BYLAWS

of the

CANADIAN UNION

OF PUBLIC EMPLOYEES

LOCAL UNION 1698

CUPE 1698

Fraser Valley
Library Workers

CHARTERED BY THE CANADIAN UNION
OF PUBLIC EMPLOYEES AND AFFILIATED
WITH THE CANADIAN LABOUR CONGRESS

Last edited September 27, 2024

PREAMBLE

Local 1698 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 1698 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. The Local Union Code of Conduct can be found in Appendix B to these bylaws.

SECTION 1:

NAME

The name of this Local shall be: Canadian Union of Public Employees, Local Union 1698, Fraser Valley Library Workers.

SECTION 2:

OBJECTIVES

The objectives of Local 1698 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

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members and their employers;

d) Eliminate harassment and discrimination of any sort or on any basis; for the equality of treatment regardless of class, race, colour, nationality, age, sex/gender, language, sexual orientation, place of origin, ancestry, religious beliefs, or mental and physical disability; and the active opposition of discrimination of same wherever it occurs or appears;

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

a) Numbers of Articles at the end of sections or sub-sections refer to relevant articles of the CUPE Constitution which should be read in conjunction with these bylaws.

SECTION 4:

MEMBERSHIP

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

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

Upon request, the Local Union will share the contact information with CUPE National or CUPE BC. The purpose of sharing this contact information with CUPE National or CUPE BC is so that the National Union or Provincial Division can communicate with members

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on important matters.

b) 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)

SECTION 5:

AFFILIATIONS

In order to strengthen the labour movement and work toward common goals and objectives, Local 1698 shall be affiliated to and pay per capita tax to the following organization(s):

- CUPE BC
- Fraser Valley District Council (CUPE)
- BC Federation of Labour
- Fraser Valley Labour Council
- New Westminster and District Labour Council
- British Columbia Library Association

SECTION 6:

MEMBERSHIP MEETINGS
General and Special

a) General membership meetings shall be held on the first Sunday or Monday every other month. A draft schedule of the general membership meetings will be posted within six (6) weeks following the Annual General Meeting (AGM). A reminder notice of each General membership meeting outlining the date, time and location shall be given to members at least seven (7) days in advance of the meeting. When a situation beyond the control of the Executive arises, the Executive board shall reschedule the General membership meeting.

b) Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than fifteen (15) members. The President shall immediately call a special meeting when so ordered or requested and shall see that all members receive at least twenty-four (24)

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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 general or special meeting shall be eleven (11) members, including at least three (3) members of the Executive Board.

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

1. Land Acknowledgement
2. Reading of the Equality Statement
3. Roll Call of Officers
4. New Member Initiation
5. Circulation and Reading of Previous Meeting Minutes
6. Matters arising out of the Minutes
7. Treasurer's Report
8. Communications and Bills
9. Executive Board Report
10. Reports of Committees and Delegates
11. Nominations, Elections or Installations
12. Unfinished Business
13. New Business
14. Good of the Union
15. Adjournment

SECTION 7:

VOTING OF FUNDS

Expenditures of the Local Union shall be primarily for the purposes of the Local Union Expenditures may be made by cheque or the Local Union's credit card. Cheques must be signed by the Treasurer and counter-signed by the President or such other officer as the Local Union may designate. Any expenditures incurred on the Union's credit card shall be in compliance with the credit card policy.

SECTION 8:

OFFICERS

The officers of the Local Union shall be: President, Vice-President (General), Vice-President (Librarian), Recording Secretary, Treasurer, Membership Officer, Communications Officer, five (5) Regional Executive Members-at-Large, Executive Member-at-Large **(**Indigenous**)**, two (2) Regional Executive Members-at-Large **(**Casual**)** and three (3) Trustees.

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SECTION 9:

EXECUTIVE BOARD

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

b) The Executive Board shall meet at least eight (8) times per year.

c) A majority of the Executive 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 Executive Board shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of all committees.

