

# BYLAWS

OF THE

## COMMUNITY-BASED ORGANIZATIONS WORKERS' STEERING COMMITTEE



**CBO WORKERS  
OF SASKATCHEWAN**

**CUPE**

Designed by: N.M. cope342

*The people who provide community services, social care and child care.*

***Adopted November 5, 2019  
(Awaiting final approval by the National President)***

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# BYLAWS

## CUPE CBO WORKERS OF SASKATCHEWAN

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# BYLAWS

## CUPE CBO WORKERS OF SASKATCHEWAN

Adopted November 5, 2019

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### PREAMBLE

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WHEREAS it is set out in Article 4.7 of the CUPE National Constitution that a Provincial Division may establish a Provincial Sectoral Group to coordinate activities and programs of the group;

WHEREAS the structure and bylaws of the Provincial Sectoral Group come into effect when approved by the National Executive Board;

WHEREAS the Constitution and Bylaws of CUPE Saskatchewan set out in Article 18 that the terms of reference for any occupational group not holding a direct charter are to be considered part of the provincial division's constitution, with any changes and amendments subject to the approval of CUPE Saskatchewan and the CUPE National President; and

WHEREAS many Local Unions represent workers employed by various community-based organizations, non-profit organizations, co-operatives, associations and/or registered charities across the province and it is the desire of these Local Unions to coordinate activities to promote their common interests and collective welfare;

THEREFORE BE IT RESOLVED that a provincial sectoral group be established for the CBO Sector of the Canadian Union of Public Employees (CUPE) in the province of Saskatchewan to be known as the "Community-Based Organizations Workers Steering Committee of CUPE Saskatchewan," and referred to as the "CUPE CBO Workers of Saskatchewan."

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*Founding Resolution Adopted Nov. 5, 2019.*

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### ARTICLE 1 NAME

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- 1.1 This organization will be known as the Community-Based Organizations Workers' Steering Committee of the Canadian Union of Public Employees – Saskatchewan, hereinafter referred to as the "**CUPE CBO Workers of Saskatchewan**" or "the Committee".

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### ARTICLE 2 OBJECTIVES

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- 2.1 The purpose of the Committee will be to unite Local Unions in the Community-Based Organizations (CBO) Sector of the Canadian Union of Public Employees (CUPE) in the province of Saskatchewan to associate together all workers employed by various community-based organizations, non-profit organizations, co-operatives, associations and/or registered charities across the province, thereby promoting the common interests and collective welfare of CBO workers among the affiliated CUPE Local Unions at a provincial level.
- 2.2 The CUPE CBO Workers of Saskatchewan will have as their objectives:
- A. To promote the common interests and collective welfare of all workers in this sector, as determined and guided by the affiliated CUPE Local Unions, at a province-wide level.
  - B. To maintain communication between CUPE Local Unions in this sector to achieve common interests, goals and objectives.

- C. To coordinate campaigns and efforts to bring about change that improves the working conditions and wellbeing of those employed in this sector.
- D. To advance the cause of increased and stable multi-year funding by the provincial government for CBO organizations, in order to enhance the vital community services and social care provided for the people of Saskatchewan and to properly value the work done by those who provide the services and care.
- E. To defend not-for-profit delivered community services to ensure that social care and services remain accessible and devoted to the needs of people, not profits.
- F. To communicate, coordinate and participate in initiatives with other provincial unions to advance the overall welfare of workers within this sector through a united labour movement, when it is determined to be in accord with the interests of affiliated CUPE Local Unions.
- G. To assist CUPE Saskatchewan with its aims, objectives and programs.

### **ARTICLE 3 MEMBERSHIP**

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- 3.1 All CUPE Local Unions in the CBO Sector in the province of Saskatchewan will be eligible for affiliation with the CUPE CBO Workers of Saskatchewan. Likewise, all Local Unions in the CBO Sector will be encouraged to affiliate with the provincial division of CUPE in the province of Saskatchewan, known as CUPE Saskatchewan.
- 3.2 Only affiliated CUPE Local Unions will have representation at an Annual General Meeting or Special Meeting of the committee, and only members in

good standing of CUPE Local Unions affiliated to the Committee will be eligible to seek election or hold a position with the Committee.

