

# BYLAWS



Canadian Union of Public Employees Local 3550

Edmonton Public Schools Support Staff

Approved by Membership September 9, 2025  
Approved by NPO February 2, 2026

This document was created by  
and is the property of Local  
3550 and is intended for use by its  
card carrying members.

### **MEMBER OBLIGATION**

I promise to support and comply with  
the Constitution of this Union,  
to work to improve  
the economic and social conditions  
of other members and other workers,  
to defend and work to improve  
the democratic rights and liberties of workers  
and that I will not purposely or knowingly  
harm or assist in harming  
another member of the Union.

(CUPE Constitution Article B.8.4)

General Membership meetings are generally the  
first Tuesday of every month excluding July and August.

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## **INTRODUCTION**

Local 3550 of the Canadian Union of Public Employees has been formed to:

- Improve the social and economic well-being of all of its members;
- Promote equality for all members and to oppose all types of harassment and discrimination;
- Promote the efficiency of public services; and
- Express its belief in the unity of organized labour.

The following Bylaws are adopted by Local 3550 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 the Local Union, and to involve as many members of the Local Union as possible through the sharing of duties and responsibilities.

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 "B" to these bylaws.

## **SECTION 1 – NAME**

- (a) The name of this Local Union shall be Canadian Union of Public Employees, Local 3550.
- (b) Local 3550 shall be comprised of the Edmonton Public Schools Support Staff and such other members who may affiliate to or join Local 3550.

## **SECTION 2 – OBJECTIVES**

The objectives of Local 3550 are to:

- (a) Secure the best possible pay, benefits, working conditions, job security, pensions and retiree benefits for its members;
- (b) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- (c) Encourage the settlement by negotiation and mediation of all the disputes between the members and their employers;

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

### **SECTION 3 – REFERENCES**

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 – AFFILIATIONS**

In order to strengthen the labour movement and work toward common goals and objectives, Local 3550 may, upon membership approval, be affiliated to and pay per capita tax to the following organization(s):

- The CUPE Alberta Provincial Division
- The Edmonton District CUPE Council
- The Alberta Federation of Labour
- The Edmonton District Labour Council
- CUPE Alberta Education Employees Committee

### **SECTION 5 – REGULAR AND SPECIAL MEMBERSHIP MEETINGS**

- (a) Regular membership meetings shall be held monthly, excluding July and August, at a place and time designated by the Executive Board. Meetings may be hybrid or virtual at the discretion of the Executive Board. Secret voting cannot be both on paper ballots and online. If a secret vote must be taken during a hybrid meeting, it must be an electronic vote for everyone, as per Article B.6.2 of the National Constitution.

When a statutory holiday or a situation beyond the control of the Local Union arises which causes the cancellation of a regular membership meeting, the Executive Board shall reschedule the regular membership meeting, and will give members fourteen days' notice of the date of the rescheduled regular membership meeting.

- (b) There shall be a minimum of 8 Executive Board meetings, excluding July, at a time and place to be set by the Executive. A special Executive Board meeting can be called as required. A quorum constitutes fifty percent (50%) of the Executive with not less than three (3) Table Officers.
- (c) Special membership meetings of Local 3550 may be required and shall be called by the Executive Board or may be requested in writing by no fewer than eighteen (18) members. The President shall, within seven (7) days, 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. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.
- (d) The minimum number of members required to be in attendance for the transaction of business at any regular or special General Membership meeting shall be eighteen (18) members, including at least fifty percent (50%) of the members of the Executive Board, with not less than three (3) Table Officers. In the event that quorum is not met, the normal business of the Local shall be conducted by the Executive and the Treasurer will report those transactions at the next membership meeting.
- (e) At all general membership meetings of Local 3550, motions made from the floor shall not exceed a total of one thousand dollars (\$1000.00) per motion.
- (f) 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 and approval of minutes of previous meeting
  - 6. Matters arising
  - 7. Approval of agenda

8. Treasurer's report and approving expenditures
9. Correspondence
10. Good of the Union
11. Executive Board report
12. Reports of committees and delegates
13. Nominations, Elections, or Oath of Office
14. Unfinished business
15. New business
16. Adjournment

(CUPE Constitution Article B.6.1)

- (g) Local 3550 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.
- (h) If a member is on an approved union leave and absent from a general membership meeting, they shall be counted as having attended for the purposes of delegate eligibility.

