



**CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 2348**

BYLAWS

Amended by General Membership: May 14, 2013
Approved by National President: November 25, 2013

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 2348

A & O: Support Services for Older Adults Inc.
Canadian Deafblind Association - Manitoba Inc.
Canadian Mental Health Association - Interlake Region
Canadian Mental Health Association - Winnipeg Region
Canadian Women's Health Network Inc.
Community Education Development Association (CEDA)
Community Unemployed Help Centre (CUHC)
Eastman Crisis Centre Inc. (Agape House)
Immigrant Centre Manitoba
Klinik, Inc.
Manitoba Interfaith Immigration Council Inc. (Welcome Place)
MFL Occupational Health Centre Inc.
Native Clan Organization Inc. (NCO)
Nine Circles Community Health Centre Inc.
Nor'West Co-op Community Health Centre Inc.
Nor'West Early Learning & Child Care Centre
Osborne House Inc.
Salvation Army - Booth Centre
Sexuality Education Resource Centre Manitoba Inc. (SERC)
South Central Committee on Family Violence, Inc. (Genesis House)
Ten Ten Sinclair Housing Inc. (Supervisors)
Winnipeg Regional Health Authority - Midwives
Winnipeg School Division (Community Liaison Workers)
Women's Health Clinic
Women's Health Clinic - Physicians' Unit
Workers of Tomorrow Safety Centre Inc. (Safe Workers of Tomorrow)

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PREAMBLE

In order to improve the social and economic welfare of its members without regard to sex, colour, race or creed, national or ethnic origin, marital or family status, sexual orientation, family relationship, mental or physical disability, to promote efficiency in public employment and to manifest its belief in the value of the unity of organized labour, this Local 2348 of the Canadian Union of Public Employees has been formed.

The following bylaws 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. 2348:

- A & O: Support Services for Older Adults Inc.
- Canadian Deafblind Association - Manitoba Inc.
- Canadian Mental Health Association - Interlake Region
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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;
- (e) eliminate all forms of harassment, including but not limited to, sexual and racial harassment, or harassment based on sexual orientation, wherever it exists;
- (f) encourage strong working relationships with communities served by the membership.

SECTION 3 - INTERPRETATION AND DEFINITIONS

- (a) Feminine pronouns shall be understood to include the masculine gender.
- (b) Numbers of articles at the end of sections or sub-sections refer to relevant articles of the CUPE Constitution which should be read in conjunction with these Bylaws.

SECTION 4 - MEMBERSHIP MEETINGS - GENERAL AND SPECIAL

- (a) General Membership meetings shall be held at least quarterly.
- (b) Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than ten (10) members from at least two (2) units. The President shall immediately call a special meeting when so ordered or requested and shall see that all members receive at least seventy-two (72) hours' notice of the special meeting and the subject(s) to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.
- (c) A quorum for the transaction of business at any General or Special Membership meeting shall be ten (10) members including at least three (3) members of the Executive Board.

- (d) In the event of a quorum not being met at a General Membership meeting, the Executive Board shall conduct all necessary Union business, and shall report any business so conducted at the next General Membership meeting.
- (e) The order of business at General Membership meetings is recommended as follows:
 - (i) Introduction and Roll Call of Officers
 - (ii) Reading of Equality Statement
 - (iii) Initiation of New Members
 - (iv) Acceptance of Agenda
 - (v) Reading and Approval of Minutes of Previous Meeting
 - (vi) Matters Arising
 - (vii) President's Report
 - (viii) Treasurer's Report and Approval of Expenditures
 - (ix) Communications
 - (x) Committee Reports
 - (xi) Nominations, Elections, or Installations (and Oath of Office)
 - (xii) Old (Unfinished) Business
 - (xiii) New Business
 - (xiv) Good of Union
 - (xv) Adjournment
- (f) Unit membership meetings shall be held periodically at a date and time determined by the unit.

