
Bylaws

Local Union 1825



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INTRODUCTION

Local 1825 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 to ensure a safe and healthy workplace
- Represent the members' demands through collective bargaining
- Promote the efficiency of public services; and
- Express its belief in the solidarity of organized labour.

The following Bylaws are adopted by Local 1825 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 democratically 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 Union shall be Canadian Union of Public Employees, Local 1825.

Local 1825 consists of the following bargaining units:

- The Holy Spirit Roman Catholic Separate School Division Support Staff
 - The Holy Spirit Roman Catholic Separate School Division Custodial and Maintenance Staff
 - and any other bargaining unit that may be organized or merged.
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SECTION 2 – OBJECTIVES

The objectives of Local 1825 are to:

- (a) Secure the best possible pay, benefits, working conditions, job security, pensions, and retiree benefits for its members.
- (b) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism.
- (c) Encourage the settlement by negotiation and mediation of all the disputes between the members and their employers.
- (d) Eliminate harassment and discrimination of any sort or on any basis; for the equality of treatment regardless of race, colour, language, source of income, marital status, family status, nationality, age, gender, gender identity, gender expression, sexual orientation, place of origin, ancestry, religious beliefs, or mental and physical ability; 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 goals set out in Article II of the CUPE National Constitution.

SECTION 3 – REFERENCES

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

SECTION 4 – MEMBERSHIP

(a) Membership

An individual employed within the jurisdiction of Local 1825 can apply for membership in Local 1825 by signing an application.

(Article B.8.1)

(b) Approval of Membership

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

(Article B.8.2)

(c) Oath of Membership

New members will take this oath:

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

(Article B.8.4)

(d) Continuation of Membership

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

(Article B.8.3)

(e) Member Obligations

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

Members will provide the Recording Secretary or Secretary-Treasurer with their current address, personal telephone contact number, and a personal e-mail address. The member will advise the Recording Secretary or Secretary-Treasurer 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 virtual town hall meetings.

In the case of a town hall meeting, the telephone number or email address 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 Alberta Division. The purpose of sharing this telephone contact information with CUPE National or CUPE Alberta Division is so that the National Union or the Provincial Division can communicate with members on important matters.

SECTION 5 – AFFILIATIONS

In order to strengthen the labour movement and work toward common goals and objectives, Local 1825 shall be affiliated to, and pay per capita tax to the following organization(s):

- Canadian Union of Public Employees Alberta Division
- Lethbridge District Labour Council
- Alberta Education Employees Committee (AEEC)
- Alberta Library Employees Committee (ALEC)

SECTION 6 – MEMBERSHIP MEETINGS

(a) Regular Membership Meetings

Regular membership meetings of Local 1825 shall be held monthly, excluding July and August. Notice of each regular membership meeting outlining the date, time and location shall be given to members at the start of each school year, and a reminder shall be sent or posted at least three days in advance of the meeting.

When a statutory holiday or a situation beyond the control of the Local Union arises which causes the cancellation of a regular membership meeting, the Executive Board shall reschedule the regular membership meeting and will give members at least three (3) days notice of the date of the rescheduled regular membership meeting.

(b) Special Membership Meetings

Special membership meetings of Local 1825 may be required and shall be called by the Executive Board or may be requested in writing by no fewer than ten (10) members. The President shall immediately advise members when a special meeting is called and ensure that all members receive at least twenty-four (24) hours' notice of the special meeting, the subject(s) to be discussed, the date, time, and location. No business shall be transacted at the special meeting other than that for which the meeting is called, and notice given.

(c) Quorum

The minimum number of members required to be in attendance for the transaction of business at any regular or special meeting shall be nine (9) members, including at least two (2) members of the Executive Board.