## **SECTION 6 – OFFICERS**

- (a) The Table Officers of Local 3550 shall be the President, First Vice-President, Second Vice-President, Recording Secretary, Secretary-Treasurer and Lead Steward. Additional Officers shall include: four (4) Executive Board Members, Sergeant-at-Arms and three (3) Trustees. All Officers shall be elected by the membership.
- (b) Terms of office for Table Officers and Executive Board Members shall be two (2) years.
- (c) Any Officer who is unable to fulfill their duties and responsibilities for more than three (3) months shall be deemed to have resigned from their office. The vacant position shall be filled in accordance with Section 8 unless a request to remain in office for a further period of six (6) months is approved by a majority of members voting at a membership meeting.

## **SECTION 7 – EXECUTIVE BOARD**

- (a) The Executive Board shall include all Officers, except Trustees.

(CUPE Constitution Article B.2.2)

- (b) The Executive Board shall meet at least eight (8) times per year.

(CUPE Constitution Article B.3.14)

- (c) A quorum constitutes fifty percent (50%) of the Executive with not less than three (3) Table Officers.

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

- (d) Should any Executive Board member fail to answer the roll call for three consecutive regular meetings, or three consecutive regular Executive Board meetings without having submitted good reasons or advanced notice, their office shall be declared vacant and shall be filled by an election as soon as practical. In accordance with section 10 (d) as decided by the majority of the Executive Board

## **SECTION 8 – DUTIES OF OFFICERS**

Each Officer of Local 3550 is encouraged to participate in CUPE educational courses to enhance their leadership skills and expand their knowledge and expertise. All signing Officers of Local 3550 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.

- (a) **The President shall:**

- Enforce the CUPE National Constitution, these Local Union bylaws and the Equality Statement.
- Preside at all membership and Executive Board meetings and preserve order.
- Decide all points of order and procedure (subject always to appeal to the membership).

- Have a vote on all matters (except appeals against the President's rulings). In case of a tie vote in any matter, including elections, turn it back to the membership for a revote.
- Ensure that all Officers perform their assigned duties.
- Fill committee vacancies where elections are not provided for.
- Have the authority to backfill vacancies with an Executive Board Member as they occur.
- Sign cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE National Constitution, Local Union bylaws, or vote of the membership.
- Be empowered, with the approval of the membership, to employ necessary administrative assistance to be paid for out of the Local Union's funds.
- Be a full-time Officer of the Local.
- Answer correspondence and fulfil other administrative duties as directed by the Executive Board.
- Be an ex-officio member of all Local committees.
- Upon termination of office surrender all books, intellectual properties, electronic data, and other properties of the Local to the successor to the position within thirty (30) days. Failure to produce all materials will be considered a violation of the CUPE constitution and these bylaws.

(b) **The First Vice-President shall:**

- If the President is absent or not eligible, perform all duties of the President.
- Preside over membership and Executive Board meetings in the absence of the President.
- If the office of the President falls vacant, be Acting President until a new President is elected.
- Sign cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE National, Local Union bylaws, or vote of the membership.
- Read names of new members at Membership Meeting for approval.

- Render assistance to any member of the Executive as directed by the Executive Board.
- Be a full-time officer.
- Be a member of the Bylaw Committee.
- Be a member of the Liaison Committee.
- Upon termination of office surrender all books, intellectual properties, electronic data, and other properties of the Local to the successor to the position within thirty (30) days. Failure to produce all materials will be considered a violation of the CUPE Constitution and these bylaws.

(c) **The Second Vice-President shall:**

- If the President and First Vice-President are absent or not eligible, perform all duties of the President.
- Preside over membership and Executive Board meetings in the absence of the President and First Vice-President.
- If the office of the President and First Vice-President falls vacant, be Acting President until a new President or First Vice-President is elected.
- Render assistance to any member of the Executive as directed by the Executive Board.
- Assist Lead Steward with member representation, grievances and Disputes.
- Be a member of the Liaison Committee.
- Be the Privacy officer for the Local.
- Be a delegate/liaison to Alberta Education Employees Committee (AEEC).
- Upon termination of office surrender all books, intellectual properties, electronic data, and other properties of the Local to the successor to the position within thirty (30) days. Failure to produce all materials will be considered a violation of the CUPE constitution and these bylaws.

(d) **The Lead Steward shall:**

- Handle all member representation, grievances and disputes.

