



BY-LAWS

**Canadian Union of Public Employees
Local 4848**

**Ambulance New Brunswick (ANB)
Paramedics
And
Dispatchers**

Approved by National April 2017

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PREAMBLE:

In order to improve the social and economic welfare of its members without regards to sex, color, race, creed and to promote efficiency in public employment and to manifest its belief in the value of the unity of public employees, 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.

This by-law document of the Canadian Union of Public Employees, Local 4848 shall be constructed using Chapter and subsection(s) numbering (Chapter 1, 1.1, 1.1.1 etc.). As such, the Table of Contents shall be updated to reflect any and all current and approved changes made in accordance with the constitution and by-laws.

SECTION 1 - NAME:

The name of this Local shall be Canadian Union of Public Employees, Local No. 4848 Ambulance New Brunswick 'Paramedics and Dispatchers'

SECTION 2 - OBJECTIVES:

The objectives of the Local are to:

- 2.1 Secure adequate remuneration for work performed and generally advance the economic and social welfare of its members and of all workers.
- 2.2 Support CUPE in reaching the goals set out in Article II of the CUPE Constitution.
- 2.3 Provide an opportunity for its members to influence and shape their future through free democratic trade unionism.
- 2.4 Encourage the settlement by negotiation and mediation of all disputes between the members and their employers.

SECTION 3 - INTERPRETATION AND DEFINITIONS:

- 3.1 Masculine pronouns shall be understood to include the feminine gender.
- 3.2 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.

- 3.3 The local shall be comprised of five (5) regions in line with the employer's regional structure: North, East, South, West and MCMC

SECTION 4 - MEMBERSHIP MEETINGS, REGULAR AND SPECIAL:

- 4.1 The Annual General Convention (AGC) shall be announced at least three (3) months in advance with the date and place.
- 4.2 A semi-annual meeting shall occur in the spring of the year following the Annual General Convention. The semi-annual meeting shall be held in a central location and will allow for any Union Education and a Business meeting of the Local. Quorum and business of meeting will follow the bylaws of the annual general meeting. OCT.2015
- 4.3 The Annual General Convention shall be held in a different region every year.
- 4.4 A quorum for the transaction of business at any Annual General Convention or special meeting shall be a majority of the Executive and twenty (20) Station VP's.
- 4.5 All documentation shall be produced in the two (2) official languages before being presented at the AGC or posted on the Local 4848 web page.
- 4.6 Special membership meetings may be ordered by the Executive or requested in writing by no fewer than 25% of the Vice-Presidents. 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.
- 4.7 In the regions and administrative areas, a minimum of four (4) meetings shall be held per year.

SECTION 5 - VOTING OF FUNDS:

- 5.1 Except for ordinary expenses and bills as approved at the AGC, the Executive shall be able to approve up to a maximum of one thousand dollars (\$1,000.00) (Oct. 2011) for the purpose of a grant or contribution to a member or any cause outside CUPE, depending on the availability of the Local's funds.
- 5.2 The Local shall grant four (4) scholarships of five hundred dollars (\$500.00) each per year, to be divided equally between the four (4) regions unless no applications are received from the four (4). (Oct.2011)

Terms of Reference for awarding of bursaries:

- 5.2.1 Local 4848 members for further education in the Paramedic Field.
 - 5.2.2 Local 4848 members for any other education as well as their spouse, partner, child including step child or ward.
 - 5.2.3 Local 4848 members' family including brother, sister, aunt, uncle, niece, nephew or parent. Oct 2014
- 5.3 The Local should support sick children in our province. The Local shall donate two thousand five hundred dollars (\$2,500.00) to the Children's Wish Foundation in New-Brunswick, depending on the availability of the Local's funds. (Oct.2011)
- 5.4 The President, or his designate, shall have a fund of \$500.00 to help with the needs of the Local 1252 during negotiations or strike, in any one (1) calendar year. (Sep.2010)
- 5.5 Any member that has been able to retire as per article 33 of the Collective Agreement shall be entitled to a parting gift of up to a value of \$100. Oct 2012
- 5.6 A maximum donation of one hundred dollars (\$100.00) in flowers or donation will be made to members in the event of death in their immediate family in accordance with Article 29.01 (b) Bereavement of family, of our collective agreement. Oct 2014
- 5.7 **Line of Duty Death (LODD) Support:** In the unfortunate event of a Line Of Duty Death (LODD) of one or more of the CUPE 4848 Members. The board shall have a budget of up to a maximum of five thousand dollars (\$5,000) for any needed logistic support. These funds will be used only if financially feasible and if approved by vote of the Executive Board. Oct 2015

