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# BYLAWS

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LOCAL 5047

HALIFAX REGIONAL CENTRE FOR EDUCATION  
[HRCE]

Approved by National President: **September 04, 2025**

**CUPE** / Canadian Union  
of Public Employees

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## INTRODUCTION

Local 5047 of the Canadian Union of Public Employees has been formed to:

- (a) Improve the social and economic well-being of all of its members.
- (b) Promote equality for all members and to oppose all types of harassment and discrimination.
- (c) Promote the efficiency of public services; and express its belief in the unity of organized labour.
- (d) The following Bylaws are adopted by Local 5047 in accordance with the CUPE National Constitution (Articles 12.3 and B.5.1), to protect the rights of all members, to provide for responsible governance of Local 5047, and to involve as many members of Local 5047 as possible through the sharing of duties and responsibilities.
- (e) CUPE chartered organizations shall respect and apply the CUPE National Equality Statement to all of the chartered organizations' activities. The CUPE National Equality Statement can be found in Appendix "A" to these bylaws.

**(Article B.5.1)**

## SECTION 1 – NAME

The name of this Local Union shall be Canadian Union of Public Employees, Local 5047, Halifax Regional Centre for Education (HRCE) Educational Support Staff.

## SECTION 2 – OBJECTIVES

The objectives of Local 5047 are to:

- (a) Encourage participation by all equity seeking groups.
- (b) Secure the best possible pay, benefits, working conditions, job security, pensions and retiree benefits for its members.
- (c) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism.
- (d) Encourage the settlement by negotiation and mediation of all the disputes between the members and the employer.
- (e) Eliminate harassment and discrimination of any sort or on any basis; for the equality of treatment regardless of class, race, colour, nationality, age, sex/gender, language, sexual orientation, place of origin, ancestry, religious beliefs, or mental and physical

disability; and the active opposition of discrimination of same wherever it occurs or appears.

- (f) Establish strong working relationships with the public we serve and the communities in which we work and live; and
- (g) Support CUPE in reaching all of the objectives set out in Article II of the CUPE National Constitution.

### SECTION 3 – REFERENCES

- (a) Numbers of articles at the end of sections or sub-sections in this document refer to relevant articles of the CUPE National Constitution which should be read together with these bylaws.

### SECTION 4 – REGULAR AND SPECIAL MEMBERSHIP MEETINGS

#### 1. Regular Meetings

- (a) Regular membership meetings of Local 5047 shall be held twelve (12) times a year, one each month. Meetings will be in hybrid form, normally on the 2<sup>nd</sup> Tuesday of the month at a time and place to be determined and communicated. July and August meetings will be held online only. The voting method will be electronic for all members on a platform which guarantees the secrecy and integrity of the vote at all times.
- (b) When a statutory holiday or a situation beyond the control of Local 5047 arises which causes the cancellation of a regular membership meeting, the Executive Board shall reschedule the regular membership meeting and will give members a minimum of seven days' notice of the date of the rescheduled regular membership meeting.
- (c) The May meeting will be the Annual General meeting. Committees will present annual reports, and elections will take place.

#### 2. Special Membership Meetings

- (a) Special membership meetings of Local 5047 may be required and shall be called by the Executive Board or may be requested in writing by no fewer than (25) twenty-five members. The President shall immediately advise members when a special meeting is called and ensure that all members receive at least forty-eight (48) hours notice of the special meeting and the subject(s) to be discussed.
- (b) No business shall be transacted at the special meeting other than that for which the meeting is called, and notice given.

(c) The minimum number of members required to be in attendance for the transaction of business at any regular or special meeting shall be (25) twenty-five members, including (3) three members of the Executive Board.

(d) The order of business at regular membership meetings is as follows:

1. Acknowledgement of Indigenous territory
2. Roll call of officers
3. Reading of the Equality Statement
4. Voting on new members and initiation
5. Reading of the minutes
6. Matters arising from the minutes
7. Secretary-Treasurer's report
8. Communication and bills
9. Executive board report
10. Reports of committees and delegates
11. Nominations, Elections, or installations
12. Unfinished business
13. New business
14. Good of the Union
15. Adjournment

**(Article B.6.1)**

(e) Local 5047 is committed to ensuring that all of its meetings and activities are safe environments where members are encouraged to speak. Existing members are encouraged to welcome, mentor and support new members and equity-seeking members.

## SECTION 5 – OFFICERS

- 1) The Officers of Local 5047 shall be the President, 1<sup>st</sup> Vice-President, Recording Secretary, Secretary-Treasurer, Diversity Vice-President, Young Worker Vice-President, Lead Shop Steward, five (5) Area Vice-Presidents, two (2) Membership Officers, and three (3) Trustees.
- 2) Local 5047 shall add five (5) Vice-Presidents to the Executive Board, one for each of the five (5) geographical areas and shall include the families of schools within that area.

### I. Cole Harbour, Auburn, Island View

- II. Dartmouth High, Woodlawn, BFEC, Citadel
- III. Sackville, Millwood, Lockview, Charles P Allen
- IV. Bayview, West Bedford, Halifax West, JL Ilsley
- V. Eastern Shore, Marine Drive, Musquodoboit

The local shall also elect a Diversity Vice-President and a Young Worker Vice-President.

**(Articles B.2.1 & B.2.2)**

## **SECTION 6 – EXECUTIVE BOARD**

- (a) The Executive Board shall include all Officers, President, 1<sup>st</sup> Vice-President, Diversity Vice-President, Young Worker Vice-President, Recording Secretary, Secretary-Treasurer, Area Vice Presidents, and Lead Shop Steward, except, Membership Officers and Trustees.