- Preside over the Steward meetings.
- Be a member of the Negotiating Committee.
- Preside when called upon by the President and at times when both the President and Vice-Presidents may be temporarily unable to discharge the duties of that office.
- Sign cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE National Constitution, Local Union bylaws, or vote of the membership.
- Be a full-time Officer of the Local.
- Be a member of the Liaison Committee.
- Actively recruit and provide union development for new stewards.
- Upon termination of office surrender all books, intellectual properties, electronic data, and other properties of the Local to the successor to the position within thirty (30) days. Failure to produce all materials will be considered a violation of the CUPE constitution and these bylaws.

(e) **The Recording Secretary shall:**

- 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.
- Have all minutes ready on reasonable notice for the Trustees or auditors.
- Preside over membership and Executive Board meetings in the absence of the President, Vice-Presidents, and Lead Steward.
- Provide minutes to the Executive Board one (1) week prior to each meeting date.
- Be a member of the Liaison Committee.
- Perform such other duties as required by the Local's bylaws.
- On termination of office, surrender all books, seals and other properties of the Local Union to their successor.

(f) **The Secretary-Treasurer shall:**

- Receive all revenue, initiation fees, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union.
- Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the National Constitution, Local Union bylaws or vote of the membership. All cheques must be signed by 2 signing authorities. In the case of absence or vacation cheques will be signed by 2 signing authorities.
- 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.
- 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 the Local Union at CUPE Local 3550, 14207-115 Avenue NW Edmonton, AB T5M 3B6
- Record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices.
- Make a full financial report to meetings of the Local Union's Executive Board.
- Make a written financial report to each regular membership meeting, detailing all income and expenditures for the period.
- Be bonded through the master bond held by CUPE National. Any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office.
- No request shall be required for payment of per capita fees to any organization to which the Local Union is affiliated.
- Make all books available for inspection by the Trustees and/or auditors on reasonable notice. Ensure that the books are audited at least once each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees.
- Provide the Trustees with any information the Trustees require to complete the audit, including forms provided by CUPE National.

- Shall meet with any member who requests a meeting to discuss detailed financial reports within ten (10) days of the request.
- Be a member of the Liaison Committee.
- Be an Executive liaison to the CUPE 3550 Building Society.
- On termination of office, surrender all books, seals, records and other properties of the Local Union to their successor.

(g) **The Trustees shall:**

- 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 at least once every calendar year.
- Submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct, and proper manner.
- Report their findings in written form to the first membership meeting following the completion of each audit.
- Be responsible to ensure that monies have not been paid out without proper constitutional or membership authorization.
- Ensure that proper financial reports have been given to the membership.
- Audit the record of attendance.
- Inspect at least once a year, any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local Union, and report their findings to the membership.
- Attend the Local's general membership meetings and exercise general supervision over the property of the Local.
- 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 the Local Union
  - (v) Secretary-Treasurer's response to recommendations
  - (vi) Concerns that have not been addressed by the Local Union Executive Board.
- On termination of office, surrender all books, intellectual properties, electronic data, and other properties of the Local to the successor to the position within thirty (30) days. Failure to produce all materials will be considered a violation of the CUPE Constitution and these bylaws.

(h) **The Sergeant-at-Arms shall:**

- Guard the inner door at membership meetings, in person or virtual and admit only members in good standing or officers and officials of CUPE, except on the order of the President and with consent of the members present.
- Assist in maintaining the record of membership attendance at meetings.
- Be the chair of the Membership Committee.
- Assist in planning membership meetings and membership drives.
- On termination of office, surrender all books, intellectual properties, electronic data, and other properties of the Local to the successor to the position within thirty (30) days. Failure to produce all materials will be considered a violation of the CUPE Constitution and these bylaws.

(i) **The Table Officers and Executive Board Members shall:**

- Have such duties as may be assigned to them from time to time by the Executive or by membership vote.
- Be a chair of at least one committee.
- Attend monthly membership, executive and any special meetings called unless excused for good and adequate cause.
- Attend Executive Retreat and Annual Retirement Banquet unless excused for good and adequate cause.

- Upon termination of office surrender all books, intellectual properties, electronic data, and other properties of the Local to the successor to the position within thirty (30) days. Failure to produce all materials will be considered a violation of the CUPE Constitution and these bylaws.
- Be encouraged to participate in additional union events.