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

g) The terms of office for Executive Board members shall be for two (2) years. In even years, the President, Vice-President (Librarian), Recording Secretary, Members-at-Large: Central, East, Indigenous and Casual East positions are elected. In odd years, the Vice-President (General), Treasurer, Membership Officer, Communications Officer, and Members-at-Large: North Fraser, East Central, Delta and Casual West positions are elected. No member may hold more than one elected position on the Executive Board. Should a vacancy occur during the term of an Executive Board member, the Executive Board may fill the vacancy by appointment for a maximum of 3 months at which point a by-election shall be held.

h) If an officer fails to attend three (3) consecutive membership meetings or three (3) consecutive executive meetings, without good and sufficient reason, their office shall be declared vacant.

SECTION 10:

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.

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All Signing Officers of Local 1698 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 National Constitution;
- interpret and enforce these local Union Bylaws, and Equality Statement;
- 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);
- ensure that all officers perform their assigned duties;
- fill committee vacancies;
- be a Signing Officer of the local;
- ensure that the Local's funds are used only as authorized or directed by the Constitution, Bylaws, or vote of the membership;
- represent the Local Union at events as requested;
- have first preference as a delegate to affiliated Conferences and/or Conventions.

b) The VICE-PRESIDENT (GENERAL**)** 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 Executive Board as directed by the Executive Board;
- be a Signing Officer of the local;
- represent the Local Union at events as requested.

c) The VICE-PRESIDENT (LIBRARIAN) shall:

- ensure that any special interests or issues regarding librarians be brought to the attention of the Executive Board;
- represent the Local Union at events as requested;
- if the Vice-President (General) is absent or incapacitated, perform all duties of the Vice-President.

d) The TREASURER shall:

- receive all revenue, initiation fees, dues, and assessments, keeping a record of each member's payments, and deposit promptly all monies with a credit union;
- record all financial transactions in a manner acceptable to the Board and in accordance with good accounting practices;

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- be bonded for not less than $500.00 (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 cheque(s) handled by the Treasurer) through the master bond held by the National Office;
- pay no money unless supported by an expense sheet or invoice from an affiliate or service provider.
- make all books available for inspection by the auditors and/or Trustees on reasonable notice, and have the books audited at least once every calendar year. 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;
- forward to the National Secretary-Treasurer of CUPE, on the official monthly report forms provided, not later than the 15th day of each month, all financial obligations owing to CUPE. They shall forward the per capita tax on all dues received by the Local Union. The report should also set out the number of those initiated, reinstated, suspended and expelled and the number of members on whom per capita is being paid;
- be a Signing Officer of the local;
- Sign all cheques or authorize all electronic payments, and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, Local Union Policy Manual or vote of the membership. In consultation with the Executive Board, designate a Signing Officer during prolonged absences;
- 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;
- make a written financial report to each general membership meeting, detailing all income and expenditures for the period;
- at the end of their term of office, the Treasurer shall turn over to their successor, all properties and assets, including funds, books and records belonging to the Local Union;
- any Treasurer who cannot qualify for a bond, shall immediately be disqualified from their office and the Local Union shall proceed with the election of another Treasurer.

e) The RECORDING SECRETARY shall:

- keep full, accurate, and impartial account of the proceedings of all general or special Membership and Executive Board meetings. These records must also include a copy of the written financial report (Membership meetings) presented by the Treasurer. The record will also include Trustees' reports;
- record all alterations in the Bylaws and Policy Manual;
- answer correspondence and fulfill other secretarial duties as directed by the Executive

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Board;

- file a copy of all letters sent out and keep on file all communications;
- liaise with the Membership Officer in the preparation and distribution of all circulars and notices to members;
- have all records ready on reasonable notice for auditors and Trustees;
- preside over Membership and Executive Board meetings in the absence of both the President and the Vice-President (General).

f) The MEMBERSHIP OFFICER shall:

- guard the inner door at Membership meetings and admit no one but members in good standing (or their minor children) or officers and officials of CUPE; except on the order of the President and by consent of the members present;
- liaises with the Communications Officer in the preparation and distribution of all meeting notices to members;
- be responsible for arranging meeting space for Executive Board, general and special meetings;
- maintain the record of membership attendance at meetings;
- introduce new members and administers the oath of membership;
- maintain files of current members;
- provide current membership address list to B.C. Division of CUPE;
- ensure all sworn-in members are in possession of CUPE membership card;
- represent the Local Union at events as requested.

g) The COMMUNICATIONS OFFICER shall:

- maintain the Local's social media accounts, website, and email list;
- send emails to and post information for the Membership to access, using the Local's communication channels;
- as directed by the Executive Board, shall share information about meetings, CUPE education, committees of the Local, and any business that should come before the Membership;
- assist members of the Executive Board with the selection and use of technology assigned to them by the Local;
- maintain an awareness of the activities of CUPE BC, District Councils, the Fraser Valley Labour Council, and CUPE National to communicate back to the Local Membership;
- represent the Local Union at events as requested;
- host virtual meetings for the Local. This may include committee, Executive Board, general and special meetings.