SECTION 5 - VOTING OF FUNDS

- (a) Local 2348 will pay out funds under the following circumstances:
 - (i) when the expenditure has received prior authorization through a membership approved budget;
 - (ii) when these bylaws approve the expenditure; or
 - (iii) through a vote of the majority of members at a membership meeting.

Authorization to pay per capita tax to CUPE National, CUPE Manitoba Division, Manitoba Federation of Labour, or Winnipeg Labour Council is not required.

- (b) In the case of a grant or a contribution to a member(s) or a cause(s) outside of CUPE greater than five hundred dollars (\$500), a notice of a motion must be made at a General Membership meeting and then approved at the following General Membership meeting before the grant or contribution can be paid out.

- (c) The Executive Board may authorize expenditures up to the sum of one hundred dollars (\$100).
- (d) No member of Local 2348 will be allowed to spend any Local Union funds without first having received authorization under Section 5 (a) of these bylaws.

SECTION 6 - OFFICERS

The Officers of the Local shall be the President, Vice-President, Secretary-Treasurer, and Recording Secretary.

SECTION 7 - EXECUTIVE BOARD

- (a) The Executive Board shall comprise of all Officers, except Trustees, one (1) delegate from each unit, and committee chairs.
- (b) The Executive Board shall meet at least once every month (except July and August).
- (c) A meeting of the Executive Board shall have a quorum when at least five (5) members are in attendance, two (2) of which must be Officers of the Local.
- (d) The Executive Board shall hold title to any assets of the Local as trustees for the Local. They shall have no right to sell, convey, or encumber any assets without first giving notice and then submitting the proposition to a Membership meeting and having it approved.
- (e) The Executive Board shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of all committees.
- (f) The Executive Board shall have four (4) officers who have the authority to endorse cheques for the Local. All cheques must be endorsed by at least two signing officers. The signing officers shall include the President, the Secretary-Treasurer, the Vice-President, and the Recording Secretary. In the event that one of these officers vacates her office prior to the expiry of her term, her signing authority may be temporarily assigned to another member of the Executive Board. This member shall be subject to a vote by the General Membership and shall be relieved of her signing authority when a replacement officer has been duly elected. An officer with signing authority, who vacates her office will attend at the Credit Union to have her name removed from the account.
- (g) All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.
- (h) Should any Executive Board member fail to answer the roll-call for three (3) General Membership meetings or three (3) Executive Board meetings in one (1) calendar year,

without having submitted good reasons for those failures, to the Executive Board, her office shall be declared vacant and shall be filled by an election at the following General Membership meeting.

SECTION 8 (I) - DUTIES OF OFFICERS AND TRUSTEES

Each officer and trustee of Local 2348 is encouraged to participate in CUPE educational courses to enhance their leadership skills and expand their knowledge and expertise.

(a) The President shall:

- enforce the CUPE Constitution and these bylaws;
- 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 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;
- 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 and ensure that the Local's funds are used only as authorized or directed by the Constitution, Bylaws, or vote of the membership;
- be allowed necessary funds to reimburse herself or any officers for expenses, supported by vouchers, incurred on behalf of the Local;
- have first preference as a delegate to the CUPE National Convention and CUPE Manitoba Convention;
- be bonded for not less than one hundred thousand dollars (\$100,000) (through the Master Bond held by the National Office (or any greater sum as may be decided at a Membership meeting taking into account the assets of the Local and the amount of cash and cheques handled by the Secretary-Treasurer). Any President who cannot qualify for the bond shall be disqualified from office);
- be an ex-officio member (or her designate) on all Local 2348 committees;

- on termination of office, surrender all books, seals and other property of the Local to their successor.

(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 the Acting President until a new President is elected;
- render assistance to any member of the Board as directed by the Board;
- be a member of the Grievance Review Committee;
- on termination of office, surrender all books, seals and other property of the Local to their successor.