- 3.3 For a Local Union to maintain affiliation to the Committee, the Local Union must pay a monthly levy as set out in Article 8.

### **ARTICLE 4 ANNUAL GENERAL MEETING**

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#### **4.1 Notice, Business and Rules of Order**

- A. The Committee will hold an Annual General Meeting each year, with the date, location and time to be determined by the Executive Board of the Committee.
- B. The Executive Board is authorized to set the registration fee at a rate to offset the expense of the Annual General Meeting, but the fee will not be set at a higher rate than the projected expenses for the event.
- C. Notice of the Annual General Meeting will be sent to all affiliated CUPE Local Unions at least ninety (90) days in advance of the Annual General Meeting.
- D. Notice will include the date, location and time of the call to order of the Annual General Meeting, along with notice of any fees for attendance and the credential forms for delegates to register. The details on voting representation will be included in the notice (refer to Article 4.2) along with the process to submit resolutions and bylaw amendments (refer to Article 4.4).
- E. Quorum will be no less than one-third (1/3) of registered delegates from affiliated CUPE Local Unions.

- F. Business of the Annual General Meeting will include:
- Reports on the activities and finances of the Committee;
  - Debate of resolutions and Bylaw amendments submitted by affiliated Local Unions or submitted by the Executive Board (Refer to Article 4.4 and Article 13); and
  - Elections of members to positions on the Executive Board of the Committee, in accordance with Article 7.
- G. The rules or order will be in accordance with Bourinot's Rules of Order.
- H. Staff of CUPE may attend.

#### 4.2 Voting Representation at the AGM

- A. At the Annual General Meeting of the Committee, affiliated CUPE Local Unions will be represented as follows:

LOCAL SIZE	NUMBER OF DELEGATES
For up to twenty-five (25) members	Three (3) delegates
For over twenty-six (26) members	Four (4) delegates

- B. Representation at the Annual General Meeting will be calculated on the paid-up membership of the average number of members of the last twelve (12) months before the notice was sent out.
- C. Only a member in good standing of a Local Union can be a delegate representing that Local Union.

- D. Delegates from Local Unions more than two (2) months in arrears with the Committee will be seated as visitors only, unless payment of arrears is made.
- E. Registrations for voting delegates will be received by the Treasurer up until seven (7) days before the Annual General Meeting. Registrations received afterwards may be accepted by the Credentials Committee or by majority vote of the Annual General Meeting.
- F. Expenses for the attendance of a delegate will be the responsibility of their Local Union.
- G. Guests can be registered, but they will not have voting delegate privileges.

#### 4.3 AGM Committees

- A. A Credentials Committee will be established for the Annual General Meeting comprised of the Treasurer and two (2) other members chosen from among the credentials received from affiliated Local Unions. The Credentials Committee will receive and verify the legitimacy of delegate credentials for the Annual General Meeting, register guests and visitors, and provide a report to the Annual General Meeting.
- B. A Balloting Committee will be established for the Annual General Meeting, comprised of an appointed Balloting Chair who may or may not be a registered delegate and two (2) other members chosen from among the credentials received from affiliated Local Unions. No member of the Balloting Committee will be an officer

or candidate for election. This committee will be responsible for the conduct of elections including distribution, collection and counting of ballots, and performing standing counts of delegates when requested by the chair of the Annual General Meeting. The Balloting Chair will oversee all aspects of elections held at the Annual General Meeting and report the results of each election.

- C. The Executive Board may establish any other committees it deems necessary to conduct the affairs of the Annual General Meeting.
- D. Committees of the Annual General Meeting will be appointed by the Executive Board and confirmed by motion of the Annual General Meeting.