**(Article B.2.2)**

- (b) The Executive Board shall meet at least twelve (12) times per year, in addition to regular membership meetings. In the months during which a regular membership meeting occurs, the Executive Board meeting shall take place prior to the regular membership meeting.

**(Article B.3.14)**

- (c) A majority of the Executive Board constitutes a quorum.

- (d) The Executive Board shall hold title to any real estate of Local 5047 as trustees for Local 5047. It shall have no right to sell, convey, or encumber any real estate without first giving notice and then submitting the proposal to a membership meeting and having it approved.

- (e) The Executive Board shall do the work delegated to it by Local 5047 and shall be held responsible for the proper and effective functioning of all Committees.

- (f) Should any Executive Board member fail to answer the roll call for three consecutive regular membership meetings, or three consecutive Executive Board meetings without communicating regrets to the President or Recording Secretary, their office shall be declared vacant and shall be filled by an election at the following membership meeting.

**(Article B.2.5)**

- (g) The Executive Board of Local 5047 has the power to act on behalf of Local 5047 when a meeting has been cancelled due to lack of quorum, in such matters as training/workshops, seminars, meetings, and or conferences/conventions. All such decisions made under these circumstances must be by majority vote of the Executive Board. Such decisions will be reported at the next general meeting for ratification.

- (h) Members of the Executive Board shall participate in CUPE Educational opportunities that will provide them with knowledge specific to their position and to supporting the

members of the Local. All Executive members shall take Steward training and financial officers training at the first available opportunity.

- (i) Executive Board members shall develop and use position specific generic email addresses that will be passed on to future Executive Board members.

## SECTION 7 – DUTIES OF OFFICERS

Each Officer of Local 5047 shall participate in at least two (2) relevant CUPE educational courses to enhance leadership skills and expand knowledge base.

This must include Financial Officers and Steward training at the earliest opportunity. Executive members must complete these courses every five (5) years.

All signing officers of Local 5047 shall be bonded through the master bond held by CUPE National. Any Officer who cannot qualify for the bond shall be disqualified from having signing authority.

The President shall:

- (a) Be booked off full-time with the Employer and paid at the rate of the highest classification in the bargaining unit and have all the benefits and rights of that classification. All wages and benefits shall be paid by the Local to the Employer. It is a twelve month per year position.
- (b) The President shall be allowed four (4) weeks of paid vacation, to be booked by giving notice to the Executive. Duties will be covered by the 1<sup>st</sup> Vice-President during vacation periods.
- (c) Should the President be unable to perform their duties for a period of three weeks or more because of illness or other reasons, they shall return to the employment of HRCE, and the 1<sup>st</sup> Vice-President shall assume the role during that time.
- (d) Enforce the CUPE National Constitution, these Local 5047 bylaws and the Equality Statement.
- (e) Preside at all membership and Executive Board meetings and preserve order.
- (f) As chair, will decide all points of order and procedure (subject always to appeal to the membership).
- (g) Have a vote on all matters (except appeals against the President's rulings).
- (h) Keep Executive Board informed of schedule and activities by way of a weekly email.

- (i) Shall make a report of activities performed on behalf of the Local in a report to members at each meeting and provide an update to members by email on a monthly basis.
- (j) Assist the Executive Board in preparing an annual budget.
- (k) Ensure that all Officers perform their assigned duties.
- (l) Fill committee vacancies where elections are not provided for appointment or based on expression of interest.
- (m) Introduce new members and conduct them through the initiation ceremony.
- (n) Be a signing officer on cheques and ensure that Local 5047's funds are used only as authorized or directed by the CUPE National Constitution, Local 5047 bylaws, or vote of the membership.
- (o) Be allowed necessary and reasonable funds, to reimburse the President or any Officers for expenses incurred on behalf of Local 5047. Expense claims must be listed on a proper form outlining the expense, the reason for the expense and with supporting receipt(s) attached.
- (p) Have first preference as a delegate to the CUPE National and Provincial Conventions, Conferences, and Educational workshops.
- (q) On termination of office, surrender all books, seals, passwords and other properties of the Local 5047 to their successor.

**(Articles B.3.1 & B.3.9)**

1) The 1<sup>st</sup> Vice-President shall:

- (a) Review for approval, reimbursement of the President's expenses.
- (b) If the President is absent or not eligible, perform all duties of the President.
- (c) Preside over membership and Executive Board meetings in the absence of the President.
- (d) If the office of the President falls vacant, be Acting President until a new President is elected.
- (e) Render assistance to any member of the Executive as directed by the Executive Board.
- (f) At the request of the Executive Board, be a member ex officio of any committee.
- (g) Be a signing officer on cheques and ensure that Local 5047's funds are used only as authorized or directed by the CUPE National Constitution, Local 5047 bylaws, or vote of the membership.



- (h) On termination of office, surrender all books, seals, passwords and other properties of Local 5047 their successor.

(Articles B.3.2 & B.3.9 )

2) The Diversity Vice President shall:

- (a) The Diversity Vice President shall be a representative from equity seeking groups: Indigenous people, Black and racialized people, persons with a disability, and 2SLGBTQ+.
- (b) The Diversity VP is an advisor to the Executive Board on matters of Diversity. They shall have a seat and vote on the Executive Board. They may also support Local 5047 Committees on matters involving a diversity lens.
- (c) The Diversity VP shall attend meetings of the Executive Board, and perform duties as directed by the Executive Board, including attending events that support Diversity in our Local and community.
- (d) The Diversity VP will chair a Diversity caucus meeting for self identified members at the Local 5047 AGM.
- (e) The Diversity VP shall communicate with the Executive Board on issues affecting workers from equity groups within the Local.
- (f) The Diversity VP will engage in ongoing self development and education on emerging trends as it relates to Diversity.

