



LOCAL 2093 BYLAWS

**Approved by National
May 16, 2025**

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PREAMBLE

In order to improve the social and economic welfare of its members without regard to sex, color, race or creed, to promote efficiency in public employment and to manifest its belief in the value of the unity of organized labor, this local CUPE 2093 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. 2093.
(P.O. Box 1845, Fernie, BC V0B 1M0)

SECTION 2 – OBJECTIVES

The objectives of the Local 2093 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 of the CUPE Constitution;
- (c) provide an opportunity for its member 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

- (a) Masculine pronouns shall be understood to include the feminine gender.

SECTION 4 – MEMBERSHIP MEETINGS – REGULAR AND SPECIAL

- (a) Regular membership meetings shall be held ten times per year on the last Monday of each month. No regular membership meeting will be held in July and August. Membership meetings will be held at the city works yards office at 4:15 p.m. If a statutory holiday intervenes the membership meeting shall be changed to the Monday immediately preceding the statutory holiday.
- (b) Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than 4 members. The President shall immediately call a special meeting when so ordered or requested and shall see that all members receive at least twenty-four hours' notice of the special meeting and the subject(s) to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called, and notice given.
- (c) A quorum for the transaction of business at any regular or special meeting shall be six members, including at least three members of the Executive Board
- (d) The order of business at regular membership meetings is as follows:
 - 1. Welcome
 - 2. Call the meeting to order
 - 3. Acknowledgement of Indigenous Territory
 - 4. Roll Call of Officers
 - 5. Reading the Equality Statement
 - 6. New Members
 - 7. Read and approve the Minutes
 - 8. Matters Arising
 - 9. Secretary-Treasurer's Report
 - 10. Communications and Bills
 - 11. Executive Board Report
 - 12. Committee Reports
 - 13. Nominations and Elections
 - 14. Unfinished Business
 - 15. New Business
 - 16. Good of the Union
 - 13. Adjournment

SECTION 5 – VOTING OF FUNDS

Except for ordinary expenses and bills as approved at membership meetings, no sum, over fifty dollars shall be voted for the purpose of a grant or contribution to a member or any cause outside CUPE, except by a notice of motion given in writing and dealt with at the following membership meetings.

SECTION 6 – OFFICERS

The Officers of the Local shall be the President, Vice President, Secretary-Treasurer, Recording Secretary, and an elected Safety Rep which are elected by the membership for a two-year term, and Three Trustees which are elected by the membership on a three-year term.

SECTION 7 – EXECUTIVE BOARD

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

SECTION 8 – DUTIES OF OFFICERS

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

All signing Officers of Local 2093 shall be bonded through the master bond held by CUPE National. Any Officer who cannot qualify for the bond shall be disqualified from having signing authority.

(a) The President shall:

- Enforce the CUPE Constitution and these by-laws
- Preside at all membership and Executive Board meetings and preserve order;
- Decide all points of order and procedure (subject always to appeal to the membership);
- Have a vote on all matters (except appeals against his rulings).
- 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 checks and ensure that the local's funds are used only as authorized or directed by the Constitution, by-laws, or vote of the membership;
- Have first preference as a delegate to the CUPE National Convention
- Have first preference as a delegate to the CUPE BC Division 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 Board as directed by the Board.

(c) 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 trustee reports;
- Record all alterations in the by-laws;
- Answer correspondence and fulfill other secretarial duties as directed by the Board;
- 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 Board meetings in the absence of both the President and the Vice-President;
- 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;

(d) The Secretary-Treasurer shall:

- 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.
- Receive all revenue, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union;
- Prepare all CUPE National per capita tax forms and remit payment no later than the last day of the following month;
- Record all financial transactions in a manner acceptable to the Board and in accordance with good accounting practices;
- Regularly make a full financial report to meetings of the Local's Executive Board, as well as a written financial report to each regular membership meeting, detailing all income and expenditures for the period;
- Be bonded for not less than \$1000.00* through the master bond held by the National Office, and any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office;

- Pay no money unless supported by a voucher duly signed by the President and one other member of the Board or any two other members of the Board, except that no voucher shall be required for payment of per capita fees to any organization to which the Local is affiliated;
- All other expenditures must be paid by cheque, signed by the Secretary-Treasurer and the President or another signing officer;
- Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE National Constitution, Local Union bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing Officer during prolonged absences.
- Submit all books and records to the Trustees for audit at least once each calendar year, the Secretary-Treasurer must, within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees;
- Provide the Trustees with any information they may need to complete the audit-report forms supplied by CUPE;
- Not later than February 28 each year, furnish each member, on the forms supplied by the National Office, with a statement showing the net amount of tax-deductible dues paid by him during the preceding calendar year, if the Employer has not included such amount on the member's T4 slip;
- Be empowered, with the approval of the membership, to employ necessary clerical assistance to be paid for out of the Local's funds;
- Notify all members who are one month in arrears and report to the Board all members two or more months in arrears in the payment of union dues;
- On termination of office, surrender all books, records and other properties of the Local to his successor.