#### **4.4 Resolutions and Bylaw Amendments**

- A. Affiliated Local Unions may submit resolutions or bylaw amendments for consideration of the Annual General Meeting to be received by no later than sixty (60) days prior to the Annual General Meeting.
- B. All resolutions and bylaw amendments will be published at least thirty (30) days in advance of the Annual General Meeting to all affiliated CUPE Local Unions.
- C. The Executive Board may submit resolutions or bylaw amendments to the Annual General Meeting, provided that they are published at least thirty (30) days in advance of the Annual General Meeting to all affiliated CUPE Local Unions.

## **ARTICLE 5 SPECIAL MEETINGS**

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- 5.1 Special Meetings may be held with representation from affiliated Local Unions as set out in Article 4.2, when it is deemed advisable either by the majority of the Executive Board or when the Committee is in receipt of a valid petition to hold a Special Meeting for a particular purpose that is signed by a minimum of thirty (30) members representing a minimum of seven (7) affiliated Local Unions.
- 5.2 Special Meetings will be held within sixty (60) days of the decision of the Executive Board or when the Committee is in receipt of a petition that has been verified to meet the requirements set out in Article 5.1. Business of the Special Meeting will be confined to the purpose for which the meeting was called.
- 5.3 Notice of the meeting will be provided to all affiliated Local Unions that will verify the time, date, location and purpose of the Special Meeting. Notice will be provided at least thirty (30) days in advance. In extraordinary circumstances, the notice period may be less than thirty (30) days. Expenses for the attendance of a delegate to a Special Meeting will be the responsibility of their Local Union.
- 5.4 A Special Meeting may have committees established to conduct business, as deemed necessary by the Executive Board. Committees must be approved by majority vote of delegates attending the meeting.
- 5.5 A Special Meeting will be held in the extraordinary circumstance that the Executive Board does not have the

required number of officers to conduct business of the Committee due to vacancies, in which case a Special Meeting will be held for the purpose of electing members to fill vacant positions for the remainder of the position terms from among affiliated Local Unions. The Special Meeting may be convened by CUPE Saskatchewan Division in these circumstances.

## **ARTICLE 6 EXECUTIVE BOARD**

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### **6.1 Executive Board Positions**

An Executive Board of the Committee will be established to conduct business between Annual General Meetings comprised of the following seven (7) positions:

- Chairperson
- Vice-Chairperson
- Recording Secretary
- Secretary-Treasurer
- Three (3) At-Large Members

6.2 The officers of the Committee will be the Chairperson, Vice-Chairperson, Recording Secretary and Secretary-Treasurer.

6.3 The President of CUPE Saskatchewan or their designate and the Regional Director of CUPE will have the right to attend all meetings, with voice but no vote.

6.4 A staff member of CUPE may be appointed to act as an advisor to the Committee, appointed by the Regional Director of CUPE. The staff advisor will have voice but will not be permitted a vote.

6.5 The Executive Board will be charged with the responsibility of carrying out decisions reached at the Annual General Meeting or Special Meeting, and to conduct affairs of the Committee in accordance with the Bylaws herein and to further advance the objectives outlined in Article 2.

6.6 The Executive Board positions will be elected at the Annual General Meeting in accordance with Article 7.

6.7 Should a vacancy occur between elections held at the Annual General Meeting, the Chairperson will appoint a member to fill the vacant position from an affiliated Local Union for the duration of the position term.

6.8 The Executive Board will meet at least three (3) times between Annual General Meetings either in person or by teleconference as set out in Article 6.10.

6.9 Quorum to conduct business will be four (4) members of the Executive Board.

### **6.10 Meetings by Teleconference**

Meetings of the Executive Board can be conducted by teleconference, provided that the attendees and business is recorded by written minutes and the quorum of Executive Board members is confirmed. Motions must be moved and seconded, with opportunity for discussion, and votes will be cast by roll call to ensure all Executive Board members have the opportunity to vote before a decision is determined.