SECTION 6 - OFFICERS OF THE LOCAL:

The officers of the Local shall be the President, Vice-president, Secretary-treasurer, Recording-secretary, three (3) Trustees, Sergeant-at-Arms, Five (5) (Sep.2010) Regional Presidents. All officers shall be elected by the delegates at the Annual General Convention (AGC).

SECTION 7- DEFINITIONS:

- 7.1 The Executive:** The Executive shall be composed of the President, Vice-president, Secretary-treasurer, and Recording-secretary.
- 7.2 The Executive Board:** The Executive Board shall be composed of the Executive and the Five (5) Regional Presidents. (Sep.2010.)

- 7.3 Meetings:** The Executive shall meet a minimum of eight (8) times per year. The Executive may schedule additional meetings as necessary to properly carry out the affairs of the local.
- 7.4 Quorum:** A simple majority of the Executive constitutes a quorum.
- 7.5 Duties:** 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.
- 7.6 Charges:** Any charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.
- 7.7 Vacancy:** If a vacancy occurs during a term of office the Executive shall follow the procedure as outlined in the by-laws. Should any Executive member fail to answer the roll call for three (3) consecutive regular membership meetings or three (3) consecutive regular Executive meetings without having just cause, the office shall be declared vacant.
- 7.8 Communication:** An Executive Member shall do a conference call/communication with/for all Station Vice Presidents within 2-3 weeks of any Labour Management meeting. Oct 2014

SECTION 8 - DUTIES OF OFFICERS:

8.1 The President shall:

- 8.1.1 Or his designate shall be the Official Spokesperson for the Local.
- 8.1.2 Shall be an ex-officio member of all committees.
- 8.1.3 Enforce the CUPE Constitution and these By-Laws;
- 8.1.4 Preside at Special, Annual and Executive meetings and preserve order;
- 8.1.5 Decide all points of order and procedure (subject always to appeal to the membership);
- 8.1.6 Have a vote on all matters (except appeals against his/her rulings) and in the case of a tie vote in any matter, including elections, have the right to cast an additional vote to break the tie;
- 8.1.7 Ensure that all officers perform their assigned duties;

- 8.1.8 Fill committee vacancies where elections are not provided for;
- 8.1.9 Introduce new members and conduct them through the initiation ceremony;
- 8.1.10 Serve on the Labour-Management Committee;
- 8.1.11 Have first preference as a delegate to any convention;
- 8.1.12 Have the option to attend any convention to which the Executive decides to send delegate(s);
- 8.1.13 On termination of office, surrender all books, records and other Properties of the Local to his successor.

8.2 The Vice-president shall:

- 8.2.1 If the President is absent or incapacitated, perform all duties of the President;
- 8.2.2 If the office of President falls vacant, be Acting President until a new President is elected;
- 8.2.3 Render assistance to any member of the Executive as directed by the Executive;
- 8.2.4 On termination of office, surrender all books, records and other properties of the Local to his successor.
- 8.2.5 Perform duties of the Chief Grievance Officer for the Local. Oct. 2015

8.3 The Recording-secretary shall:

- 8.3.1 Keep full, accurate and impartial accounts of the proceedings of all Special Membership and Executive Meetings, ensuring that these records include a copy of the full financial report presented by the Secretary-Treasurer. **The record will also include Trustees' reports.**
- 8.3.2 Record all alterations in the By-Laws;
- 8.3.3 Answer correspondence and fulfill other secretarial duties as directed by the Executive;

- 8.3.4 Provide a monthly report on correspondence;
- 8.3.5 File a copy of all letters sent out and keep on file all communications;
- 8.3.6 On termination of office, surrender all books, records and other properties of the Local to his successor.
- 8.3.7 Keep a record of all monetary motions put forth in a motion book/document

8.4 The Secretary-treasurer shall:

- 8.4.1 Provide a monthly financial report to the Executive;
- 8.4.2 Receive all revenue, initiation fees, dues and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union;
- 8.4.3 Record all financial transactions in a manner acceptable to the Executive and in accordance with good accounting practices;
- 8.4.4 Make all books available for inspection by the auditors and/or Trustees on reasonable notice and have the books audited annually;
- 8.4.5 Provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE;
- 8.4.6 Forward all funds owing to the National Secretary-Treasurer by the last day of the following month;
- 8.4.7 Be bonded and any secretary-treasurer who cannot qualify for a bond be disqualified from office;
- 8.4.8 Throughout his/her term, and 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.
- 8.4.9 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.

