

2023

CONSTITUTION AND BYLAWS

CANADIAN UNION OF PUBLIC EMPLOYEES
SASKATCHEWAN DIVISION

Est. 1963



As amended by the 2023 Annual Convention.

Amendments adopted by the 2023 Annual Convention and approved by the National President.

PRODUCED BY UNION LABOUR
C.O.P.E. Local 342
CUPE Saskatchewan Staff

EQUALITY STATEMENT

Union solidarity is based on the principle that union members are equal and deserve mutual respect at all levels. Any behavior that creates conflict prevents us from working together to strengthen our union.

As unionists, mutual respect, cooperation and understanding are our goals. We should neither condone nor tolerate behavior that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile or offensive environment.

Discriminatory speech or conduct which is racist, sexist, transphobic or homophobic hurts and thereby divides us. So too, does discrimination on the basis of ability, age, class, religion, language and ethnic origin.

Sometimes discrimination takes the form of harassment. Harassment means using real or perceived power to abuse, devalue or humiliate. Harassment should not be treated as a joke. The uneasiness and resentment that it creates are not feelings that help us grow as a union.

Discrimination and harassment focus on characteristics that make us different; and they reduce our capacity to work together on shared concerns such as decent wages, safe working conditions, and justice in the workplace, society and in our union.

CUPE's policies and practices must reflect our commitment to equality. Members, staff and elected officers must be mindful that all persons deserve dignity, equality and respect.

History of CUPE Saskatchewan

FOUNDING RESOLUTION

In 1963, the National Union of Public Employees (NUPE) and the National Union of Public Service Employees (NUPSE) held separate conventions in Winnipeg, Manitoba. Each convention passed a resolution which merged their unions, forming the Canadian Union of Public Employees (CUPE).

CUPE Saskatchewan was established and chartered to the new national union at the CUPE founding convention. The convention passed the resolution, reprinted here, which formed the Saskatchewan Division of CUPE known as "CUPE Saskatchewan".

WHEREAS the Public Employees in the Province of Saskatchewan in the Dominion of Canada are entitled to freedom of organization, full rights of collective bargaining and economic security for themselves and their dependents; and

WHEREAS for the attainment of these objectives, all Public Employees organized into Unions of their choice, chartered by the Canadian Union of Public Employees, C.L.C. should be afforded every opportunity to unite into one central body for their common benefit, to protect the good and welfare and economic security of all their members;

THEREFORE BE IT RESOLVED that we establish in the Province of Saskatchewan a Division of the Canadian Union of Public Employees to be known as the Canadian Union of Public Employees, Saskatchewan.

CUPE Saskatchewan Division was granted its charter by the national union on September 24, 1963.

The founding convention of CUPE Saskatchewan Division was held on May 30 - 31, 1964, in Saskatoon at the Cavalier Motor Inn. At the time of its formation, CUPE in Saskatchewan represented about 5,000 workers. Today, CUPE membership in Saskatchewan has grown to 30,000.

Table of Contents

Article 1	NAME	1
Article 2	AIMS AND OBJECTIVES	1
Article 3	MEMBERSHIP	3
Article 4	OFFICERS, COMMITTEES, TRUSTEES	3
Article 5	ELECTIONS	4
Article 6	CONVENTION	11
Article 7	REPRESENTATION	14
Article 8	DUTIES AND OPERATIONS OF TABLE OFFICERS, EXECUTIVE BOARD AND COMMITTEES	16
Article 9	REVENUE	24
Article 10	SIGNING OFFICERS	26
Article 11	OUT OF POCKET EXPENSES	26
Article 12	SMALL LOCAL ASSISTANCE	27
Article 13	CHILD CARE EXPENSES	28
Article 14	INSURANCE COVERAGE	28
Article 15	CUPE SASKATCHEWAN OPERATIONS	28
Article 16	CUPE NATIONAL CONVENTION	29
Article 17	RECOGNITION OF LOCALS' LEGISLATED COMMITTEES	29
Article 18	CONSTITUTION	29
Article 19	EQUALITY STATEMENT	30
Article 20	CODE OF CONDUCT	31
APPENDIX "A"	RULES OF ORDER.....	35
APPENDIX "B"	FINANCIAL POLICIES.....	37
APPENDIX "C"	COMMITTEE GOALS AND OBJECTIVES.....	44

Article 1**NAME**

This organization shall be known as the Canadian Union of Public Employees – Saskatchewan, and be referred to as “CUPE Saskatchewan”.

Article 2**AIMS AND OBJECTIVES**

CUPE Saskatchewan’s purpose is:

- To voice and promote the interests, needs and aspirations of its affiliated locals and district councils; and
- To provide the fullest opportunity for affiliates to participate in discussions about problems which affect the economic and social security of all public employees and their dependents, individually and collectively.

SECTION 1

CUPE Saskatchewan’s objectives are:

- a. The organization of all workers, especially workers in the public service in Saskatchewan.
- b. The advancement of the social, economic, and general welfare of public employees.
- c. To defend and extend the civil rights and liberties of public employees.
- d. To preserve free and democratic trade unionism.
- e. To improve public employees’ wages, working conditions, hours of work, job security, and other conditions.
- f. To promote efficiency in the public service.
- g. To educate and communicate with its members on issues pertaining to CUPE and its affiliates.

SECTION 2

To accomplish these objectives, CUPE Saskatchewan shall:

- a. Assist in organizing non-unionized workers and urge its affiliated locals and district councils to assist when required.
- b. Promote required desirable legislation at municipal and provincial levels of government.
- c. Urge its affiliates to participate in and affiliate to the Saskatchewan Federation of Labour and the District Labour Councils of the Canadian Labour Congress.
- d. Promote educational, social and other activities which will benefit public employees and the trade union movement.
- e. Encourage locals and other chartered organizations to participate in the programs of the Canadian Union of Public Employees.
- f. Encourage the exchange of fraternal delegates in the Prairie Provinces to labour conventions and meetings.

SECTION 3 STATEMENT OF PRINCIPLES

- a. CUPE Saskatchewan stands unequivocally for equality of treatment, and will oppose any and all forms of discrimination and/or harassment wherever it occurs or appears.
- b. CUPE Saskatchewan will begin all meetings with the acknowledgment of Indigenous territories in recognition of the land we are privileged to be on. CUPE Saskatchewan will continue to assist in developing and creating actions and awareness to the 10 Principles of Reconciliation and the 94 Calls to Action by the Truth and Reconciliation Commission of Canada.
- c. CUPE Saskatchewan agrees that the Canadian Union of Public Employees Equality Statement shall be observed, and that no form of harassment shall be allowed in unions or union related functions.

Article 3

MEMBERSHIP

All chartered Locals, District Councils and Councils of Unions of the Canadian Union of Public Employees are eligible for membership.

Article 4

OFFICERS, COMMITTEES, TRUSTEES

SECTION 1

The Table Officers of the CUPE Saskatchewan Executive Board shall consist of:

- President;
- Vice-President;
- Recording Secretary; and
- Secretary-Treasurer

The CUPE Saskatchewan Executive Board shall consist of the Table Officers, in addition to:

- Indigenous Executive Member;
- LGBTQ2+ Executive Member;
- Worker with Disability Executive Member;
- Racialized Executive Member;
- Young Workers Executive Member (29 years or under); and

Executive members from each of the following sectors:

- Community Based Organizations;
- Education;
- Health Care (2 executive members);
- Library;
- Local 600;
- Municipal;
- University; and
- Boards and Agencies (is made up of locals with less than two hundred (200) members. These locals are not included in the previous sectors. Includes Community Clinics, Legal Aid, and the Human Rights Commission).

Each sector will be allowed representation based on the following:

- Up to 8,000 members: one executive member; and
- For each additional 8,000 or portion thereof: one additional executive member.

The Regional Director, CUPE's Vice-Presidents to the Saskatchewan Federation of Labour, the Regional Vice-President representing Saskatchewan and the General Vice-President representing The Prairies (Manitoba and Saskatchewan) shall be ex officio members of the CUPE Saskatchewan Executive Board.

SECTION 2

There shall be three (3) Trustees. The Trustees shall not be a member of the CUPE Saskatchewan Executive or a CUPE Saskatchewan Standing Committee. They shall retain office for their elected term as long as their local union remains an affiliate of CUPE Saskatchewan.

Article 5 ELECTIONS

SECTION 1

The election of officers shall be in accordance with the provisions contained in the National Constitution of CUPE, Article 11.4 to Article 11.7 inclusive.

Sectoral Executive Members, Worker with Disability Executive Member, LGBTQ+ Executive Member, Racialized Executive Member and the Young Worker Executive Member, and their Alternates, shall be elected at the convention from within their respective caucus.

SECTION 2

- a. Members of the CUPE Saskatchewan Executive including alternates shall not be members on Standing Committees or be a CUPE Saskatchewan Trustee.
- b. Members shall only be eligible to sit on one (1) Standing Committee.

