

CONVENTION CALL



March 13 - 15, 2024

OFFICIAL CALL

TO AFFILIATED LOCAL UNIONS OF CUPE SASKATCHEWAN DIVISION

2024 ANNUAL CONVENTION

MARCH 13 - 15, 2024

Delta Hotels Saskatoon Downtown, 405 20th Street E, Saskatoon, SK

Each year, delegates from affiliated CUPE Local Unions gather at the Annual Convention of CUPE Saskatchewan Division to set the direction and determine priorities for the year ahead, hear reports on the vital work being done by our union, elect members to leadership positions, approve financial statements, and engage in discussions on the issues facing CUPE members and the public services we provide to communities.

CUPE Local Unions determine the delegates that will represent them at convention. You must hold a credential from your affiliated local to attend convention.

REPRESENTATION AT CONVENTION

Article 7 of *The CUPE Saskatchewan Constitution* states that representation at the Annual Convention shall be as follows:

Section 1, (a)

LOCAL SIZE / ORGANIZATION	DELEGATES
Up to 100 members	4 delegates
Up to 200 members	6 delegates
Up to 300 members	8 delegates
Up to 400 members	10 delegates
Up to 500 members	12 delegates
For each additional 300 members or portion thereof	2 delegates
For each District Council	2 delegates
For each Council of Unions	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:

LOCAL SIZE / ORGANIZATION	DELEGATES
Up to and including 1,000 members	1 Young Worker delegate
Over 1,000 members	2 Young Worker delegates

Section 2

Credentials must be received by the Secretary-Treasurer not later than fourteen (14) days prior to the opening of 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.

CREDENTIALS

Enclosed with the call to convention are the delegate credential(s) assigned to your Local Union, the additional young worker delegate credential(s), as well as an alternate delegate registration form.

The original copy of the delegate credential forms and/or alternate delegate registration forms should be submitted to the office of CUPE Saskatchewan, along with the registration fee.

Notify the office of any change in delegate(s) or alternate(s) prior to the opening of the convention.

- ▶ Submit convention-related documents to Jodi Reavley at the CUPE Saskatchewan office:
j.reavley.cupe@sasktel.net

If prior notification cannot be given, the replacing delegate (or alternate) should then have in their possession, at the time of registration at convention, a letter (signed by the Local Union president and secretary) outlining the change.

HOTEL RESERVATIONS

Accommodation is available under a group rate at the Delta Hotels Saskatoon Downtown located at 405 20th Street E — the hotel where the convention will be held.

The block booking rate at the Delta Hotels Saskatoon Downtown is available until February 7, 2024.

[Click here for the online hotel reservation link for CUPE Saskatchewan Convention 2024.](#)

The online reservation link is also available at:
www.sk.cupe.ca/convention

REGISTRATION & RATES

Registration rates are as follows:

\$300 per delegate by February 7, 2024

\$350 per delegate for registrations received after February 7, 2024

The registration fee applies to all alternates and/or guests.

The registration fee includes two (2) lunches and one (1) breakfast.

Refund policy is as follows:

Full refund up to February 7, 2024.

Refund minus \$50 Administration Fee from February 8 - 21, 2024.

No refund after February 21, 2024.

Cheques payable to: CUPE SASKATCHEWAN

Send payment to: Attn: Secretary-Treasurer
CUPE SASKATCHEWAN
3725 E Eastgate Drive
REGINA SK S4Z 1A5

YOUNG GUESTS

The first 15 young guests of registered delegates will have their fees waived.

Young guests are those who accompany delegates and are between the ages of 13 – 18. Young guests will have guest status and will be able to visit the convention floor during the proceedings.

To register a young guest, contact the CUPE Saskatchewan office. Regular registration rates apply for guests other than those whose fees are waived through the Young Guest Program.

The first 15 young guests pre-registered with the CUPE Saskatchewan office by February 7, 2024, will have their fees waived through the Young Guest Program.

CHILD CARE

ON-SITE: Child care facilities will be made available during the convention proceedings for those who pre-registered for child care.

The enclosed *Child Care Registration Form* must be completed by the delegate(s) requiring such facilities and received by the office no later than February 7, 2024.

OFF-SITE: If delegates incur additional at home child care costs while attending convention, support is available up to a maximum of \$50 per day per family.

Delegates claiming off-site child care expenses must submit applicable receipts and an *Expense Voucher* to the Secretary-Treasurer no later than thirty (30) days after the event for which expenses are claimed. Expense Vouchers are available on the website or by contacting the office.

SMALL LOCAL ASSISTANCE

Small Local Assistance is available to Local Unions with 50 full-time equivalent members or less to attend convention. Locals applying for Small Local Assistance must have a dues structure of no less than 1.5% and be affiliated to CUPE Saskatchewan Division. If Locals meet this eligibility, CUPE Saskatchewan Division will reimburse up to \$1,250 total for expenses such as registration fees, lost wages, hotel accommodation and transportation.

Requests for reimbursement are to be submitted to the Secretary-Treasurer by the close of convention.

[Small Local Assistance Forms are available at this link.](#)

Forms are also available on the website at: www.sk.cupe.ca/forms or by contacting the office.

RESOLUTIONS & CONSTITUTIONAL AMENDMENTS

Resolutions and constitutional amendments must be received by the office no later than February 7, 2024, at noon.

All resolutions and constitutional amendments must be signed by the President and Secretary of a Local Union or chairperson and secretary of an occupational group or council.

Resolutions received after this date will be considered late and, accordingly, must be accepted as a resolution by delegates at convention with the approval of two-thirds vote. If accepted at convention, the late resolution(s) will be debated after all other resolutions are debated by convention.