## **SECTION 9 – ANNUAL AUDIT**

- (a) All financial records of the Local shall be audited by an outside chartered accountant. All books and records will be delivered to the accountant by October 31<sup>st</sup> of each year covering the period September 1<sup>st</sup> to August 31<sup>st</sup>.
- (b) Executive Board shall appoint the chartered accountant to perform the audit.
- (c) The Trustees shall, at the first scheduled membership meeting following receipt of the audit report, present the auditor's report to the membership.
- (d) Trustees shall perform an annual audit immediately following an election for Treasurer and President.

## **SECTION 10 – NOMINATION, ELECTION, AND INSTALLATION OF OFFICERS**

### **(a) Nominations**

1. Nominations will be received at election meeting held in the month of June.
2. Nominations will be accepted from members in attendance at the election meeting or from those members who have allowed their name to be filed in writing at the meeting, witnessed by another member.
3. To be eligible for nomination, a member shall have attended at least fifty (50) percent of the membership meetings held in the previous twelve months, or in the period they were a member if less than a year, unless a valid reason acceptable to the Local Union is given for non-attendance by the next membership meeting.
4. 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.
5. To be eligible for nomination, a member must be a member in good standing as set out in Article B.8.3 of the National Constitution.

6. All nominees must take the required related education courses appropriate to their position once elected.

(b) **Elections**

1. The President, Secretary-Treasurer, Second Vice-President, and two (2) Executive Board members will be elected in odd numbered years.
2. The First Vice-President, Lead Steward, Recording Secretary, Sergeant-at-Arms and two (2) Executive Board members shall be elected in even numbered years.
3. At a membership meeting, 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 the Local Union 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.
4. The Executive Board will determine the voting platform, the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer.
5. The Returning Officer will be responsible for issuing, collecting, and counting ballots. The Returning Officer must be fair and impartial and see that all arrangements are unquestionably democratic.
6. The voting will take place at the election meeting in June or as required in the event of a by-election. The vote will be by secret ballot.
7. Any Nominee may appoint a Scrutineer to observe the counting of the ballots, or the results of the vote.
8. Voting to fill one office will be conducted and completed, and recounts dealt with before balloting may begin to fill another office.
9. A majority of votes cast will be required before any candidate can be declared elected, and second and subsequent ballot(s) will be taken if necessary to obtain a majority. On the second and subsequent ballot(s), the candidate receiving the lowest number of votes in the previous ballot will be dropped.
10. In the event of a tie vote, a second and subsequent ballot(s) will be taken if necessary, until a candidate receives a majority of votes cast and can be declared elected. In the event the tie vote persists, subsequent ballots may be deferred to the next membership meeting.

11. 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. (CUPE Constitution Article 10.4)
12. 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 5(d).

(c) **Installation**

1. All duly elected executive Officers shall be installed at the meeting at which elections are held and shall continue in office for 2 years or until a successor has been elected and installed, provided, however, that no term of office shall be longer than three years. (CUPE Constitution Article B.2.4)
2. Full-time officers shall be installed as of September 1<sup>st</sup> or immediately if the position is vacant.
3. Up to one (1) month or as directed by the Executive Board will be provided to Full-time officers seconded to Local 3550 at the end of their term to satisfy collective agreement return from leave requirements. (CUPE Local 3550 Support Staff Collective Agreement; Sept. 1, 2017 – Aug. 31, 2020; Clause 17.c(ii) Upon giving one (1) months' notice, the employee shall return to the position held when the leave commenced if available, or its equivalent.)
4. 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 3550 shall elect one Trustee for a three-year period. No member who has been a signing officer for the Local Union is eligible to run for Trustee, until at least one full term of office has elapsed.

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."

(CUPE Constitution Article 10.7(b))

(d) **By-Election**

Should an office fall vacant pursuant to Section 6(c) or 7(e) of these bylaws or for any other reason, the resulting by-election will be held as soon as practical and should conform to Section 10. The term of office for any position filled through a by-election will be the remainder of the term that the vacated position was initially elected to fulfill.

## **SECTION 11 – FEES, DUES, AND ASSESSMENTS**

(a) **Initiation Fee**

Each application for membership in the Local Union will be directed to the First Vice President.