8.4.10 Make all books available for inspection by the auditors and/or Trustees on reasonable notice, and have the books audited at least once each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees.

8.4.11 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.

8.4.12 On termination of office, surrender all books, records and other properties of the Local to his successor.

8.5 The five (5) Regional Presidents shall:

8.5.1 Shall hold quarterly caucus meetings with their respective areas Station VP's, two (2) of said meetings shall be held during the AGC and semi-annual meetings.

8.5.2 Hold additional meetings when needed;

8.5.3 Attend Executive meetings regularly to report on their membership meetings;

8.5.4 Voice the wishes and concerns of their membership to the Executive;

8.5.5 Represent their membership with the employer;

8.5.6 Give a general written report to the President every month;

8.5.7 Attend meetings of the local stations when requested by the Station V.P.s provided sufficient notice is given and if further assistance is required, confirmation must be obtained from the President or the First Vice-President, in advance whenever possible.

8.5.8 On termination of office, surrender all books, records and other properties of the Local to their successor;

8.6 The Trustees shall:

8.6.1 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 at least once every calendar year;

8.6.2 Make a written report of their findings to the first membership meeting following the completion of each audit;

- 8.6.3 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;
- 8.6.4 Be responsible to ensure that monies are not paid out without proper constitutional or membership authorization;
- 8.6.5 Ensure that proper financial reports are made to the membership;
- 8.6.6 Audit the record of attendance;
- 8.6.7 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, and report their findings to the membership;
- 8.6.8 Send a copy of the completed audit report (on the prescribed form provided by the National Secretary-Treasurer), as well as a copy of their report to the Local Union membership along with a copy of their recommendations and/or concerns to the President and Secretary-Treasurer and the Secretary-Treasurer's response, to the National Secretary-Treasurer of the Canadian Union of Public Employees, with a copy to the assigned servicing representatives.

8.7 The Membership officer shall:

- 8.7.1 Guard the inner door at membership meetings and admit no one but members in good standing or officers and officials of CUPE, except on the order of the President and by consent of the members present;
- 8.7.2 Perform such other duties as may be assigned by the Executive from time to time.

SECTION 9 - Duties of Station vice-presidents:

- 9.1 Communicate on a regular basis, the business and communications of the local to their membership;
- 9.2 Hold union meetings, in accordance with current by-laws;
- 9.3 Maintain Union board with communications of the local;
- 9.4 Pass on all electronic communications and post on union board;

- 9.5 File and maintain grievances on behalf of members, representing and honoring the grievance process as outlined in the collective agreement
- 9.6 Copy all grievances and forward to their respective Regional President and the Grievance Officer;
- 9.7 Following the AGC, semi-annual meeting and/or emergency meeting(s), Station V.P.'s shall communicate a summary of the meeting to their respective members.

SECTION 10 - NOMINATIONS, ELECTIONS, VACANCIES AND INSTALLATION OF OFFICERS:

10.1 Nominations:

- 10.1.1 Nominations shall be received at the Convention.
- 10.1.2 To be eligible for nomination, a delegate must be a member in good standing and shall have attended at least fifty (50%) percent of the membership meetings held in the period he was a member, if less than a year, unless valid reason, acceptable to the Local, has been given for non-attendance.
- 10.1.3 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.

10.2 Elections:

- 10.2.1 The Executive shall determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer.
- 10.2.2 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.
- 10.2.3 The voting for Executive Officers, Regional Presidents shall take place at the Convention for a two year (2) term, with the exception of MCMC, in which case the voting for the Regional President shall be done amongst their members prior to the convention. (Oct,2011)
- 10.2.4 The voting for the Station VP's shall take place at least three (3) months prior to the AGC

- 10.2.5 Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
- 10.2.6 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. The vote will be retaken for a majority of votes for a candidate.
- 10.2.7 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.
- 10.2.8 Any member may be requested 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 4.4
- 10.2.9 All voting shall be by secret ballot.