3) The Young Worker Vice-President shall:

- (a) The Young Worker VP shall be the representative voice for young workers of Local 5047.
- (b) A fundamental role for the Young Worker VP will be to help the Executive Board support young workers becoming activists and leaders with the Local. The Young worker VP will liaise with the young workers sitting on Committees and the Executive Board.
- (c) The Young Worker VP will organize and chair a Young Workers Caucus at the Local 5047 AGM with a goal of assisting young workers being full participants at meetings and to support networking among young workers.

- (d) The Young Worker VP shall attend meetings of the Executive Board when called and provide a written report and perform duties as directed by the Executive Board.

4) The Recording Secretary shall:

- (a) Keep full, accurate, and impartial account of the proceedings of all regular or special membership and Executive Board meetings. These records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Secretary-Treasurer. The record will also include Trustee reports. Record all amendments and/or additions in the bylaws and make certain that these are sent to the National President for approval.
- (b) The Recording Secretary shall prepare a summarized report of the AGM and forward a copy of the report to all members of the Local within one (1) month of the meeting.
- (c) The Recording Secretary shall send a draft copy of the minutes to each member of the Executive Board within two (2) weeks of the meeting.
- (d) The Recording Secretary shall keep the President and members of the Executive Board informed of all important correspondence received between Executive Board meetings.
- (e) Answer correspondence and fulfil other administrative duties as directed by the Executive Board.
- (f) Keep a record of all correspondence received and sent.
- (g) Prepare and distribute all notices to members.
- (h) Have all records ready on reasonable notice for the Trustees or auditors.
- (i) Preside over membership and Executive Board meetings in the absence of both the President and Vice-President(s).
- (j) Be empowered, with the approval of the membership, to employ administrative assistance to be paid for out of Local 5047 funds. The Recording Secretary shall be entitled to up to one (1) booked day off per month to attend to duties related to the position.
- (k) Be a signing officer on cheques and ensure that Local 5047's funds are used only as authorized or directed by the CUPE National Constitution, Local 5047 bylaws, or vote of the membership.

(l) The Recording Secretary shall be responsible for booking flights, car rentals, hotels, registering members for educationals, conventions and conferences, as well as any other related items.

(m) On termination of office, surrender all books, seals, passwords, and other properties of Local 5047 to their successor.

(Articles B.3.3 & B.3.9 )

5) The Secretary-Treasurer shall:

(a) Receive all revenue, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money at the Local's bank or credit union.

(b) Shall be the primary signing officer on all cheques, with the understanding that cheques may be signed by any two (2) authorized signing officers and ensure that Local 5047's funds are used only as authorized or directed by the National Constitution, Local 5047 bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences. The Secretary Treasurer shall not be a signing officer on cheques made out to themselves.

(c) Ensure that per capita tax is paid by direct remittance, or where per capita is not paid by direct remittance, prepare all CUPE National per capita tax forms and remit payment, including \$1.00 of each initiation fee on all members admitted, no later than the last day of the following month.

(d) Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by Local 5047.

(e) Record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices and CUPE National financial processes.

(f) Make a full financial report to all meetings of the Local 5047 Executive Board.

(g) Make a written financial report to each regular membership meeting, detailing all income and expenditures for the period, and have copies of said materials available for members at the AGM.

(h) Ensure that all financial statements are mailed to the Local's office.

(i) Be bonded through the master bond held by CUPE National. Any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office.

(Articles B.3.4 & 3.5)

- (j) Pay no money unless supported by a cheque requisition or expense form or request for payment duly signed by the President and one other member of the Executive Board as determined by the Executive Board. No request shall be required for payment of per capita fees to any organization to which the Local 5047 is affiliated.
- (k) Make all books available for inspection by the Trustees and/or auditors on reasonable notice.
- (l) Ensure that the books are audited every six (6) months and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees.
- (m) Provide the Trustees with any information the Trustees require to complete the audit, including forms provided by CUPE National.
- (n) Shall maintain a copy of each trustee report.
- (o) Be empowered, with the approval of the membership, to employ necessary administrative assistance to be paid for out of Local 5047 funds. The Secretary-Treasurer shall be entitled to book off up to four (4) days per month to attend to the duties of the position.
- (p) Ensure the Local has a credit card with Local 5047's primary banking provider. The Treasurer will ensure one copy is secure in the safe at the Local's office, the other will remain with the President. It may be used only for items specified in the by-laws, items from the approved budget, or from items approved from the floor by the membership. It will be used to book travel, hotel, flights, car rentals necessary for educationals, conferences and conventions. The card may not be used for incidentals while travelling or on Local 5047 business.
- (q) On termination of office, surrender all books, records, passwords and other properties of Local 5047 to their successor.

**(Articles B.3.4 to B.3.9)**

6) The Lead Shop Steward shall:

- (a) Keep in good order all records and files on all grievances up to and including arbitration.
- (b) Keep the Local President informed of the progress of all grievances.
- (c) The Lead Shop steward shall chair the Grievance Committee.
- (d) Develop and maintain a system of filing and processes to ensure clear guidelines for reporting and communication of grievance developments with Shop Stewards.
- (e) The Lead Shop steward shall be entitled to four (4) days per month book off time to deal with duties of the position.

- (f) Present a written and updated summary report at Executive Board meetings and additionally to each membership meeting.
- (g) On termination of office, surrender all books, records, passwords and other properties of Local 5047 to their successor.

**(Article B.3.9)**

7) The Area Vice Presidents shall:

- (a) Establish liaisons with each school in their designated area and keep them informed of any matters that might affect the general welfare of CUPE members at their schools.
- (b) Area Vice President's will present reports to the Executive Board outlining issues in their areas, including staffing, safety, and other pertinent information.
- (c) Area Vice President's will attend all Executive Board meetings.
- (d) Area Vice President's shall communicate with committees to encourage engagement and awareness of the Local with its members.