(d) Membership Meeting Agenda

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

- (1) Acknowledgment of Indigenous territory
- (2) Roll call of officers
- (3) Reading of the Equality Statement
- (4) Voting on new members and initiation
- (5) Reading of the minutes
- (6) Matters arising from the minutes
- (7) Secretary-Treasurer's Report
- (8) Communications and bills
- (9) Executive Board Report
- (10) Reports of committees and delegates
- (11) Nominations, elections, or installations
- (12) Unfinished business
- (13) New business
- (14) Good of the Union
- (15) Adjournment

(Article B.6.1)

(e) Bargaining Unit or Workgroup Meeting

Bargaining unit or workgroup meetings may be called to deal with matters that affect only members of a particular bargaining unit or workgroup. Such a meeting can be called by the President or upon written request from no less than five (5) members. Such meetings are not to be used to replace regular membership meetings and will not make decisions that affect the Local Union as a whole or another bargaining unit. Notice shall include the agenda for the meeting. The President will provide notice of at least 48 hours to the affected members.

The minimum number of members required to be in attendance for the transaction of business at any bargaining unit meeting shall be

Zero to 25 Members	2 Members plus 2 members of the Executive Board
26 to 100 Members	3 Members plus 2 members of the Executive Board
101 or more Members	5 Members plus 2 members of the Executive Board

SECTION 7 – OFFICERS

The Officers of Local 1825 shall be the President, one Bargaining Unit Vice-President for each Bargaining Unit, Secretary-Treasurer, Recording Secretary, Membership Officer, and three (3) Trustees(Articles B.2.1 and B.2.2)

SECTION 8 – EXECUTIVE BOARD

- (a) The Executive Board shall include all Officers, except Trustees and Membership Officer.
(Article B.2.2)
- (b) The Executive Board shall meet at least eight (8) times per year.
(Article B.3.14)
- (c) A majority of the Executive Board constitutes a quorum.
- (d) The Executive Board shall hold title to any real estate of the Local Union as trustees for the Local Union. They shall have no right to sell, convey, or encumber any real estate without first giving notice and then submitting the proposal to a membership meeting and having it approved.
- (e) The Executive Board shall do the work delegated to it by the Local Union and shall be held responsible for the proper and effective functioning of all Committees.
- (f) Should any Executive Board member fail to answer the roll call for three consecutive regular meetings or three (3) consecutive regular Executive Board meetings without having submitted good reasons, their office shall be declared vacant and shall be filled by an election at the following membership meeting.
(Article B.2.5)
- (g) The President or designate shall decide on the advancement of all grievances up to and including arbitration. Should the aggrieved member not agree with the decision, they shall have the right to appeal to the Executive Board, excluding the original decision maker.

SECTION 9 – DUTIES OF OFFICERS

Each Officer of Local 1825 is encouraged to participate in CUPE educational courses to enhance their leadership skills and expand their knowledge and expertise. All costs as outlined in these bylaws will be covered in order to facilitate attendance at educational courses.

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

(Article B.3.9)

All signing Officers of Local 1825 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.

(Article B.3.5)

(a) President

The President shall:

- Enforce the CUPE National Constitution, these Local Union Bylaws, and the Equality Statement.
- Interpret these Bylaws as required.
- Preside at all membership and Executive Board meetings and preserve order.
- Decide all points of order and procedure (subject always to appeal to the membership).
- Have the same right to vote as other members. In the case of a tie vote, the President may cast another vote, or the President may refrain from casting an additional vote, in which case the motion is defeated.
- Ensure that all Officers perform their assigned duties.
- Fill Committee vacancies where elections are not provided for.
- Introduce new members and conduct them through the initiation ceremony.
- Sign all cheques (except cheques made payable to themselves) and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union Bylaws, or vote of the membership.
- Have first preference as a delegate to Conventions and Conferences.

(Article B.3.1)

(b) Bargaining Unit Vice-Presidents

The Bargaining Unit Vice-Presidents shall:

- In conjunction with the President and Executive Board, shall manage any and all business as may pertain to their office, and which may be necessary for the proper functioning of their bargaining unit.
- Ensure grievances are carried forward in accordance with their respective Collective Agreement.

