

BY-LAWS

**C.U.P.E. LOCAL 3433
MOUNT ALLISON STAFF ASSOCIATION
(MASA)**

Clerical, Secretarial and Technical Units

As approved by CUPE National
April 4, 2016

TABLE OF CONTENTS

SECTION	PAGE
Preamble.....	1
1. Name.....	1
2. Objectives	1
3. Interpretation and Definitions.....	1
4. Membership Meetings - Regular and Special	1
5. Voting of Funds.....	2
6. Officers.....	2
7. Executive.....	3
8. Duties of Officers	3
a) President.....	3
b) Vice-president.....	3
c) Recording Secretary.....	4
d) Secretary-treasurer.....	4
e) Trustees.....	4
f) Past-president.....	5
g) At-Large Representative	5
9. Signing Officers	5
10. Out of Pocket Expenses and Travel Allowance.....	5
11. Fees, Dues, and Assessments	5
a) Initiation Fee	6
b) Monthly Dues.....	6
12. Delegates to Conventions.....	6
13. Honorary Members	6
14. Nomination, Election and Installation of Officers	7
a) Nominations.....	7
b) Elections	7
c) Installation.....	8
d) By-election	8
15. Committees.....	8
a) Negotiating Committee.....	8
b) Committees	9
c) Standing Committees	9
(1) Education Committee	9
(2) Social Committee	9
(3) Labour Management Committee.....	10
(4) Health and Safety Committee	10
(5) By-laws Committee	10
(6) Finance Committee	10
(7) Resolutions Committee	10
16. Rules of Order.....	11
17. Amendment.....	11
Appendix "A" - Rules of Order	12
Appendix "B" - Duties of the Representatives	14

PREAMBLE

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

The following By-Laws are adopted by the Local pursuant to, and to supplement, Appendix "B" of the CUPE Constitution, to safeguard the rights of all members, to provide for responsible administration of the Local, and to involve as many members as possible through the sharing of duties and responsibilities.

SECTION 1 - NAME

The name of this Local shall be: Canadian Union of Public Employees, Local No. 3433 (Mount Allison Staff Association).

SECTION 2 - OBJECTIVES

The objectives of the Local are to:

- (a) secure adequate remuneration for work performed and generally advance the economic and social welfare of its members and of all workers;
- (b) support CUPE in reaching the goals set out in Article II of the CUPE Constitution;
- (c) provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- (d) encourage the settlement by negotiation and mediation of all disputes between the members and their employers.

SECTION 3 - INTERPRETATION AND DEFINITIONS

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 By-Laws. For the purpose of these By-Laws, "written notice" may take the form of e-mail communication.

(Amended November 28, 2007)

SECTION 4 - MEMBERSHIP MEETINGS - REGULAR AND SPECIAL

- (a) Regular membership meetings will be held at least three times per year at 11:30 a.m. and the Annual General Meeting shall be held in April of each year.

(Amended April 19, 2000)

- (b) Special membership meetings may be ordered by the Executive or requested in writing by no fewer than eight (8) percent of the membership. 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) 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.
(Amended May 21, 1997)
- (c) A quorum for the transaction of business at any regular or special meeting shall be fifteen (15%) percent of the membership, including at least three (3) members of the Executive.
(Amended May 21, 1997)
- (d) The normal order of business at regular membership meetings will be as follows unless otherwise determined by the President or the Executive:
1. Minutes
 2. Business Arising
 3. Correspondence/Announcements
 4. Treasurer's Report
 5. Committee Reports
 6. President's Report
 7. Other
- (Article B.VIII) (Amended May 20, 1998)