(c) The Recording Secretary shall:

- keep full, accurate and impartial account of the proceedings of all General Membership, 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 (General Membership meetings) presented by the Secretary-Treasurer. The record will also include Trustee reports;
- record all alterations in the bylaws;
- answer correspondence and fulfill other administrative 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 General Membership and Executive Board meetings in the absence of both the President and the Vice-President;
- be empowered, with the approval of the membership, to employ necessary administrative assistance to be paid for out of the Local's funds;
- on termination of office, surrender all books, seals, and other properties of the Local to her successor.

(d) The Secretary-Treasurer shall:

- receive all revenue, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a credit union;
- prepare all CUPE National per capita tax forms and remit payment no later than the 15th day of each month;
- record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices;
- make a full, written financial report to the local union monthly; make a written financial report to each General Membership meeting, detailing all income and expenditures for the period;
- make a full financial report to meetings of the Local Union's Executive Board;
- 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 or designate, and one (1) 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 auditors and/or Trustees on reasonable notice, and have the books audited at least once each fiscal year;
- provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE;
- be empowered, with the approval of the membership, to employ necessary administrative and/or accounting assistance to be paid for out of the Local's funds;
- submit all reports on a prompt basis, such as dues survey, and report to the Manitoba Labour Board;
- prepare an annual budget for approval by the membership;
- on termination of office, surrender all books, records and other properties of the Local to his successor.

(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 committees at least once every fiscal year;
- 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;
- make a written report of their findings to the first General Membership meeting following the completion of each audit including any recommendations/concerns to the President and Secretary-Treasurer, and their response to the recommendations/concerns;
- be responsible to ensure 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 assigned Servicing Representative, the following documents:
 - completed Trustee Audit Program;
 - completed Trustees' Report;
 - Secretary-Treasurer Report to the Trustees;
 - Recommendations made to the President and Secretary-Treasurer of the Local Union;
 - Secretary-Treasurer's response to recommendations;
 - Concerns that have not been addressed by the Local Union Executive Board.

SECTION 8 (II) - DUTIES OF EXECUTIVE BOARD MEMBERS

(a) The Unit Delegates shall:

- represent their work unit at Executive Board meetings;
- keep members in their work unit updated on current Local/Executive issues;
- attend monthly Executive Board meetings;
- update the Executive Board on current work place issues.

(b) The Standing Committee Chairs shall:

- attend monthly Executive Board meetings and General/Special Membership meetings;
- keep the membership informed as to the Committee's activities, meetings and events through regular written reports;
- complete all duties as described in the policy manual as determined by the Executive Board.

(c) The Chief Shop Steward shall:

- have the authority to call meetings of Shop Stewards and preside over these meetings;
- keep a current list of the Local's Shop Stewards, and actively recruit Shop Stewards from within bargaining units where required;
- call and chair Grievance Review Committee meetings;
- make recommendations or communicate information on behalf of the Shop Stewards to the Local or Executive Board on matters of concern to the Shop Stewards;
- assist Shop Stewards in holding bargaining unit meetings when requested, and attend such meetings when requested;
- act as the liaison between the Executive Board and bargaining units when attending bargaining unit meetings.

(d) The Good Cheer Convener shall:

- adhere to the Good Cheer Guidelines as determined by the Executive Board as indicated in the Local's policy manual;

- adhere to set annual budgets.

SECTION 9 - FEES, DUES AND ASSESSMENTS

- (a) The membership dues shall be 1.5% of the gross salary. The per capita payable by the Local to the National Union shall be in accordance with the Constitution passed at the National Convention.

The Local shall comply with any automatic levy related to the National Defence Fund, in accordance with the National Constitution.

- (b) The Local shall strive to remit its dues by means of direct remittance.