8) The Membership Officers shall:

- (a) Shall set up the PA system if required or ensure equipment is available at GMM and special membership meetings, including one microphone for the Chair and at least one microphone for the membership.
- (b) Guard the inner door at membership meetings and admit no one but members in good standing or officers and officials of CUPE, except on the order of the President and with consent of the members present. The Membership officers will also be responsible for checking members in to online meetings and recording attendance.
- (c) Assist in maintaining the record of membership attendance at meetings.
- (d) Shall maintain the proper order of questions from the floor at membership meetings.
- (e) Carry ballots for all regular and special meetings.
- (f) Perform such other duties as may be assigned by the Executive Board from time to time.

9) The Trustees shall:

- (a) Act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary, and the Committees twice every calendar year.
- (b) Make a written report of their findings to the first membership meeting following the completion of each audit.
- (c) Submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that Local 5047's funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct, and proper manner.
- (d) Be responsible to ensure that monies have not been paid out without proper constitutional or membership authorization.
- (e) Ensure that proper financial reports have been given to the membership.
- (f) Audit the record of attendance.
- (g) Inspect at least once a year, any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by Local 5047 and report their findings to the membership.
- (h) Send to the National Secretary-Treasurer, with a copy to the assigned Servicing Representative, the following documents:
  - i. Completed Trustee Audit Program.
  - ii. Completed Trustees' Report.
  - iii. Secretary-Treasurer Report to the Trustees.
  - iv. Recommendations made to the President and Secretary-Treasurer of Local 5047.
  - v. Secretary-Treasurer's response to recommendations.
  - vi. Concerns that have not been addressed by the Local 5047 Executive Board.

**(Articles B.3.10 to B.3.12)**

## SECTION 8 – NOMINATION, ELECTION, AND INSTALLATION OF OFFICERS

1) Nominations

- (a) Nominations will be received at the regular membership meeting held in April.

- (b) Nominations will be accepted from members in attendance at the nomination meeting or from those members who have allowed their name to be filed in writing at the meeting, witnessed by another member.
- (c) A member may accept nomination for a position while holding office in any position. If successful in the election, their resignation from their current position will take effect at that time.
- (d) To be eligible for nomination, a member must be in good standing as set out in Article B.8.3 of the National Constitution.
- (e) No member will be eligible for nomination if they are in arrears of dues and/or assessments.

## 2) Elections

- (a) Elections will be held at the Annual General Meeting (AGM) in May. The vote will be by secret ballot, in a form approved by CUPE National.
- (b) Officers (with the exception of Trustees) will be elected for (2) two-year terms. The President, Diversity Vice President, Recording Secretary, and Sergeant-at-Arms will be elected in odd years. The 1<sup>st</sup> Vice-President, Young Worker Vice President, Secretary-Treasurer and Lead Shop Steward will be elected in even years.

Following the initial election, Area Vice Presidents from the Dartmouth and Bayview groupings of schools will be elected in odd years. The Cole Harbour, Sackville, and Eastern Shore groupings will be elected in even years.

- (c) The Young Worker, Diversity and Area Vice-Presidents will be elected from their respective caucus. Young workers must be age 30 or under. Area Vice-Presidents will be elected by the members who work within the families of schools in each designated area.
- (d) At the membership meeting prior to Election Day, the President will, subject to the approval of the members present, appoint an Elections Committee consisting of a Returning Officer and assistant(s). The Committee will include members of Local 5047 who are neither Officers nor candidates for office. The Committee shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.
- (e) The Committee will determine the form of the ballot and ensure that sufficient quantities or access to virtual voting and technology needed are made available in good time to the Returning Officer.
- (f) The local will provide virtual voting for members.

- (g) The Returning Officer will be responsible for issuing, collecting, counting ballots, and overseeing the voting process. The Returning Officer must be fair and impartial and see that all arrangements are unquestionably democratic.
- (h) Voting to fill one office will be conducted and completed, and recounts dealt with before balloting may begin to fill another office, starting with office of President or 1<sup>st</sup> Vice-President, depending on year.
- (i) For President, 1<sup>st</sup> Vice-President, Recording Secretary, Secretary Treasurer, and Lead Shop Steward a majority of votes cast will be required before any candidate can be declared elected, and second and subsequent ballots will be taken if necessary to obtain a majority. On the second and subsequent ballots, the candidate receiving the lowest number of votes in the previous ballot will be dropped.
- (j) For all other elections, elections will be decided by plurality, (the person receiving the highest number of votes cast will be elected). When two or more nominees are to be elected to any office by ballot, each member voting will be required to vote for the full number of candidates to be elected, or the member's ballot will be declared spoiled.
- (k) Any member may request a recount of the votes for any election and a recount will be conducted if the request is supported, in a vote, by at least the number of members equal to the quorum for a membership meeting as set out in Section 6(c).

**(Article 10.5)**

### 3) Installation

- (a) All duly elected Officers shall be installed at the regular meeting at which elections are held and shall continue in office for 2 year(s) or until a successor has been elected and installed, provided, however, that no term of office shall be longer than three years.

**(Article B.2.4)**

- (b) The terms of office for Trustees shall be so that one serves for a period of three years, one for two years, and one for one year, as laid down in Article B. 2.4 of the CUPE National Constitution. Each year thereafter, Local 5047 shall elect one Trustee for a three-year period. No member who has been a signing officer for Local 5047 is eligible to run for or serve as Trustee, until at least one full term of office has elapsed.