(e) The Safety Rep shall:

- Be the Union co-chair on the Joint Health and Safety Committee
- Carry out all duties required by WorkSafeBC by a worker's representative on workplace investigations.
- Report monthly to the membership on workplace safety.

- (f) The Trustees shall:
- 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.
 - Send to the National Secretary-Treasurer with a copy to the assigned Servicing Representative, the following documents:
 - (1) Completed Trustee Audit Program
 - (2) Completed Trustee's 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 recommendations
 - (6) Concerns that have not been addressed by the Local Union Executive Board
 - 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 semi-annually;
 - 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 or membership authorization;
 - Ensure that proper financial reports are made to the membership;
 - audit the record of attendance;
 - Annually inspect 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 the annual audit to the National Secretary-Treasurer in accordance with the provisions of the CUPE Constitution.
 - Assist in maintaining the record of membership attendance at meetings;
 - Perform such other duties as may be assigned by the Board from time to time.

SECTION 9 – HONORARIUMS AND OTHER EXPENSES

(a) Honorariums

President	\$150.00 per month
Vice-President	\$125.00 per month
Recording Secretary	\$125.00 per month
Secretary Treasurer	\$125.00 per month
Safety Chairperson	\$50.00 per month
Chief Shop Steward	\$125.00 per month
All Active Shop Stewards	\$75.00 per month

(b) Cell Phone/Expenses

1. Cell phone

Executive Board

A cell phone may be provided to the local executive for official business of the local.

2. Expenses

Wages

- a. The local will reimburse for any loss in pay, in order that a member of the local may attend union business or conferences.

Per Diem

- b. Delegates attending conventions, schools, conferences, or attending to CUPE Local 2093 business outside the City of Fernie shall receive a per diem allowance of \$100.00 per day.
- c. Delegates attending conventions, schools, conferences, or attending to CUPE Local 2093 business locally shall receive a per diem allowance of \$50.00 per day. (A minimum of four hours is required for this per diem to apply.)

Travel/Hotel

Travel

Airfare (not first class) or mileage (\$0.50) per kilometre (not to exceed airfare) – discretion shall be used with vehicle use.

Hotel

Accommodation will be provided if required (shared if possible). Any other related expense may be paid if receipts are provided.

SECTION 10 – FEES, DUES, AND ASSESSMENTS

(a) Monthly Dues

The monthly dues shall be 2% of gross wages.

Changes in the levels of the Monthly Dues can be affected only by following the procedure for amendment of these by-laws (see Section 15), with the additional provision that the vote must be by secret ballot. Notwithstanding the above provisions, if the CUPE Convention raises minimum fees and/or dues above the level herein established, these by-laws will be deemed to have been automatically amended to conform to the new CUPE minimum.

Special assessments may be levied in accordance with the CUPE Constitution.

(b) Non-payment of Dues and Assessments

Any member in arrears for a period of three (3) months or more shall be automatically suspended and his suspension shall be reported to the Executive Board by the Secretary-Treasurer. The Executive Board shall report to the next membership meeting with a recommendation. Any member under suspension wishing to be reinstated shall, upon application, pay any dues and assessments in arrears. This money will be returned if the application is rejected. If a member has been unemployed or unable to work because of sickness, he shall pay the readmittance fee but may not be required to pay his arrears.

SECTION 11 – NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

(a) Nomination

Nominations shall be received at the regular membership meeting held in the month of October. To be eligible for nomination a member must be in good standing as set out in Article B.8.3. No nomination shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting his consent in writing, duly witnessed by another member. No member shall be eligible for nomination if he is in arrears of dues and/or assessments.

