

Bylaws of Cupe Local 650

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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, co-operation 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, 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 sisters and brothers deserve dignity, equality, and respect.

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

ARTICLE 1—NAME OF ORGANIZATION

SECTION I

This organization shall be known under the name of Canadian Union of Public Employees Local 650.

SECTION II

The Constitution of the Canadian Union of Public Employees shall prevail in all matters not provided for by these bylaws.

SECTION III

All meetings of Cupe Local 650 shall be conducted in accordance with the basic principles of “Rules of Order” (Appendix “A”, A. 1-21) in the Cupe National Constitution.

SECTION IV

The following bylaws are adopted by Cupe Local 650 pursuant to, and to supplement, Appendix “B” of the Cupe National Constitution, to safeguard the rights of all members, to provide for responsible administration of this Local, and to involve as many members as possible through sharing of duties and responsibilities.

SECTION V

Masculine pronouns shall be understood to include the female gender.

ARTICLE 2—OBJECTIVE

SECTION I

To be the sole bargaining agent in all matters pertaining to the working conditions scales of wages, hours of work, or any terms or conditions set forth in the working agreement between the Board of Education and Cupe Local 650.

SECTION II

To support the Canadian Union of Public Employees in its objectives, as written under Article 2, in the National Constitution of the Canadian Union of Public Employees, and to provide an opportunity for its members to influence and shape their future through free democratic trade unionism.

ARTICLE 3—MEMBERSHIP

SECTION I

All employees of the Board of Education, of the Regina School Division #4 of Saskatchewan, shall be eligible for membership, except those specifically excluded by any order, or orders of the Labour Relations Board under the Trade Union Act of the Province of Saskatchewan.

SECTION II

All eligible employees shall complete the necessary application form, or forms for membership in Cupe Local 650. Applications for membership shall only be acted upon at regular meetings of Cupe Local 650.

SECTION III

The names of applicants shall be read out at the first regular membership meeting after the application has been submitted and the applicants will be accepted as members, unless there is an objection sustained by a majority of the members present. In the event of an application being rejected, the initiation fee shall be returned to the applicant. (B. 10.2).

All members of Cupe Local 650 must attend at least one regular Union meeting within the first four months of becoming an employee of the Regina School Division #4, in order to take the new members obligation and have their membership completed.

SECTION IV

Applicants for initiation shall abide by B. 10.4 & B. 1 (B. 1.1—B. 1.4) of the Appendix “B” of the National Constitution of the Canadian Union of Public Employees.

ARTICLE 4—DUES, INITIATION FEES, ASSESSMENTS

SECTION I

The Initiation Fee shall be Ten Dollars (\$10.00) from which Five Dollars (\$5.00) shall be paid towards the Retirement Plan membership. The monthly union dues shall be by payroll deduction in the amount of 2% (Two per cent) of gross salary. This includes retroactive pay, service pay, room allowance, shift bonus, overtime and recognized higher certification.

SECTION II

Notwithstanding the above provisions, if the Canadian Union of Public Employees Convention raises/lowers fees and or dues above/below the level herein established, these bylaws will be automatically amended to incorporate the increase or decrease in Cupe Local 650’s dues structure.

SECTION III

Any member in arrears for a period of three months or more shall be automatically suspended and his suspension shall be reported to the Executive Board by the Secretary. The Executive Board shall report at the next membership meeting with a recommendation. Any member under suspension wishing to be reinstated shall, under application, pay any dues and assessments in arrears. (Article B.XI—B.11.1).

At the discretion of the Executive Board, the assessment will be determined and set and will not be less than the Initiation Fee for each month in arrears.

ARTICLE 5—OFFICERS

SECTION I

The Officers of Cupe Local 650 shall consist of a President, Vice-President, Treasurer, Secretary, and Chief Shop Steward and Trustees. The Officers shall meet annually prior to November 15 of each year.

SECTION II

The Executive Board shall consist of the elected Officers, except Trustees, and five (5) Shop Stewards elected for two (2) year terms as follows:

- 1 from Building and Repair—elected in odd numbered years
- 1 from Stores—elected in even numbered years
- 1 from Secondary/Relief Department—elected in odd numbered years
- 2 from Elementary Department
 - 1 Negotiating—elected in even numbered years
 - 1 Non—Negotiating—elected in odd numbered years

SECTION III

In the event of a by-election, any 650 members in good standing shall be entitled to run for a vacant position.