10.3 Vacancies:

In the event of a vacancy of the executive board the following shall apply:

- 10.3.1 President shall be replaced by the Vice-President
- 10.3.2 Vice-President, Recording Secretary, Secretary Treasurer shall be elected from the Executive Board
- 10.3.3 At the next AGC or semi-annual meeting an election shall be held for the remainder of the term of the vacant position.
- 10.3.4 Regional Presidents shall be elected at the regions next caucus meeting within 3 months for the remainder of the term with the exception of MCMC.
- 10.3.4 MCMC President shall post an expression of interest in accordance with by-law "Installation"

10.4 Installation:

- 10.4.1 All duly elected officers shall be installed at the meeting at which elections are held and shall continue in office for one (1) year; or until a successor has been elected and installed, however the Executive shall be elected for a two (2) year term at the Annual General Convention as follow: the President and the Recording-Secretary one year and the next year the First Vice-President and the Secretary-Treasurer.
- 10.4.2 Each service station will elect from its membership a Station VP for a term of two (2) years. (Sept. 2010)

In the event of resignation from the station VP role or a vacancy occurs in a station, the Local Executive will post notice through Ambulance NB email (Work Email) and on the Union Board of the vacancy for an expression of interest. The expression of interest will be offered to the members of that station for the remainder of term. This process will be followed at the end of the two (2) year term.

The notice shall be posted for a minimum of **fourteen (14) days**. In the event of a lone reply to said notice **after fourteen (14) days**, the applicant will be awarded the position by acclamation.

In the event there are two or more applicants from the station, an election will be held in the following **fourteen (14)** days with voting taking place through Ambulance NB email (Work Email) to the regional president indicating their choice of station VP. The member with the most votes shall take the position.

In the event there is no applicant for the position from the station, the Local Executive will post notice through Ambulance NB email (work email) and on the Union Board of the vacancy within the Region affected.

The notice shall be posted for a minimum of fourteen (14) days. In the event of a lone reply to said notice after fourteen (14) days, the applicant will be awarded the position by acclamation. In the event there are two or more applicants the process of election in the paragraph above will be followed.

In the event there is no applicant for the position, the Local Executive will appoint the Station VP from the Station VP's in the Administration Area or bordering administration Area and then possibly Station VP's of the Region or bordering regions.

In the event there is no applicant for the position , the Local Executive will appoint the Station VP from the Station VP's in the Administration Area and then possibly Station VP's of the Region.(Oct 2013)

10.4.3 Each Region shall elect a Regional President from the delegates present from their respective areas for a two year (2) term. (Oct.2011)

10.4.4 The term of office for Trustees shall be as laid down in Article B.2.4 of the CUPE Constitution.

SECTION 11 - FEES AND DUES:

11.1 Initiation Fee:

11.1.1 Each application for membership in the Local shall be directed to the Secretary-Treasurer and shall be accompanied by an initiation and/or re-admittance fee of five (\$5.00) dollars, which shall be in addition to monthly dues.

11.1.2 The Secretary-Treasurer shall issue a receipt. If the application is rejected, the fee shall be returned.

11.2 Monthly Dues:

11.2.1 The monthly dues shall be 2% of the regular monthly wages.

11.2.2 The dues shall be deducted bi-weekly.

11.2.3 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 16), with an additional provision that the vote must be by secret ballot.

11.2.4 Notwithstanding the above provisions, if the CUPE Convention raises minimum fees and/or dues above the level herein established, these By-Laws would be deemed to have been automatically amended to conform to the new CUPE minimal.

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

SECTION 12 - OUT OF POCKET EXPENSES:

12.1 Expenses:

All expenses must be approved by the Executive.

12.1.1 Any expenses incurred as a result of union business shall be reimbursed after bills have been submitted and passed for payment at an Executive meeting.

12.1.2 The following expense allowance shall be paid in two payments, one in October and the second one in April of each year, to the officers at the following rates:

President	\$1,600.00 per annum (Oct.2011)
Vice-President	\$1,000.00 per annum (Oct.2011)
Secretary-Treasurer	\$1,000.00 per annum (Oct.2011)
Recording-Secretary	\$1,000.00 per annum (Oct.2011)
Regional President	\$600.00 per annum (Oct.2011)
Station VPs	\$200.00 per annum (Oct.2011)

12.1.3 An officer serving less than 100% of her/his term shall be paid an expense allowance as pro-rated his term served.

