

**Local 5512 Bylaw Amendments
February 9, 2013**

The following changes are requirements that National President Paul Moist's office has communicated in their letter dated January 11, 2013 to Local 5512 in order to make the recently approved bylaws in conformity with the CUPE National Constitution.

CODE OF CONDUCT

Needs to be replaced with a Code of Conduct which more appropriately applies to local unions. See attached.

SECTION 5 – VOTING OF FUNDS

Except for ordinary expenses and bills as approved at membership meetings, no sum greater than one hundred dollars (\$100.00), **a notice of motion must be made at a regular/special membership meeting and then approved at the following regular/special membership meeting shall be voted for the purpose of a before the grant or contribution can be paid out** to a member(s) or any cause outside CUPE except by a recommendation of the Executive and presented to the general membership at a regular/**special** membership meeting.

SECTION 8 – DUTIES OF OFFICERS

- c) The **Recording Secretary** shall:
- (i) Keep full, accurate and impartial account of the proceedings of all regular or special membership and **Executive** Board meetings. ~~A copy of the full financial report presented shall be included with the record of all membership 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 Trustee reports;
- d) The **Secretary-Treasurer** shall:
- (vii) **Sign all cheques 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**
 - (viii) make all books available for inspection by the auditors and/or Trustees on reasonable notice, and have the books audited annually;
 - (ix) provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE;

- (x) respond in writing within a reasonable time to any recommendations and concerns raised by the Trustees;
 - (xi) arrange and prepay registration and accommodations for all conferences, conventions, educationals/schools, and seminars;
 - (xii) on behalf of the local union membership, be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or vouchers for every disbursement made, receipts for all money sent to CUPE headquarters as well as records and supporting documents for all income received by the local union;
 - (xiii) on termination of office, immediately surrenders all books, seals, records and other properties of the Local to the duly elected successor.
- e) The **Trustees** shall:
- (vii) use audit forms supplied by the National Office and send a copy of each yearly audit to the National Secretary-Treasurer, **with a copy to the assigned Servicing Representative the following forms:** ~~in accordance with the provisions of the CUPE Constitution;~~
 1. Completed Trustee Audit Program
 2. Completed Trustees' Report
 3. Secretary-Treasurer Report to the Trustees
 4. Recommendations made to the President and Secretary-Treasurer of the Local Union
 5. Secretary-Treasurer's response to the President to recommendations
 6. Concerns that have not been addressed by the Local Union Executive Board.

(Articles B.3.10 to B.3.12)

SECTION 9 – OUT-OF-POCKET EXPENSES

The following expense allowances shall be provided:

- b) **Daily Per Diem** - to attend conventions, meetings, conferences, educationals/schools, seminars or other, as approved by the Executive Board.
 - (i) \$80.00/day shall be paid within the province of Saskatchewan or \$40.00/half day **or _____/day In-Town or _____/half day In-Town;**
 - (ii) \$100.00/day shall be paid outside of the province of Saskatchewan.

Page 9 – Section 7(f) – Articles B.6.1 to B.6.7 are now **Articles B.11.1 to B.11.5**;
Page -14 – Section 10 a) – Article B.10.2 is now **Article B.8.2**;
Page 17 – Section 11 c) (ii) – Article B.3.10 is now **Article B.2.4**; and
Page 20 – Section 16 a) b) and c) – Article B.7.1 is now **Article B.5.1**.

References to other sections in Local 5512's Bylaws need to be corrected as follows:

Page 14 – Section 10 b) – Section 15 should read **Section 16**;
Page 20 – Section 16 a) – Appendix “D” should read “**Appendix “B”**” and Article 12.3 should
read Article **13.3**; and
Page 20 – Section 16 c) – Article 12.3 should read **Article 13.3**

CODE OF CONDUCT

Local 5512 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 5512 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 5512 is committed to creating a union which is inclusive, welcoming, and free from harassment, discrimination and all types of bullying and intimidation.

Local 5512 needs to ensure that it provides a safe environment for members, staff and elected officers to carry out our work. Local 5512 expects that mutual respect, understanding and co-operation will be the basis of all our interaction.

This Code of Conduct for Local 5512 sets out standards of behaviour for members at meetings, and all other events organized by Local 5512. 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 5512 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 difference.
- 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.
- 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 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 the person 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. Once a complaint is received, a designated Officer of the Local Union will work to seek a resolution.

3. 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 5512, 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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