SECTION IV

Only one representative from the Elementary Department will sit on the Negotiating Committee.

SECTION V

Cupe Local 650 may provide for other Officers as it deems necessary to conduct its business, such as additional Vice-Presidents, Sergeants-At-Arms, etc.

SECTION VI

The Officers and Executive Members shall be elected by the membership as provided in Appendix B.II of the National Constitution of the Canadian Union of Public Employees.

SECTION VII

The duties of Officers and Executive Members shall be as provided in Appendix “B”. III (B. 3.1 to B. 3.14) of the National Constitution of the Canadian Union of Public Employees.

- (a) The Executive Board shall do the work delegated to it by Cupe Local 650 membership and shall be held responsible for the proper and effective function of all committees.
- (b) All charges against Officers or members must be made in writing and dealt with in accordance with Article B.VI TRIALS.
- (c) Should any Officer fail to answer roll call for three consecutive meetings (Executive and Membership combined) without having good and sufficient cause, the office will be declared vacant and the position filled at the following meeting in a by-election. Executive members shall inform the executive board whenever they will be absent. Executive members attending union approved functions at the time of meetings shall be considered as present.
- (d) Except for ordinary expenses and bills as approved at membership meetings, no sum over Five Hundred Dollars (\$500.00) shall be authorized without a majority vote.

ARTICLE 5 – OFFICERS - continued

The **President** shall:

- Be bondable.
- Be elected to a 2 year term in even numbered years.
- Enforce the Cupe National Constitution and these bylaws.
- Preside at all membership and Executive Board meetings and preserve order.
- Have a vote on all matters (except appeals against his rulings) and in cases of a tie vote in any matter, excluding 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 or cannot be filled. The President or designate shall report the appointments at the next general meeting.
- Introduce new members and conduct them through the initiation ceremony (Appendix B.10.4).
- Be authorized to sign cheques and ensure that Cupe Local 650’s funds are used only as authorized by the bylaws or vote of the membership.
- Be allowed necessary funds not to exceed \$300.00 monthly, to reimburse himself or any Officers for any expenses, supported by vouchers, incurred on behalf of Cupe Local 650.
- Have first option as a delegate to the Cupe National Convention (and to all Conventions) as approved by the membership (Article B. 3.1).
- Shall prepare a monthly written report to be filed with the Recording Secretary

The **Vice-President** shall:

- Be bondable.
- Be elected to a 2 year term in odd numbered years.
- Perform all duties of the President if the President is absent or incapacitated.
- Shall be acting President until a by-election is held at the next general membership meeting, if the office of President falls vacant.
- Render assistance to any member of the Executive Board as directed by the Executive Board (Article B.3.2).

- Shall sit on assigned committees
- Shall chair the Executive board meetings at President's request
- Shall prepare a monthly written report to be filed with the Recording Secretary

The **Treasurer** shall:

- Be bondable.
- Be elected to a 2 year term in even numbered years.
- Be authorized to sign cheques and ensure the Cupe Local 650's funds are used only as authorized by the bylaws or a vote of the membership.
- Receive all revenue, initiation fees, dues and assessments, keeping a record of each members' payments, and deposit promptly all money with a bank or credit union.
- Prepare a monthly treasurer's report for the Executive Board and make copies available at the next membership meeting, in accordance to the National Constitution B.3.6
- Copies shall be made available to all Executive members.
- Prepare all Cupe National per capita forms and remit payment in accordance with B.3.8 of the Cupe National Constitution.
- Record all financial transactions in a manner acceptable to the Executive Board and in good accounting practices.
- Pay no money unless supported by a voucher duly signed by the President, or two other members of the Executive Board, except that no voucher shall be required for payment of per capita fees to any organization to which Cupe Local 650 is affiliated.
- Make all books available for inspection by the auditors and/or Trustees on reasonable notice and have the books audited annually.
- Provide the Trustees with any information they may need to complete the audit report forms supplied by Cupe National.
- Be empowered, with the approval of the Executive Board, to employ necessary clerical assistance to be paid for out of Cupe Local 650's funds. Such expenses shall be reported to the membership in the monthly treasurer's report.
- shall prepare a yearly budget to presented for approval in February of each year.