12.2 Travel allowance: (from your primary residence) Car-pooling is recommended. The travel allowance shall follow the National rate. (Oct.2014)

12.3 Meal allowance:

12.3.1 Shall be seventy-five dollars (\$75.00) per day.

12.3.2 The three meals will be paid if staying overnight or broken down:

Breakfast:	\$14 .00
Lunch:	\$26.00
Dinner:	\$35.00

12.4 Meal allowance when an elected member is OUT OF PROVINCE

(OCT 2015)

12.4.1 Meals shall be one hundred dollars (\$100.00) per day when an executive member is on business out of province.

- 12.4.1 The three meals will be paid if staying overnight or broken down:
Breakfast: \$20.00
Lunch: \$30.00
Dinner: \$50.00

12.5 Hotel:

- 12.5.1 Officers attending a meeting shall be entitled to one night lodging prior to the day of the meeting provided only that they live in excess of two hundred (200) km one way and/or that the meeting is scheduled before ten (10:00) a.m.
- 12.5.2 Lodging has to be approved by the Executive.
- 12.5.3 Lodging/accommodations shall be selected by the Executive of Local 4848.

12.6 Child Care Expenses:

- 12.6.1 Child care expenses, to a maximum of fifty dollars (\$50) will be reimbursed to executive members for childcare expenses incurred for childcare outside of the member's regular working hours. Receipts must be provided and pre approval by President and/or Vice president required.(Oct 2013)

12.7 Loss of wages:

- 12.7.1 No officer should lose any wages when attending union business
- 12.7.2 The President may take paid union business leave days to deal with the operations of the Local as approved by the Executive of Local 4848.
(Sep.2010)

SECTION 13 - DELEGATES TO CONVENTIONS:

- 13.1** Delegates to the Local 4848 Convention will be; the elected Station VP's and the Past Executive; the President, the Vice-President, the Secretary-Treasurer, the Secretary and the Five (5) Regional Presidents who do not maintained a Station VP's position at the end of their Mandate shall be deemed to be delegates to the Convention with all rights and privileges (Sep.2010).
- 13.2** A substitute can be sent to represent the station if the Station VP can't be present.

- 13.3** CUPE 4848 Member GUESTS TO CONVENTION: Station Union members will be offered opportunity to be a GUEST to 4848 ANNUAL GENERAL CONVENTION. The Local will cover will the lost wages and normal expenses as per bylaws for a Union member selected as a GUEST to attend the Local 4848 AGM. Each Region will be able to send up to 2 Union Member GUESTS. (A total of 10 new GUESTS costs will be covered for the AGC) Expression of Interest will come from the Executive. A random draw shall be performed by the Executive board of the names from each region. Oct. 2015
- 13.4** CUPE New Brunswick: see CUPE NB By-laws for numbers of delegates. (Sep.2010)
- 13.5** CUPE 1252 Semi-Annual Meeting: see CUPE 1252 By-Laws for number of delegates. If sufficient funds are available, delegates to this convention shall be the Executive Board. Should delegate seats be available, an expression of interest shall be sent out to the Station V.P.'s and names randomly chosen by the Executive Board.
- 13.6** Registration (if applicable) shall be paid by the Local.

SECTION 14 - COMMITTEES:

14.1 Negotiating Committee:

- 14.1.1 This shall be a special ad hoc committee.
- 14.1.2 The function of the Committee is to prepare collective bargaining proposals. They shall have the right to combine, amend, substitute and recommend concurrence or non-concurrence.
- 14.1.3 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.

14.2 Special Committees:

- 14.2.1 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.