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g) The REGIONAL EXECUTIVE MEMBERS-AT-LARGE shall:

- as their primary duty, represent the Local Union specifically to the employees of the Regional Area and the employees of the Regional Area to the Local Union; be a resource for members;
- represent the Local Union at events as requested;
- perform additional duties as may be assigned by the Executive Board from time to time.

h) The EXECUTIVE MEMBER-AT-LARGE (INDIGENOUS) shall:

- be an Indigenous member, identifying as First Nations, Metis, or Inuit;
- act as a liaison between the Executive Board and Indigenous members;
- bring forward recommendations to the Executive about how to address reconciliation and support Indigenous members;
- represent the Local Union at events as requested;
- perform additional duties as may be assigned by the Executive Board from time to time.

i) The REGIONAL EXECUTIVE MEMBERS-AT-LARGE (CASUAL) shall:

- be a member holding casual status with the employer;
- as their primary duty, represent the Local Union specifically to the casual employees of the Regional Area and the casual employees of the Regional Area to the Local Union;
- shall be a resource for members;
- represent the Local Union at events as requested;
- perform additional duties as may be assigned by the Executive Board from time to time.

k) The TRUSTEES shall:

- act as an auditing committee on behalf of the members and audit the books and accounts of the Treasurer, the Recording Secretary and the Standing Committees at least once every calendar year;
- present the written report of 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 once a year any stocks, bonds, securities, office furniture and equipment,

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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 each annual audit to the National Secretary-Treasurer in accordance with the provisions of the CUPE Constitution;
- 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; (Articles B.3.10 to B.3.12)
- should any member of the Trustees fail to answer the roll-call for three (3) consecutive general membership meetings without having good and sufficient cause, their office shall be declared vacant.

SECTION 11:

NOMINATION, ELECTION and INSTALLATION OF OFFICERS

a) Nomination

1) Nominations shall be received at the Annual General Membership meeting. No nomination shall be accepted unless the member is in attendance at the Annual General Membership meeting, or has allowed to be filed at the meeting their consent, in writing, duly witnessed by another member.
2) A member may accept nomination for a position while holding office in any position. If successful in the election, their resignation from their current position will take effect at that time.

b) Elections

1) All Executive positions, with the exception of Trustees, are elected to two year terms. In even years, the President, Vice-President **(**Librarian**)**, Recording Secretary, Members at Large: Central, East, Indigenous and Casual East positions are elected. In odd years, the Vice-President General, Treasurer, Membership Officer, Communications Officer, and Members at Large: N. Fraser, E. Central, Delta and Casual West positions are elected.
2) At a membership meeting, at least one month prior to Election Day, the President will, subject to the approval of the members present, appoint an Elections Committee consisting of a Returning Officer and assistant(s). The committee will include members of the Local Union who are neither Officers nor candidates for office. The Elections Committee treat information submitted to it in connection with its responsibilities as confidential. The National Representative assigned to the Local Union shall serve as an advisor to the committee when requested by the Local Union.
3) The Executive board will determine the method of election. The method and platform

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shall be clearly stated on the election notice or notice of motion. The electronic voting platform will provide a secured access or a personalized link and ensure the secrecy and integrity of the vote. Elections may be held at an in-person meeting or conducted electronically.

4) The Returning Officer must be fair and impartial and see that all arrangements are unquestionably democratic and align with the policies of CUPE National.

5) The vote will be by secret ballot. Should there be a single nominee for any position, that candidate shall be declared elected at the Annual General Meeting.

6) If voting is in-person, voting to fill one office will be conducted and completed, and recounts dealt with before balloting may begin to fill another office.