(b) Elections*

- (1) At a membership meeting at least one month prior to election day the President shall, subject to the approval of the members present, appoint an Elections Committee consisting of a Returning Officer and assistant(s). The Committee shall include members of the Local who are neither officers nor candidates for office; it shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.
- (2) The Executive Board shall determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer.
- (3) The Returning Officer shall be responsible for issuing, collecting, and counting ballots. He must be fair and impartial and see that all arrangements are unquestionably democratic.
- (4) The voting shall take place at the regular membership meeting in November.
* The vote shall be by secret ballot.
- (5) Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
- (6) 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 the event of a tie vote, a second and subsequent ballot(s) will be taken if necessary until a candidate receives a majority of votes cast and can be declared elected. In the event the tie vote persists, subsequent ballots may be deferred to the next membership meeting.
- (7) When two or more nominees are to be elected to any office by ballot, each member voting shall be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.
- (8) 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 2 years or until a successor has been elected and installed, provided, however, that no term of office shall be longer than three years.

- (2) The terms of office for Trustees shall be as laid down in the CUPE Constitution.

(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.

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) Delegates to the Kootenay District Council shall be elected annually. An official reporter for these delegates shall be appointed annually by the President from among these delegates, and he shall be required to report at each membership meeting of the Local on proceedings at recent meetings of the Council.
- (c) All delegates elected to the conventions held outside the town of Fernie shall be paid transportation expenses (at economy, tourist or coach rates), a per diem allowance as per Expense Policy for expenses, and an amount equal to any loss of salary incurred by attendance at the convention.
- (d) Delegates to conventions held locally shall have no travel allowance. There shall be a per diem allowance as per Expense Policy, dollars and compensation for any loss of salary incurred by attendance at the convention.
- (e) Representation at educational institutes and seminars shall be on the recommendation of the Education Committee, subject to final approval by the membership.

SECTION 13 – COMMITTEES

- (a) Negotiating Committee

This shall be a special ad hoc committee established at least 6 months prior to the expiry of the Local'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 four (4) members, all elected at a membership meeting. 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.

- (b) Special Committees

A special ad hoc committee may be established for a specified purpose and period by the membership at a meeting. The members shall be elected at the same or another membership meeting or may, by specific authorization of the membership, be appointed by the President or the Executive Board. Two (2) members of the Board may sit on any special committee as executive members.

(c) Standing Committees

The Chairperson of each standing committee shall be elected by the members at a membership meeting. The Chairperson and the Executive Board may, with the concurrence of the membership, jointly appoint other members to serve on a committee. The Vice-President shall be a member, of each committee. There shall be four standing committees as follows:

(1) Grievance Committee

This Committee shall process all grievances not settled at the initial stage and its reports shall be submitted first to the Executive Board, with a copy to the CUPE Representative, and then to a membership meeting. Grievances must be in writing on the forms provided by the National Office and be signed by the complainant or complainants, as provided for in the collective agreement. The Committee shall comprise the elected chairperson and two (2) other members to be selected from among the shop stewards. The Committee shall appoint its secretary from among its members.

(2) Bursary Committee

As per attached policy (Appendix B), it shall be the duty of this Committee to:

- Determine through the Bursary Committee Guidelines set out by CUPE Local 2093 the eligibility of applicants for sponsorship by CUPE Local 2093.

(3) Sunshine Committee

This Committee may:

- Visit members who are ill;
- If a member is ill and misses more than four (4) days of work, send a fruit basket or flower arrangement not to exceed \$50.00 (no cash value) and a card as token of the Local's concern and desire to help, whether the member is at home or in hospital
- In the case of a death of a member or a member's family the following will apply:
 - DEATH OF A MEMBER: Provide a fruit basket or flower arrangement not to exceed \$50.00 (no cash value) and a card as soon as possible. The Committee may recommend to the Executive that further condolences and

support be provided to the member's family.

➤ MEMBER'S FAMILY: Extend the Local's condolences in the event of the death of a member's; Spouse (including common law or same sex), Parent (including Stepparent), Children, Siblings, Grandchildren, Grandparent and In-laws (including mother, father, brother, sister) by providing of a fruit basket or flower arrangement not to exceed \$50.00 (no cash value) and a card.

- Provide a fruit basket, valued at no more than \$40.00, to any member who has a baby or an addition of a child to their family.
- In the event of a member's wedding they shall be provided a gift valued at no more than \$85.00
- Members who retire will be provided a gift valued at no more than listed below based on completed years of service.
 - o Completed 5 years of service - \$150.00
 - o Completed 10 years of service - \$300.00
 - o Completed 15 years of service - \$350.00
 - o Completed 20 years of service - \$400.00
 - o Completed 25 years of service - \$450.00
 - o Completed 30 years of service - \$500.00
- The Committee shall comprise between 1 and 4 members and may appoint a secretary-treasurer from among its members. It shall be reimbursed by the Executive Board for expenses incurred in the performance of its duties.