(b) **Monthly Dues**

1. The monthly dues shall be the National Per Capita tax plus 0.9% (zero point nine percent) of regular wages plus any assessments levied under the CUPE National Constitution.
2. Local 3550 can set or change the regular monthly dues at a regular or special membership meeting. Notice of at least seven (7) days at a previous meeting or sixty (60) days in writing must be given.
3. Special assessments may be levied in accordance with Article B.4.2 of the CUPE National Constitution.
4. A member in good standing who is on lay off or a member in good standing who is on any extended leave of absence, and who remains on the seniority list shall be exempted from paying dues for that period and shall remain in good standing, entitled to all rights and benefits of the Local.

## **SECTION 12 – VOTING OF FUNDS**

(a) Local 3550 will pay out funds under the following circumstances:

1. When the expenditure has received prior authorization through a membership approved budget.
2. When these bylaws approve the expenditure; or
3. Through a vote of the majority of members at a membership meeting.

- (b) Authorization to pay per capita tax to CUPE National, CUPE Alberta Division, or any labour organization the Local Union is affiliated with, is not required.
- (c) No member of Local 3550 will be allowed to spend any Local Union funds without first having received authorization under Section 12(a) of these bylaws.
- (d) All orders written on the Treasury shall require two (2) signatures; the signature of the President, Secretary-Treasurer, Lead Steward or First Vice-President.

### **SECTION 13 – OUT-OF-POCKET**

All out-of-pocket expense allowances shall be paid in accordance with Local 3550 Expense Reimbursement Policy.

- (a) Members attending conferences, conventions, seminars, workshops, or other approved courses shall be paid in accordance with Local 3550 Expense Reimbursement Policy.
- (b) Members attending documented meetings, held to conduct the business of the Local, which occur outside of normal working hours on personal time will be paid in accordance with Local 3550 Expense Reimbursement Policy. General or special meetings are excluded from this.
- (c) All Officers of the Local as outlined in Section 6 will receive a rate in accordance with Local 3550 Expense Reimbursement Policy per month to cover basic out-of-pocket expenses.
- (d) All Table Officers (President, Vice-Presidents, Lead Steward, Secretary-Treasurer, and Recording Secretary) of the Executive will receive an additional rate in accordance with Local 3550 Expense Reimbursement Policy per month to cover basic out-of-pocket expenses.
- (e) Trustees will receive out-of-pocket expense, in accordance with Local 3550 Expense Reimbursement Policy.
- (f) All members required to use their personal vehicle to meet with a member or, to conduct business on behalf of the Local, will be reimbursed, in accordance with Local 3550 Expense Reimbursement Policy.
- (g) Full time Officers will receive an amount equivalent to Edmonton Public Schools Vehicle Allowance instead of mileage for Edmonton area travel.

- (h) Out-of-pocket expense allowances will be increased by an amount equal to the negotiated wage increase for that year.
- (i) Executive Board members attending the Local 3550 Retirement Banquet shall have their tickets paid by the Local.
- (j) Delegates attending CUPE Convention banquet(s) shall have the cost of ticket(s) paid by the Local.
- (k) Caring for children, dependents or the elderly are barriers to actively participating in the union or to attending membership meetings. Local 3550 is committed to removing barriers within its control so that all members have equal access to participation.
  - (i) Any member who is on authorized Local 3550 business shall be eligible for child care, dependent care, and/or elder care expenses where required. Upon proof of payment, claims shall be reimbursed in accordance with the CUPE Local 3550 Expense Reimbursement Policy.
  - (ii) The Child/Dependant must reside within that member's residence. Extenuating circumstances will be considered on a case-by-case basis.

#### **SECTION 14 – DELEGATES TO CONFERENCES, CONVENTIONS AND EDUCATIONALS**

- (a) All delegates must be members in good standing and have attended at least fifty percent (50%) of the previous membership meetings within the last twelve (12) months.
- (b) Delegates will provide a report at the next membership meeting.
- (c) All delegates attending biennial National Conventions, CUPE Weeklong School/AFL Weeklong School, Labour Community Advocate program (formerly United Way Union Counselor) must have attended at least fifty percent (50%) of the membership meetings within the previous twelve (12) months.
- (d) Except for the President's option, delegates to conventions, conferences, and educationals must submit application(s) to the Education Committee. Committee recommendations are submitted to Executive Board for approval.
- (e) The President will have first right of refusal. If the President chooses not to attend, the Executive Board shall elect one (1) delegate, from the Executive Board, to take the place of the President.