6.11 Motions by Email

Motions can also be conducted by email, provided that the email contains a clear written motion and the motion is moved, confirmed by written response to be seconded, and the responses from each member of Executive Board are clearly recorded before a decision is determined to be reached. All record of email motions should be retained by the Recording Secretary.

6.12 Sub-Committees of the Executive Board

The Executive Board may establish sub-committees as it deems necessary to carry out the decisions of the Annual General Meeting, the Special Meeting or to conduct business. The membership and mandate of the sub-committee will be determined by motion of the Executive Board.

6.13 Remuneration of the Executive Board

Members of the Executive Board will be entitled to remuneration while attending meetings of the Committee, sub-committee meetings, or when conducting business of the Committee as follows:

- Kilometrage reimbursement at the CUPE Saskatchewan Division rate for travel using personal vehicle upon submission of an expense voucher;
- Reimbursement of transportation upon receipt;
- Parking reimbursement upon receipt;

- Per Diems at the CUPE Saskatchewan Division rate upon submission of an expense voucher;
- Hotel room fees, taxes and parking fees upon submission of receipt;
- Long distance phone call charges incurred while conducting Committee business upon receipt;
- Lost wages and benefits upon receipt of invoice from the Executive Board Member's employer or Local Union.

6.14 Should the Chairperson or Treasurer not be appointed as a delegate from their respective affiliated Local Union to attend the Annual General Meeting or a Special Meeting, they may attend at the expense of the Committee but they will not have the privileges of a delegate to vote or run for office.

6.15 The Executive Board may seek the assistance of the CUPE Saskatchewan Division Office for administrative support, or the administration of the Annual General Meeting.

**ARTICLE 7 ELECTION OF THE EXECUTIVE BOARD AND TERMS OF OFFICE**

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7.1 Nominations and elections to Executive Board positions will take place at the Annual General Meeting. Those elected will take office at the close of the Annual General Meeting.

7.2 Elections will be conducted as set out in Article 11.3 through to Article 11.6 inclusive of the CUPE National Constitution.

7.3 To be eligible for election, the candidate must be a member in good standing from an affiliated Local Union and a registered delegate at the Annual General Meeting.

7.4 Nomination of Candidates Absent at Time of Election

If legitimate circumstances prevent a member from seeking office because they cannot attend the Annual General Meeting, that member will be allowed to run, provided the following criteria are met:

- A. They must be a registered delegate from an affiliated Local Union.
- B. They will place in writing their clear desire to seek office.
- C. They must be nominated from the floor by another registered delegate.
- D. If elected, they will be sworn in and installed at the next Executive Board meeting following the convention at which they were elected.

7.5 Terms of Office

7.5.1 For the AGM held in 2019:

Chairperson:

Two (2) years, with election to be held in 2021 at the AGM.

Vice-Chairperson:

One (1) year, with election to be held in 2020 at the AGM.

Recording Secretary:

One (1) year, with election to be held in 2020 at the AGM.

Secretary-Treasurer:

Two (2) years, with election to be held in 2021 at the AGM.

Three (3) At-Large Members:

At-Large Member #1 and  
At-Large Member #2:

- Election for a term of one (1) year, with election to be held in 2020 at the AGM.

At-Large Member #3:

- Election for a term of two (2) years, with election to be held in 2021 at the AGM.

7.5.2 For the AGM held in 2020:

Chairperson:

No election. Election to be held in 2021 at the AGM.

Vice-Chairperson:

Election for Two (2) year term.

Recording Secretary:

Election for Two (2) year term.

Secretary-Treasurer:

No election. Election to be held in 2021 at the AGM.

Three (3) At-Large Members:

At-Large Member #1 and At-Large  
Member #2:

- Election for a Two (2) year term.

At-Large Member #3:

- No election. Election to be held in 2021 at the AGM.

### 7.5.3 **For the AGM held in 2021:**

Chairperson:

Election for Two (2) year term.

Vice-Chairperson:

No election.

Recording Secretary:

No election.