SECTION 5 - VOTING OF FUNDS

- (a) Operating Expenses
Expenditures necessary for the day-to-day operations of the Local may be paid without the approval of the membership. The annual budget shall be approved at the first members' meeting of the calendar year. (Amended April 2014)
- (b) Charitable Donations
- (i) Objectives
The main objectives are to give support to members of the local community in need and to safeguard the rights of members of CUPE and other local trade unions.
- (ii) Guidelines
The budget for donations will be a line-item in the annual budget referred to in Section 5 (a). The Executive will decide on the disbursement of donations based on these guidelines, and will report to the membership donations that have been made. (Amended April 2014)
- In order to assist as many organizations as possible in any given year, each donation may not exceed one hundred dollars (\$100). The only exceptions to this limit are donations to CUPE or other local trade unions on strike or undergoing labour disputes, which may exceed one hundred dollars (\$100) to a maximum of five hundred dollars (\$500) per donation.
(Amended November 28, 2007)

No donations will be made during a MASA strike or lockout.

Priority will be given to the following:

- § CUPE or other local trade unions on strike or undergoing labour dispute
- § Organizations which demonstrate an interest in the well being of the local community
- § Mount Allison University initiatives:
 - § which promote the development of student leadership/citizenship, and/or;
 - § which support or benefit CUPE members, and/or;
 - § which benefit the local community

The Executive will not make donations to the following:

- § Churches of any denomination
- § Any political party
- § Assistance for individuals
- § Sports teams or athletic clubs
- § Third party donations (donations will only be made directly to the organization)
- § Multi-year donation commitments

(Amended November 28, 2007)

(iii) Other Funds

From time to time there may be requests for other disbursements of funds.

These amounts will be in addition to the annual budgetary amount for charitable donations in section 5(b)(ii).

Members will be given ten (10) days notice prior to a membership meeting of motions to request donations in excess of five hundred dollars (\$500), or donations that fall under the prohibited list above. Motions from the floor to request donations of up to five hundred dollars (\$500) may be taken at any membership meeting.

(Amended November 28, 2007)

Funds will be released so long as there is a majority vote by the membership in favour of the motion and the Secretary/Treasurer confirms that funds are available.

(Amended April 28, 2004)

SECTION 6 - OFFICERS

The Officers of the Local shall be the President, Vice-President, Secretary-Treasurer, Recording Secretary, three (3) Trustees, a Communications Officer, Education Officer, Grievance Officer, and Membership Officer. All officers shall be elected by the membership.
(Amended February 2003, April 2013; April 2015)

SECTION 7 - EXECUTIVE

- (a) The Executive shall comprise all Officers, except Trustees. (Article B.2.2)
- (b) The Executive shall meet at least once every month. (Article B.3.15)

- (c) A majority of the Executive constitutes a quorum.
- (d) The Executive shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of all committees.
- (e) All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution. (Articles B.6.1 to B.6.5)
- (f) Should any Executive member fail to answer the roll-call for three consecutive regular membership meetings or four regular Executive meetings without having submitted good reasons for those failures, his/her office shall be declared vacant and shall be filled by an election at the following membership meeting. (Article B.2.5)

SECTION 8 - DUTIES OF OFFICERS

- (a) The President shall:
 - enforce the CUPE Constitution and these By-Laws;
 - preside at all membership and Executive 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 his/her rulings) and in case of a tie vote in any matter, including elections, have the right to cast an additional vote to break the tie, or if he/she chooses, refrain from breaking a tie, in which case the motion is lost;

(Amended November 28, 2007)
 - ensure that all officers perform their assigned duties;
 - fill committee vacancies where elections are not provided for;
 - introduce new members;
 - ensure that the Local's funds are used only as authorized or directed by the Constitution, By-Laws, or vote of the membership;
 - inform the Secretary-Treasurer of any changes in the status of employees;

(Amended May 20, 1998)
 - be the spokesperson for all delegations representing the local, unless some other member is appointed by the Executive;
 - serve on the Labour Management Committee;
 - be empowered, with the approval of the membership, to employ necessary stenographic or other assistance to be paid for out of the Local's funds;
 - have first preference as a delegate to the CUPE National Convention.
- (b) The Vice-President 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 as directed by the Executive;
 - be responsible for the efficient administration of the Local and its operations in collaboration with the President
 - be a liaison between the executive and the Local's committees, and between the executive and representatives on joint university committees.