The **Secretary** shall:

- Be bondable.
- Be elected to a 2 year term in odd numbered years.
- Be authorized to sign cheques and ensure that Cupe Local 650's funds are only used as authorized by the bylaws or vote of the membership.
- Keep full and accurate account of the proceedings of all membership and Executive Board meetings and distribute copies as required.
- Answer all correspondence and fulfill other administrative duties as directed by the Executive Board.
- File a copy of all letters sent and keep on file all communications.
- Prepare and distribute all circulars and notices to members.
- Be empowered with the approval of the Executive Board to employ necessary stenographic or other assistance to be paid for out of Cupe Local 650's funds. Expenses shall be reported to the Treasurer. Such expenses shall be reported to the membership in the Treasurer's monthly report (Article B.3.3).
- Maintain a record of membership attendance at meetings.

The **Chief Shop Steward** shall:

- Be bondable.
- Be elected to a 2 year term in even numbered years.
- Know and enforce the Collective Agreement
- Maintain contact with members to provide union awareness and education
- Work to ensure communication to the membership.
- Encourage member participation in union activity
- Shall conduct prompt and thorough investigations
- Shall work with Shop Stewards in conducting investigations and make recommendations.
- Prepare and present grievances at the initial level
- Shall make final recommendations to the Executive Board
- Attend educational opportunities to enhance their knowledge
- Prepare a monthly written report to be filed with the Recording Secretary

The **Shop Stewards** shall:

- Be elected to two (2) year terms
- Know and enforce the Collective Agreement
- Endeavour to attend all meetings that are called
- Ensure that members are fully informed of their rights
- Provide communication and information to and from the members to the Chief Shop Steward
- Work directly with the Chief Shop Steward in conducting investigations
- Maintain contact with members to provide union awareness and education
- Encourage member participation in union activity
- Attend educational opportunities to enhance their knowledge
- Help prepare and present grievances at the initial level
- Prepare a monthly written report to be filed with the Recording Secretary

Sergeant-at-Arms:

- Elect at least 3 members.
- Shall not be a member of the Executive Board.
- 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.
- Shall perform other duties as may be requested by the Executive Board.
- Shall assist the Returning Officer with any elections.

Trustees: (3 shall be elected)

- All positions shall be 3 year terms, with one Trustee being elected annually. The Chairperson shall be elected from within the Trustees.
- All shall be bondable.
- Shall act as an auditing committee on behalf of the members and audit the books and accounts of the Treasurer, Recording Secretary and Standing Committees at the end of Local 650's fiscal year. (Dec. 31).
- Shall submit in writing to the President and 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 Treasurer in an organized, correct and proper manner.

-Shall be responsible to ensure that monies are not paid out without proper bylaw or membership authorization.

-Shall ensure that proper financial reports are made to the membership.

-Shall audit the record of attendance.

-Shall inspect at least once per year any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at anytime be owned by the Local, and report their findings to the membership.

-Shall send a copy of the completed audit report (on the prescribed form provided by the National Secretary-Treasurer) as well as a copy of their report to the Local Union membership along with a copy of their recommendations and/or concerns to the President and Treasurer and the Treasurer's response to the National Secretary-Treasurer of the Canadian Union of Public Employees, with a copy to the assigned servicing representative. (Article B.3.10 to B.3.12).

-Shall have a full day at the union's expense to review the books and complete the audit.

SECTION VII

Any technology (ie. Computers, cell phones, PDA's), keys, all material, information, data compiled or designed, so that Cupe Local 650 may conduct business, or for the betterment of Cupe Local 650, shall be deemed the property of Cupe Local 650. Upon termination of any office, all such items shall be turned over to Cupe Local 650 within two (2) weeks.

SECTION VIII

Flowers or a charitable donation will be sent to a bereaved member upon the death of a member of his/her immediate family. Immediate family is defined as parent, child, spouse, parent of spouse, brother or sister, grandparents, spouses grandparents, grandchildren, sisters-in-law or brothers-in-law, daughters-in-law or sons-in-law. Flowers or a charitable donation will be sent to a bereaved spouse on the death of a retired Cupe Local 650 member. Spouse shall also reflect significant other. In the case of the passing of a member, their beneficiary shall receive flowers plus two hundred & fifty dollars (\$250.00).

SECTION IX

The Local shall acknowledge members of Cupe Local 650, who are away from work due to injury or illness for more than 10 working days. Such acknowledgements shall be at the discretion of Cupe Local 650 Executive Board.