A copy of all properly submitted resolutions and proposed constitutional amendments will be provided to Local Unions two weeks prior to the opening of convention.

What guidelines should be followed when writing resolutions?

- Address only one issue per resolution;
- Be specific about what you want to see done to address the issue;
- Use clear and short sentences;
- Use a maximum of 200 words; and
- Give the resolution a title.

How should proposed constitutional amendments be put in writing?

Resolutions proposing a constitutional amendment must refer to a specific article and section in *The CUPE Saskatchewan Division Constitution and Bylaws* which the resolution seeks to amend.

Use **bold** to indicate the recommended additional wording and ~~strike through~~ to indicate deletions.

What format should be used?

Resolutions are accepted in two formats:

- Traditional Format: Background sentences beginning with WHEREAS go first; recommended actions prefaced with THEREFORE BE IT RESOLVED follow.
- Clear Language Format: The action sentences go first and begin with CUPE SASKATCHEWAN WILL; the background sentences beginning with BECAUSE follow.

SAMPLE: CONSTITUTIONAL AMENDMENT

Constitutional Amendment: Article 6, Section 1

CUPE Saskatchewan will:

Amend Article 6, Section 1 of *The CUPE Saskatchewan Constitution and Bylaws* as follows:

Section 1

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

Submitted by CUPE Local 99999

SIGNATURE HERE
Name Here, President

SIGNATURE HERE
Name Here, Recording Secretary

SAMPLE: RESOLUTION - CLEAR LANGUAGE

Title: Resolution Guidelines

CUPE Saskatchewan will:

Develop guidelines to assist members in submitting resolutions in either traditional or clear language formats.

Because:

Well written resolutions in the proper format help ensure the CUPE Saskatchewan Annual Convention runs smoothly.

Submitted by CUPE Local 99999

SIGNATURE HERE
Name Here, President

SIGNATURE HERE
Name Here, Recording Secretary

SAMPLE: RESOLUTION - TRADITIONAL

Title: Resolution Guidelines

WHEREAS well written resolutions in the proper format help ensure the CUPE Saskatchewan Annual Convention runs smoothly.

THEREFORE be it resolved that CUPE Saskatchewan develop guidelines to assist members in submitting resolutions in either traditional or clear language formats.

Submitted by CUPE Local 99999

SIGNATURE HERE
Name Here, President

SIGNATURE HERE
Name Here, Recording Secretary

ELECTIONS

The following positions will be up for election at the 2024 Annual Convention:

EXECUTIVE BOARD MEMBERS

AT-LARGE ELECTIONS:

Each position is a two (2) year term.

- **President**
- **Secretary-Treasurer**

CAUCUS ELECTIONS:

Each position is a two (2) year term.

- **Boards & Agencies Sector Executive Member** (and Alternate)
- **CBO Sector Executive Member** (and Alternate)
- **Education Sector Executive Member** (and Alternate)
- **Health Sector Executive Member** (and Alternate)
- **Young Worker Executive Member** (and Alternate)

DIVERSITY CAUCUS ELECTIONS:

- **LGBTQ2+ Executive Member** (and Alternate)

BY-ELECTIONS IN CAUCUS:

By-elections held in the Diversity caucus:

- **Racialized Executive Member** (and Alternate); (one (1) year term only)
- **Alternate - Worker with Disability Executive Member** (one (1) year term only)

NOMINEES FOR CUPE SFL VICE-PRESIDENTS

AT-LARGE ELECTION:

- Nominees for CUPE SFL Vice-Presidents and Alternates. (Positions elected at the SFL Convention)

STANDING COMMITTEE MEMBERS

DIVERSITY CAUCUS ELECTION:

- **Committee Against Racism and Discrimination.** Five (5) positions, each for a two (2) year term, representing:
 - One (1) self-identifying as LGBTQ2+
 - One (1) self-identifying as Racialized
 - One (1) self-identifying as a Worker with Disability
 - Two (2) at-large committee positions

AT-LARGE ELECTIONS:

- **Environment Committee.** Two (2) positions, each for a two (2) year term.
- **Global Justice Committee.** Two (2) positions, each for a two (2) year term.
- **Occupational Health and Safety Committee.** Two (2) positions, each for a two (2) year term.
- **Women's Committee.** Two (2) positions, each for a two (2) year term.

YOUNG WORKERS' CAUCUS ELECTION:

- **Young Workers' Committee.** Two (2) positions, each for a two (2) year term.

TRUSTEE

Position is a three (3) year term.

AT-LARGE ELECTION:

- **Trustee** (1)

CONVENTION REMINDERS

- **BOTTLED WATER BAN:** Commercially bottled water is banned from CUPE events.
- **SCENT-FREE ENVIRONMENT:** Delegates are asked to refrain from wearing scented products during convention.

CONVENTION COMMITTEES

Volunteer for one of the following convention committees:

- Balloting
- Credentials
- Resolutions
- Sergeant-At-Arms

Contact the office to express your interest, or indicate your interest on the delegate credential form. Convention committee members must be delegates to convention.

CONVENTION DEADLINES

Early Registration	February 7, 2024
Hotel Reservation — Last day to book under the block booking rate	February 7, 2024
Child Care Registration	February 7, 2024
Resolutions	February 7, 2024 (Noon)
W.S. Lloyd Award Nomination	February 7, 2024 (Noon)
Activist Award Nomination	February 7, 2024 (Noon)

- Submit convention-related documents to Jodi Reavley at the CUPE Saskatchewan office:

j.reavley.cupe@sasktel.net

Tel.: 306-757-1009

/n.m. cope342

[blank page]

CUPE Saskatchewan Division

3725 E Eastgate Drive, Regina, SK

Tel. 306-757-1009

www.sk.cupe.ca/convention