SECTION 10 - NOMINATION, ELECTION AND INSTALLATION OF OFFICERS AND EXECUTIVE BOARD DELEGATES

- (a) (i) The President, Secretary-Treasurer, Education Committee Chair, Cultural Diversity Chair and Social Committee Chair, Women's Committee Chair shall be elected on the even year. The Vice-President, Recording Secretary, Chief Steward, Health and Safety Committee Chair and Good Cheer Convenor shall be elected on the odd year. One (1) Trustee shall be elected annually to serve a three-year term for a total of three (3) trustees.
- (ii) Stewards shall be elected on the even years within their bargaining units.
- (iii) One (1) shop steward or representative shall be elected from each bargaining unit to serve as a member at large of the Executive Board of the Local.

- (b) Nominations

Nomination shall be received at the Annual General meeting held in the month of June. To be eligible for nomination a member shall have attended at least fifty percent of the membership meetings held in the previous twelve (12) months or in the period she was a member, if less than a year, unless a valid reason, acceptable to the Local has been given for non-attendance. No nomination shall be accepted unless the member is in attendance at the meeting, or has allowed to be filed at the meeting, her consent in writing, duly witnessed by another member. No member shall be eligible for nomination if she is in arrears of dues and/or assessments.

- (c) Elections

- (i) At a membership meeting 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.

- (ii) 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.
 - (iii) The President, Vice-President, Chief Shop Steward, Secretary-Treasurer, Recording Secretary, Committee Chairs and Trustees shall be nominated and elected by the membership at large. Each bargaining unit shall elect a minimum of one (1) steward.
 - (iv) The Returning Officer shall be responsible for issuing, collecting and counting ballots. She must be fair and impartial and see that all arrangements are unquestionably democratic.
 - (v) The voting shall take place at the Annual General Meeting (“AGM”) in June, at which time additional nominations may be made or received. The vote shall be by secret ballot.
 - (vi) Voting to fill one office shall be conducted and completed and recounts dealt with, before balloting may begin to fill another office.
 - (vii) 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 case of a tie vote, the member previously holding that position shall remain in that position until the next General Membership meeting, at which time elections will again occur.
 - (viii) When two (2) 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.
 - (ix) 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).
- (d) Installation
- (i) All duly elected officers shall be installed at the meeting at which elections are held and shall continue in office as per Section 10 (a) or until a successor has been elected and installed, provided, however, that no term of office shall be longer than three (3) years.

- (ii) The terms of office for Trustees shall be as laid down in the CUPE Constitution.
- (e) By-Elections
 - (i) Should any office fall vacant pursuant to Section 7 (h) of these bylaws or for any other reason, a by-election shall be held at the next General Membership meeting and shall be conducted so as to conform as closely as possible to this Section.
 - (ii) Should any Shop Steward position become vacant, an election shall be held in the unit.

SECTION 11 - DELEGATES TO CONVENTIONS AND CONFERENCES

- (a) Except for the President's option conferred by Section 8 (a) of these bylaws, the number of delegates to conventions shall be determined by election at a General Membership meeting.

All delegates to conventions, conferences, educational seminars, and workshops shall be recommended by the Local's Education Committee in accordance with the Local's Education Policy. The number of delegates to be chosen by the Education Committee shall be determined by a vote of members at a meeting of the General Membership, or by the Executive Board, when not possible.

If the Education Committee is unable to perform its duties, delegates to conventions, conferences, educational seminars and workshops shall be chosen by election at a General Membership meeting.

- (b) Delegates to conventions, conferences, educational seminars and workshops may be reimbursed in accordance with the Local's Expense Policy whenever eligible, and shall be compensated for any loss in salary incurred as a result of their approved attendance at the event.

SECTION 12 - COMMITTEES

- (a) Negotiating Committee

This shall be a special ad hoc committee established in each unit at least three (3) months prior to the expiry of the 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 with the Employer. The Committee shall consist of at least two (2) members, where possible, elected at a unit 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 ex-officio members.