- be responsible to ensure that committees meet as required, and that committees are actively filled (in collaboration with the nominations committee).
- be responsible for preparing the 'committee reports' document in advance of general meetings.
- serve on the Labour Management Committee. (Amended May 21, 1997)

(c) The Recording Secretary shall:

- keep full, accurate and impartial account of the proceedings of all regular or special membership and Executive meetings;
- record all alterations in the By-Laws;
- fulfil other secretarial duties as directed by the Executive;
- file a copy of all letters sent out and keep on file all communications;
- prepare and distribute all circulars and notices to members;
- have all records ready on reasonable notice for auditors and trustees;
- preside over membership and Executive meetings in the absence of both the President and the Vice-President;
- on termination of office, surrender all books, seals and other properties of the Local to the successor;
- keep an accurate record of attendance at all meetings. (Article B.3.3)

(d) The Secretary-Treasurer shall:

- based on a calendar-year fiscal year, circulate an annual budget ten days before the first members' meeting of the calendar year;
- receive all revenue and deposit promptly all money with a bank or credit union; (Amended November 28, 2007; April 2014)
- prepare all CUPE National per capita tax forms and remit payment; (Amended November 28, 2007)
- record all financial transactions in a manner acceptable to the Executive and in accordance with good accounting practices;
- regularly make a full financial report at regular Membership Meetings detailing all income and expenditures for the period, and to the Executive as requested (Amended, CUPE National Convention, 1993; November 28, 2007)
- be bonded through the master bond held by the National Office. Any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office;
- pay no money unless approved by the Executive or membership, except that no approval shall be required for payment of per capita fees to any organization to which the Local is affiliated;
- make all books available for inspection by the auditors and/or trustees on reasonable notice, and have the books audited annually; (Amended November 28, 2007)
- provide the trustees with any information they may need to complete the audit report forms supplied by CUPE;
- on termination of office, surrender all books, records and other properties of the Local to the successor. (Articles B.3.4 to B.3.9)

(e) The Trustees shall:

- act as an Auditing Committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary and the standing committees on an annual basis;
(Amended May 20, 1998; November 28, 2007)
- report their findings to the first membership meeting following the completion of each audit;
- be responsible to ensure that monies are not paid out without proper constitutional, Executive, or membership authorization;
- ensure that proper financial reports are made to the membership;
- inspect at least twice a year any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local, and report their findings to the membership;
- use audit forms supplied by the National office and send a copy of each audit to the National Secretary-Treasurer in accordance with the provisions of CUPE policy.
(Articles B.3.10 to B.3.12)
(Amended November 28, 2007)

(f) The Communications Officer shall:

- be responsible for creating a portal for open communications and dialog between MASA members (CUPE 3433) and CUPE.
- communicate to MASA members items of interest that concern our members, including but not limited to, union, labour, and social awareness by providing content to the website and through a newsletter.
- be responsible for website maintenance and development.

g) The Grievance Officer shall:

- oversee the handling of all local grievances (violations of the collective agreement).
- help to solve members' problems outside the grievance procedure.
- take primary responsibility for responding to members' requests for assistance and representation.
- assist in the education of members about the collective agreement, and about the union's role in the workplace
- act as a mediator when members are in conflict with each other.
- know the collective agreement, grievance procedures, and workplace policies.
- represent all members fairly; Respect members' right to privacy.

h) The Membership Officer shall:

- maintain an up-to-date record of membership in the Local / maintain the seniority list
- maintain a list of all job vacancies and hiring decisions / track staffing changes
- file copies of all job postings for the Local's records
- be responsible for greeting new members of the Local and collecting signed membership cards
- develop a guide for new members to introduce them to the Local, etc., and be responsible for keeping it up to date
- submit requests to CSD to update the MASA email list

i) The Education Officer shall:

- be responsible for union development in collaboration with other executive members, and committees.