SECTION 3

Regardless of section 1, in the case of committee elections the member(s) who receives the largest number of votes shall be elected (as in a plurality).

SECTION 4

Regardless of section 1, if legitimate circumstances prevent a member from seeking office because they cannot attend the convention in person, that member shall be allowed to run, provided the following criteria are met:

- a. They must be a duly accredited and credentialed delegate.
- b. They shall present in writing their wish to seek office.
- c. They shall be nominated from the floor by a credentialed delegate.
- d. They shall be duly sworn in as an officer of CUPE Saskatchewan at the next Executive Board meeting following the convention at which they were elected.

SECTION 5

Officers and committee members of CUPE Saskatchewan must be members in good standing of locals or district councils chartered by the Canadian Union of Public Employees and affiliated to CUPE Saskatchewan and shall retain office for their elected term as long as the individual is a member of an organization affiliated to CUPE Saskatchewan.

SECTION 6

- a. In even-numbered years the following positions will be elected to two year terms:
 - President;
 - Secretary - Treasurer;
 - Community Based Organizations Executive Member;
 - Education Executive Member;
 - Health Executive Member (1);

- Boards and Agencies Executive Member;
 - LGBTQ2+ Executive Member;
 - Young Worker Executive Member;
 - CUPE Saskatchewan caucus choice for CUPE Vice-Presidents to the Saskatchewan Federation of Labour Executive Council.
- b. In odd-numbered years the following positions will be elected to two year terms:
- Vice-President;
 - Recording Secretary;
 - Worker with Disability Executive Member;
 - Local 600 Executive Member;
 - Library Executive Member;
 - Municipal Executive Member;
 - Health Executive Member (1);
 - Racialized Executive Member;
 - University Executive Member.

In 2022, the Worker with Disability and Racialized Executive member shall be elected for a one year term. In 2023, the Worker with Disability and Racialized Executive member will fall into the two year rotation for elections.

- c. At each Annual Convention one Trustee will be elected to a three (3) year term. Trustees shall not be members of the CUPE Saskatchewan Executive Board.
- d. Sectoral groups shall elect their Executive Board member(s) and Alternate(s) from within their own caucus. The Alternate(s) shall take the office if the executive member(s) from that occupational group or diversity seat is unable to attend an Executive Board meeting or permanently vacates the office during their term.
- e. The Indigenous Executive member and alternate shall be elected to a two-year term on even-numbered years at the annual CUPE Saskatchewan Indigenous Conference. The conference shall be open to all CUPE members. Only Indigenous CUPE members shall be entitled to vote and stand for election at the conference.

- f. The Worker with Disability Executive member and alternate shall be elected at the CUPE Saskatchewan Annual Convention Diversity caucus to a two-year term in odd-numbered years. Only Workers with Disability CUPE members shall be entitled to vote and stand for election at the convention. In the event no one is elected as Worker with Disability Executive member and/or alternate, the position(s) shall be filled by appointment by the CUPE Saskatchewan Executive after consultation with the Committee Against Racism and Discrimination.
- g. The LGBTQ2+ Executive member and alternate shall be elected at the CUPE Saskatchewan Annual Convention Diversity caucus to a two-year term in even-numbered years. Only LGBTQ2+ CUPE members shall be entitled to vote and stand for election at the convention. In the event no one is elected as LGBTQ2+ Executive member and/or alternate, the position(s) shall be filled by appointment by the CUPE Saskatchewan Executive after consultation with the Committee Against Racism and Discrimination.
- h. The Racialized Executive member and alternate shall be elected at the CUPE Saskatchewan Annual Convention Diversity caucus to a two-year term in odd-numbered years. Only Racialized CUPE members shall be entitled to vote and stand for election at the convention. In the event no one is elected Racialized Executive member and/or alternate, the position(s) shall be filled by appointment by the CUPE Saskatchewan Executive after consultation with the Committee Against Racism and Discrimination.
- i. The Young Worker Executive member and alternate shall be elected at the CUPE Saskatchewan Annual Convention Young Worker caucus to a two year term in even-numbered years. Only Young CUPE members shall be entitled to vote and stand for election at the convention. In the event no one is elected as Young Workers Executive member and/or Alternate, the position(s) shall be filled by appointment by the CUPE Saskatchewan Executive Board after consultation with the Young Workers Committee.

SECTION 7

At the CUPE Saskatchewan Convention immediately prior to the National Convention, nominee(s) for the office of Regional Vice-President on the National Executive Board of CUPE will be elected.

SECTION 8

In even-numbered years, CUPE Saskatchewan will hold an election at the CUPE Saskatchewan annual Convention to elect CUPE Saskatchewan's nominees for CUPE's vice-presidents and alternates to the Saskatchewan Federation of Labour Executive Council. Elections by majority will be held to select the members who will be CUPE Saskatchewan's nominees for CUPE's SFL vice-presidents and alternate vice-presidents for the purpose of the caucus elections held at the SFL Convention in even-numbered years.

CUPE Saskatchewan will have at least one woman as its nominee for a CUPE vice-president and at least one woman as its nominee for a CUPE alternate vice-president.

Regardless of Article 5, Section 5, only delegates representing locals which are affiliated to the Saskatchewan Federation of Labour shall be entitled to stand for election.

Should the members elected to stand as CUPE Saskatchewan's nominees be elected by the CUPE caucus at the Saskatchewan Federation of Labour annual Convention, CUPE Saskatchewan will assume financial responsibility for the member(s)' participation on the Saskatchewan Federation of Labour Executive Council and all duties which are directly associated with that role and are not funded by the Saskatchewan Federation of Labour.

This Article shall not exclude or prevent any accredited delegate representing a CUPE affiliate at the SFL Convention from seeking the role of a CUPE vice-president or alternate on the SFL Executive Council by standing for election at the CUPE Caucus at the SFL Convention.

SECTION 9

- a. Standing Committees shall be established as follows:

Indigenous Council Committee:

Three (3) committee members elected at the CUPE Saskatchewan Indigenous Conference.

Only Indigenous CUPE members shall be entitled to stand for election or elect candidates. In even years, one (1) Indigenous Council Committee member will be elected for a two (2) year term. In odd years, two (2) Indigenous Council Committee members will be elected for a two (2) year term.

Committee Against Racism and Discrimination:

Five (5) committee members shall be elected in the Diversity Caucus at the CUPE Saskatchewan Annual Convention and three (3) members shall be appointed by the CUPE Saskatchewan Executive. Of the eight (8) committee members, six (6) must self-identify as being from the following equity seeking groups: at least two (2) Workers with Disability members, two (2) LGBTQ2+ members, and two (2) Racialized members.

In even years, three (3) committee members elected will represent one of the following: LGBTQ2+, Racialized and Worker with Disability. In odd years, three (3) committee members appointed will represent one of the following: LGBTQ2+, Racialized and Worker with Disability.

Environment Committee:

Two (2) committee members elected at the Annual Convention and one (1) committee member appointed by the CUPE Saskatchewan Executive.

Global Justice Committee:

Two (2) committee members elected at the Annual Convention and one (1) committee member appointed by the CUPE Saskatchewan Executive.

Occupational Health and Safety Committee:

Two (2) committee members elected at the Annual Convention and one (1) committee member appointed by the CUPE Saskatchewan Executive.

Women's Committee:

Two (2) committee members elected by delegates who identify as women at the Annual Convention and one (1) committee member appointed by the CUPE Saskatchewan Executive.

Young Workers Committee:

Two (2) committee members shall be elected in the Young Workers Caucus at the CUPE Saskatchewan Annual Convention and one (1) member shall be appointed by the CUPE Saskatchewan Executive.

APPOINTMENT CONSIDERATIONS

Consideration will be given to those applicants who were delegates at the most recent convention. To promote both continuity on the committee and open dialogue between CUPE Saskatchewan and the committee, the committee will forward its member choices to the CUPE Saskatchewan President within ten (10) days of the closing deadline for submissions.

COMMITTEE APPLICATIONS

- a. Any member interested in appointment to a committee shall submit their application, in writing, to the CUPE Saskatchewan President detailing their union activism and interest in the work and subject matter of the committee. Any position not filled at the annual convention may be appointed by this process.

Where appointments are to be made at the first meeting of the Executive Board following the convention, applications must be submitted within 21 days of the end of the convention.

- b. Elected committee members shall be elected in even numbered years and shall serve two-year terms. Committee members appointed by the CUPE Saskatchewan Executive Board shall be appointed in odd numbered years and shall serve two-year terms.

Article 6 CONVENTION

SECTION 1

The supreme authority of CUPE Saskatchewan shall be the delegates of affiliated organizations assembled in Convention.

CUPE Saskatchewan shall meet in Convention in March of each year at a date, place, and time set by the Executive Board.