In addition:

- there will be at least one (1) alternate from the Executive Board as recommended by the Executive Board.
  - there will be at least one (1) delegate and one (1) alternate from the general membership as elected, or as recommended by the Executive Board and approved by-membership.
  - In the event that there are no delegates from the general membership, another member of the Executive Board shall be elected.
  - The alternate delegates will be the individual(s) with the next highest number of votes.
  - The President or alternate will have the authority to pledge up to a total of one thousand (\$1,000.00) dollars per convention to support requests for financial assistance.
- (f) Delegates to the Edmonton District CUPE Council, Edmonton & District Labour Council, CUPE Alberta Education Employees Committee and all other Local 3550 affiliations shall be elected bi-annually. A member responsible for reporting back to the Local Union membership shall be appointed by the President from among these delegates, and the member appointed shall report at each Local Union membership meeting on proceedings at recent meetings of each affiliated council or committee.
- (g) All delegates attending conventions, conferences, or educationals held outside the City of Edmonton shall be paid transportation expenses (at economy, tourist or coach rates) as determined by the Secretary-Treasurer. There shall be a per diem allowance paid in accordance with CUPE National Expense Reimbursement Policy for meals and expenses incurred. The Local Union will reimburse the member's employer for any loss of wages.

- (h) Delegates to conventions, conferences, and educationals held locally shall have no travel allowance. There shall be a per diem allowance paid in accordance with Local 3550 Expense Reimbursement Policy for meals and expenses incurred. The Local Union will reimburse the member's employer for any loss of wages.
- (i) Local 3550 will provide members, upon request, with their per diem allowance prior to attending the convention, conference, or educational.
- (j) Local 3550 encourages the participation of all equity-seeking groups in their delegation to conventions, conferences and educationals.

## **SECTION 15 – COMMITTEES**

### **(a) Definitions**

#### **1. Special (Ad-Hoc) Committee**

A special committee may be established for a specified purpose and a specified period of time by the members at a membership 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. At least one (1) Executive Board member shall chair a Committee unless otherwise specified within these bylaws.

#### **2. Permanent (Standing) Committee**

A permanent committee may be established to support the operation of the Local. The Chairperson of each permanent committee shall be a member of the Executive Board. Permanent committees will have 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 unless otherwise specified within these bylaws.

### **General Committee Information:**

1. All Local 3550 committees shall have a minimum of 3 members unless otherwise specified within these Bylaws or as directed by membership at a general or special membership meeting.
2. All committees shall provide a written report to the President and a verbal summary report to be presented at the next membership meeting.
3. All members of committees must be prepared to take the appropriate related course or have equivalent experience.

4. Distribution of any material on behalf of Local 3550 must have prior approval of the President or designate.
5. All committee members shall be elected at general membership meetings or appointed by the president.

(b) **List of Committees:**

**1. Acknowledgement Committee**

This committee will consist of at least 1 member:

- Send a token of the Local's concern.
- Extend the Local's condolences in the event of the death of a member or one of the member's families and make other appropriate gestures in accordance with the custom or wishes of the family concerned.
- Extend the Local's congratulations upon the marriage of a member or the birth/adoption of a child/grandchild to a member.

**2. Awareness/Public Relations Committee**

This committee will:

- Have input into social media as determined by the needs and interests of the Local and its members.
- Organize and manage a '3550 in Communities Day' event at least once a year.
- Promote 3550 awareness.

**3. Building Society Committee**

This committee will:

- Consist of at least five members elected by membership.
- Form a building society as governed by the Societies Act of Alberta.

**The Building Society:**

- Will operate under the guidelines of the Societies Act of Alberta.

- Will purchase, sell, manage, lease, mortgage, dispose of, or otherwise deal with the property of the society.
- Will hold title to any real estate of the Local Union as trustees for the Local Union.
- 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.
- Membership will consist of all card-carrying members in good standing of Local 3550.

#### **4. Bylaw Committee**

This committee will:

- Review the bylaws annually and make recommendations to the Executive Board on proposed amendments.
- Review any proposed amendments received from the Executive Board or membership of the Local Union to ensure that the amendment will conform to the remainder of the bylaws and the CUPE National Constitution.
- Ensure that the Local Union's bylaws are written in clear language, ensuring that clear language does not change the intent or meaning of the bylaws.

#### **5. Education Committee**

This committee will:

- Gather information about appropriate courses and the availability of courses.
- Make recommendations to the Executive Board on participation and any suggested targeted training.
- Maintain a record of delegate attendance and completion of all Union Development seminars, courses and conferences and report to the Executive Board.
- Organize all workshops sponsored by Local 3550.