7) A majority of votes cast will be required before any candidate can be declared elected, and second and subsequent ballots will 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 will be dropped.

8) In the event of a tie vote, a second and subsequent ballot(s) will be taken if necessary until a candidate receives a majority of votes cast and can be declared elected. In the event the tie vote persists, subsequent ballots may be deferred to the next membership meeting.

9) If voting is in-person, any member may request a recount of the votes for any election and a recount will 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 set out in Section 6(c).

10) All election complaints by members will be submitted in writing to the Returning Officer as soon as possible but in no circumstances will a complaint be valid if it is filed later than seven days after the election. The Returning Officer in conjunction with the Elections Committee will investigate the complaint and issue a ruling as soon as practical and report the ruling to the very next membership meeting.

c) Installation

1) All duly elected officers shall be installed at the meeting at which elections are held, or the subsequent meeting. They shall continue in office for two (2) years or until a successor has been elected or appointed and installed. Officers shall not be elected for terms of less than one (1) year and no longer than three (3) years. (Taken from Article B.2.4)

2) The terms of office for Trustees shall be so that one serves for a period of three years, one for two years, and one for one year, as laid down in Article B.2.4 of the CUPE National Constitution. Each year thereafter, the Local Union shall elect one Trustee for a three (3) year period. No member who has been a Signing Officer for the Local Union is eligible to run for Trustee, until at least one full term of office has elapsed.

d) Interim Vacancies

Should an office fall vacant for any reason, the Executive Board has the authority to fill such

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vacancy by appointment for a maximum of 3 months.

SECTION 12:

OUT-OF-POCKET EXPENSES

All out-of-pocket expenses incurred in the service of the Local shall be reimbursed in accordance with the Local Union Policy Manual.

SECTION 13:

FEES, DUES and ASSESSMENTS

a) Initiation Fee
Each application for membership in the Local shall be directed to the Treasurer**.** An initiation fee of $10.00 shall be deducted in the first pay period. If the application is rejected, the fee shall be returned.

b) Dues
The dues shall be one per cent (1%) plus National per capita tax of regular wages. Dues to be deducted from first and second pay periods of the month.

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

d) Readmission Fee
Each application for readmission to the Local will be accompanied by a readmission fee of $10.00.

e) Amending Dues
The regular dues may be amended at a general or special membership meeting. The vote must be by secret ballot. Notice of at least seven days at a previous meeting or 60 days in writing must be given.

f) Non-Payment of Dues and Assessments
A member who fails to pay dues and assessments for three months is automatically suspended from membership. The suspension will be reported to the Executive Board by the Treasurer. The Executive Board will report all suspensions at the next membership meeting. The member may return to membership in good standing by paying a readmission fee and any other penalty set by the local Union. The readmission fee cannot be less than the initiation fee of the Local Union.

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Any member who has been unemployed or unable to work because of sickness shall pay the readmission fee but may not be required to pay arrears.

SECTION 14:

DELEGATES TO CONFERENCES, CONVENTIONS AND EDUCATIONALS

a) The Executive Board shall recommend to the general membership their nominees for appointment as trustees, delegates to the various affiliates, conventions, councils, or other committees as required from time to time.

Notwithstanding that contained in this Section, the Executive Board may recommend to the general membership that any or all of the foregoing positions be elected.

b) All delegates to conventions shall be paid transportation expenses and per diem allowance, as per the Policy Manual.

c) Representation at educational institutes and seminars shall be on the recommendation of the Education Committee or Executive Board, subject to final approval by the membership.

SECTION 15:

COMMITTEES

a) 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 at a membership meeting, be appointed by the President or the Executive Board. Two members of the Executive Board may sit on any ad hoc committee as ex-officio members. One position on each ad hoc committee shall be made available to a librarian.

b) Standing Committees
The Chairperson and committee members of each standing committee shall be appointed by the Executive Board or elected by the membership at a meeting. The President or Vice-President (General) shall be member, ex-officio, of each committee. Each committee, with the exception of the Health and Safety Committee, may have one non-voting alternate. There shall be nine (9) standing committees as follows:

1) Negotiating Committee

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This shall be a committee elected or appointed at the Annual General Membership meeting. The function of the committee is to prepare collective bargaining proposals and to negotiate a Collective Agreement. The committee shall consist of four members, at least one of whom shall be a librarian. The National 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. Shall perform their duties with respect to Collective Agreement Article 8.03. All members of Local 1698's negotiating committee shall be encouraged to attend Level 1 and Level 2 of CUPE's collective bargaining educationals.