The CUPE Saskatchewan Executive is authorized to set the registration fee at a rate to offset the expenses of each Convention, conference or school. The registration fee shall not be set at a higher rate than the projected expenses for said events.

The following Convention Committees shall be appointed by the Table Officers, if required:

- Credentials;
- Resolutions and Constitution;
- Sergeant-at-Arms;
- Balloting; and
- any other committees deemed necessary to conduct the affairs of the Convention.

The Table Officers may request any such committees to meet prior to Convention for the purpose of considering matters placed before it. Any additional expense incurred by delegates as a result of their participation on any Convention Committee shall be met by CUPE Saskatchewan except for the actual days of the convention.

SECTION 2

DUTIES OF CONVENTION COMMITTEES

Credentials Committee:

This committee shall be given all credentials received from affiliated organizations. The committee shall determine the legitimacy of the credentials received and submit their report to Convention.

The committee shall consist of not less than three (3) members chosen from those credentials that have been received.

Resolutions and Constitutional Amendments Committee:

All resolutions and constitutional changes submitted in accordance with this Constitution shall be considered by this committee and such other resolutions as may be handed to it by the convention for a report. It shall have the power to combine resolutions that deal with the same subject matter, amend any resolutions or recommend resolutions to be deleted from the records.

The committee shall meet on the call of the Table Officers in sufficient time prior to the convention to deal with all submitted resolutions. The committee shall consist of not less than three (3) members.

Sergeant-at-Arms Committee:

This committee will be responsible for the distribution of convention material as requested; verifying the credentials of delegates, CUPE staff, alternates and guests before allowing access of individuals to the Convention floor; facilitating communication between the head table, convention office and executive assistant; and generally maintaining order throughout the convention hall.

The Sergeant-at-Arms committee will meet on the call of the Table Officers in sufficient time to prepare for their duties. The committee shall not consist of less than (6) members.

Balloting Committee:

This committee will be responsible for the distribution, collection and counting of ballots; collecting and counting monies raised on the convention floor; and performing standing counts of delegates when requested by the Convention chair.

The Balloting committee will meet on the call of the Table Officers in time to prepare for their duties. The committee shall not consist of less than three (3) members.

SECTION 3

All resolutions to be introduced at a convention shall be signed by the President and Secretary of a chartered organization or the chairperson and secretary of an occupational group or council.

Resolutions and constitutional amendments must be received by the Recording Secretary not later than four (4) weeks prior to the opening of convention. A copy of all resolutions and constitutional amendments received by that date shall be sent to all affiliates no later than two (2) weeks prior to convention.

Resolutions submitted in any other manner than those described above can only be dealt with by the convention on a two-thirds (2/3) vote of the delegates.

SECTION 4

A quorum for the transaction of business at a convention shall consist of no fewer than one-third (1/3) of the delegates properly seated.

SECTION 5

If a local affiliates to CUPE Saskatchewan after the end of the fiscal year or other special circumstance exists, the Credentials Committee shall be empowered to accept credentials upon the recommendation of the CUPE Saskatchewan Executive Board.

SECTION 6

The President, Vice-President, Recording Secretary and Secretary Treasurer shall attend the Annual Convention as fully-accredited delegates at the expense of CUPE Saskatchewan unless they are duly-accredited delegates from their affiliated organization.

Executive members other than table officers shall be entitled to attend convention with full privileges of delegates. Only the Executive member's registration fee will be paid by CUPE Saskatchewan. The members will not be eligible for re-election unless they are a duly-accredited delegate from their affiliated organization.

Article 7 REPRESENTATION

SECTION 1

a. Representation at the Annual Convention

At all CUPE Saskatchewan Conventions, representation from affiliated locals and organizations shall be:

Up to 100 members	four (4) delegates
Up to 200 members	six (6) delegates
Up to 300 members	eight (8) delegates
Up to 400 members	ten (10) delegates
Up to 500 members	twelve (12) delegates
For each additional 300 members or portion thereof	two (2) delegates
For each District Council	two (2) delegates
For each Council of Unions	two (2) delegates

Representation at the Annual Convention shall be calculated on the paid-up membership of the average number of members of the last twelve (12) months before the convention call is sent out.

b. Additional Young Worker Credentials

At all CUPE Saskatchewan Conventions, representation from affiliated locals and organizations shall be:

Up to and including 1000 members	one (1) Young Worker delegate
Over 1000 members	two (2) Young Worker delegates

Representation at the Annual Convention shall be calculated on the paid-up membership of the average number of members of the last twelve (12) months before the convention call is sent out.

SECTION 2

Credentials must be received by the Secretary-Treasurer not later than fourteen (14) days prior to the opening of the convention. Credentials received after this date will be accepted at the discretion of the CUPE Saskatchewan Executive Board.

SECTION 3

No credential shall be accepted from any member who is in full or part-time employment of the Canadian Union of Public Employees.

SECTION 4

Delegates from locals which are more than two (2) months in arrears with per capita taxes to CUPE National or CUPE Saskatchewan shall not be seated as voting delegates, but as visitors.

Article 8**DUTIES AND
OPERATIONS OF
TABLE OFFICERS,
EXECUTIVE BOARD
AND COMMITTEES**

SECTION 1

Executive Board

- a. The Executive Board shall meet not less than three (3) times between conventions.
- b. Quorum shall consist of 50% of Executive Members including two (2) Table Officers.
- c. The Executive Board shall carry out the decisions of the Annual Convention and the business of CUPE Saskatchewan between conventions.

Creation and Dissolution of Committees

- a. The Executive Board of CUPE Saskatchewan shall have the power to establish committees whenever it becomes necessary. The Executive Board will instruct each committee on its duties and committees shall report to the CUPE Saskatchewan Executive Board.
- b. The CUPE Saskatchewan Executive Board reserves the right to dissolve any committee by two thirds (2/3) majority vote of the CUPE Saskatchewan Executive Board.

Operations of Committees

- a. A CUPE Saskatchewan Executive Board Member shall be a liaison to each committee. The Table Officers of CUPE Saskatchewan shall be ex officio members of all committees.

- b. The Executive Board may grant approval for a standing committee to hold a conference to deal with issues within the committee's mandate. Each conference shall be completely self-supporting as is practicable.
- c. Committees established by the CUPE Saskatchewan Executive Board shall call meetings through the Recording Secretary of the CUPE Saskatchewan and shall submit signed copies of minutes of all meetings held to the Recording Secretary of CUPE Saskatchewan. Any funds raised by the committee for use on their own projects shall be held by the Secretary-Treasurer of CUPE Saskatchewan.
- d. A quorum shall be any number amounting to more than one-half (1/2) of the committee membership.

SECTION 2 PRESIDENT

The President shall perform all duties as follows:

- Preside at all meetings of CUPE Saskatchewan;
- Sign all financial orders authorized by the Convention or Executive Board;
- Perform any other business related to their office;
- Call meetings of the Executive Board according to the Constitution. The President may call special meetings if necessary or at the request of at least half of the Executive Board members;
- Establish ad hoc committees through appointment;
- Appoint members of affiliated bodies to fill vacancies for unexpired committee and Executive Board terms in case of emergencies; and
- Appoint a member to fill a vacancy for the office of Secretary-Treasurer and perform those duties until a successor is elected. It shall be the duty of the President to issue within fourteen (14) days of the date of vacancy, a call for

a meeting of the Executive Board, upon fourteen (14) days notice for the purpose of electing an officer to fill said vacancy until the following convention, at which time an election or by-election will be held to fill the office of the Secretary-Treasurer.

SECTION 3 VICE-PRESIDENT

The Vice-President shall perform all duties as follows:

- Assist the President in the performance of their duties. Call and chair all meetings at the request of the President, or in the President's absence;
- Fill a vacancy for the office of President and perform those duties until the Convention immediately following the appointment, at which time an election (in even-numbered years) or by-election (in odd-numbered years) will be held to fill the role of President;
- Perform other duties as directed by the Convention or Executive Board;
- Act as liaison between the table officers and all CUPE Saskatchewan committees;
- Chair ad hoc committees; and
- Fill a vacancy for the chair of any standing committee in case of emergency.

SECTION 4 RECORDING SECRETARY

The Recording Secretary shall perform all duties as follows:

- Keep a correct and impartial record of the proceedings of the Annual Convention and all meetings of CUPE Saskatchewan;
- Issue notices of meetings and attend to correspondence generally;
- Keep the President and Executive Board members informed

of important correspondence and forward to them copies of all minutes;

- Perform other duties as directed by the Convention and Executive Board; and
- In the event of a vacancy of both the offices of the President and Vice-President, assume the office of the President until the next Convention; at which time elections or by-elections will be held.