ARTICLE 6 MEETINGS

SECTION I

The regular membership meeting of Cupe Local 650 shall be held on the second Saturday of each month, with the exception of July and August. A motion from the floor can change a regular meeting date.

Notices of meetings shall be posted each month with at least two (2) weeks notice

SECTION II

The regular meeting of the Executive Board shall be held the first Tuesday of each month at such time and place as is designated.

The Executive Board can change the date of the meeting by consensus.

SECTION III

Special meetings of Cupe Local 650 may be called by the President when considered necessary, or when requested to do so by 10% of the members in good standing. Provided however, a notice of all special meetings shall be posted on all Cupe Local 650's bulletin boards at least 24 hours prior to such meetings as set forth in the notice calling such special meetings.

SECTION IV

Special meetings of the Executive Board may be called by the President and/or Vice-President (while acting as President) or a majority of the Executive Board when deemed necessary.

SECTION V

Notwithstanding Article 6 Section II, the Executive Board will meet during the months of July and August and at all times when meetings have been cancelled due to a lack of a quorum, or unavoidable cause.

All business transacted by the Executive Board during such periods shall be reported at the next regular membership meeting.

SECTION VI

Regular membership meetings of Cupe Local 650 shall commence at 9:00 a.m. and adjourn by 11:30 a.m.

SECTION VII

8% of members shall form a quorum for a meeting of the Cupe Local 650.

SECTION VIII

The order of business at all regular Cupe Local 650 meetings should be as follows:
(Appendix B. VIII)

1. Roll call of Officers
2. Voting on new members and initiation
3. Reading of the minutes
4. Matters arising
5. Treasurer's report
6. Communications and bills
7. Reports from committees and delegates
8. Nominations, elections or installations
9. Unfinished business
10. New Business

ARTICLE 7 – NOMINATIONS, ELECTIONS AND INSTALLATION OF OFFICERS

ELECTIONS

- The nominations of Officers shall take place at the regular membership meeting in October of each year. The election of Officers shall take place in November.

- The Executive Board shall determine the form of the ballot and ensure that sufficient quantities are made available to the Returning Officer.

- The Returning Officer shall be determined by the Executive Board, and shall be a member in good standing of Cupe Local 650.

- The vote shall be by secret ballot and take place at the November regular membership meeting

- The Returning Officer shall be knowledgeable of the rules and process of the election and explain such to the membership at the beginning of the election process.

- The Returning Officer shall be responsible for issuing, collecting, and counting the ballots. He must be fair and impartial and see that all arrangements are unquestionably democratic.

- The Returning Officer shall post all results.

- A candidate must obtain a majority of votes cast, i.e. at least 50% plus 1 to be declared elected. When no candidate obtains a majority, the candidate receiving the fewest votes shall be dropped and a second ballot taken. The process shall continue until one candidate has obtained a

majority. A record of all nominations must be kept for further use by Cupe Local 650.

- Any member may request a recount of 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 Article 6 Section VII, providing the recount is requested at the meeting at which the election is being held, and prior to adjournment of that meeting.

- If in the event of a tie vote the Returning Officer shall cast an additional vote to break the tie.

- Campaigning will be allowed at the nominee's expense.

- No campaigning shall be allowed within the Union Hall.

- Each candidate shall be given a 3 minute opportunity to make a presentation.

Installation

- All duly elected Officers shall be installed at the meeting at which elections are held and take office immediately and shall continue in office for the remainder of the specified term.

- There shall be a transition period with the former Executive and newly elected Executive not to exceed the last day of the month of elections.

- The terms of office for Trustees shall be as laid down in Article B.3.10 of the Cupe National Constitution.

By-Elections

When an elected office falls vacant pursuant to Article 5 Section VI (c), of these bylaws or for any other reason, the resulting by-election should be held at the next regular membership meeting and conducted as closely as possible in conformity with this Section.

A notice of the by-election will be circulated before the next regular membership meeting.

ARTICLE 8 – COMMITTEES

Negotiating Committee

The President, Vice President, Chief Shop Steward and Executive Board Members as per Article 5, Section II of these bylaws, shall be the negotiating committee for Cupe Local 650 and the President shall be the Chairperson. The function of the committee is to prepare collective bargaining proposals and to negotiate a Collective Agreement. The Cupe Representative assigned to Cupe Local 650 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. The Negotiating Committee shall stand until the ratification of the ongoing Collective Agreement.