- Arrange and conduct bargaining unit or work group meetings as necessary or as requested by the unit or work group.
- Be a voting member of the bargaining committee of their respective units.
- Attend Labour Management meetings as required.
- If the President is absent or not eligible, perform all duties of the President as directed by the Executive Board.
- Act as a signing officer in the absence of the President or for payments to the President.
- Preside over membership and Executive Board meetings in the absence of the President as directed by the Executive Board.
- If the office of the President falls vacant, be Acting President until a new President is elected through a by-election as directed by the Executive Board.
- Render assistance to any member of the Executive as directed by the Executive Board.

(Article B.3.2)

(c) Recording Secretary

The Recording Secretary shall:

- Keep full, accurate, and impartial account of the proceedings of all regular or special membership and Executive Board meetings. These records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Secretary-Treasurer. The record will also include Trustees' reports.
- Record all amendments and/or additions in the Bylaws and make certain that these are sent to the National President for approval prior to implementing.
- Answer correspondence and fulfil other administrative duties as directed by the Executive Board.
- Keep a record of all correspondence received and sent out.
- Prepare and distribute notices to members.
- Act as a signing officer in the absence of the President or for payments to the President.
- Have all records ready on reasonable notice for the Trustees or auditors.

- Preside over membership and Executive Board meetings in the absence of both the President and Vice-President.
- Be empowered, with the approval of the membership, to employ administrative assistance to be paid for out of the Local Union's funds.
- Performs other duties required by the Local Union, its Bylaws or the National Constitution.

(Article B.3.3)

(d) Secretary-Treasurer

The Secretary-Treasurer shall:

- Receive all revenue, dues, and assessments, keep a record of each member's payments, and deposit promptly all money with a bank or credit union.
- Sign all cheques (except cheques made payable to themselves) and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union Bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences.
- Ensure that per capita tax is paid by direct remittance, or where per capita is not paid by direct remittance, prepare all CUPE National per capita tax forms and remit payment no later than the last day of the following month.
- Be responsible for maintaining, organizing, safeguarding, and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by the Local Union.
- Record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices.
- Make a full financial report to meetings of the Local Union's Executive Board.
- Make a written financial report for each regular membership meeting, detailing all income and expenditures for the period.
- Prepare an annual budget in collaboration with the Executive Board that establishes categories of expenditures and revenue in order to ensure that expenditures are consistent with the objectives of the Local. Budgeted expenditures over two hundred dollars (\$200.00) will be reported to the membership.

- Be bonded through the master bond held by CUPE National. Any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office.
- Pay no money unless supported by a cheque requisition or expense form or request for payment duly signed by the President and one other member of the Executive Board as determined by the Executive Board. No request shall be required for payment of per capita fees to any organization to which the Local Union is affiliated.
- Make all books available for inspection by the Trustees and/or auditors on reasonable notice. Ensure that the books are audited at least once each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees.
- Provide the Trustees with any information the Trustees require to complete the audit, including forms provided by CUPE National.
- Where required, not later than February 28th each year, furnish each member, on the forms supplied by CUPE National, with a statement showing the net amount of tax-deductible dues paid by them during the preceding calendar year.
- Issues T4A slips to all Executives and Members who receive Honorarium payments in excess of \$500.00.
- Be empowered, with the approval of the membership, to employ necessary administrative assistance to be paid for out of the Local Union's funds.
- Notify all members who are one month in arrears and report to the Executive Board all members two or more months in arrears in the payment of union dues.

(Articles B.3.4 to B.3.8)

(e) Membership Officer

The Membership Officer 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 with the consent of the members present.
- Maintain the record of membership attendance at meetings.
- Perform such other duties as may be assigned by the Executive Board from time to time.

(f) Trustees

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 Committees at least once every calendar year.
- 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.
- Be responsible for ensuring that monies have not been paid out without proper constitutional or membership authorization.
- Ensure that proper financial reports have been given to the membership.
- Audit the record of attendance.
- Inspect at least once a year any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local Union and report their findings to the membership.
- Send to the National Secretary-Treasurer, with a copy to the President and assigned Servicing Representative, the following documents:
 - (i) Completed Trustees' Report
 - (ii) Secretary-Treasurer Report to the Trustees
 - (iii) A copy of the written report to the membership.
 - (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)

SECTION 10 – NOMINATION, ELECTION, AND INSTALLATION OF OFFICERS

(a) Nominations

- (1) Nominations will be received at the regular membership meeting held in the month of June.
- (2) Nominations will be accepted from members in attendance at the nomination meeting or from those members who have allowed their name to be filed in writing at the meeting, witnessed by another member or by email to the President and Recording Secretary in advance of the start of the meeting, copied to another member.
- (3) To be eligible for nomination, the nominee must have been accepted into membership and continue to be a member in good standing.
(Articles B.8.1, B.8.2 and B.8.3)
- (4) 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.
- (5) No member will be eligible for nomination if they are in arrears of dues and/or assessments.