(c) Standing Committees

The Chairperson of each Standing Committee shall be elected by the members at a General 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, ex-officio, of each committee. All standing committees will be constituted at the Annual General Meeting. Each committee will develop and review Terms of Reference annually. Each committee chairperson will present a written report at each general membership meeting. There shall be six (6) standing committees as follows:

(i) Stewards Committee

This Committee shall consist of the Chief Steward and all stewards of the Local, and shall be chaired by the Chief Steward.

This Committee shall be a forum to discuss grievances and other matters of interest to the Local's stewards, and shall be concerned with maintaining and enhancing the effectiveness of the Local's stewards.

This Committee may make recommendations to the Local or Executive Board on any issue which may arise out of the course of its meetings, including but not limited to education or resources for the Local's stewards, and shall make regular reports of its activities to the Local membership.

(ii) Education Committee

It shall be the function of this Committee to:

- arrange for representation of the Local at any appropriate and available educational seminar or conference, in accordance with the Local's Education Policy, and submit recommendations accordingly to the Executive Board;

- instruct delegates in the preparation of reports to the membership on seminars and conferences and maintain a reference file of these reports;
- cooperate with the Education Committee of CUPE, and with the regional Education Representative, in implementing both the Local's and CUPE's policies in this area. The Committee shall comprise between three (3) and five (5) members and shall appoint its secretary from among its members;
- make recommendations to the Local or Executive Board on any matter relating to its mandate, including but not limited to identifying educational needs within the Local, and making education budget recommendations.

(iii) Women's Committee

It will be the function of this Committee to:

- advise and give guidance to officers, committee members and the general membership on all issues that affect women in the workplace and the Labour movement;
- support the active participation and promote leadership of women in the Local Union and the broader labour movement;
- strive to eliminate gender discrimination in the workplace, Local Union, broader labour movement, and society through education and participation in human rights activities both in and outside of the labour movement.

(iv) 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
- to submit reports and proposals to the Executive Board or to the membership as required. The Committee's expenditures shall be set out annually by the membership through the budget process, 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 one (1) and four (4) members and may appoint a secretary-treasurer from among its members. This Committee shall be constituted on an "as required" basis.

(v) Health and Safety Committee

The number of members to this Committee shall not be restricted.

The Committee shall meet as often as necessary and shall report its activities to the meetings of the Local. The Committee will work closely with the Health and Safety Committee of CUPE Manitoba.

It shall be the function of this Committee to:

- assist members of each unit's Health and Safety Committees to ensure the Employer is in compliance with the Health and Safety Legislation;
- arrange for the education of Local members in health and safety matters in conjunction with the Education Committee;
- monitor employer health and safety rules and policies;
- arrange for the holding of elections of CUPE members to the workplace Health and Safety Committee;
- assist in the preparation of health and safety related proposal for contract negotiations.

(vi) Cultural Diversity Committee

Membership to the Committee is open to all Local 2348 members on a voluntary basis. There shall be no restriction as to the number of members or size of the Committee.

The Committee shall meet as often as necessary but not less than three (3) times a year. The Committee shall report its activities to the meetings of the Local. The Committee will work closely with the Human Rights Committee of CUPE Manitoba and with the Rainbow Committee of CUPE National.

It shall be the function of this Committee to:

- assisting members of the Local to ensure that their employers comply with the Manitoba *Multicultural Act* and all other pertinent provincial and/or federal regulations related to multiculturalism;
- arrange the education of local members in cultural diversity in conjunction with the Education Committee;
- monitor Employer cultural diversity practices and policies;

- recommend to the members and the Executive activities that will promote cross cultural awareness and sensitivity.

SECTION 13 - LABOUR AFFILIATIONS

The Local shall affiliate to the following Labour organizations/bodies:

- CUPE Manitoba
- Manitoba Federation of Labour
- Winnipeg Labour Council
- Provincial Health Care Council (PHCC)

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 bylaws as Appendix "A". These rules shall be considered as 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 "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 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. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.
- (b) These bylaws shall not be amended, added to, or suspended except upon a majority vote of those present and voting at a General or Special Membership meeting following seven (7) days' notice at a previous meeting or at least sixty (60) days' written notice.
- (c) No change in these bylaws shall be valid and take effect until approved by the National President of CUPE. The validity shall date from the letter of approval of the National President.