SECTION 5 SECRETARY-TREASURER

The Secretary-Treasurer shall perform all duties as follows:

- Keep and maintain a record of all income and expenditures of CUPE Saskatchewan;
- Have the necessary books and statements audited by the Trustees according to the Canadian Union of Public Employees Constitution (Article B.3.11);
- Produce detailed financial statements at the Annual Convention and Executive Board meetings;
- Hold the funds of various committees and CUPE Saskatchewan functions and prepare financial statements as directed;
- Place all per capita dues collected and monies in appropriate accounts in a credit union or chartered bank;
- Pay all authorized expenditures by cheque;
- Be a signing officer for all financial transactions;
- Be bonded through the master bond held by the National Office, and any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office;
- Perform other duties as directed by the Convention and Executive Board;

- Present an annual budget to the Convention for approval;
- Close the books of CUPE Saskatchewan at the end of the fiscal year. The fiscal year shall be January 1 to December 31; and
- Record receipts and expenditures under the year in which the transaction occurred. Funds received or paid after December 31 shall not be reported in the statement to the Convention.

SECTION 6 SECTORAL EXECUTIVE MEMBER

The Sectoral Executive member shall perform all duties as follows:

- Represent the interests of all CUPE members in Saskatchewan;
- Maintain communication with the occupational steering committee or councils that represents their sector;
- Keep the Executive Board informed of matters affecting their sector or sectoral group;
- Keep their sector or sectoral group informed of the plans and aims of CUPE Saskatchewan and the issues affecting other occupational groups;
- Attend meetings of the Executive Board whenever called;
- Perform other duties as directed by the Convention or the Executive Board.

SECTION 7 INDIGENOUS EXECUTIVE MEMBER

The duties of the Indigenous Executive Member are as follows:

- Maintain communication with members from their caucus by holding at least one information meeting per year;
- Maintain communication with First Nations, Métis, and anti-racist organizations;

- Keep the executive board informed of issues which may affect Indigenous workers;
- Fill the Indigenous executive member's seat and attend meetings of the executive board whenever called;
- Perform such other duties as may be directed by the convention or executive board;
- Engage in ongoing self-development and education on anti-racism and emerging trends;
- Liaise between the executive board and Indigenous council committee, communicating recommendations for plans of action from the committee to the executive board;
- Work for the integration of an Indigenous perspective in CUPE's work;
- Promote the profile and work of CUPE Saskatchewan and the Indigenous council committee outside of CUPE; and
- Promote the Indigenous education of the executive members on Indigenous issues.

**SECTION 8 WORKER WITH DISABILITY
EXECUTIVE MEMBER**

The duties of the Worker with Disability Executive member are as follows:

- Maintain communication with members from their caucus;
- Maintain communication with disabled groups;
- Maintain communication with other Workers with Disability committees within the labour movement;
- Keep the executive board informed of issues affecting Workers with Disability in the public sector;
- Attend meetings of the executive board whenever called; and

- Perform duties as directed by the convention or the executive board.

SECTION 9 LGBTQ2+ EXECUTIVE MEMBER

The duties of the LGBTQ2+ Executive Member are as follows:

- Maintain communication with members from their caucus;
- Maintain communication with LGBTQ2+ groups;
- Maintain communication with other LGBTQ2+ committees within the labour movement;
- Keep the executive board informed of issues affecting LGBTQ2+ workers in the public sector;
- Attend meetings of the executive board whenever called; and
- Perform duties as directed by the convention or the executive board.

SECTION 10 RACIALIZED EXECUTIVE MEMBER

The duties of the Racialized Executive Member are as follows:

- Maintain communication with members from their caucus;
- Maintain communication with Racialized groups;
- Maintain communication with other Racialized committees within the labour movement;
- Keep the executive board informed of issues affected racialized workers in the public sector;
- Attend meetings of the executive board whenever called; and
- Perform duties as directed by the convention or the executive board.

SECTION 11 YOUNG WORKER EXECUTIVE MEMBER

The Young Worker Executive member shall perform all duties as follows:

- Maintain communication with members from their caucus;
- Maintain communication with young workers, youth and student organizations;
- Maintain communication with other youth groups within the labour movement;
- Keep the executive board informed of issues affecting young workers in the public sector;
- Attend meetings of the executive board whenever called; and
- Perform duties as directed by the convention or the executive board.

SECTION 12 TRUSTEES

The Trustees shall perform all duties as follows:

- Audit the books of the Secretary-Treasurer and exercise general supervision over the property of CUPE Saskatchewan;
- Examine the books and records of the Secretary-Treasurer and inspect or examine all properties, bonds and other assets of CUPE Saskatchewan at least half-yearly or every six months, and report to the next Executive Board meeting of their findings;
- Submit a transcription of their reports to the Annual Convention and to the National Secretary-Treasurer of the Canadian Union of Public Employees;
- Audit the books of all occupational committees referred to in Article 18, Section 3;

- Perform any other duties directed by the Convention or Executive Board;
- Perform an audit of CUPE Saskatchewan's books and records and all Occupational Groups referred to in Article 18 twice each year (approximately one month prior to the Convention and approximately six months prior to the Convention).

SECTION 13 PARTICIPATION OF ELECTED AND APPOINTED MEMBERS

Where Executive Board members, committee members or trustees are absent from three (3) meetings or events during their term at which attendance is required by the President, their seat shall be considered vacant and be filled by the provisions of the Constitution.

This excludes absences for which sufficient notice is provided to the Recording Secretary or for which reasonable circumstance exists.

In the case of disagreement with the President's ruling, members are entitled to appeal to the Executive Board.

Article 9 REVENUE

SECTION 1

The revenue of CUPE Saskatchewan shall be derived from a monthly levy, of .00065 of the average wage of the local membership of each affiliated local.

The levy for each month is due to CUPE Saskatchewan on the last day of the following month.

The books shall be set up in an Accounting Program that will have one General Account with Sub Accounts detailing the expenses of each sub account.

The Secretary-Treasurer shall track all voluntary contributions by the locals that will be placed in a sub account to be utilized

on special CUPE Saskatchewan programs, Strike Appeals/ Donations and Cost Share Programs.

SECTION 2

All District Councils, Service Divisions, and Councils of Unions shall pay an annual affiliation fee of \$25.

SECTION 3

- a. All local unions that become two (2) months in arrears in their per capita tax to CUPE Saskatchewan shall be informed by letter from the Secretary-Treasurer that they are in arrears.
- b. Following this notification, should the dues not be paid by the end of the fourth (4th) month of being in arrears, the Secretary-Treasurer shall inform the Executive Board.
- c. Following notification of the Executive Board, the Secretary-Treasurer shall notify both the President and the Secretary-Treasurer of the local in arrears that they will be suspended from CUPE Saskatchewan for failing to pay their per capita tax owed, unless payment is made in full within fifteen (15) days of notification.
- d. If full payment is not made to CUPE Saskatchewan within the fifteen (15) days, the local union shall be suspended from CUPE Saskatchewan.
- e. Should a local union wish to become re-affiliated to CUPE Saskatchewan following suspension, the terms and conditions shall be negotiated between the Executive Board of CUPE Saskatchewan and the local union Executive Board.

SECTION 4

Each local, as defined under Section 13.1(d) of the National Constitution, involved in a strike or lockout may seek a pro-rated reduction of per capita tax from the CUPE Saskatchewan President or the CUPE Saskatchewan Secretary-Treasurer, based on the number of days off work as a result of the strike or lockout.

Article 10**SIGNING OFFICERS**

There shall be four (4) signing officers of CUPE Saskatchewan. The signing officers shall be the four table officers of CUPE Saskatchewan. The Secretary-Treasurer and one other signing officer shall sign each cheque. The President shall be the second officer to sign each cheque unless they are not available.

Article 11**OUT OF POCKET EXPENSES**

SECTION 1

The following out-of-pocket expenses shall be provided per month:

President	\$350
Secretary-Treasurer	\$350
Vice-President	\$300
Recording Secretary	\$300

SECTION 2**TRAVELLING EXPENSES**

Members required to travel on behalf of CUPE Saskatchewan shall be reimbursed as follows:

- a. When a meeting occurs outside a member's community of residence, but within Saskatchewan, and the member has to travel more than two (2) hours the day before the meeting they shall receive thirty dollars (\$30).
- b. When the meeting occurs in a member's community of residence the member shall receive thirty dollars (\$30) per day for time and expenses, plus any wages lost for attending the meeting.
- c. When a meeting occurs outside of the member's community of residence but inside Saskatchewan, the member shall receive fifty dollars (\$50) per day for time and expenses plus any lost wages for attending the meeting.

- d. When a meeting occurs outside of Saskatchewan, the member shall receive ninety dollars (\$90) per day for time and expenses, actual cost of hotel plus lost wages for attending the meeting.
- e. All members required to travel outside of their community of residence shall receive a travel allowance of fifty cents (.50) per kilometre or the actual cost of transportation.
- f. Only expenses not paid by any other organization shall be claimed as an expense for reimbursement by CUPE Saskatchewan.