(b) Elections

- (1) The President and Recording Secretary are elected in odd years. The Vice-President, Secretary-Treasurer and Membership Officer are elected in even years.
- (2) Bargaining Unit Vice Presidents are elected by the Members of their bargaining unit in even years.
- (3) Where a new unit has been organized or merged, nominations and elections for the new unit's Bargaining Unit Vice President will take place within 30 days of the Unit becoming a part of Local 1825. Where the normal election dates fall within 6 months of the date of the merger, the Executive Board may postpone the election and appoint a temporary Bargaining Unit Vice President.
- (4) The Chief Returning Officer will be responsible for issuing, collecting, and counting ballots. The Chief Returning Officer must be fair and impartial and see that all arrangements are unquestionably democratic.

- (5) The voting will take place at the regular membership meeting in June. The vote will be by secret ballot.

Bargaining Unit Vice President voting will be open only to members of the Bargaining Unit.

- (6) Voting to fill one office will be conducted and completed, and recounts dealt with before balloting may begin to fill another office. When conducting elections, the following will form the order of the ballots: President, Vice-President, Secretary-Treasurer, Recording Secretary, Membership Officer, and Trustees.
- (7) Election is determined by a plurality vote; the person with the most votes.
- (8) In the event of a tie vote, a second and subsequent ballot(s) will be taken, if necessary, until a candidate can be declared elected. In the event the tie vote persists, subsequent ballots may be deferred to the next membership meeting.
- (9) When two or more nominees are to be elected to any office by ballot, each member voting will be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.
(Article 10.4)
- (10) At the meeting where the election is conducted, any member may request a recount of the votes for any election and a recount will be conducted.
- (11) All election complaints by members will be submitted in writing to the Chief 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 Chief 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 regular membership meeting.
- (12) The Chief Returning officer will destroy the ballots after any required investigation has been completed or after the complaint period has closed.

(c) Installation of Officers

- (1) All duly elected Officers shall be installed at the meeting at which elections are held and shall continue in office for two years or until a successor has been elected and installed, provided, however, that no term of office shall be less than one year and no longer than three years.

(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-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.

(3) The Oath of Office to be read by the elected Officers is:
“I, _____, promise to perform the duties of my office, as set out in the Constitution and laws of the Canadian Union of Public Employees, faithfully and to the best of my ability for my term of office. As an Officer of the Union, I will always promote the harmony and dignity of its sessions by counsel and example. I also promise to turn over all property of the Union to my successor at the end of my term.”
(Article 10.7(b))

(d) By-elections

Should an office fall vacant for any reason, the resulting by-election should be conducted as closely as possible in conformity with this section. The term of office for any position filled through a by-election will be the term that the vacated position was initially elected to fulfill.

SECTION 11 – DUES AND ASSESSMENTS

(a) Monthly Dues

The monthly dues shall be 1.85% of regular wages.

(Article B.4.3)

(b) Amending Monthly Dues

The regular monthly dues may be amended at a regular or special membership meeting. The vote must be by secret ballot. Notice of at least seven (7) days at a previous meeting or sixty (60) days in writing must be given.

(Article B.4.3)

(c) Assessments

Assessments may be levied in accordance with the CUPE Constitution. Assessments do not mean or include regular monthly dues and are applied for a specific purpose or specific length of time. Membership approval is required, and the assessment will only be applied after the National President approves the assessment.