- promote a wide range of educational activities to develop the knowledge, skills and confidence of all members of the Local (to improve our Local organization, our workplaces and our society).
- in collaboration with other executive members (e.g. membership officer / grievance officer), coordinate the education of members about the collective agreement, and about the union's role in the workplace.
- be primarily responsible for organizing Lunch and Learn sessions.

SECTION 9 - SIGNING OFFICERS

The Signing Officers shall be the Secretary-Treasurer, President and Recording Secretary.

SECTION 10 - OUT OF POCKET EXPENSES AND TRAVEL ALLOWANCE

- (a) Out of Pocket Expenses
The following out of pocket expense allowance shall be provided as a token recognition of the services of the Executive, the Trustees and Social Committee Chair, and are to recompense them in part for the time and personal resources spent in the service of the Local: two hundred forty dollars (\$240) per year for each Executive member, Trustee, and Social Committee Chair, plus an additional one-hundred and sixty dollars (\$160) per year for the President. If any member receiving out of pocket expenses serves less than the full term of his/her office, this amount will be prorated. Payments will be made semiannually (normally October and April). (Amended April 29, 2009; April 2014)
- (b) Travel Expenses
Travel expenses incurred while on official business of the Local, as approved by the membership or Executive, shall be reimbursed based on the schedule for meals, travel and mileage provided for by CUPE New Brunswick.
(Amended April 28, 2004; November 28, 2007; April 30, 2008)

SECTION 11 - FEES, DUES, AND ASSESSMENTS

- (a) Initiation Fee and Membership
Once the Secretary-Treasurer receives notice of an appointment from the Administration, for a new member, he/she will send the member an application card for membership. Once the Treasurer receives the signed card, he/she will remit the initiation fee to CUPE. The Secretary-Treasurer will remit this money twice a year. (Articles B.4.1 & B.10.2)
(Amended October 2007; November 28, 2007)
- (b) Monthly Dues
The monthly dues shall be 1.5% of an employee's regular monthly wages.

Changes in the levels of the initiation fee or the monthly dues can be effected only by following the procedure for amendment of these By-Laws (see Section 17), with the additional provision that the vote must be by secret ballot.

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

SECTION 12 - DELEGATES TO CONVENTIONS

- (a) Except for the President's option [Section 8 (a)], all delegates to conventions shall be chosen by election at membership meetings.
- (b) A delegate and one alternate shall be elected annually to attend the Moncton District Council. A report shall be presented by the delegate or alternate at membership meetings.
- (c) All delegates elected to attend conventions held outside the Town of Sackville, N. B. shall be paid transportation expenses (airfare or ground transportation at CUPE rates), hotel expenses, and a per diem rate for meals at the same rate as specified in 10(b) and any compensation for any loss of salary incurred by attendance at the Convention.
(Amended May 21, 1997; November 28, 2007)
- (d) Delegates to conventions held in Sackville shall have no travel allowance. Delegates shall be paid a per diem rate for meals at the same rate as is specified in 10(b) and any compensation for any loss of salary incurred by attendance at the Convention.
(Amended April 19, 2000; November 28, 2007)
- (e) Representation at educational institutes and seminars shall be on the recommendation of the relevant committee, subject to final approval by the Executive.
(Amended November 28, 2007)

SECTION 13 - HONORARY MEMBERS

- (a) Members reaching retirement age or becoming incapacitated, whether in receipt of a pension or not, and providing they are in good standing and free from delinquency in the Local Union, can, on leaving employment, make application to the Secretary-Treasurer of the Local Union for an Honorary Retiring Card. The application for an Honorary Retiring Card shall be voted on at a regular meeting of the Union, and, if passed as favourable, the Secretary-Treasurer shall forward the name and address of the retiring member, and necessary particulars to the National Secretary-Treasurer of the Canadian Union of Public Employees who will issue the Retiring Card. Should a member in possession of an Honorary Retiring Card resume his/her employment for any reason, the Retiring Card should be immediately deposited with or forwarded to the Secretary-Treasurer of his/her Union. A member while holding such Retiring Card shall be exempt from all dues to the Local Union and per capita tax to the National Office of the Canadian Union of Public Employees.