1. A candidate who is elected to office must come forward to the podium and clearly communicate or affirm this oath:

The Oath of Office to be read by the newly elected Officers is:



*"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.*

**(Article 10.7 (b))**

#### 4) By-Election

Should an office fall vacant pursuant to Section 6(f) of these bylaws or for any other reason, the resulting by-election will be held at the next general membership meeting and should be conducted as closely as possible in conformity with this Section. Nominations and elections shall be held at that general membership meeting. Any vacancies on the executive board as a result of the election shall be filled at the following general membership meeting.

### SECTION 9 – FEES, DUES, AND ASSESSMENTS

#### (a) Readmittance Fee

The readmittance fee shall be one (\$1.00) dollar.

**(Article B.4.1)**

#### (b) Monthly Dues

The monthly dues shall be 1.5% of regular wages.

**(Article B.4.3)**

The regular monthly dues may be amended at a regular or special membership meeting. The vote must be by secret ballot. Notice of at least seven (7) days at a previous meeting or 60 days in writing must be given.

Assessments may be levied in accordance with Article B.4.2 of the National Constitution.

- (c) Members will provide the Recording Secretary with their current address, telephone contact number, and an email address, preferably not that provided by the employer. The member will advise the recording secretary of any changes to their contact information. This information will be protected and used to communicate with members. Such communication will take the form of mail, email blasts or telephone/online town halls.

In the case of a telephone or online town hall, the contact information may be shared with a service provider under contract with the Local Union to provide the technical equipment to support such a meeting.

Upon request, the Local will share the contact information with CUPE National or CUPE NS. The purpose of sharing this information is so that the National Union or Provincial Division can conduct town halls with members on relevant matters.

## SECTION 10 – NON-PAYMENT OF DUES AND ASSESSMENTS

Any member in arrears for a period of three months or more will be automatically suspended and the suspension will be reported to the Executive Board by the Secretary-Treasurer. The Executive Board will report all suspensions to the next membership meeting. Any member under suspension wishing to be reinstated will, upon application, pay the readmittance fee plus any dues and assessments in arrears. This money will be returned if the application is rejected. A member who has been unemployed or unable to work because of sickness shall pay the readmittance fee but may not be required to pay arrears.

**(Article B.8.6)**

## SECTION 11 – VOTING OF FUNDS

- 1) The executive board will develop and present, in October of each year, a budget for educationals, conventions and conferences. The budget shall be based on the previous year's costs, taking into account the needs of the membership.
- 2) Local 5047 will pay out funds under the following circumstances:
  - (a) When the expenditure has received prior authorization through a membership approved budget.
  - (b) When these bylaws approve the expenditure; or
  - (c) Through a vote of the majority of members at a membership meeting.
  - (d) Authorization to pay per capita tax to CUPE National, CUPE Nova Scotia Division, or any labour organization Local 5047 is affiliated with, is not required.
  - (e) In the case of a grant or a contribution to a member(s) or a cause(s) outside of CUPE greater than \$500.00, a notice of motion must be made at a regular membership meeting and then approved at the following regular membership meeting before the grant or contribution can be paid out. For grants or contributions to members of Local 5047 or other CUPE organizations, no notice of motion is required.
  - (f) No member of Local 5047 will be allowed to spend any Local 5047 funds without first having received authorization in accordance with these bylaws.

**(Article B.4.4)**

## SECTION 12 – HONORARIUMS

1. Executive Board shall be able spend up to \$200 per month, receipts must be provided, for incidental expenses required for running of the local.
2. The following out-of-pocket expenses shall be provided to executive officers in each of the months of September, December, March, and June.

1st Vice President	\$450.00
Diversity Vice-President	\$450.00
Young Worker Vice-President	\$450.00
Area Vice-President	\$450.00
Secretary Treasurer	\$450.00
Recording Secretary	\$450.00
Lead Shop Steward	\$450.00

- (a) Executive members who join or leave the Executive Board shall receive a prorated amount for the prior quarter.
  - (b) Trustees shall be provided \$250.00 per audit upon submission of their report.
  - (c) Two (2) Membership officers shall be required. Each shall be provided \$25.00 per membership meeting (regular and special) to be paid at each membership meeting. One shall be present online, and one in person at meetings to keep order and facilitate the needs of the membership during the meeting.
  - (d) The President, 1st Vice-President, and Lead Shop Steward shall be reimbursed up to \$70.00 per month for cell phone plan. Other executive members, and all trained, active and authorized shop stewards shall receive \$30 per month for cell phone costs. Receipts must be submitted, and phone number available to the membership.
3. Local 5047 members, shall be reimbursed for the following expenses incurred while carrying out the business of the local:
    - (a) Parking with a valid receipt while on approved Local 5047 business.
    - (b) Kilometrage (excluding to and from executive, regular and special membership meetings) at the established CUPE National rates. The President shall not receive km to go to the local office, if this is their workplace, or to the first business of the day if the distance is less than to the office or on the route. There will be no lunch per diem for office days. Km shall be paid for business conducted during the day. For clarity, driving to and from “work” shall not qualify for km or per diem.
    - (c) Bridge fare (no receipt required) and other tolls (receipt required).

- (d) Executive Officers and members who are attending business on behalf of the Local are entitled to reimbursement as follows:

MEALS:

Meeting + travel time of four (4) hours or more - \$102.00

Meeting + travel time less than four (4) hours - \$51.00

The President is not eligible to claim meal per diem when performing routine duties of the Local within the HRCE area.

TRAVEL:

Mileage rate as set by CUPE National.

Actual cost of transportation if not paid directly by the Local.

Actual cost of hotels if not paid directly by the Local.

- (e) Expenses submitted shall be reimbursed within two weeks of submission.

SECTION 13 – CHILD CARE, DEPENDENT CARE AND ELDER CARE

Caring for children, dependents or the elderly are barriers to actively participating in the union or to attending membership meetings. Local 5047 is committed to removing barriers within its control so that all members have equal access to participation.