(Article B.4.2)

SECTION 12 – NON-PAYMENT OF DUES AND ASSESSMENTS

A member who fails to pay dues and assessments for three months is automatically suspended from membership. The suspension will be reported to the Executive Board by the Secretary-Treasurer. The Executive Board will report all suspensions to the next membership meeting. The member may return to membership in good standing by paying a readmission fee and any other penalty set by the Local Union.

(Article B.8.6)

SECTION 13 – EXPENDITURES

(a) Payment of Local Union Funds

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

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

(Article B.4.4.)

(b) Payment of Per Capita Tax and Affiliation Fees

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

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

In the case of a grant or a contribution to a cause(s) outside of CUPE greater than two hundred and fifty dollars (\$250.00), a notice of motion must be made at a regular membership meeting and then approved at the following regular or special membership meeting before the grant or contribution can be paid out. The approval meeting must be no earlier than seven days after the meeting where notice of motion has been given.

(d) No Officer or member of Local 1825 will be allowed to spend any Local Union funds without first having received authorization under Section 13(a) of these Bylaws.

SECTION 14 – HONORARIUMS AND EXPENSES

HONORARIUMS

Local Union Officers and Committee members shall be provided an honorarium as follows:

- | | | |
|-----|------------------------------------|---|
| (a) | President | two hundred dollars (\$200.00) per month |
| (b) | Bargaining Unit
Vice-Presidents | one hundred and seventy-five (\$175.00) per month |
| (c) | Secretary-Treasurer | one hundred and seventy-five dollars (\$175.00) per month |
| (d) | Recording Secretary | one hundred and twenty-five dollars (\$125.00) per month |
| (e) | Membership Officer | one hundred dollars (\$100.00) per year |
| (f) | Trustees | one hundred dollars (\$100.00) per audit |
| (g) | Negotiating Committee | forty dollars (\$40.00) per meeting for meetings held on evenings and weekends. |
| (h) | Bylaw Committee | forty dollars (\$40.00) per meeting for meetings held on evenings and weekends. |

EXPENSES

The following expense allowances shall be provided:

- (a) Mileage per kilometre to be paid for approved union business at the current Canada Revenue Mileage rate, Accommodations as receipted.
- Mileage will be paid where a virtual option is not available for attending committee meetings, executive meetings, or travel for approved union business.
- (b) Transportation expenses as receipted, including parking.
- (c) Executive Board expense authority of one hundred and fifty dollars (\$150.00) per meeting.

- (d) “Good of the Union” expenses include:
- (i) Gift, not to exceed fifty dollars (\$50.00) for serious illness/surgery, birth, or adoption of a child by a member as listed in Article 11.3(b) of the Collective Agreement, bereavement of a family member, including parents-in-law.
 - Cards, at the will of the membership, can be sent for any reason or circumstance deemed to be appropriate
 - (ii) Death of a member: up to fifty dollars (\$50.00) for a gift to the family or a charitable donation to the charity of their choice.

SECTION 15 – CHILD CARE, DEPENDENT CARE AND ELDER CARE

Caring for children, dependents or the elderly are barriers to actively participating in the union or attending membership meetings. Local 1825 is committed to removing barriers within its control so that all members have equal access to participation.

- (a) Any member who is on authorized Local 1825 business shall be eligible for childcare, dependent care, and/or elder care expenses where required. Upon proof of payment, claims shall be reimbursed to a maximum of sixty dollars (\$60.00) per day.
- (b) Claims will not be paid for a spouse, partner, or family member who normally provides care without charges. Claims will not be paid for periods of time where a member would normally have paid for care, such as during normal hours of work at their job.

SECTION 16 – DELEGATES TO CONFERENCES, CONVENTIONS AND EDUCATION

- (a) Except for the President’s option [Section 9(a)], all delegates to conferences, conventions, and education opportunities shall be approved or chosen by election by the members at membership meetings.
- (b) Delegates to bodies to which the local is affiliated shall be elected annually in June. A member responsible for reporting back to the Local Union membership shall be appointed by the President from among these delegates, and the member appointed shall make a written report at each General Membership Meeting on proceedings at recent meetings of the Council. The Local Union will reimburse the member’s employer for any loss of wages.