APPENDIX "A"**RULES OF ORDER**

1. The President or, in 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. In the absence of all three, there is no quorum of the Executive [Section 4 (c)], the meeting is therefore cancelled.
2. No member, except the Chairperson of a committee making a report or the mover of a resolution, shall speak more than five (5) 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 fifteen (15) 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 rise 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 rise and be recognized by the chair.
5. A motion to amend, or to amend an amendment, shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment, or amendment to an amendment, which is a direct negative of the resolution shall be in order.
6. On motion, the regular order of business may be suspended by a two-thirds ($\frac{2}{3}$) 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, she shall rise in her place and respectfully address the presiding officer, but, except to state that she rises to a point of order or on a question of privilege, she shall not proceed further until recognized by the chair.

11. When two or more members rise 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 shall cease speaking until the point is determined; if it is decided he is in order, he may again proceed.
14. No religious or sexist 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, she may in addition give a casting vote, or, if he chooses, refrain from breaking the tie, in which case the motion is lost.
17. When a motion is before the Local, no other motion shall be in order except (a) to adjourn; (b) to put the previous question; (c) to lay on the table; (d) to postpone for a definite time; (e) to refer; (f) 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 (a) when a member has the floor, and (b) 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 (15) minutes have elapsed.
21. After the presiding officer declares the vote on a question, and before the Local proceeds to another order of business, any member may ask for a decision. A standing vote shall then be taken and the Secretary shall count same.
22. If any member wishes to challenge (appeal) a decision of the chair, 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 her challenge. The Chairperson may then state briefly the basis for 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 (2) members who have voted in the majority may, at the same or next meeting, move reconsideration thereof.
24. No member shall enter or leave a meeting during the reading of the minutes, the initiation of new members, the installation of officers, or the taking of a vote. When leaving, the Warden should be informed.
25. The Local's business and proceedings of meetings are not to be divulged to any persons outside the Local.
26. All committee and executive meetings shall be confidential and shall not be discussed outside of that committee. If found out to be divulging information outside the committee, that person shall be asked to step down from office.

APPENDIX “B”

BARGAINING UNIT

- (1) There shall be a minimum of one (1) Shop Steward, representing each of the following bargaining units:
1. A & O: Support Services for Older Adults Inc.
 2. Canadian Deafblind Association - Manitoba Inc.
 3. Canadian Mental Health Association - Interlake Region
 4. Canadian Mental Health Association - Winnipeg Region
 5. Canadian Women’s Health Network Inc.
 6. Community Education Development Association (CEDA)
 7. Community Unemployed Help Centre (CUHC)
 8. Eastman Crisis Centre Inc. (Agape House)
 9. Immigrant Centre Manitoba
 10. Klinik, Inc.
 11. Manitoba Interfaith Immigration Council Inc. (Welcome Place)
 12. MFL Occupational Health Centre Inc.
 13. Native Clan Organization Inc. (NCO)
 14. Nine Circles Community Health Centre Inc.
 15. Nor’West Co-op Community Health Centre Inc.
 16. Nor’West Early Learning & Child Care Centre
 17. Osborne House Inc.
 18. Salvation Army - Booth Centre
 19. Sexuality Education Resource Centre Manitoba Inc. (SERC)
 20. South Central Committee on Family Violence, Inc. (Genesis House)
 21. Ten Ten Sinclair Housing Inc. (Supervisors)
 22. Winnipeg Regional Health Authority - Midwives
 23. Winnipeg School Division (Community Liaison Workers)
 24. Women’s Health Clinic
 25. Women’s Health Clinic - Physicians’ Unit
 26. Workers of Tomorrow Safety Centre Inc. (Safe Workers of Tomorrow)

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