- (a) Local 5047 is child friendly and will provide space for children within the physical meeting area to be under the supervision of their parent/guardian.
- (b) Any member who is on authorized Local 5047 business, other than membership meetings, shall be eligible for childcare (under age 12), dependent care, and/or elder care expenses where required. Upon proof of payment, claims shall be reimbursed to a maximum of \$20.00 for the area for each hour of care required.
- (c) Claims will not be paid for a spouse, partner, or a family member who normally provides care without charges. Claims will not be paid for periods of time where a member would normally have paid for care such as during normal hours of work at their job.

SECTION 14 – DELEGATES TO CONFERENCES, CONVENTIONS AND EDUCATIONALS

- (a) Except for the President's option [Section 7(a)], all delegates to conventions, conferences, and educationals shall be chosen by election at membership meetings or in accordance with Section 6(g).

- (b) All delegates selected to the conventions/conferences held in Nova Scotia shall be paid transportation expenses at established CUPE reimbursement rate or most economical means available, will be provided a daily per diem allowance at the appropriate CUPE rate, for meals and expenses. Local 5047 will pay the cost of hotel accommodations as required and reimburse the employer for any loss of wages.
- (c) Local 5047 will provide members with their per diem allowance prior to their attending conventions, conferences, or educationals in instances where the meals are not provided.
- (d) Local 5047 encourages the participation of all equity-seeking groups in their delegation to conventions, conferences, and educational seminars.

## **SECTION 15 – COMMITTEES**

### **(a) Special Committees**

A special committee may be established for a specified purpose and a specified period of time by the membership at a meeting. The members shall be elected at a membership meeting, or may, by specific authorization of the membership, be appointed by the President or the Executive Board. Two (2) members of the Executive Board may sit on any special committee as ex-officio members.

#### **1. Bargaining Committee**

This will be a special committee established at least six months prior to the expiry of the Local 5047 collective agreement and automatically disbanded when a new collective agreement has been signed. The function of the committee is to prepare collective bargaining proposals and to negotiate a collective agreement. The committee shall normally consist of five (5) members: the President and four other members to be elected at a membership meeting. Should the President decline to sit on the bargaining committee, all five members shall be elected at a membership meeting. The CUPE Representative assigned to Local 5047 shall be a non-voting member of the committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership. All members of Local 5047's Bargaining Committee will attend CUPE's collective bargaining educational seminar prior to the commencement of bargaining.

### **(b) Permanent Committees**

The members of permanent committees (with the exception of the Grievance Committee) shall be elected at a membership meeting and will serve a term of two years. The Chairperson and the Executive Board may, with the concurrence of the membership, jointly appoint other members to serve on a committee. Committees will provide written reports to each regular membership meeting. The Vice-President or other Executive member shall be an ex-officio member, of each committee. The

liaison shall communicate educational opportunities to the Executive and Committee members.

1. Grievance Committee

This committee will:

- Be chaired by the Lead Steward and consist of all Stewards. The Executive shall be ex-officio members of the committee. The Committee shall determine its Recording Secretary.
- Meet as determined by the Lead Steward or Executive Board.
- Oversee the handling of all Local 5047 grievances.
- Receive copies of all grievances.
- When a grievance is not settled in the initial steps provided for in the collective agreement, this committee will decide whether or not the grievance should proceed to arbitration.
- If the decision is to not proceed to arbitration, the grievor(s) may appeal the decision to the Executive Board.
- Reports shall be presented to the Executive; the membership and the National Representative shall also receive copies.

2. Education Committee:

This committee will:

- Consist of five (5) members who will determine the Committee Chair and recording secretary.
- Gather information about appropriate courses, the availability of courses and make recommendations to Local 5047 whether members should be attending.
- Assist delegates in the preparation of reports to the membership on seminars and conferences and maintain a reference file of these reports.
- Cooperate with the National Union Development Department and Communications Branch of CUPE, and with the regional education representative, in implementing both Local 5047's and CUPE's policies in these fields.
- Work to secure appropriate and required training courses to support members.

- Implement a bursary process, with bursaries to be paid from general funds annually. One (1) bursary to be awarded at each high school with HRCE and one (1) awarded outside the district. Funding to be maintained from EI rebate. The bursaries will be \$500.00 dollars.

### 3. Equity Committee

This committee will:

- Consist of five (5) members who will determine the Committee Chair and Recording Secretary.
- Advise and give guidance to Officers, Committee Members, and the general membership on all issues that affect all equity-seeking groups, as defined by CUPE National in the workplace and union movement.
- Promote leadership of equity-seeking workers at the Local 5047 level and in the broader labour movement.
- Increase and support the active participation of equity-seeking workers in Local 5047 and the broader labour movement.
- Strive to eliminate racism and discrimination in the workplace, Local 5047, the broader labour movement, and society through education and participation in human rights and anti-racism activities both in and outside of the labour movement.

### 4. Health and Safety Committee

This committee will:

- Consist of five (5) members who will determine the Committee Chair and Recording Secretary.
- Work to educate members on the importance of workplace health and safety.
- Prepare and present reports to the regular membership meetings.
- Promote safe work procedures and environments so as to prevent illness and injury as a result of workplace factors.
- Immediately bring to the attention of the employer any workplace hazard that has the potential to cause members' illness or injury.
- Work in conjunction with Local 5047 members sitting on Joint Occupational Health and Safety Committees to eliminate all workplace hazards, be they physical, environmental, or social.

- The Committee Chair will sit on the Employer's board-based Joint Occupational Health and Safety Committee.