Secretary-Treasurer:

Election for Two (2) year term.

Three (3) At-Large Members:

At-Large Member #1 and At-Large Member #2:

- No election.

At-Large Member #3:

- Election for Two (2) year term.

### 7.5.4 **For the AGM held in 2022 and onward:**

- A. At the AGM held in the year 2020 and onwards, every position will have a term of two (2) years in length, with positions to be elected on a rotating basis in alternating years as follows:

- B. **In even-numbers AGM years**  
(example: 2022, 2024, 2026, 2028)

Vice-Chairperson, Recording Secretary, and At-Large Member #1 and #2 are up for election, each for a term of two (2) years.

- C. **In odd-numbered AGM years**  
(example: 2023, 2025, 2027, 2029)

Chairperson, Secretary-Treasurer, and At-Large Member #3 are up for election, each for a term of two (2) years.

## **ARTICLE 8 REVENUE**

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### 8.1 Affiliation Levy

Each CUPE Local Union affiliated to the Committee will pay a monthly per capita levy of .0005 based on the total regular monthly wages of their respective membership, for each month of the year.

### 8.2 Suspension from Affiliation

- A. Payment of the monthly per capita levy to the Committee by a CUPE Local Union will be sent no less than quarterly to the Treasurer of the Committee.
- B. When a CUPE Local Union does not remit the monthly per capita levy for six (6) months, they will be informed in writing by the Treasurer that they are in arrears. The notification of arrears will also be reported to the Executive Board, for their information.
- C. Should a CUPE Local Union be at any time more than eight (8) months in arrears, they will receive a notice of suspension from affiliation unless payment is received by the Committee for the period of arrears. If payment is received within thirty (30) days following the notice, the affiliation will be restored. If payment is not received following the notice, the CUPE Local Union will be deemed suspended from affiliation. The suspension will be reported to the Executive Board.
- D. Should a CUPE Local Union desire to become re-affiliated to the committee following suspension, the terms and conditions will be negotiated between the Executive Board of the Committee and the Local Union.

## **ARTICLE 9 EXPENDITURES AND SIGNING OFFICERS**

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### 9.1 Approval of Expenditures

- A. The expenditures of the Committee will be for legitimate business of the Committee.
- B. Expenditures must be approved one of the following ways:
  - When the bylaws approve a specific expenditure;
  - When the expenditure is approved through a motion or budget that is carried by a majority vote of the Committee's Executive Board; and
  - When a motion or resolution is carried by a majority vote at the Annual General Meeting, or Special Meeting of the Committee, authorizing an expenditure or budget of expenditures.

### 9.2 Signing Officers

- A. All expenses of the Committee will be made by cheque, with two (2) signing officers required.
- B. There will be up to four (4) signing officers for the Committee. The Secretary-Treasurer and the Chairperson will be the primary signing officers. If the Chairperson is not available, the Vice-Chairperson or Recording Secretary may be a signing officer.

### 9.3 Petty Cash Fund

- A. A petty cash fund is authorized to be maintained by the Treasurer in an amount to be determined by the Executive Board for valid expenditures

incurred by the Treasurer in the administration of the Committee.

- B. The Treasurer will provide receipts and explanations for money spent from the Petty Cash Fund, to be reported at each meeting. The Petty Cash Fund will be replenished, as necessary, upon the approval of the Executive Board.

## **ARTICLE 10 DUTIES OF OFFICERS**

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### 10.1 Duties of the Chairperson

- Call and preside over meetings;
- Act as an ex-officio member on all sub-committees;
- Interpret and enforce the Bylaws of the Committee;
- Provide a report to meetings of the Committee and the Annual General Meeting;
- Vote on all matters;
- Have the right to vote a second time in cases of a tie vote;
- Serve as the chief spokesperson for the Committee;
- Sign all cheques and ensure that Committee funds are used only as authorized or directed by the Bylaws or approved by majority vote of the Executive Board or Annual General Meeting; and
- Take actions to carry out the decisions of the Annual General Meeting, a Special Meeting, or to further the objectives of the Committee.