- (b) A member possessing an Honorary Retiring Card shall be entitled to attend general membership meetings of the Local Union with voice but no vote. Retired members shall not be entitled to either voice or vote at conventions of the Canadian Union of Public Employees.
- (c) On behalf of all Union members, a financial gift shall be given to any member leaving the Local due to disability or retirement (as defined in the Collective Agreement Article 27), provided that the member is in good standing with the Union. Said gift shall not be less than \$150.00 and shall increase by \$5.00 for each year of service, or part thereof, with the Employer. Years of service shall be determined by the seniority list provided by the Employer. (Amended April 29, 2009)

SECTION 14 - NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

(a) Nominations

Elections will be held at the Annual General Meeting in in the spring of each year.

No nomination shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting his/her consent in writing. No member of the bargaining unit shall be eligible for nomination unless s/he is a member in good standing of MASA.

(Amended May 21, 1997; October 2007; November 28, 2007; April 30, 2008; April 2015)

(b) Elections

(1) All Executive positions will be elected for staggered, two-year terms. Beginning in spring 2016 the President, Vice-President, Recording Secretary and Education Officer will be elected to two year terms, with biennial elections to occur regularly thereafter. As a transitional measure the Secretary-Treasurer, Grievance Officer, Membership Officer and Communications Officer will be elected to one-year terms in May 2016 and will then be elected to two-year terms in spring 2017, with biennial elections to occur regularly thereafter. A member of the Executive may resign his or her position to run for another position on the Executive. (Amended April 2015)

(2) At the first membership meeting of the winter term, the membership shall appoint a Nominating Committee to select at least one willing candidate for each office. The committee will be members of the Local who are not officers. It shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.

(Amended April 19, 2000)

(3) The Nominating Committee shall determine the form of the ballot and ensure that sufficient quantities are made available in good time.

(4) The Chair of the Nominating Committee shall be responsible for issuing, collecting, and counting ballots; must be fair and impartial and see that all

arrangements are unquestionably democratic. If elections to Standing Committees cannot be completed at this meeting, those in office will continue until the next membership meeting and they will take place at that time.

(5) The voting shall take place at the Annual membership meeting in April. The vote shall be by secret ballot. (Amended May 20, 1998)

(6) Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.

(7) A majority of votes cast shall be required before any candidate can be declared elected, and second and subsequent ballots shall be taken, if necessary, to obtain a majority. On the second and subsequent ballots the candidate receiving the lowest number of votes in the previous ballot shall be dropped. In case of a final tie vote, the presiding officer may cast the deciding vote, or the winner will be determined by the flip of a coin. (Amended April 2014)

(Amended November 28, 2007)

(8) When two or more nominees are to be elected to any office by ballot, each member voting may vote for fewer nominees than the number of seats to be filled.

(Amended November 28, 2007)

(9) Any member may request a recount of the votes for any election and a recount shall be conducted if the request is supported, in a vote, by at least the number of members equal to the quorum for a membership meeting as laid down in Section 4 (c).

(c) Installation

(1) All duly elected officers shall be installed at the meeting at which elections are held and shall continue in office for the stated term or until a successor has been elected and installed. (Amended April 2015)

(2) The terms of office for trustees shall be laid down in Article B.3.10 of the CUPE Constitution. (Article B.2.4)

(d) By-Election

Should an office fall vacant pursuant to Section 7 (f) of these By-Laws or for any other reason, the resulting by-election should be conducted as closely as possible in conformity with this section. The position will be filled through by-election for a term not to exceed the period until said position would regularly be filled through biennial election. When a special by-election is held between membership meetings, the ballots of this election will be held securely until the next membership meeting. (Amended April 21, 2010; April 2015).