Article 12 SMALL LOCAL ASSISTANCE

CUPE Saskatchewan shall reimburse affiliated Local Unions of fifty (50) full-time equivalent members or less up to one thousand two hundred and fifty dollars (\$1,250) for registration fees, paying lost wages, hotel and transportation of two (2) delegates to attend the CUPE Saskatchewan Convention and to attend any schools, conferences or educationals that CUPE Saskatchewan may conduct.

Requests for reimbursement are to be in the hands of the Secretary-Treasurer by the close of the convention, school or conference, provided that all locals applying for reimbursement shall have a dues structure of no less than 1.5 %.

The small local assistance may also be used for the Community Based Organization sector to attend their annual conference and the tri-union conference when it is held in conjunction with the annual conference.

The fund will have a cap of eighteen thousand and seven hundred and fifty dollars (\$18,750) per year. Each local will only be allowed to access the fund two (2) times per calendar year.

Locals are encouraged to car pool, share accommodations, etc.

Article 13**CHILD CARE EXPENSES**

CUPE Saskatchewan shall reimburse at-home child care expenses, other than those expenses for receipted child care that exceeds their normal child care costs for delegates attending CUPE Saskatchewan sponsored conferences or conventions.

Delegates will be reimbursed to a maximum of \$50 per day per family upon submission of receipts and a child care expense form. The form must be signed by two table officers from the delegate's local and must be in the hands of the Secretary-Treasurer of CUPE Saskatchewan no later than thirty (30) days after the event for which expenses are claimed.

Article 14**INSURANCE COVERAGE**

All officers, committee members, and appointed officials of CUPE Saskatchewan, shall be insured under coverage available to union officers and delegates as arranged through a master policy held by the Canadian Union of Public Employees, Ottawa. As well, CUPE Saskatchewan shall obtain Workers' Compensation coverage for all CUPE Saskatchewan Executive and committee members.

Article 15**CUPE SASKATCHEWAN
OPERATIONS**

The President shall be employed by CUPE Saskatchewan on a full-time basis. Terms and conditions of the President's employment are to be determined by the CUPE Saskatchewan executive.

An Executive Assistant/Editor shall be hired and a Secretary may be hired to carry out the business of CUPE Saskatchewan, including publishing a newsletter to be distributed to all affiliated locals as well as other duties as directed by the Executive.

CUPE Saskatchewan will bargain in good faith with the union chosen by its employees.

Article 16**CUPE NATIONAL CONVENTION**

The President shall be the accredited delegate to the National Convention of the Canadian Union of Public Employees. If the CUPE Saskatchewan President is unable to attend the convention, the delegate will be chosen by a majority of the Executive Board.

Article 17**RECOGNITION OF
LOCALS' LEGISLATED
COMMITTEES**

Saskatchewan OHS legislation requires that worker members on joint committees be elected or appointed in accordance with the Constitution of the Trade Union of which the workers are members.

The CUPE Saskatchewan Constitution requires that all worker members of the Joint OHS Committees be elected from the membership they represent and/or appointed by the Local Union Executive.

Article 18**CONSTITUTION**

SECTION 1**READING OF THIS CONSTITUTION**

For the purpose of clarification, it is understood that the word they wherever it appears in this Constitution shall apply and refer to persons of any gender.

SECTION 2**CONSTITUTIONAL AMENDMENTS**

This Constitution can only be altered or amended by a two-thirds (2/3) majority vote of the delegates present at a regular convention of CUPE Saskatchewan.

SECTION 3**STEERING COMMITTEE CONSTITUTIONS**

Occupational groups may amend their by-laws subject to the approval of the Executive Board and National President regardless of Section 2.

The terms of reference of the Municipal, Education, Library, and CUPE CBO Workers of Saskatchewan, and any other occupational group not holding a direct charter shall be part of this Constitution. However, changes and amendments to their respective bylaws can be made subject to the approval of the CUPE Saskatchewan Executive Board and National President.

Article 19**EQUALITY STATEMENT**

The Equality Statement shall be read and observed at all meetings and events of CUPE Saskatchewan, as outlined in Appendix D of The CUPE National Constitution and Bylaws and reproduced below. In the event The CUPE National Constitution is amended thereby changing the Equality Statement, the change will be deemed automatically made to this article.

EQUALITY STATEMENT

Union solidarity is based on the principle that union members are equal and deserve mutual respect at all levels. Any behavior that creates conflict prevents us from working together to strengthen our union.

As unionists, mutual respect, cooperation and understanding are our goals. We should neither condone nor tolerate behavior that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile or offensive environment.

Discriminatory speech or conduct which is racist, sexist, transphobic or homophobic hurts and thereby divides us. So too, does discrimination on the basis of ability, age, class, religion, language and ethnic origin.

Sometimes discrimination takes the form of harassment. Harassment means using real or perceived power to abuse, devalue or humiliate. Harassment should not be treated as a joke. The uneasiness and resentment that it creates are not feelings that help us grow as a union.

Discrimination and harassment focus on characteristics that make us different; and they reduce our capacity to work together on shared concerns such as decent wages, safe working conditions, and justice in the workplace, society and in our union.

CUPE's policies and practices must reflect our commitment to equality. Members, staff and elected officers must be mindful that all persons deserve dignity, equality and respect.

Article 20

CODE OF CONDUCT

All CUPE Saskatchewan meetings and events will abide by the Code of Conduct as outlined in Appendix E of *The CUPE National Constitution and Bylaws* and reproduced below. In the event *The CUPE National Constitution* is amended thereby changing the Code of Conduct and compliant procedures, the change will be deemed automatically made to this article.

CODE OF CONDUCT

CUPE is committed at all levels to creating a union which is inclusive, welcoming, and free from harassment, discrimination and all types of bullying and intimidation. CUPE needs to ensure that we provide a safe environment for members, staff and elected officers to carry out our work. CUPE's expectation is that mutual respect, understanding and co-operation will be the basis of all our interaction.

The Code of Conduct sets out standards of behaviour for participants at national convention, national conferences, schools, meetings, and all other events organized by CUPE National. It is also applicable to structures of CUPE – locals, Provincial and Service Divisions, District Councils, Provincial Unions, Councils of Unions, Provincial Councils of Unions, and Provincial Sectoral Groups. It is consistent with the expectations outlined in the Equality Statement and the CUPE National Constitution.

This Code of Conduct is intended to deal with complaints of inappropriate behaviour at events organized by CUPE National and at events, meetings and activities by other

parts of CUPE referenced above. It does not apply to complaints arising in the workplace, as those are dealt with through the grievance procedure and/or the applicable workplace harassment policy.

CUPE members, staff, and elected officers, we commit to one another and to the union to be governed by the principles of the Code of Conduct and agree to:

- Abide by the provisions of the Equality Statement.
- Respect the views of others, even when we disagree.
- Recognize and value individual differences.
- Communicate openly.
- Support and encourage each other.
- Make sure that we do not harass or discriminate against each other.
- Commit to not engaging in offensive comment or conduct.
- Make sure that we do not act in ways that are aggressive, bullying, or intimidating.
- Take responsibility for not engaging in inappropriate behaviour due to use of alcohol or other drugs while participating in union activities, including social events.

Harassment is objectionable behaviour which may include actions, language, gestures, and/or written material, and which the harasser knows or ought reasonably to know is abusive and unwelcome. Bullying is a form of harassment which is serious ongoing behaviour which targets an individual or group and which threatens that person or persons' mental and/or physical well-being.

A complaint regarding the Code of Conduct will be handled as follows:

1. If possible, a member may attempt to deal directly with the person alleged to have engaged in behaviour contrary to the Code, by asking them to stop such behaviour. If that is not possible, or if it does not resolve the problem, a member may bring forward a complaint.
2. At national convention, national conferences, schools, meetings, and all other events organized by CUPE National, a complaint shall be brought to the attention of an ombudsperson.
3. At a meeting, event, or activity held by a structure of CUPE, should an ombudsperson be available, the same process would be used. Should an ombudsperson not be available, a person properly appointed and designated to be in charge shall receive the complaint.
4. If the complaint involves a national staff member, it shall be referred to the appropriate director for investigation and the complaint shall be dealt with in accordance with the applicable staff collective agreement. If the complaint involves a staff member employed by another part of CUPE, the person responsible for their employment will be the one to whom a complaint is referred and the relevant collective agreement, should it exist, would be applicable.
5. Once a complaint is received where an ombudsperson is being used, the ombudsperson will work to seek a resolution.
6. If this fails to resolve the matter, the ombudsperson shall report the matter to the person in charge, who shall determine whether there is need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses.
7. At CUPE National events where an ombudsperson is not available, a person properly appointed and designated

to be in charge shall receive the complaint. Depending on the nature of the problem, the person in charge may attempt to resolve it through conflict resolution. If this fails to resolve the matter, the person in charge shall determine whether there is a need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses. The same process is to be used for other parts of CUPE where an ombudsperson is not available.

