attendance will only be made available once per member.

All members who are elected or selected to attend education courses, seminars, conferences or conventions shall present a written report to the members at the following membership meeting. No expenses shall be paid to any member until such report has been presented.

In order to be considered for selection or election to a CUPE week long education course, the member shall have attended at least fifty (50) percent of the membership meetings held in the previous twelve (12) months or in the period they were a member, if less than a year. Also, the member must have taken and completed at least three (3) CUPE weekend education courses in order to qualify for this week long education course.