- (c) Delegates attending full-day conferences, conventions, education opportunities, or meetings held inside the City of Lethbridge, where meals are not provided, shall be paid a per diem allowance of thirty dollars (\$30.00) per day for meals and expenses. The Local Union will reimburse the member's employer for any loss of wages.
- (d) Delegates attending conferences, conventions, education opportunities, or meetings held outside the City of Lethbridge, where meals are not provided, shall be paid a per diem allowance of one hundred dollars (\$100.00) per day for meals and expenses. For part days, the following amounts will be paid: breakfast \$25.00, lunch \$35.00, and dinner \$40.00.

Where a meal is provided, the amount for that meal will be deducted from the daily per diem. The Local Union will reimburse the member's employer for any loss of wages. Where all meals are provided, per diem shall be twenty dollars (\$20.00) per day.
- (e) Where possible, Local 1825 will provide members with their per diem allowance prior to their attending the conferences, conventions, or education opportunities.
- (f) Local 1825 encourages the participation of all equity-seeking groups in their delegation to attend conferences, conventions, or education opportunities.
- (g) Mileage per kilometre to be paid as per the Expense Reimbursement Policy (Appendix A).

SECTION 17 – COMMITTEES

(a) Special Committees

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

(i) Negotiating Committee

This will be a Special Committee established at least six (6) months prior to the expiry of the Bargaining Unit'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 up to five (5) members, one of which shall be the Bargaining Unit Vice President. The President will have the option to be a voting member of the Negotiating Committee for all Bargaining Units. Any member to be elected will be elected by the bargaining unit.

The National Representative assigned to the Local Union shall be a non-voting member of the Committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.

All members of Local 1825's Negotiating Committee shall attend CUPE's Preparing for Bargaining and Mobilizing for Bargaining Learning Series should they be available.

(ii) Bylaw Committee

The Committee members will be the President and up to four (4) elected 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.

This Committee will:

- Review the Bylaws biennially and make recommendations to the Executive Board on proposed amendments.
- Review any proposed amendments received from the Executive Board or membership of the Local Union to ensure that the amendments will conform to the remainder of the Bylaws and the CUPE National Constitution.
- Ensure that the Local Union's Bylaws are written in clear language, ensuring that clear language does not change the intent or meaning of the Bylaws.

SECTION 18 – COMPLAINTS AND TRIALS

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

(Article B.11.1 and Appendix F)

SECTION 19 – RULES OF ORDER

All meetings of the Local Union will be conducted in accordance with the basic principles of Canadian parliamentary procedure. Some of the more important rules to ensure free and fair debate are appended to these Bylaws as Appendix D. These rules shall be considered an integral part of the Bylaws and may be amended only by the same procedure used to amend the Bylaws.

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

SECTION 20 – AMENDMENTS

(a) CUPE Constitution

These Bylaws are always subordinate to the CUPE Constitution (including Appendix B) as it now exists or may be amended from time to time, and in the event of any conflict between these Bylaws and the CUPE Constitution, the latter shall govern. The National President has the sole authority to interpret the CUPE Constitution.

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

(b) Additional Bylaws

A Local Union can amend or add to its Bylaws only if:

- (i) the amended or additional Bylaws do not conflict with the CUPE Constitution.
- (ii) the amended or additional Bylaws are approved by majority vote at a regular membership meeting or at a special membership meeting called for that purpose; and
- (iii) notice of the intention to propose the amended or additional Bylaws was given at least seven days before at a previous membership meeting or 60 days before in writing.

(Articles 12.3 and B.5.1)

(c) Effective Date of Amended or Additional Bylaws

The amended or additional Bylaws do not come into effect until they have been approved in writing by the National President. The National President will decide whether to approve the amended or additional Bylaws within 90 days of receiving them and will withhold approval only where they conflict with the CUPE Constitution.

(Articles 12.3 and B.5.1)

SECTION 21 – PRINTING AND DISTRIBUTION OF BYLAWS

Members will receive a copy of Local 1825 Bylaws in paper or digital format.
Members with special needs may request a copy of the Bylaws in a larger font.