SECTION 15 - COMMITTEES

(a) Negotiating Committee

This shall be a special Ad Hoc Committee established at least six (6) months prior to the expiry of the Local's collective agreement and be 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, appointed by the Executive, shall consist of four (4) members with one (1) alternate. At least one member of the Committee should have previous negotiating experience. The CUPE Representative assigned to the Local shall be a non-voting member of the Committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.

(Amended November 28, 2007)

(b) Special Committees

A special Ad Hoc Committee may be established for a specified purpose and period by the Executive or by the membership at a general meeting. The members may be appointed by the Executive, or elected at a membership meeting, if the membership so chooses.

(Amended November 28, 2007)

(c) Standing Committees

All standing committees shall consist of not less than two (2) and not more than five (5) members. The membership shall elect the members on the Standing Committee for two year terms. The Committee shall appoint a chairperson from among its members. There shall be three (3) standing committees as follows:

(Amended April 19, 2000; November 28, 2007; April 21, 2010)

(1) Social Committee

This committee shall comprise between three (3) and five (5) members and may appoint a chair from among its members.

It is the function of this Committee to arrange and conduct all social and recreational activities of the Local, either on the Committee's own initiative or as a result of decisions taken at membership meetings, according to the Social Committee Guidelines approved by the membership. The Committee shall submit reports and proposals to the Executive or to the membership as required.

A petty cash fund of three hundred (\$300) dollars shall be made available to the Committee to assist in its day-to-day activities. The fund shall be administered by the chair or designate of the Committee and may be replenished through the Secretary-Treasurer of the Local upon submission of receipts for amounts used. Other expenses may be arranged through the Local's Secretary-Treasurer.

(Amended November 28, 2007; April 2014)

The Executive shall be held responsible for the proper and effective functioning of this Committee.

(2) Labour Management Committee

The Labour Management Committee shall be comprised of the President, Vice-President, one other Executive member or an alternate approved by the Membership. If the Vice-President position is vacant, the Executive will appoint an alternative until the Vice-President position is filled by election. The Committee shall enjoy the full support of both Parties in the interests of improved service to the public and job security for the employees. The Committee shall concern itself with the following general matters:

- considering constructive criticisms of all activities so that better relations shall exist between the Employer and the employees;
- improving and extending services to the University community;
- reviewing suggestions from employees and questions on working conditions; and
- correcting conditions causing grievances and misunderstandings.

(Amended May 21, 1997; April 2014; April 2015)

(3) By-Laws Committee

(a) This Committee shall solicit suggestions for changes to these By-Laws from the membership no later than the 15th of February of each year with all responses to be in to the Committee by March 1st. This Committee shall consider all proposed amendments to the By-Laws and shall submit its report and recommendations to the Executive by March 15th of each year. This Committee shall also recommend such additional rules for the conduct of the Local deemed necessary.

(Amended May 21, 1997)

(b) It shall be the duty of this Committee to have all proposed changes to the By-laws in the hands of the members at least ten (10) days prior to the relevant membership meeting.

(Amended May 21, 1997; November 28, 2007)

(4) Grievance Committee

The members of this committee will advise and assist the Grievance Officer, and they may act as alternates in the handling and investigation of grievances.

Representation on all university committees will be appointed at a general membership meeting. In between membership meetings, the Executive may fill, on a temporary basis, vacancies on university committees arising from resignations or leaves of absence. Before it makes the appointment, the Executive will notify the membership of the vacancy. This opening shall then be filled through election at the next membership meeting.

(Amended November 28, 2007; April 21, 2010)

SECTION 16 - RULES OF ORDER

All meetings of the Local shall be conducted in accordance with the basic principles of Canadian parliamentary procedure. Some of the more important rules to ensure free and fair debate are appended to these By-Laws as Appendix "A". These rules shall be considered as

an integral part of the By-Laws and may be amended only by the same procedure used to amend the By-Laws.