8. For National events, if the person in charge is a party to the complaint, the director or designate shall assume that role. For all other parts of CUPE, an alternate will be designated to assume the role.
9. In a case where a member has been expelled from a National event, the National President shall receive a report on the matter. For all other structures of CUPE, the presiding officer shall receive a report on the matter.
10. For events organized by CUPE National, the National President shall determine if further remedial action is appropriate, including restricting a member's participation in future events organized by CUPE National. A similar process may be applicable to the other parts of CUPE, done in consultation with the National President.

This Code of Conduct is designed to create a safe, respectful and supportive environment within all parts of CUPE. It is meant to enhance the rights and obligations outlined in the CUPE National Constitution, the Equality Statement, and applicable human rights legislation, not replace them.

All chartered organizations are subject to this Code of Conduct, to apply to conventions, conferences, schools, and meetings which they organize.

APPENDIX “A”

RULES OF ORDER

1. If a delegate is called to order while speaking they shall be seated, if requested by the Chair, until the question of order has been decided by the chairperson.
2. If one or more delegates rise to speak at the same time, the chairperson shall decide who is entitled to speak first.
3. No delegate shall interrupt another except to make a point of order.
4. A delegate shall not speak more than once regarding a question until everyone else who wishes to speak has had a chance to do so.
5. A delegate who is making a motion is allowed five (5) minutes to speak. A delegate speaking to a motion is allowed three (3) minutes to speak.
6. When there is a question pending before the convention, no motion shall be in order except the following:
 - to adjourn;
 - to refer;
 - for the previous question;
 - to postpone indefinitely;
 - to postpone for a certain time;
 - to divide or amend; and
 - which motions take precedence in the order named.
7. Following a passed motion to refer, instructions for consideration may be given to the resolutions committee.
8. A motion to reconsider shall only be entertained if the moving delegate and seconding delegate voted in the majority. The motion to reconsider must receive a two-thirds (2/3) majority to be carried. Such a motion will only be considered directly following the vote in question, or at the discretion of the Chair.

9. Committee reports are not subject to amendment unless the amendment is acceptable to the committee. However, a motion to refer the report back to the committee for reconsideration is in order.
10. Delegates who wish to speak shall announce their name and that of the local or organization they represent once they have been recognized by the chairperson.
11. Canadian Union of Public Employees staff will be given full voice but no vote on all items before the convention.
12. All rules and proceedings of debate not herein provided for shall be decided in accordance with Bournoit's Rules of Order.
13. All observers shall have to right to voice, but not to vote.

APPENDIX “B”

FINANCIAL POLICIES

STRIKE FUND POLICY

CUPE Saskatchewan will set the following guidelines in order to provide assistance to members of Saskatchewan CUPE Locals who are in a strike/lockout situation.

1. CUPE Saskatchewan will provide a financial donation to the local when job action is initiated.
2. CUPE Saskatchewan will provide support at the picket lines and ensure at the Local’s request there is representation from CUPE Saskatchewan leadership when the local has initiated media releases, local initiatives and or rallies.
3. If the picket line is outside of Regina, CUPE Saskatchewan may arrange a CUPE Saskatchewan Executive Board meeting in the community so the provincial Executive is able to provide support at the picket line. Executive and committee members are encouraged in setting time on the agenda to attend the picket line for support when a meeting is held in the location of the Local’s job action.
4. CUPE Saskatchewan will, upon request, send out a financial appeal to all CUPE locals in the province to assist in the cost of the job action.
5. Financial appeals will call for local donations to be directed to the Local that is having job action. If any donations are forwarded to CUPE Saskatchewan the donation will be redirected to the Local.
6. At the Local’s request CUPE Saskatchewan will collect financial donations and redirect donations to the local.
7. CUPE Saskatchewan will work with the Local and National Representative to ensure we can provide the support needed.
8. If the job action is for an extended period of time CUPE Saskatchewan will look at additional financial support.

9. Once the job action/strike is resolved financial accountability will be forwarded to CUPE National as set out in the CUPE National Defense Fund.

POLICY FOR FULL TIME PRESIDENT

Policy amended by the Executive Board of CUPE Saskatchewan on 10 September 2021.

This policy is consistent with the constitutional amendment C1 passed at the 2008 Annual Convention:

The president shall be employed by CUPE Saskatchewan on a full-time basis. Terms and conditions of the president's employment are to be determined by the CUPE Saskatchewan executive.

Wages

The full-time president shall receive an annual salary equal to that of a CUPE National Representative (CSU, 1-year rate), including any bargained pay increases. The average hours per week will be based on a 40-hour work week.

This policy shall be reviewed every two years to ensure an appropriate gap in salary is maintained between the CUPE Saskatchewan president and CUPE Saskatchewan staff.

Pension and Benefits

Wherever possible, CUPE Saskatchewan will pay to continue a benefit plan in which a president is already enrolled through their employment. Pension contributions will be nine per cent (9%) from each party. If the contributions of the pension plan are less than the nine per cent (9%), the difference will be forwarded to a RRSP. If the president does not have a benefit package including extended health, group life and a disability through their place of employment the benefits will be purchased by CUPE Saskatchewan.

Vacation/Statutory Holidays

The vacation day accrual the president had through their employment will be continued.

The Statutory holidays that are recognized by the COPE 342 Collective Agreement will be recognized as the statutory holiday entitlement for the president.

Travel

A vehicle will be purchased and all reasonable expenses associated with the vehicle will be paid by CUPE Saskatchewan.

If the president is required to use their personal vehicle for a CUPE Saskatchewan event the president will be reimbursed as per the CUPE Saskatchewan Constitution and Bylaws.

Accommodations

The CUPE Saskatchewan office in Regina will be considered the base of operations for the CUPE Saskatchewan president. Rental accommodations will be provided for any president whose primary residence is outside of Regina. The accommodation will be fully furnished. The cost of utilities (power, energy, water, internet) and insurance will be paid by CUPE Saskatchewan.

If a president whose primary residence is outside of Regina chooses to commute to Regina in lieu of rental accommodations, overnight hotel accommodation in Regina will be provided to a reasonable extent.

Per Diem

When attending a meeting on behalf of CUPE Saskatchewan, per diem rates will be paid as though the president lives in Regina, as Regina is the president's base of operations -- even if the president has opted to forgo rental accommodations in Regina. When overnight hotel stays are required in Regina for a president that has opted to forgo rental accommodations, out-of-town per diem will be paid. Apart from the aforementioned, when attending a meeting on behalf of CUPE Saskatchewan a per diem will be paid as per the CUPE Saskatchewan Constitution and Bylaws and expense policy.

Out of Pocket Expense

Will be paid as per the CUPE Saskatchewan Constitution and Bylaws and expense policy.

CUPE SASKATCHEWAN EXPENSE POLICY

Policy amended by the Executive Board of CUPE Saskatchewan on 10 September 2021.

The expenses paid to the executive/committee members shall be based on doing the work of CUPE Saskatchewan to carry out the duties as required.

Committee expenses will be reimbursed only following receipt of a committee report form and minutes of the meeting in question.

Should a committee or executive member request receipt of payment in advance, only the per diem will be paid upon arrival at the meeting or event.

Lost Wages

Compensation will be paid for wages actually lost while on authorized activities for the Division at the regular rate of pay. Either the employer or the member's local shall forward billing of actual lost wages to the Secretary-Treasurer. Actual wages are days that the member would be scheduled at work and do not include earned days off, vacation or days off.

Hotel

The Secretary-Treasurer will negotiate hotel rates after each annual convention.

The CUPE Saskatchewan staff will make arrangements for hotel accommodations and block booking with a recommended hotel at a specific rate.

Anyone wishing to stay at a different hotel than recommended and it is at a higher rate than the hotel negotiated, will be reimbursed up to the amount that was negotiated.

Hotel room, taxes and parking will be paid by CUPE Saskatchewan.

Travelling Expenses

Will be paid as per the CUPE Saskatchewan Constitution Article 11, Section 2.

Child Care

Will be paid as per CUPE Saskatchewan Constitution Article 13.

Conferences/Educationals

All conferences/educationals must be approved by the CUPE Saskatchewan Executive Board, unless authorized by a motion at a CUPE Saskatchewan annual convention or included in an approved annual budget.

All conferences/educationals that are sponsored under CUPE Saskatchewan's committees must be completely self-supporting as is practicable.

Conference registration fees must be based on total projected expenditures, including room rental, coffee refreshments and conference kits or materials. The registration fees shall be determined by the Secretary-Treasurer.

Miscellaneous

Any pre-approved expenses that an executive/committee member incurs in the course of conducting the business of CUPE Saskatchewan will be reimbursed upon submission of receipts. Clear explanations of the duties being performed while expenses were incurred must be attached.

SMALL LOCAL TECHNOLOGY FUND

Policy adopted by the Executive Board of CUPE Saskatchewan on 10 September 2021. Fund originally established by the Board with Policy Regulations on 20 May 2020.