Ad Hoc Committees

An ad hoc committee may be established for a specified purpose and period of time 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 members of the Executive Board may sit on any special committee as ex-officio members.

Standing Committees

The chairperson of each standing committee shall be elected by the members at a membership meeting with the exception of the O.H.&S. committee. The Chairperson and the Executive Board may, with the concurrence of the membership, jointly appoint other members to serve on a committee. The President or his delegate shall be a member, ex-officio, of each committee.

Grievance/Arbitration Committee:

This committee shall process all grievances not settled at the initial stage and its reports shall be submitted first to the Executive Board, with a copy to the Cupe Representative, and then to a membership meeting. Grievances must be in writing on the forms provided by the National Office and be signed by the complainant or complainants, as provided for in the Collective Agreement. The committee shall comprise of the Chief Shop Steward as chairperson and the five (5) Shop Stewards. The committee shall appoint its secretary from among its members.

Pension Committee

- The Union Pension Committee shall be responsible for investigating and reporting on retirement policies, as set out in the Civic Pension Plan, for Local members.

- Shall work with the Social committee in organizing events to honour retired members.

Benevolent Committee

- Consist of 2 members at large elected from the membership annually and 1 member of the Executive Board.

- Shall send comforts to members as defined within these by-laws

- Report at membership meetings, the comforts that were sent

- Cost of comforts shall be set by the Executive Board and paid for from general revenues.

Social Committee:

It is the function of this committee to arrange and conduct social and recreational activities for Cupe Local 650. Any social or recreational activities requiring funding must channel requests through this committee. The committee will designate a co-chair to work directly with the chair and committee for functions and activities. The committee shall submit reports and proposals to the Executive Board or to the membership as required. The Executive Board shall be held responsible for the proper and effective functioning of this committee. The committee may appoint a secretary from among its members and shall meet at least 3 times a year and report to the membership.

The Social Committee chairperson shall receive an honorarium of \$200.00 per year.

Occupational, Health and Safety Committee:

- Shall be comprised of 5 members from Cupe Local 650, one of whom shall be the President of Cupe Local 650.

- Shall consist of 4 members elected from the general membership and the chairperson shall be elected from within the four elected members by the general membership.

- Members shall be elected to a 3 year term.

Bylaw Committee:

- Shall meet every two years to deal with proposed amendments.

- Shall be comprised of up to 10 members.

- The Executive Board shall be responsible to insure a bylaw committee is struck.

- The committee shall select its chairperson from within the committee.

Webmaster

- Shall maintain and update the Cupe 650 website and work under the direction of the Executive Board.

- Shall be paid on honorarium of 75.00 per month

ARTICLE 9 – REPORTING

Any member or members attending a Cupe Local 650 approved function shall report back to the membership by a written report, within 30 days of attending the course or in time for the next regular membership meeting. This may be done by the individual or as a group.

ARTICLE 10 – AMENDMENTS TO BYLAWS

These bylaws shall be open for review every two (2) years, in even numbered years. Any members may present to Cupe Local 650 Executive Board, in writing, any amendment to the bylaws by the end of the previous year, December 31. In January the bylaw committee shall compile the proposed amendments and present them at a regular membership meeting for approval having served seven days notice at a previous meeting or at least 60 days written notice.

These bylaws shall not be amended, added to, or suspended except upon a majority vote of those present and voting at the meeting. All adopted amendments must be submitted for approval to the National President in accordance with Article B.7.1. The bylaw committee will provide the membership copies of the amended bylaws as soon as possible.

ARTICLE 11 – EXPENSES AND REMUNERATION TO DELEGATES

1) Except for the President’s option (Article 5, Section VI) all delegates to conventions, conferences, seminars or meetings shall be chosen by election at membership meetings.

2) Delegates to conventions, conferences, seminars and meetings held outside Regina, shall be paid transportation of 35 cents per km when the delegates use their private vehicle. An allowance of \$40.00 per day, \$75.00 out of province, for expenses plus the cost of lodging and an amount equal to any loss of salary incurred by attendance at such functions. Cupe Local 650 shall cover taxi fare to and from airport or bus terminal, if receipts are handed into the Treasurer. Whenever possible, delegates are asked to share transportation.

3) Delegates to conventions, conferences, seminars or meeting held in the city shall have no travel allowance. There shall be an allowance of \$20.00 per day and compensation for any loss of salary incurred by attendance to such functions.