(4) Social Committee

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. The Committee shall submit reports and proposals to the Executive Board or to the membership as required. A ceiling for the Committee's net expenditures shall be fixed annually by the membership but, other than that, all social and recreational events and activities shall be self-supporting. The Executive Board shall be held responsible for the proper and effective functioning of this Committee. The Committee shall comprise between 1 and 10 members and may appoint a secretary-treasurer from among its members.

SECTION 14 – 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 bylaws.

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 15 – 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.
- (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 or special membership meeting following seven days' notice at a previous meeting or at least sixty days written notice.
- (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.

APPENDIX "A"

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 moved 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 are 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 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 that is called to order will stop speaking until the point of order is determined. If it is decided that the member is in order, then the member may continue speaking.
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. After a question has been decided, any two members who have voted with the majority can move reconsideration, provided that a motion for reconsideration is made at either the meeting where the decision proposed for reconsideration was made, or at the very next meeting.
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.

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.

APPENDIX “B”

Bursary Committee as per Section 13 (2)

1. POLICY OBJECTIVE:

To provide financial assistance in reference to continuing education of CUPE 2093 members' and members children in their pursuit of academic achievement.

2. DUTIES & RESPONSIBILITIES OF BURSARY COMMITTEE:

- 3 members (in good standing) of CUPE Local 2093 will be on the Bursary selection committee.
- Bursary committee will be responsible for administration, selection of bursary candidates, filing & submitting the required reports to the local.
- Financial documentation relating to bursaries shall be maintained by the CUPE 2093 treasurer.
- The selection committee will submit a report at the next available monthly union meeting once the selections are finalized.
- The bursary committee will post bursary guidelines annually on bulletin boards at the yards, city hall, arena and aquatic center.
- The bursary may be awarded at a special event that will bring recognition to LOCAL 2093. Suggested special event – Council Meeting.

3. ACADEMIC BURSARY ELIGIBILITY REQUIREMENTS

- a) Individual applying for the bursary must be a union member (in good standing) or the child of a union member (in good standing).
- b) Eligible students must have applied for a bursary through Fernie Secondary School or any other Secondary School upon upcoming completion of grade 12.
- c) The individual awarded bursary funds must provide proof of enrolment in a post-secondary institution in order to collect bursary monies.
- d) Monies will only be paid to the individual who was awarded the bursary or the education institution that they are attending.
- e) Students have two years to use the bursary funds. The year in which it is awarded and/or the following year.

4. **PROCEDURES**

a) **Distribution Requirements**

- i. Bursary must be used for graduate's education only.
- ii. One bursary per graduate, one time only.
- iii. The Bursary Committee shall evaluate and qualify the candidates who meet the criteria.
- iv. No monies shall be paid until proof of enrolment is received by bursary committee.
- v. Eligible expenses:
 - Tuition
 - Housing
 - Books

b) **Bursary values**

- i. \$500.00 for educational bursaries awarded to members children.
- ii. \$250.00 for education bursaries awarded to members.

c) **Bursary Fund Management**

- i. No more than \$2,500.00 from the CUPE Local 2093 general account will be set aside annually (on January 1st of each year) for bursaries.
- ii. Unused monies are to be carried forward.
- iii. The bursary "funds" (monies held for bursaries) shall not exceed \$10,000 dollars. If the bursary fund balance should reach this amount no further monies shall be set aside until such a time as the allocated funds have been reduced to \$5,000.00.
- iv. At no time will the amount of bursaries monies paid out in one fiscal year exceed the available money in the Fund.

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 in 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 co-operation will be the basis of all our interaction.

This Code of Conduct sets out standards of behaviour for participants at national convention, conferences, schools, meetings, and any other union events organized by CUPE National, Local 2093, or any other CUPE chartered body. It is consistent with the expectations outlined in the Equality Statement and the CUPE National Constitution.

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 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 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 the 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 the authority to expel members from the event for serious or persistent offenses.
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.
5. If the person in charge is a party to the complaint, an alternate will be designated to assume the role.
6. In a case where a member has been expelled from a National event, the National President shall receive a report on the matter. For other events, the presiding officer shall receive a report on the matter.
7. For events organized by CUPE National, the National President shall determine if further remedial action is appropriate, including restricting a member's participation in future events organized by CUPE National. For other events, the presiding officer shall consult the National President.

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 trial provisions under Appendix F of the CUPE National Constitution.