The fund has the following criteria:

1. The fund will provide small Local Unions with a membership size of fifty (50) full-time equivalent members or less reimbursement of up to two hundred and fifty dollars (\$250) each per calendar year for the purchase of software, digital subscriptions services, or electronic equipment meant for member communication and Local management.

2. Local Unions must meet the same criteria as the Small Local Assistance Fund which include: the Local Union must be affiliated to CUPE Saskatchewan, must not be in arrears with CUPE Saskatchewan, and must have a dues structure of no less than 1.5%.
3. The fund will have a cap of two thousand and five hundred dollars (\$2,500) for the 2020 fiscal year and for fiscal years thereafter, subject to amendment by vote of the Executive Board or budget passed by the Annual Convention.
4. The fund will be administered by the Policy Regulations dated May 20, 2020.

NEWLY CERTIFIED LOCAL ASSISTANCE

Policy adopted by the Executive Board of CUPE Saskatchewan on 13 September 2022.

Newly certified local (NCL) assistance is designed to engage new locals and members with CUPE Saskatchewan, while they complete bylaws and bargain a first collective agreement. New locals should explore NCL assistance to learn more about the benefits of CUPE Saskatchewan with the intention to support affiliating to the provincial division.

NCL assistance is available to locals that have newly certified and have not yet bargained a first collective agreement, to help them attend CUPE Saskatchewan's annual convention as observers or participate in a CUPE Saskatchewan conference. Qualifying expenses are those covered in the CUPE Saskatchewan Expense Policy.

Newly certified locals can access assistance once per calendar year, for a maximum of two (2) years, for up to two (2) members of the local each request.

Requests for assistance must be made using the appropriate form to the CUPE Saskatchewan Secretary-Treasurer for approval at least one (1) month prior to the convention or conference.

COMMITTEE ONLINE COMMUNICATIONS

Policy adopted by the Executive Board of CUPE Saskatchewan on 5 June 2015.

OBJECTIVE: CUPE Saskatchewan is committed to maintaining a professional online presence and image to engage union members and the public through its official website, email newsletter, and social media platforms/accounts including Facebook and Twitter.

PROCEDURE: The content of online communications bearing the name and/or logo of CUPE Saskatchewan, or communications making official association with CUPE Saskatchewan, shall be authorized by the President and administered by the Executive Assistant.

STANDING COMMITTEES AND/OR AD-HOC COMMITTEES SHALL ADHERE TO THE FOLLOWING GUIDELINES:

- Standing Committees or Ad-Hoc Committees of CUPE Saskatchewan shall have all communications on behalf of the committee issued by and through the CUPE Saskatchewan Office.
- Any suggested committee communications and/or suggested CUPE Saskatchewan online content shall be made to the attention of the Executive Assistant for consideration by the Table Officers and will be subject to approval on a case-by-case basis.

Committee Chairs may send suggestions such as: ideas for posts and articles on the website and social media accounts of CUPE Saskatchewan, the creation of a Facebook event, and/or promotion of a third-party event, website or campaign consistent with the values and objectives of CUPE Saskatchewan.

Committee members are encouraged to further the outreach and engagement of CUPE Saskatchewan through online tools available.

APPENDIX “C”

COMMITTEE GOALS AND OBJECTIVES

INDIGENOUS COUNCIL COMMITTEE

The committee’s objectives are to:

1. Act as a resource to CUPE Saskatchewan on Indigenous issues by advising and making recommendations to the Executive Board on Indigenous issues.
2. Carry out the policies and programs of CUPE Saskatchewan.
3. Recommend and/or prepare resource material and a list of speakers on Indigenous issues.
4. Establish Indigenous peoples’ place within CUPE Saskatchewan; and work for the integration of Indigenous perspectives in CUPE’s work.
5. Discuss Indigenous issues occurring across the province.
6. Promote National Indigenous Peoples’ Day - June 21.
7. Develop working links with other Indigenous organizations, unions, like-minded groups and other CUPE Saskatchewan Committees.
8. Act as an advisor or facilitator regarding labour/ Indigenous concerns.
9. Forward issues to the National Indigenous Council when appropriate.

COMMITTEE AGAINST RACISM AND DISCRIMINATION

Amendments made by motion of the Board, 10 September 2021.

The committee’s objectives are to:

1. Act as a resource to CUPE Saskatchewan on combating and educating about racism, sexism, homophobia, transphobia, ableism, and all prohibited grounds of discrimination within the Saskatchewan Human Rights Code. This will be done by advising and making recommendations to the Executive Board on these issues.

2. Ensure that policies and programs of CUPE Saskatchewan relating to equality issues are observed, including at CUPE Saskatchewan events. This should be done in accordance with the CUPE Equality Statement and the Code of Conduct.
3. Recommend and/or prepare resource material and a list of speakers on human rights issues.
4. Promote days of recognition for equity-seeking groups and days that memorialize events important to equity-seeking people such as the International Day for the Elimination of Racism (March 21) and the International Day for Disabled Persons (December 3). The committee may provide ideas and suggestions to the Executive Board toward such commemoration.
5. Encourage active participation in the annual Pride Parades/ Events throughout the province.
6. Develop working links with other organizations, unions, like-minded groups, and other CUPE Saskatchewan and National Committees.
7. Forward issues and advocacy to the National Equity committees when appropriate.

ENVIRONMENT COMMITTEE

The committee's objectives are to:

1. Act as a resource to CUPE Saskatchewan on environmental issues by advising and making recommendations on these issues.
2. Ensure that policies and programs of CUPE Saskatchewan relating to environmental issues are observed, including at CUPE Saskatchewan events.
3. Develop resource material(s) on environmental awareness and responsibilities.
4. Promote the use of safe, renewable energy alternatives.
5. Promote World Water Day (March 22), Earth Day (April 22) and Clean Air Day (June 4).
6. Develop working links with other organizations, unions, like-minded groups and other CUPE Saskatchewan Committees.

7. Forward issues to the National Environment committee when appropriate.

GLOBAL JUSTICE COMMITTEE

The committee's objectives are to:

1. Act as a resource to CUPE Saskatchewan on Global Justice issues by advising and making recommendations to the Executive Board on these issues.
2. Recommend and/or prepare resource material and a list of speakers on global justice issues.
3. Promote International Workers Day (May 1), International Peace Day (September 21), and International Human Rights Day (December 10).
4. Prepare material for CUPE Saskatchewan members which draw links to international issues, providing explanations for ways in which international issues affect Saskatchewan residents.
5. Develop working links with other organizations, unions, like-minded groups and other CUPE Saskatchewan Committees.
6. Forward issues to the National Global Justice committee when appropriate.

OCCUPATIONAL HEALTH & SAFETY COMMITTEE

The committee's objectives are to:

1. Act as a resource to CUPE Saskatchewan on Occupational Health and Safety issues by advising and making recommendations to the Executive Board on these issues.
2. Recommend and/or prepare resource material and a list of speakers on occupational health and safety.
3. Monitor the enforcement of the Occupational Health and Safety Act and Regulations.
4. Participate in the review of the Occupational Health and Safety Act and Regulations.
5. Promote the Day of Mourning for Workers Killed or Injured on the Job (April 28).
6. Develop working links with other organizations, unions,

like-minded groups and other CUPE Saskatchewan Committees.

7. Forward issues to the National Occupational Health and Safety committee when appropriate.

WOMEN'S COMMITTEE

The committee's objectives are to:

1. Act as a resource to CUPE Saskatchewan on women's issues by advising and making recommendations to the Executive Board on these issues.
2. Ensure that policies and programs of CUPE Saskatchewan relating to women's equity issues are observed, including at CUPE Saskatchewan events.
3. Encourage increased participation by women in union activities.
4. Promote bargaining-based equity issues.
5. Recommend and/or prepare resource material and a list of speakers on women's issues.
6. Promote International Women's Day (March 8), International Children's Day (November 20) and the National Day of Remembrance and Action on Violence Against Women (December 6).
7. Develop working links with other organizations, unions, like-minded groups and other CUPE Saskatchewan Committees.
8. Forward issues to the National Women's committee when appropriate.