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

SECTION 17 - AMENDMENT

- (a) These By-Laws are always subordinate to the CUPE Constitution (including Appendix "B") as it now exists or may be amended from time to time, and in the event of any conflict between these By-Laws and the CUPE Constitution the latter shall govern. Constitutional interpretation, including determination of conflict, is the prerogative of the National President. (Articles 9.2(c), 12.3, & B.7.1)
- (b) These By-Laws shall not be amended, added to, or suspended except upon a majority vote of those present and voting at a Regular Meeting as per Section 15 (3)(b). The Executive or By-Laws Committee shall provide ten days written notice of the specific amendments to be proposed at a General meeting. (Amended May 21, 1997; November 28, 2007)
- (c) No change in these By-Laws shall be valid and take effect until approved by the National President of CUPE. The validity shall date from the letter of approval of the National President. (Articles 12.3 & B.7.1)

APPENDIX "A" TO THE BY-LAWS OF CUPE LOCAL 3433

RULES OF ORDER

1. The President or, in his/her absence, the Vice-President, shall take the chair at all membership meetings. In the absence of both the President and Vice-President, the Recording Secretary shall act as President, and in his/her absence a President pro-tem shall be chosen by the Local.
2. No member, except the Chairperson of a committee making a report or the mover of a resolution, shall speak more than five minutes, or more than once on the same question without the consent of the meeting or until all who wish to speak have had an opportunity. Chairpersons and movers of a resolution shall be limited to ten (10) minutes, except with the consent of the meeting.
3. The President shall state every question coming before the Local, and before allowing debate thereon, and again immediately before putting it to a vote, shall ask: "Is the Local ready for the question?" Should no member indicate a desire to speak, the question shall then be put.
4. A motion to be entertained by the presiding officer must be moved and seconded; both mover and seconder must 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 motion shall be in order.
6. On motion, the regular order of business may be suspended by a majority vote of those present, to deal with any urgent business.
7. All resolutions and motions other than those named in Rule 17, or those to accept or adopt the report of a committee, shall, if requested by the presiding officer, be presented in writing before being put to the Local.
8. At the request of any member, and upon a majority vote of those present, a question may be divided when the sense will admit of it.
9. Any member having made a motion can withdraw it with the consent of the seconder, except that any motion, once debated, cannot be withdrawn except by a majority vote of those present.
10. When a member wishes to speak on a question or to make a motion, he/she shall so indicate and respectfully address the presiding officer, but, except to stat that he/she rises to a point of order or on a question of privilege, he/she shall not proceed further until recognized by the chair.
11. When two or more members indicate the desire to speak at the same time, the presiding officer shall decide which one is entitled to the floor.

12. Every member, while speaking, shall adhere to the question under debate and avoid all personal, indecorous, or offensive language, as well as any poor reflection on the Local or member thereof.
13. If a member, while speaking, is called to order, he/she shall cease speaking until the point is determined; if it is decided he/she is in order, he/she may again proceed.
14. No religious discussion shall be permitted.
15. The President shall take no part in debate while presiding, but may yield the chair to the Vice-President in order to speak on any question before the Local, or to introduce a new question.
16. The presiding officer shall have the same rights as other members to vote on any question. In case of a tie, he/she may cast an additional vote, or, if he/she chooses, refrain from breaking a tie, in which case the motion is lost.
17. When a motion is before the Local, no other motion shall be in order except (1) to adjourn (2) to put the previous question (3) to lay on the table (4) to postpone for a definite time (5) to refer (6) to divide or amend, which motions shall have precedence in the order named. The first three 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 (1) when a member has the floor, and (2) when members are voting.
20. A motion to adjourn, having been put and lost, shall not be in order again, if there is further business before the Local, until fifteen 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, he/she 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 his/her challenge. The chairperson may then state briefly the basis for his/her 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 majority may, at the same or next meeting, move reconsideration thereof.