### 10.2 Duties of the Vice-Chairperson

- Assist the Chairperson in the performance of duties as directed;

- In case of absence of the Chairperson, perform duties of the Chairperson;
- Chair sub-committee meetings;
- Attend meetings;
- Maintain communication with affiliated Local Unions; and
- Carry out duties as assigned by the Executive Board.

### 10.3 Duties of the Recording Secretary

- Keep a roll call of attendance of Executive Board members;
- Keep a correct and impartial record of the proceedings of all meetings of the Committee;
- Receive and process correspondence with direction from the Chairperson and Executive Board;
- Keep a copy of all correspondence sent on behalf of the committee;
- Prepare and distribute notices of meetings;
- Attend meetings;
- Maintain communication with affiliated Local Unions; and
- Carry out duties as assigned by the Executive Board.

### 10.4 Duties of the Secretary-Treasurer

- Be bonded through a master bond held by CUPE National and, if unable to qualify for a bond, be disqualified from office;
- Receive all revenue, keeping record of each Local's payments, and deposit revenue in a

Committee account at a Credit Union or Bank;

- Record all financial transactions in accordance with good accounting practices;
- Regularly make a full financial report to meetings of the Executive Board and the Annual General Meeting. The Secretary-Treasurer will make a written report which will contain details of all income and expenditures since the last report;
- Supply all financial records, invoices, original bank statements and other supporting documents to the Trustees of CUPE Saskatchewan for an audit at least once in each calendar year, or semi-annually. The Secretary-Treasurer must also respond in writing and within a reasonable time to any concerns or recommendations in the report made by the Trustees;
- Maintain a correct list of all affiliated Local Unions and notify a Local Union when they are in arrears;
- Attend Meetings; and
- Carry out duties as assigned by the Executive Board.

### 10.5 Duties of At-Large Members

- Members-at-large will attend meetings of the Committee, maintain communication with affiliated Local Unions and carry out duties as assigned by the Executive Board.

**ARTICLE 11 LIAISON TO CUPE  
SASKATCHEWAN**

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- 11.1 The Committee will put forward nominations for one (1) Executive Board Member and one (1) Alternate to serve as the CBO Member on the Division Executive Board elected by caucus at the Annual Convention of CUPE Saskatchewan, regularly elected at conventions held in even-numbered years. To be eligible to have their name put forward, such candidates must be members from Local Unions affiliated to the provincial division.
- 11.2 The Committee will maintain regular communication with the CBO Member on the Executive Board of CUPE Saskatchewan.

**ARTICLE 12 LIAISON TO THE TRI-UNION  
COMMITTEE AND  
CONFERENCE**

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- 12.1 The Chairperson will act as a liaison to the Tri-Union and attend all meetings of the Tri-Union to represent CUPE's CBO workers, unless the Committee determines it not to be within the interest of the Committee to attend. Expenses to attend Tri-Union meetings will be covered by the Committee and approved in accordance with Article 9.1.
- 12.2 Additional representatives may attend meetings of the Tri-Union as determined by motion of the Executive Board.

**ARTICLE 13 AMENDMENTS TO THE  
BYLAWS**

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- 13.1 The Bylaws of the CBO Workers of Saskatchewan may only be amended by two-thirds (2/3) majority vote of delegates at the Annual General Meeting.

- 13.2 Bylaw amendments for consideration of the Annual General Meeting must be published in advance as set out in Article 4.4.
- 13.3 Any amendments to the Bylaws will not be deemed to be valid or in effect until they are submitted and approved by the President of CUPE Saskatchewan and meet the final approval of the National President of CUPE.

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*CUPE CBO Workers of Saskatchewan  
Bylaws, 2019*

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***\*Awaiting approval by National President\****

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**CUPE CBO WORKERS OF SASKATCHEWAN**

*The people who provide community services, social care and child care.*