4) No member shall claim lost wages if such lost wages are being reimbursed by another affiliate.

5) Emergency expenses will be reimbursed upon presenting proper vouchers or receipts.

ARTICLE 12 – OUT OF POCKET EXPENSES

Members serving on the Executive of Cupe 650 shall receive the following sum on a monthly basis to cover expenses they incur:

President	\$175.00	(x1)	\$175.00
Vice-President	\$125.00	(x1)	\$125.00
Secretary	\$175.00	(x1)	\$175.00
Treasurer	\$150.00	(x1)	\$150.00
Chief Steward	\$125.00	(x1)	\$125.00
Executive Members	\$ 75.00	(x5)	\$375.00
Webmaster	\$ 75.00	(x1)	\$ 75.00
MONTHLY			\$1200.00

Social Chair \$200.00 annually

ARTICLE 13 – WITHDRAWAL OF SERVICES

Every member of Cupe Local 650 shall carry out all duties and responsibilities as outlined by the Executive Board, during any work dispute. Failure to do so shall result in sanctions, fines, and other disciplinary action as outlined in the Cupe National Constitution Article B. VI.

ARTICLE 14 — SERVICE PINS

Cupe Local 650 shall present a service pin to members with 5, 10, 15, 20, 25, 30 or 35 years of service.

ARTICLE 15 — AFFILIATIONS

Cupe Local 650 shall be affiliated to the Saskatchewan Division of the Canadian Union of Public Employees.

APPENDIX "A" TO THE BY-LAWS OF CUPE LOCAL 650
RULES OF ORDER

1. No member, except the Chairperson of a committee making a report or the mover of a resolution, shall speak more than five 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 minutes, except with the consent of the meeting.
2. The President shall state every question coming before CUPE Local 650 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.
3. 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.
4. 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.
5. On motion, the regular order of business may be suspended, by two-thirds vote of those present, to deal with urgent business.
6. All resolutions and motions other than those named in Rule 7 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 membership of Cupe Local 650.
7. 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 amendment 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.
8. A motion to adjourn is in order except (1) when a member has the floor and (2) when members are voting.
9. 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 minutes have elapsed.
10. 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 decision. A standing vote shall be taken and the Secretary shall count the same.
11. If any member wishes to challenge (appeal) a decision of the chair he must do so as the time the decision is made. If the challenge is seconded, the member shall be asked to state briefly the basis for his challenge. The chairperson may then state 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.

- 12.** After a question has been decided, any two members who have voted in the majority may, at the same or next meeting, move reconsideration thereof.
- 13.** 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. No member shall be allowed to leave without the permission of the Vice-President.
- 14.** The Local's business, and proceedings of meetings, shall not be divulged to any persons outside the Local or the Canadian Union of Public Employees.
- 15.** Any member who has 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.
- 16.** When a member wishes to speak on a question or to make a motion, he shall rise in his place and respectfully address the presiding Officer, but, except to state that he rises to a point of order or on a question of privilege, he shall not proceed further until recognized by the chair.
- 17.** When two or more members rise to speak at the same time, the presiding Officer shall decide which one is entitled to the floor.
- 18.** 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 members thereof.
- 19.** If a member, while speaking is called to order, he shall cease speaking until the point is determined. If it is decided he is on order, he may again proceed.
- 20.** No religious discussion shall be permitted.
- 21.** The President shall take no part in debate while presiding, except for clarification, 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.
- 22.** The presiding Officer shall have the same rights as other members to vote on any question. In case of a tie, he may in addition give a casting vote, or, if he chooses, refrain from breaking the tie, in which case the motion is lost.
- 23.** When a motion is before the Local, no other motion shall be in order except:
 - to adjourn
 - put the previous question
 - to lay on the table
 - to postpone for a definite time
 - to refer
 - to divide or amend, which motions shall have precedence in the order named.

The first three of these shall be decided without debate.

APPENDIX "B" RETIREMENT PLAN/LONG SERVICE PLAN

ARTICLE 1 - MEMBERSHIP

Retiring Cupe Local 650 members in good standing shall be entitled to a retirement gratuity from this plan, upon having reached the normal retirement age as per the Civic Pension Plan.

ARTICLE 2 - SOURCE OF FUNDS

The funds for this Plan shall be derived from Union general revenue funds at the rate of four (\$4.00) per member per month.