APPENDIX A – LOCAL POLICIES

Expense Reimbursement Policy

When costs are incurred on behalf of the union, expense reimbursement requests are submitted to the Secretary-Treasurer.

1. Book-Offs

When the member is called to do union business during regular work hours, the request must be sent to the President for permission. Entry then into Atrieve with either:

- For Bargaining and Bargaining Preparation, under BARGAINING COMMITTEE, or
- Third Party Billing on behalf of Local 1825, with contact information to the Treasurer.

In either case, the President must be notified first, and the Treasurer must be notified in order to allocate funds to the correct budget line and to reconcile it with the financial reports received from the Employer.

Examples:

- Attending meetings with management, LMM, JHSC
- Performing steward consultations
- Attending conferences or conventions
- Attending other meetings representing the local
- Other upon approval of the Executive Board

2. Reimbursement

Attending meetings, training, conferences, and conventions

- Costs known in advance are to be submitted on a Local 1825 Expense form (to be added to the website; contact an executive member for copies).
- Payment for mileage, per diems, and registration costs are paid prior to the event.
- If flights or hotels have been paid or a pro forma invoice has been issued, the receipt can be submitted and paid in advance.
- Final receipts are to be submitted to the Treasurer upon return. If there is a variance, the difference is to be paid.
- Mileage is paid at the CRA rate of \$0.72 / kilometre. The date is determined from the CRA website each January for the year.
- For distance travelled, use the chart provided by the School Division. If the destination is not on the chart, use Google Maps.

Expense vouchers must be completed in full and have original copies of any receipts attached. Expense claims should be submitted as soon as possible and where possible within 60 days of incurring the expense. End of year expenses should be submitted before December 31st.

APPENDIX B – 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, language, 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.

APPENDIX C – CODE OF CONDUCT

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

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

This Code of Conduct sets out standards of behaviour for participants at national conventions, conferences, schools, meetings, and any other union events organized by CUPE National, Local 1825, or any other CUPE chartered body. It is consistent with the expectations outlined in the Equality Statement and the CUPE National Constitution. Local 1825 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.

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

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

- Abide by the provisions of the Equality Statement
- Respect the views of others, even when we disagree
- Recognize and value individual differences
- Communicate openly
- Support and encourage each other
- Make sure that we do not harass or discriminate against each other
- Commit to not engaging in offensive comments 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 the use of alcohol or other drugs while participating in union activities, including social events.

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

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

1. If possible, a member may attempt to deal directly with the person alleged to have engaged in behaviour contrary to the Code by asking them to stop such behaviour. If that is not possible, or if it does not resolve the problem, a member may bring forward a complaint.
2. A complaint shall be brought to the attention of an ombudsperson when there is one available. Should an ombudsperson not be available, a person properly appointed and designated to be in charge shall receive the complaint.
3. The ombudsperson or the person in charge will work to seek a resolution. If this fails to resolve the matter, the ombudsperson shall report the matter to the person in charge. The person in charge has
4. If the complaint involves a national staff member, it shall be referred to the appropriate director for investigation and the complaint shall be dealt with in accordance with the applicable staff collective agreement. If the complaint involves a staff member employed by another CUPE chartered organization, the complaint shall be referred to the person responsible for their employment.