2) Grievance Committee
The committee shall oversee the handling of all local grievances; receive copies of all grievances; prepare a report on the status of all grievances to be submitted to the Executive Board, 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 in writing within seven (7) days of the decision. The committee Shall perform their duties with respect to Collective Agreement Article 9. The committee shall have four positions, one of which shall be made available to a librarian. 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.

3) Job Evaluation Committee
Shall perform their duties with respect to Collective Agreement Schedule B. At least one position on the committee shall be made available to a librarian.

4) Labour Management Committee
Shall perform their duties with respect to Collective Agreement Article 8.02. At least one position on the committee shall be made available to a librarian.

5) Health and Safety Committee
Shall perform their duties with respect to Collective Agreement Article 23.02. This committee shall work to educate members on the importance of workplace health and safety; prepare and present reports to the regular membership meetings; organize an April 28th Day of Mourning ceremony each year; ensure that the worker representatives on the JWH&SC meet separately from the employer to prepare for meetings with the employer; promote safe work procedures and environments so as to prevent illness and injury as a result of workplace factors; immediately bring to the attention of the employer any workplace hazard that has the potential to cause members' illness or injury; and work to eliminate all workplace hazards, be they physical, environmental, or social. The committee shall be the elected chairperson and five (5) members. The committee shall appoint its secretary from among its members. At least one position on the committee shall be made available to a librarian.

6) Technological Change Committee
Shall perform their duties with respect to Collective Agreement Article 24.01. At least

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one position on the committee shall be made available to a librarian.

7) Education Committee
The committee shall gather information about appropriate courses, the availability of courses, and make recommendations to the Executive Board on whether or not members should be attending. Assist delegates in the preparation of reports to the membership on seminars and conferences and provide these reports to the Recording Secretary. Cooperate with the National Education Department of CUPE, and with the regional Education Representative, in implementing both the Local Union's and CUPE's policies in these fields.
The committee shall comprise between two (2) to four (4) members and shall appoint its secretary from among its members. At least one position on the committee shall be made available to a librarian.

8) Communications Committee
This committee shall administer and update all social media platforms; organize the broadcasting of hybrid meetings (virtual and in-person) in consultation with the Membership Officer. Co-operate with the Executive Board in preparing press releases and other publicity materials. The committee shall comprise between three (3) to five (5) members with the Communications Officer as chair and shall appoint its secretary from among its members. At least one position on the committee shall be made available to a librarian.

9) 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; and 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 elected chairperson and up to three (3) 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 during the review process. At least one position on the committee shall be made available to a librarian.

SECTION 16:

AMENDMENTS

a) These bylaws are always subordinate to the CUPE Constitution as it now exists or may be amended from time to time, and in the event of any conflict between these bylaws and the CUPE Constitution the latter shall govern. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.

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b) These bylaws shall not be amended, added to, or suspended except upon a majority vote of those present and voting at a regular or special membership meeting and

c) Notice of the intention to propose the amended or additional bylaws was given at least seven (7) days before at a previous membership meeting or ~~sixty (60)~~ **thirty (30)** days before in writing.

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

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APPENDIX A: CUPE NATIONAL EQUALITY STATEMENT

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

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

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

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

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

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

This was amended as per the 2015 National Constitution.

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APPENDIX B: CODE OF CONDUCT

Local 1698 is committed to ensuring that all of its meetings and activities are safe environments where members are encouraged to speak. Existing members are encouraged to welcome, mentor and support new members and equity-seeking members.

Local 1698 strives to promote 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.

Local 1698 is committed to creating a union which is inclusive, welcoming, and free from harassment, discrimination and all types of bullying and intimidation. Local 1698 needs to ensure that it provides a safe environment for members, staff and elected officers to carry out our work. Local 1698 expects that mutual respect, understanding and co-operation will be the basis of all our interaction.