#### 5. Membership Support Committee

This committee will:

- Consist of five (5) members who will determine the Committee Chair and Recording Secretary.
- Extend Local 5047's acknowledgment on the part of the local death of a member or one of their immediate family and make other gestures in accordance with custom or the wishes of the family concerned. In the event of the death of a family member of a member and in accordance with the bereavement leave article of the Collective Agreement, a donation of \$50.00 shall be forwarded to the charity named by the family and if no charity is named, to the IWK Hospital in Halifax.
- Arrange and conduct all social, cultural, and recreational activities of Local 5047, either on the committee's own initiative or as a result of decisions taken at membership meetings. The Committee shall submit reports and proposals to the Executive Board or to the membership as required.

A budget for the Committee will be fixed annually by the membership but, other than that, all social, cultural, and recreational events and activities shall be self-supporting.

#### 6. Labour Management Committee

There shall be a Labour Management Committee in accordance with the Collective Agreement. The Committee shall be composed of the President, 1<sup>st</sup> Vice-President, Recording Secretary, and the Lead Shop Steward.

#### 7. Joint Occupational Health and Safety Committees

There shall be Joint Occupational Health and Safety Committees in accordance with provincial legislation. The committee will choose its Chair and Recording Secretary.

#### 8. Communications Committee

- Shall consist of five (5) members. The committee will choose their Chair and Recording Secretary.
- The committee shall develop a social media policy.
- They shall post on social media to inform members of the local



regarding events and information, in conjunction with the Executive Board liaison.

- The Communications Committee will maintain the CUPE 5047 website and social media pages.
- Shall support other committees with their messaging and communications needs.

#### 9. Newcomer Committee

- Shall be made up of five (5) members, the committee will choose its Chair and Recording Secretary.
- The committee will work with members of the Local who are newcomers to HRCE, especially those who are new to Nova Scotia and/or Canada.
- The committee will endeavour to contact and support newcomer members. This support could include orientation sessions or information for members, identifying language support needs for members for union materials, recognizing and sharing information on special days in the many cultures within the Local.
- Work in conjunction with other committees like Membership Support.

#### 10. Strategic Planning Committee:

- The committee shall be made up of five (5) members, the committee will choose its Chair and Recording Secretary.
- The committee will work to establish short, medium, and long-term goals for the local. This can be in collaboration with the Executive Board.
- The Committee will set goals for engagement by members, identify ways to promote the Local and raise awareness of our role in the community, and long-term ways to ensure the growth and strength of the Local.
- The committee will familiarize itself with occupational challenges, labour disputes, and successes achieved by other locals in our sector.
- Other tasks as determined by the Executive Board.

## 11. By-Laws/Resolutions Committee:

- The committee will consist of five (5) members and select their Chair and Recording Secretary.
- The committee will regularly review the Local 5047 bylaws and bring recommended changes or updates to the membership for approval. This includes ensuring our bylaws stay in conformity with any changes made to CUPE National Constitution, or other defining documents.
- The committee will prepare resolutions, in consultation with the members of the local, for presentation to CUPE Nova Scotia or CUPE National conventions and conferences.

## SECTION 16 – COMPLAINTS AND TRIALS

All charges against members or Officers must be made in writing and dealt with in accordance with the Trial Procedure provisions of the CUPE National Constitution.

**(Articles B.11.1 & Appendix F)**

## SECTION 17 – RULES OF ORDER

All meetings of Local 5047 will be conducted in accordance with the basic principles of Canadian parliamentary procedure. Some of the more important rules to ensure free and fair debate are appended to these bylaws as Appendix “B”. These rules shall be considered as an integral part of the bylaws and may be amended only by the same procedure used to amend the bylaws.

In situations not covered by Appendix “B”, the CUPE National Constitution may provide guidance, but, if the situation is not dealt with there, Bourinot’s Rules of Order shall be consulted and applied.

A Parliamentarian shall be appointed from the membership to serve at meetings as required. Training will be provided.

## SECTION 18 – AMENDMENTS

(a) These bylaws are always subordinate to the CUPE National Constitution (including Appendix “B”) as it now exists or may be amended from time to time, and in the event of any conflict between these bylaws and the CUPE National Constitution, the latter shall govern. The National President has the sole authority to interpret the CUPE National Constitution.

**(Articles 8.2 (c), 12.3 & B 5.1)**

(b) These bylaws will not be amended, added to, or suspended except upon a majority vote of those present and voting at a regular or special membership meeting

following seven days' notice at a previous meeting or at least sixty days' written notice.

- (c) No change in these bylaws will be valid and take effect until approved by the National President of CUPE. The validity will date from the letter of approval of the National President.

**(Articles 12.3 & B.5.1)**

## SECTION 19 – PRINTING AND DISTRIBUTION OF BYLAWS

Members will receive a copy of Local 5047 bylaws, either in paper or electronic format.

/js  
cope491  
September 18,2025

## Appendix “A” - CUPE NATIONAL EQUALITY STATEMENT

Union solidarity is based on the principle that union members are equal and deserve mutual respect at all levels. Any behaviour 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 behaviour 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 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.