ARTICLE 3 - FORMULA OF GRATUITIES

The sum of thirty (\$30.00) dollars for each year of service with the Board of Education shall be paid to a member on the date of retirement, which is NORMAL retirement as per Pension Plan.

ARTICLE 4 - RETIREMENT GIFT

Retiring members shall be presented with a quality gift (\$250.00 Limit) which will be one of the following:

- a watch
- a clock
- a framed print

The gift shall contain a form of recognition from Cupe Local 650.

ARTICLE 5 - ADMINISTRATION

This Plan shall be administered by the Treasurer of Cupe Local 650 and one member at large elected by the membership.

ARTICLE 6 - REVISION

The Retirement Plan shall be open for revision annually on January 1.

Social Committee Chairperson is responsible for:

- Ensuring the committee has enough members to function properly.
- Researching facilities, meal choices, entertainment choices and prices for such.
- Making the necessary booking of a hall, meal and entertainment for functions.
- Solicit organizations for donations of prizes, etc. and pick up any such donations.
- Purchase any additional door prizes that are needed.
- Purchase the agreed upon raffle prizes.
- Obtain all necessary permits.
- Purchase and deliver to the hall all liquor etc. for banquets.
- Return any unused liquor for a refund.
- Ensure all posters, tickets etc. are in place in a timely fashion.
- Ensure that the hall is decorated and set up properly.
- Formally invite retirees to the banquet.
- Interview the retirees and do a short bio on each to be read at the banquet.
- Purchase gifts for the retirees.
- Order flowers for retirees and centerpieces for the head table.
- Ensure that the head table is set up properly and is introduced at the start of the banquet.
- Ensure that all bills pertaining to the banquet are settled at the end of the night.

Children's Party

- Making sure detailed records are kept from year to year so those gifts are not repeated from one year to the next.
- Make arrangements for shopping place and times to shop for children's party.
- Make sure appropriate gifts are purchased.
- Purchase all batteries, wrapping paper, tags, tape, etc. that is needed.
- Transport all purchases to a predetermined spot.
- Prepare all tags and ensure that spellings are correct.
- Make sure all gifts are tagged and wrapped.
- Make sure all supplies are purchased for the goody bags and that they are prepared.
- Make sure that doughnuts are ordered and picked up.
- Make sure coffee and juice is made and ready.
- Book Santa and entertainment.
- **Ensure that every child present receives a gift.**
- The committee is responsible for the set up, decorating, etc. and clean up of the Children's function at whichever school it may be held at.

*******If there is insufficient volunteer help, the party will not be held.*******

CUPE LOCAL 650

Used Computer Purchase Policy

Executive members of Cupe Local 650 may purchase old laptop computers from the Union provided the equipment meets the following criteria outlined below:

- The equipment is 4 years or older
- The Union is buying replacement equipment and the computer has been officially deemed outdated and is being "retired" on the recommendation of the Trustee's of Cupe Local 650
- The Executive Member must have served at least one full term (2years)

If the present member does not qualify or wish to purchase the computer, first option shall be given to the former executive member that used the computer. Failing that, option shall be given to other members of the Executive and then to the general membership.

Purchase Guidelines

- The purchase must take the form of an official transaction:
- The union must issue an invoice for the equipment that details exactly what the purchaser is buying and for how much
- The Union must issue a receipt to the purchaser for payment
- All sales are final
- The Union makes no warranties as to the condition or performance of the computer; all purchases are at the buyer's own risk
- The cost to purchase a used laptop shall be set at 20% of the original purchase price
- Checks must be made payable to "CUPE LOCAL 650" and submitted with a copy of the invoice.
- When purchasing a computer, the computer hard drive must be wiped by a Union appointed qualified person prior to the purchaser taking possession.

Oath of

Nomination

“I solemnly promise and declare that I will support and obey the Constitution, objects principles and polices of the Canadian Union of Public Employees.”

Office

“I,....., do most sincerely promise, that I will truly and faithfully, to the best of my ability, perform the duties of my office, for the ensuing term, as prescribed in the Constitution and laws of the Canadian Union of Public Employees, and as an officer of this union will at all times endeavour, both by counsel and example, to promote the harmony and preserve the dignity of the sessions.

I further promise, that at the close of my official term, I will promptly deliver all monies, books, papers, or other property of this Union in my possession to my duly elected successor in office.”

Membership

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