This Code of Conduct for Local 1698 sets out standards of behaviour for members at meetings, and all other events organized by Local 1698. It is consistent with the expectations outlined in the Equality Statement, CUPE National Constitution and these bylaws. 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 members of Local 1698 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; and
- Take responsibility for not engaging in inappropriate behaviour due to abuse of alcohol or other drugs while participating in union activities, including social events.

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

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

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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 the person to stop such behaviour.

2. If that is not possible, or if it does not resolve the problem, a member may bring forward a complaint.

3. Once a complaint is received, a designated Officer of the Local Union will work to seek a resolution.

4. If this fails to resolve the matter, the designated Officer of the Local Union shall report the matter to the person in charge, who shall determine whether there is need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses.

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 bylaws of Local 1698, 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 of the CUPE National Constitution.

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APPENDIX C: 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 included in these bylaws. These may be amended only by the same procedure used to amend the bylaws.

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

1) The President or, in their absence, the Vice-President (General), shall take the chair at all membership meetings. In the absence of both the President and Vice-President (General), the Vice-President **(**Librarian**)** shall take the chair at all membership meetings. In the absence of the President and Vice-Presidents, the Recording Secretary shall act as Chairperson, and in their absence a Chairperson 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 three (3) 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. Chairperson and movers of a resolution shall be limited to five (5) minutes. With the agreement of the members, the five (5) minutes may be expanded.

3) The President will state every motion presented at a membership meeting before allowing debate on the motion. Before putting a motion to a vote, the President will ask: "Is the Local ready for the motion?" If no member rises to speak, the motion will be voted upon.

4) A motion must be moved and seconded**.** The mover and seconder must be recognized by the chair.

5) A motion to amend, or to amend an amendment, shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment, or amendment to an amendment, which is a direct negative of the resolution shall be in order.

6) On motion, the regular order of business may be suspended, by a two-thirds vote of those present, to deal with any urgent business.

7) All resolutions and motions other than those named in Rule 17, or those to accept or adopt the report of a committee, shall, if requested by the presiding officer, be presented in writing before being put to the Local.

8) At the request of a member, and upon a majority vote, a motion which contains more than one action or issue can be divided.

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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 an unanimous vote of those present.

10) When a member wishes to speak on a question or to make a motion, they shall raise their hand and respectfully address the presiding officer, but, except to state that they speak to a point of order or on a question of privilege, they shall not proceed further until recognized by the chair.

11) The Chairperson will keep a speakers list and in all cases will determine the order of speakers including those circumstances where two or more members indicate they want to speak at the same time.

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) A member that is called to order will stop speaking until the point of order is determined. If it is decided that the member is in order, then the member may continue speaking.

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 **(General)** 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 choose, refrain from breaking the tie, in which case the motion is defeated.

17) When a motion is before the Local, no other motion shall be in order except: i) to adjourn, ii) to put the previous question, iii) to lay on the table, iv) to postpone for a definite time, v) to refer, vi) to divide or amend**.** These motions shall have precedence in the order named. The first three of these shall be decided without debate.

18) A motion for the previous question, when regularly moved and seconded, shall be put in this form: “Shall the main question be now put?”. If it is adopted, the President shall proceed to take the vote on the resolution and amendments thereto (if any) according to their priority. If an amendment or an amendment to an amendment is adopted, the original resolution, as amended, shall be put to the Local.

19) A motion to adjourn is in order except, i) when a member has the floor, and ii) when members are voting.

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20) A motion to adjourn, if defeated, 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 Recording Secretary shall count same.

22) If any member wishes to challenge (appeal) a decision of the chair they must do so at the time the decision is made. If the challenge is seconded, the member shall be asked to state briefly the basis for their challenge. The chairperson may then state briefly the basis for their decision, following which the chairperson shall immediately and without debate put the question: "Shall the decision of the chair be sustained?". A majority vote shall decide except that in the event of a tie the chair is sustained.

23) After a question has been decided, any two members who have voted in the majority may, at the same or next meeting, move reconsideration thereof.

24) No member shall enter or leave a meeting during the presentation of the minutes, the initiation of new members, the installation of officers, or the taking of a vote; and no member shall be allowed to leave without the permission of the Membership Officer.

25) The Local's business, and proceedings of meetings, are not to be divulged to any persons outside the Local or the Canadian Union of Public Employees.

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