## **Appendix “B” - RULES OF ORDER**

1. The President will be the Chairperson at all membership meetings. In the absence of the President, the Vice-President will be the Chairperson at the membership meeting. In the absence of the President and Vice-President, the Recording Secretary will be the Chairperson at the membership meeting. In the absence of the President, Vice-President and Recording Secretary, members at the membership meeting will select a Chairperson by majority vote. Quorum rules must be met.
2. Members are not allowed to speak about an issue for more than five minutes. Members can only speak to an issue once unless there is agreement by the members at a meeting, or where all those wishing to speak have had the opportunity to speak.
3. The Chairperson of a committee who is making a report or the mover of a motion may speak for up to fifteen minutes. With the agreement of the members present, the fifteen minutes may be expanded.
4. The Chairperson will state every motion presented at a membership meeting before allowing debate on the motion. Before putting a motion to a vote, the Chairperson will ask: “Is Local 5047 ready for the motion?” If no member rises to speak, the motion will be voted upon.
5. A motion must be moved and seconded. The mover and seconder must rise and be recognized by the Chairperson.
6. A motion to amend a motion, or a motion to amend an amendment are allowed, however a motion to amend an amendment to an amendment is not allowed.
7. An amendment to a motion or an amendment to an amendment to a motion that is a direct negative to the main motion is never permitted.
8. On motion, the regular order of business at a membership meeting may be suspended where two-thirds of those present vote to do so. The regular order of business should only be suspended to deal with urgent business.
9. Motions other than those named in Rule 19, or motions to accept or adopt the report of a committee, will, if requested by the Chairperson, be put in writing prior to beginning debate and vote.
10. At the request of a member, and upon a majority vote, a motion which contains more than one action or issue can be divided.

11. The mover of a motion can withdraw the motion upon the consent of the seconder prior to the end of debate. Once debate has ended on a motion, the motion can only be withdrawn upon unanimous vote of the members present.
12. A member who wishes to speak on a motion, or a member who wishes to move a motion, shall rise and respectfully address the Chairperson. The member shall not proceed until the member is recognized by the Chairperson except where the member rises to a point of order or on a question of privilege.
13. The Chairperson will keep a speakers list and, in all cases, will determine the order of speakers including those circumstances where two or more members rise to speak at the same time.
14. A member, while speaking, will speak only to the issue under debate. Members shall not personally attack other members. Members will refrain from using language that is offensive or in poor taste. Members will generally not speak in a manner that reflects poorly on Local 5047 or other members.
15. A member that is called to order will stop speaking until the point of order is determined. If it is decided that the member is in order, then the member may continue speaking.
16. Religious discussion of any kind is not permitted.
17. The Chairperson will not take part in any debate. Where the Chairperson wishes to speak on a resolution or motion, or where the Chairperson wishes to move a motion, the Chairperson must rise from the chair and hand the chair over as outlined in Rule #1.
18. The Chairperson will have the same right to vote as other members. In the case of a tie vote, the Chairperson may cast another vote or the Chairperson may refrain from casting an additional vote, in which case the motion is defeated.
19. When a motion is before the members, no other motion is in order except a motion to 1) adjourn; 2) put the previous question; 3) lay on the table; 4) postpone for a definite time; 5) refer; or 6) divide or amend. These six motions shall have precedence in the order indicated. Motions 1 through 3 shall be decided without debate.
20. The Chairperson will ask "Will the main question be now put?" where a motion for the previous question is moved and seconded. If approved, the Chairperson will then take votes on the motion and amendments to the motion (if any) in order of priority. If an amendment or an amendment to an amendment is approved, then members will be asked to vote on the motion as amended.
21. A motion to adjourn is in order except when a member is speaking or when members are voting.
22. A motion to adjourn, if lost, is not in order if there is further business before Local 5047, until fifteen minutes have elapsed.

23. After the Chairperson declares the vote results on a question, and before Local 5047 proceeds to another order of business, any member can ask for a division. A standing vote on the division will be taken and the Recording Secretary will count the standing vote.
24. If a member wishes to appeal a decision of the Chairperson, the member must appeal at the time the decision is made. If the appeal is seconded, the member will be asked to state briefly the basis for the appeal. The Chairperson will then state briefly the reasons for the decision. Following immediately and without debate, the Chairperson will ask, "Will the decision of the chair be upheld?" A majority vote shall decide. In the event of a tie vote, the decision of the chair is upheld.
25. After a question has been decided, any two members who have voted with the majority can move reconsideration, provided that a motion for reconsideration is made at either the meeting where the decision proposed for reconsideration was made, or at the very next meeting.
26. Members are allowed to leave a meeting with the permission of the Vice-President; however, in no case will a member leave during the reading of minutes, the initiation of new members, the installation of Officers, or the taking of a vote.
27. Local 5047 business and the proceedings of meetings are not to be divulged to any persons outside Local 5047, or the Canadian Union of Public Employees.

## **Appendix “C” - CODE OF CONDUCT**

The mandate of our union, the Canadian Union of Public Employees (CUPE), is to organize and defend workers and to promote economic and social justice for our members and for all workers. In carrying out our work, we in CUPE strive to promote our core values which include the principles of solidarity, equality, democracy, integrity, and respect. We are committed to mobilizing our energy and skills to work together to promote these values and to attain these goals in our union, our communities, and globally.

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.

This Code of Conduct sets out standards of behaviour for participants at national convention, conferences, schools, meetings, and any other union events organized by CUPE National, Local 5047, or any other CUPE chartered body. 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 CUPE bodies. 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.

As 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. A complaint shall be brought to the attention of an ombudsperson when there is one available. Should an ombudsperson not be available, a person properly appointed and designated to be in charge shall receive the complaint.
3. The ombudsperson or the person in charge will work to seek a resolution. If this fails to resolve the matter, the ombudsperson shall report the matter to the person in charge. The person in charge has the authority to expel members from the event for serious or persistent offenses.
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 CUPE chartered organization, the complaint shall be referred to the person responsible for their employment.
5. If the person in charge is a party to the complaint, an alternate will be designated to assume the role.
6. In a case where a member has been expelled from a National event, the National President shall receive a report on the matter. For other events, the presiding officer shall receive a report on the matter.
7. 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. For other events, the presiding officer shall consult the National President.

This Code of Conduct is designed to create a safe, respectful, and supportive environment within 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.

This Code of Conduct does not replace a member's right to access the trial provisions under Appendix F of the CUPE National Constitution.