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

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

APPENDIX D – RULES OF ORDER

1. The President will be the Chairperson at all membership meetings. In the absence of the President, the Vice-President will be the Chairperson at the membership meeting. In the absence of the President and Vice-President, the Recording Secretary will be the Chairperson at the membership meeting. In the absence of the President, Vice-President, and Recording Secretary, members at the membership meeting will select a Chairperson by majority vote. Quorum rules must be met.
2. Members are not allowed to speak about an issue for more than five minutes. Members can only speak to an issue once unless there is agreement by the members at a meeting, or where all those wishing to speak have had the opportunity to speak.
3. The Chairperson of a Committee who is making a report or the mover of a motion may speak for up to fifteen minutes. With the agreement of the members present, the fifteen minutes may be expanded.
4. The Chairperson will state every motion presented at a membership meeting before allowing debate on the motion. Before putting a motion to a vote, the Chairperson will ask: "Is the Local ready for the motion?" If no member rises to speak, the motion will be voted upon.
5. A motion must be made and seconded. The mover and seconder must rise and be recognized by the Chairperson.
6. A motion to amend a motion, or a motion to amend an amendment, is allowed, however, a motion to amend an amendment to an amendment is not allowed.
7. An amendment to a motion or an amendment to an amendment to a motion that is a direct negative to the main motion is never permitted.
8. On motion, the regular order of business at a membership meeting may be suspended where two-thirds of those present vote to do so. The regular order of business should only be suspended to deal with urgent business.
9. Motions other than those named in Rule 19, or motions to accept or adopt the report of a Committee, will, if requested by the Chairperson, be put in writing prior to beginning debate and vote.
10. At the request of a member, and upon a majority vote, a motion which contains more than one action or issue can be divided.

11. The mover of a motion can withdraw the motion upon the consent of the seconder prior to the end of the debate. Once debate has ended on a motion, the motion can only be withdrawn upon unanimous vote of the members present.
12. A member who wishes to speak on a motion, or a member who wishes to move a motion, shall rise and respectfully address the Chairperson. The member shall not proceed until the member is recognized by the Chairperson except where the member rises to a point of order or on a question of privilege.
13. 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 rise to speak at the same time.
14. A member, while speaking, will speak only to the issue under debate. Members shall not personally attack other members. Members will refrain from using language that is offensive or in poor taste. Members will generally not speak in a manner that reflects poorly on the Local Union or other members.
15. A member who 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.
16. Religious discussion of any kind is not permitted.
17. The Chairperson will not take part in any debate. Where the Chairperson wishes to speak on a resolution or motion, or where the Chairperson wishes to move a motion, the Chairperson must rise from the chair and hand the chair over as outlined in Rule #1.
18. The Chairperson will have the same right to vote as other members. In the case of a tie vote, the Chairperson may cast another vote, or the Chairperson may refrain from casting an additional vote, in which case the motion is defeated.
19. When a motion is before the members, no other motion is in order except a motion to:
 - (1) adjourn;
 - (2) put the previous question;
 - (3) lay on the table;
 - (4) postpone for a definite time;
 - (5) refer; or
 - (6) divide or amend.

These six motions shall have precedence in the order indicated. Motions 1 through 3 shall be decided without debate.

20. The Chairperson will ask, "Will the main question be now put?" where a motion for the previous question is moved and seconded. If approved, the Chairperson will then take votes on the motion and amendments to the motion (if any) in order of priority. If an amendment or an amendment to an amendment is approved, then members will be asked to vote on the motion as amended.
21. A motion to adjourn is in order except when a member is speaking or when members are voting.
22. A motion to adjourn, if lost, is not in order if there is further business before the Local Union until fifteen minutes have elapsed.
23. After the Chairperson declares the vote results on a question, and before the Local Union proceeds to another order of business, any member can ask for a division. A standing vote on the division will be taken and the Recording Secretary will count the standing vote.
24. If a member wishes to appeal a decision of the Chairperson, the member must appeal at the time the decision is made. If the appeal is seconded, the member will be asked to state briefly the basis for the appeal. The Chairperson will then state briefly the reasons for the decision. Following immediately and without debate, the Chairperson will ask, "Will the decision of the chair be upheld?" A majority vote shall decide. In the event of a tie vote, the decision of the chair is upheld.
25. At a membership meeting where a question has been decided, any two members who voted with the majority can give notice of a motion to reconsider a decision of the membership at the next membership meeting. The motion to reconsider requires the support of a two-thirds majority of members who vote. If a two-thirds majority of members support reconsideration, the question will be placed in front of the membership for debate and a subsequent vote.
26. Members are allowed to leave a meeting with the permission of the Vice-President; however, in no case will a member leave during the reading of minutes, the initiation of new members, the installation of Officers, or the taking of a vote.
27. The Local Union's business and the proceedings of meetings are not to be divulged to any persons outside the Local Union or the Canadian Union of Public Employees.