14.3 Education Committee:

- 14.3.1 The Committee shall consist of three (3) members, one being appointed from the Executive.
- 14.3.2 The two (2) committee members shall consist of an one (1) year term member and a two (2) year term member who have been elected by the delegates at the appropriate AGC.
- 14.3.3 The Committee shall meet twice a year. The Committee shall meet in the fall of each year to review and award the bursaries offered by CUPE 4848 and any other business prevailing and forward their recommendation to the executive and AGC. The Committee will meet in the spring to help organize and/or develop education days in conjunction with the CUPE Education rep. Oct 2014
- 14.3.4 It shall be the duty of this Committee to:
1. Arrange for representation of the Local at any appropriate and available educational seminar or conference and submit recommendations accordingly to the Executive;
 2. Instruct delegates in the preparation of reports to the membership on seminars and conferences and maintain a reference file of reports;
 3. Co-operate with the Education and Public Relations Departments of CUPE, and with the Regional Education Representative, in implementing both the Local's and CUPE's policies in these fields. The Committee shall comprise of three (3) members, one being from the Executive, and shall appoint its secretary from among its members.

14.4 By-Laws Committee:

- 14.4.1 The committee will meet at least once a year or as directed by the executive or membership to review and update the by-laws of the local.
- 14.4.2 The committee meeting should be three (3) months prior to the AGC for review of all submitted by-laws changes. This committee shall also recommend such additional rules as it deems necessary for the conduct of the local.

14.4.3 The committee will be comprised of four (4) members, one (1) of which shall be from the Executive Board. The other three (3) members being elected at the AGC: three-year member, two-year member and one-year member. After the first election of this committee, all further elections will be for a three-year term.

14.5 Credentials Committee:

14.5.1 The committee of three (3) delegates will act as a Credentials Committee.

14.5.2 They will register delegates and guests and report to the Presiding Officer when requested.

SECTION 15 - MEMBER IN GOOD STANDING:

15.1 Any member who:

1. Is a card-carrying member;
2. Has worked at least one (1) shift in a six (6) month period unless absent on approved leave

15.2 Any member not in good standing shall not be permitted to attend the Convention or have a vote on any articles scheduled for voting.

15.3 Only members in good standing shall be permitted to run for office.

SECTION 16 - RULES OF ORDER:

16.1 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 "B". 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.

16.2 In situations not covered by Appendix "B", 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:

- 17.1** These By-Laws are always subordinate to the CUPE Constitution (including Appendix "A" & "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.
- 17.2** These By-Laws shall not be amended, added to, or suspended except upon a majority vote of those present and voting at the Annual General Convention following a written notice of at least sixty (60) days or following seven days' notice at a previous meeting.
- 17.3** 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.

SECTION 18- ORDER OF BUSINESS:

1. Obligation of Delegates
2. Roll Call of Officers
3. **Reading of the Equality Statement**
4. Voting on New Members and Initiation
5. Reading of Minutes of Previous Meeting
6. Matters Arising Out of the Minutes
7. Executive Officers' Reports
8. Correspondence
9. Treasurer's Report
10. Reports of Committees
11. Reports of Special Committees
12. Trustees Report
13. Unfinished Business
14. New Business
15. Good and Welfare
16. Reports of Affiliates
17. Nominations and Elections
18. Adjournment

SECTION 19- OBLIGATION OF DELEGATES AND OFFICERS:

OBLIGATION OF DELEGATES

I, _____, sincerely promise and declare I will be faithful to the duties devolving upon me as a delegate. That I will attend all meetings, if possible, and work at all time for the interest of this Local and the Canadian Union of Public Employees.

OBLIGATION OF OFFICERS

I, _____, do most sincerely promise that I will truly and faithfully, to the best of my ability, perform the duties of my office, for the ensuing term, as prescribed in the Constitution and By-Laws of the Canadian Union of Public Employees, and as an Officer of this Local will at all time endeavour, both by counsel and example, to promote the harmony and preserve the dignity of its sessions.

I further promise, that at the close of my official term, I will promptly deliver all monies, books, papers or other property of this Local in my possession to my duly elected successor in office.

SECTION 20 - OBLIGATION OF NEW MEMBERS:

I _____, solemnly promise and declare that I will support and obey the Constitution of this Union; that I will strive to improve economic and social conditions for my fellow members and for working people generally; that I will defend and strive to extend the democratic rights and liberties of all working people; that I will not purposely or knowingly wrong, or assist others in wronging a member of the Union.

APPENDIX "A" TO THE BY-LAWS OF CUPE LOCAL 4848

RULES OF ORDER

1. The President or, in his 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 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 fifteen 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 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 shall rise in his place and respectfully address the Presiding Officer, but, except to state that he rises to a point of order or on a question of privilege, he 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 advise 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 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 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 (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 (3) 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.