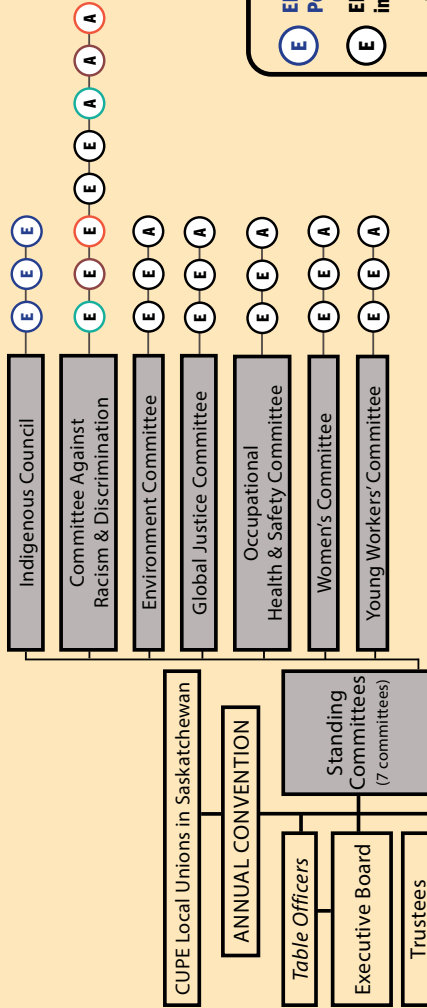
YOUNG WORKERS COMMITTEE

The committee's objectives are to:

1. Act as a resource to CUPE Saskatchewan on issues relevant to young workers by advising and making recommendations to the Executive Board on these issues.
2. Recommend and or/prepare resource material and a list of speakers on young workers' issues.
3. Educate the membership on how to identify and reduce barriers to young workers.

4. Promote the inclusion of young workers in union activities (conferences, conventions and educationals).
5. Continue building the contact list of young worker members throughout the province.
6. Develop working links with other organizations, unions, like-minded groups and other CUPE Saskatchewan Committees.
7. Forward issues to the National Young Workers Committee when appropriate.

Role & Structure of Standing Committees



Standing Committees are advisory bodies to the Executive Board of CUPE Saskatchewan, acting as a resource on policies, issues, and programs. CUPE Saskatchewan's seven (7) Standing Committees have goals and objectives that are outlined in Appendix "C" of *The CUPE Saskatchewan Constitution and Bylaws*. Additional duties may be assigned to a committee by the Executive Board. Committees report to the Executive Board. Membership terms are for two-years (or a specified shorter period of time in the case where the appointment fills a position left vacant). A member of the Executive Board is designated to serve as a liaison to a committee.

Committee members must be members in good standing of a Local Union affiliated to CUPE Saskatchewan. Members shall only be eligible to sit on one (1) Standing Committee at any given time. Members of the CUPE Saskatchewan Executive Board, including alternates, or trustees are not eligible for committee membership.

E Elections held at the annual Indigenous Peoples' Conference.

E Elections held at the Annual Convention in even-numbered years.

Positions based on self-identification as:

- LGBTQ2+
- Racialized
- Worker with Disability

A Appointments in odd-numbered years following the Annual Convention.

At any given time when a vacancy exists, appointments may be made by the Executive Board.

CUPE Saskatchewan Structure

Annual Convention: CUPE Local Unions voluntarily affiliate to CUPE Saskatchewan Division and send delegates to the Annual Convention where elections are held for leadership positions, reports are received, and resolutions are passed determining the direction and priorities for the year ahead.

Table Officers: President, Vice-President, Recording Secretary and Secretary-Treasurer. Positions are two-year terms elected at the Annual Convention on a rotating basis in even and odd numbered years.

Executive Board: Table Officers; Indigenous Executive Member, LGBTQ2+ Executive Member; Racialized Executive Member; Worker with Disability Executive Member; Young Worker Executive Member and Sectoral Members including: Boards and Agencies Sector Member, Community Based Organizations Sector Member, Education Sector Member, Health Care Sector Members (two positions), Library Sector Member, Local 600 Member, Municipal Sector Member and University Sector Member.

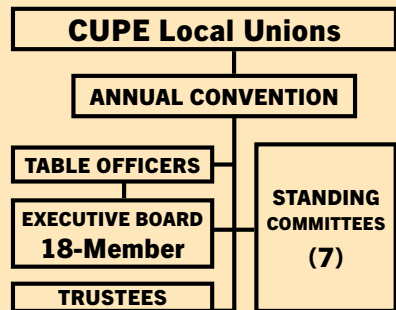
Positions are two-year terms elected at the Annual Convention on a rotating basis in even and odd numbered years. In even-numbered years, the Indigenous Executive Member is elected at the annual Indigenous Peoples' Conference. The Executive Board governs CUPE Saskatchewan between Conventions and carries out the decisions made at Convention.

Trustees: Three trustees ensure financial controls are in place and financial statements are accurate. Positions are three-year terms, with one position elected at each Annual Convention.

Standing Committees: CUPE Saskatchewan has seven standing committees. Standing Committees are advisory bodies to the Executive Board of CUPE Saskatchewan, acting as a resource on policies, issues, and programs. Elections are regularly held in even-numbered years at the Annual Convention and appointments in odd-numbered years following the Annual Convention.

The Indigenous Council membership is elected from the annual CUPE Saskatchewan Indigenous Peoples' Conference.

Staff: CUPE Saskatchewan employs two staff members to support its officers and Executive Board, and to carry out its office administration, operations and activities.



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CUPE SASKATCHEWAN HISTORICAL LIST OF OFFICERS

PRESIDENT

George Cairns	1964 – 1966	Judy Henley	2020 – Present
E.B. Turlson	1966-67		
Lloyd Jacobson	1967 – 1974		
G. Caudle	1974 – 1976		
Doug Lavallie	1976		
Earl Longworth	1976-77		
Al Robbin	1977-78		
Blake Adamson	1978 – 1983		
Melanie Medicott	1983 – 1986		
John Weldon	1986 – 1988		
Una Pollock	1988 – 1990		
Jim Boa	1990 – 1992		
Glen Makahonuk	1992 – 1997		
Tom Graham	1998 – 2020		

VICE-PRESIDENT

E.B. Trulson	1964 – 1966	Ray Parr	1993-95
Lloyd Jacobson	1966-67	Tom Graham	1995 – 1998
Cliff Renwick	1967-68	Ken Horvey	1998 – 2001
J. Gill	1968-69	Frank Mentes	2001 – 2009
Cliff Renwick	1969 – 1974	Sinda Cathcart	2009 – 2011
Earl Longworth	1974 – 1976	Dolores Douglas	2011 – 2015
Gloria Quinton	1976-77	Jackie Christianson	2015 – 2017
Jack Lott	1977 – 1979	Scott Barrett	2017 – 2019
Melanie Medicott	1979 – 1983	Dylan Breland	2019 – 2023
Carol Stadnyk	1983-84	J.R. Simpson	2023 – Present
Dick Gutfriend	1984-85		
Carol Stadnyk	1985-86		
Shirly Dyck	1986-87		
Una Pollock	1987-88		
Joe Killoran	1988 – 1991		
Glen Makahonuk	1991-92		
Paulette Caron	1992-93		

RECORDING SECRETARY

Position created by Constitutional Amendment of the 1974 Convention; effective 1975.

G. Caudle	1975 – 1977	J.R. Simpson	2021 – 2023
Al Robbins	1976-77	Erin Auchstaetter	2023 – Present
Sandy Walbaum	1977-78		
Noele Hall	1978-79		
Maria T. Lorrain	1979-80		
Bonnie Pearson	1980 – 1981		
Joe Gunn	1981 – 1983		
Al Ens	1983 – 1984		
Adeline Seammell	1984-85		
Al Ens	1985-86		
Ed Schrader	1986-87		
Laurie Thompson	1987-88		
Sharon Power	1988-89		
Muriel McKay	1989 – 1991		
Jacquie Griffiths	1991-92		
Judy Henley	1992 – 1996		
Sandra Kelly	1996		
Carla Smith	1997 – 2007		
Debbie Hubick	2007 – 2015		
Marcia Ray	2015 – 2021		

SECRETARY-TREASURER

Donald Traill	1964 – 1973	Kent Peterson	2020 – Present
W.B. Cox	Acting 1973		
R. Gibson	1973 – 1977		
Dave Lindsay	1977 – 1979		
Jim Holmes	1979-80		
Una Pollock	1980 – 1982		
Leon Martin	1982 – 1984		
John Weldon	1984-85		
Leon Martin	1985-86		
Melanie Medlicott	1986-87		
Bryan Brotzel	1987 – 1989		
Paulette Caron	1989 – 1992		
Lois Lamon	1992 – 2001		
Judy Henley	2001 – 2020		

OATH OF NOMINATION AND OFFICE

A candidate who accepts nomination for election must clearly and audibly take this oath:

“I promise to support and comply with the Constitution, goals, principles and policies of the Canadian Union of Public Employees.”

A candidate who is elected to office must come forward to the podium and clearly and audibly take this oath:

“I, _____,
promise to perform the duties of my office, as set out in the Constitution and laws of the Canadian Union of Public Employees, faithfully and to the best of my ability for my term of office. As an Officer of the Union, I will always promote the harmony and dignity of its sessions by counsel and example. I also promise to turn over all property of the Union to my successor at the end of my term.”

*Oath of Nomination and Office,
Article 11.7, CUPE National Constitution, 2021*

**CUPE SASKATCHEWAN
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