## **6. Health and Safety Committee**

This committee will:

- Promote health and safety in the workplace.
- Work to eliminate all workplace hazards, be they physical, environmental, psycho-emotional or social.

## **7. Membership Committee**

This committee will:

- From time to time contact the non-members and promote the benefits of being a member.
- Be responsible for maintaining an accurate and up to date attendance log of all membership meetings.

## **8. Negotiating Committee**

This committee will:

- Be a special committee established at least six (6) months prior to the expiry of the Local Union's 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 consist of a minimum of six (6) members, all elected at a membership meeting. The CUPE Representative assigned to the Local Union shall be a non-voting member of the committee.
- The committee shall consist of the President, Lead Steward First Vice President and at least six (6) members of the Local.
- A Recorder will be assigned to this committee. This person must have the skills and abilities to perform the recording duties and will not have voice or vote.
- All committee members will attend all negotiation meetings with the employer unless excused.
- All bargaining proposals brought forward by the Negotiating Committee or any memorandum of agreement reached between the Negotiating Committee and the employer will require fifty

percent (50%) plus one (1) majority vote of members in good standing present and voting at meetings held for those purposes.

- All members of this committee will take the appropriate Union Development related courses or have equivalent experience.

#### **9. Political Action Committee**

This committee will:

- Promote member engagement and organize political action within the Local and the broader labour movement. These may include election campaigns, lobbies, petitions and fundraising, etc.

#### **10. Site Communicator Committee**

This committee will:

- Compile and distribute educational/informational materials of interest to the membership.
- Recruit site communicators on an annual basis.

#### **11. Social Committee**

This committee will:

- Arrange and conduct all social, cultural, and recreational activities of the Local, either on the committee's own initiative or as a result of decisions taken at membership meetings.
- Local 3550 Social Committee budget will be approved annually by membership.

#### **12. Union Steward Committee**

- The Lead Steward will recommend the appointment of stewards to the Executive Board. These appointments shall be affirmed at the next general meeting by membership vote.

The Stewards will:

- Set an example to the members and attend all Union meetings unless unable to do so due to illness or other just cause.
- Represent members on behalf of the Union.

- Promote harmony among support staff, as well as between support staff and management.
- Advise members of their rights and obligations under the terms of the collective agreement and Local Union bylaws.
- Advise members of procedures under the terms of the collective agreement and Local Union bylaws.
- Keep members informed about union business; obtain information and give information.
- Assist the Sergeant-at-Arms at all special and/or ratification meetings and have the right to require each member to show their membership card before being admitted to such meetings unless that member is being initiated at that time.
- Solve problems at the first level, between all the parties involved.
- If unable to solve a problem, refer the problem to the Lead Steward.
- Notify the Lead Steward of all issues and/or problems.

## **SECTION 16 – COMPLAINTS AND TRIALS**

### **(a) LOCAL 3550 INTERNAL CONCERNS RESOLUTION**

If you have a question about anything that is going on in your Local you may contact any member of the Executive for assistance.

If you have a concern with another member of the Local we would encourage you to contact that member directly to resolve the issue. If this is not successful you may contact any member of the Executive, in writing, with your concern. We may not be able to resolve it but we can assist you in dealing with it.

We urge you to have face-to-face communication and if your concern(s) needs to be taken to a secondary level then all concerns should be addressed in writing so that each individual has a clear knowledge of the concern(s) and expectation(s) for a resolve.

All matters of this nature must be discussed at the executive level but are kept confidential within the Executive Board. No confidential information will

be shared with Local members unless it is deemed to have an effect on the general operations of the Local.

Please also note that our National Representative is a resource person for the Local and does not directly deal with any internal matters of the Local unless asked to do so by the Executive Board.

(b) **CUPE NATIONAL TRIAL PROCESS**

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 and Appendix F).

**SECTION 17 – RULES OF ORDER**

- (a) All meetings of the Local Union 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 “A”. 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.
- (b) In situations not covered in Appendix “A”, the CUPE National Constitution may provide guidance. If the situation is not dealt with in the CUPE National Constitution, Bourinot’s Rules of Order shall be consulted and applied.

**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.
- (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 (7) days’ notice at a previous meeting or at least sixty (60) 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.

## **SECTION 19 – PRINTING AND DISTRIBUTION OF BYLAWS**

Members will receive a paper copy of Local 3550 bylaws. Members may request a copy of the bylaws in larger font.

**Appendix “A”**  
**RULES OF ORDER**

1. The President will be the Chairperson at all membership meetings. In the absence of the President, a Vice President will be the Chairperson at the membership meeting. In the absence of the President and the Vice Presidents, the Lead Steward will be the Chairperson at the membership meeting. In the absence of the President, Vice-Presidents and Lead Steward, the Recording Secretary will be the Chairperson at the membership meeting. 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 the Local 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 the 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 the Local Union or other members.
15. A member who 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 the Local Union until fifteen minutes have elapsed.

23. After the Chairperson declares the vote results on a question, and before the Local Union 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. The Local Union's business and the proceedings of meetings are not to be divulged to any persons outside the Local Union or the Canadian Union of Public Employees.

## Appendix “B”

### 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, 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.

## **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 interactions.

The Code of Conduct sets out standards of behaviour for participants at national conventions, 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.

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 comments 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 the 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 a serious ongoing behaviour which targets an individual or group and 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 conventions, 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 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 a need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offences.
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 offences. 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 an 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 “D”

### Expense Reimbursement Policy

Members attending conferences, conventions, seminars, workshops, or other approved activities shall be paid in accordance with CUPE Local 3550 Expense Reimbursement Policy. CUPE Local 3550 expense claim forms must be completed outlining the expense, the reason for the expense and with supporting receipt(s) attached and submitted to the Treasurer.

1. Members attending documented meetings, held to conduct the business of the Local, which occur outside of normal working hours on personal time, will be paid the in town per diem rate of \$20.00 for each ½ day meeting or consecutive meetings not to exceed 3.5 hours. This will include all Local 3550 committees and those stewards required to meet with member(s) to resolve member issues. General or special meetings are excluded from this.
2. Executive members who attend documented meetings, not including all Membership, Executive, and or Special Meetings and as chair of a committee held to conduct business of the Local, which occur outside normal working hours on personal time, will be paid the in town per diem rate of \$20.00 for each ½ day meeting or consecutive meetings not to exceed 3.5 hours. This will include all Local 3550 committees and those stewards required to meet with member(s) to resolve member issues. General or special meetings are excluded from this.
3. All members (including Executive members) who attend a documented meeting held to conduct business of the Local outside of the city of Edmonton, Alberta will be paid the out-of-town per diem rate in accordance with CUPE National.
4. Trustees will receive the in town per diem rate when attending the majority of the monthly General Meeting.
5. Members (excluding full time officers) required to use their personal vehicle to meet with a member, for the purpose of member representation, will be reimbursed in accordance with CUPE National Expense Reimbursement Policy.
6. Full time Officers will receive an amount equivalent to Edmonton Public Schools Vehicle Allowance instead of mileage for Edmonton area travel.
7. All Officers of the Local, as outlined in Section 6, will receive \$194.30 (September 2019) per month to cover basic honorariums. Increases will be consistent with the date and amount of adjustments to the salary grid in accordance with the CUPE Local 3550 Collective Agreement.
8. Executive members on personal vacation or sick leave in excess of thirty (30) calendar days shall not receive out-of-pocket.

9. Executive Board members attending the Local 3550 Retirement Banquet shall have their tickets paid by the Local.
10. Delegates attending CUPE Convention banquet(s) shall have the cost of ticket(s) paid by the Local.
11. Members who are seconded to fill a leave as a Full-Time officer after 2 weeks will have pay protection for each day worked for a higher rate of pay by the board or top up by the Local (back paid to the first day)

*This policy shall not be amended, added to, or suspended except upon fifty percent (50%) majority vote of those present at a regular or special membership meeting following seven days notice at a previous meeting or at least sixty (60) days written notice.*

If you have any questions, comments or concerns, please contact us at:

**CUPE Local 3550**

**(780) 455-1435 - Union Office**

**[contact@cupe3550.ca](mailto:contact@cupe3550.ca)**

**[president@cupe3550.ca](mailto:president@cupe3550.ca) – President**

**[1vp@cupe3550.ca](mailto:1vp@cupe3550.ca) – First Vice-President**

**[steward@cupe3550.ca](mailto:steward@cupe3550.ca) – Lead Steward**

**[treasurer@cupe3550.ca](mailto:treasurer@cupe3550.ca) – Treasurer**