



## **CUPE NEWFOUNDLAND AND LABRADOR**

### **CONSTITUTION**

**Revised up to and including**

**Annual Convention**

**May 2016**

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## **PREAMBLE**

This Constitution is designed to give proper balance to the administration of CUPE Newfoundland and Labrador. Duties should be shared by the many, rather than the few. While various committees have been designated as "Standing Committees" this in no way precludes the possibility of future committees being established from time to time, as may be required and necessary. In order to improve and maintain the social and economic welfare of its members, and to give clear evidence of its recognition of the unity of Organized Labour, this CUPE Newfoundland and Labrador has been formed, and does now establish this Constitution for its government.

## **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 sisters and brothers deserve dignity, equality and respect.

#### **ARTICLE 1 - NAME AND AUTHORITY**

- (a) This organization shall be known as CUPE Newfoundland and Labrador.
- (b) This CUPE Newfoundland and Labrador shall be subject to the Constitution of the Canadian Union of Public Employees.

#### **ARTICLE 2 - OBJECTIVES AND METHODS**

- (a) The objective of CUPE Newfoundland and Labrador shall be:
  - 1. To advance the efficiency of public employees generally and the Labour Movement as a whole.
  - 2. To support the objectives of the Canadian Union of Public Employees, as set out in Article II of the Canadian Union of Public Employees Constitution.
  - 3. To promote suitable legislative measures within this province to further the interests, aims and objectives of its member local unions as from time to time prevail.
  - 4. To promote the maximum participation of locals in CUPE Newfoundland and Labrador, the Canadian Labour Congress, Provincial Federations, District Public Employee Councils and Labour Councils.
  - 5. To assist in the organization of unorganized workers generally, and public employees in particular, in this Province.
  - 6. To promote such educational, legislative, social and other activities as may assist the affiliated locals.

**ARTICLE 2 - OBJECTIVES AND METHODS (continued)**

7. To obtain the maximum participation by locals in programs in the Canadian Union of Public Employees.
- (b) The policy of this body is to conduct its policy and business in a peaceful and lawful manner.
  - (c) CUPE Newfoundland and Labrador further stands unequivocally for equality of treatment regardless of race, colour, nationality, ancestry, place of origin, gender, religion, sexual orientation, disability, age, criminal record, marital status, or political affiliation or activity, and will oppose discrimination of same wherever it occurs or appears.
  - (d) The methods of obtaining the objectives of CUPE Newfoundland and Labrador shall be:
    1. Establishing cooperative relations between employees and employers.
    2. Promote desirable legislation.
    3. Conducting educational programs designed to enlighten the general public and the membership with respect to problems of public Employees.
    4. Supporting District Councils of Public Employees, for dealing with matters peculiar to a particular area, and for assisting in organizational efforts of this Union.
    5. Co-operating with the National Union and its departments in furthering the general well-being of the Canadian Union of Public Employees.
    6. The first caucus meeting at the Convention of the Newfoundland and Labrador Federation of Labour, Canadian Labour Congress, the CUPE National Convention shall be scheduled for the first day of convention

## **ARTICLE 2 - OBJECTIVES AND METHODS (Continued)**

6. registration which is usually Sunday. During this caucus the limited questions to be asked of election candidates shall be determined. CUPE Newfoundland and Labrador will hold at least one caucus meeting at the CUPE National convention and the Newfoundland and Labrador Federation of Labour convention. These caucus meetings shall be scheduled for the first day of registration.

To promote unity within CUPE Newfoundland and Labrador, caucus choice regarding election to office shall require a 2/3 majority vote. If this is not achieved the voting delegates at Convention shall be released to vote as they wish. If delegates do not agree with caucus choice they shall not speak against it during Convention.

## **ARTICLE 3 - MEMBERSHIP**

The membership of CUPE Newfoundland and Labrador shall be open to any Local or District Council chartered by, and in good standing with the Canadian Union of Public Employees.

A local union, once affiliated, ceasing membership in CUPE Newfoundland and Labrador must pay all per capita tax arrears for the time outside the membership of CUPE Newfoundland and Labrador, but not to exceed one year's per capita tax, to be fully reinstated as affiliate members. The foregoing shall be subject to formal appeal to the CUPE Newfoundland and Labrador Executive Committee by any delinquent local for relief from the provisions of this section. Such decision to be submitted to the next convention, for approval of amendment.

## **ARTICLE 4 - CONVENTIONS**

- (1) Date and Location: CUPE Newfoundland and Labrador shall meet annually except in extenuating circumstances (which will be voted on by the Presidents, in consultation with their members, of all affiliated Locals and carried by a 2/3 majority) at such place, time and date as fixed by the

**ARTICLE 4 - CONVENTIONS (continued)**

- (1) Executive Committee, having regard for time and place of conventions held by organizations to which CUPE Newfoundland and Labrador is affiliated.
- (2) Convention Call: The Convention call shall be in the hands of all affiliates at least sixty (60) days prior to the date of Convention. A current copy of the CUPE Newfoundland and Labrador Constitution and By-Laws be attached.
- (3) Representation: At all conventions of CUPE Newfoundland and Labrador, the basis of representation from affiliated organizations shall be:

1. From Local Unions paying per capita tax on 50 members or less:

---	1 delegate
51 to 100 members	2 delegates
101 to 300 members	3 delegates
301 to 500 members	4 delegates

and one additional delegate for each additional 100 members or major portion thereof. One (1) additional delegate per Local for a youth delegate (maximum age 35). This extra delegate will be the financial responsibility of the Local.

2.
  - a) From District Council, the basis of representation shall be one delegate per affiliated Council. Representatives from District Councils must hold membership in an affiliated Local Union.
  - b) A Local Union in arrears for two or more months will not be allowed representation to the CUPE Newfoundland and Labrador Convention in accordance with Article 6.7 of the CUPE National Constitution.
  - c) A District Council shall have paid its annual affiliation fee prior to the Convention.

**ARTICLE 4 - CONVENTIONS (continued)**

- d) Local Unions having less than twenty-five (25) members may make application to the CUPE Newfoundland and Labrador Executive Committee for transportation and registration fee subsidization to assist in their sending of a delegate to Convention, and the CUPE Newfoundland and Labrador Committee is empowered to act thereof. These Local Unions must show financial need and the CUPE Newfoundland and Labrador Executive Board will make a determination based on the National Union's guidelines for financial assistance.
- (4) Alternate Delegates: An affiliated Local Union or District Council may elect alternate delegates to attend Annual Conventions. An Alternate delegate shall be entitled to attend sessions of the convention but shall not be entitled voice or vote, except in the absence of a duly elected delegate. For the purpose of this section, the duly elected alternate delegate must be in possession of a delegate's badge prior to being afforded voice or vote. It shall be the responsibility of the presiding officer to insure the intent of this section is carried out.
- (5) Registration Fees: Delegates, Alternate Delegates and Guests (other than official guests) to the Annual Convention shall pay registration fee, the amount of which shall be determined by the Executive.
- (6) Quorum: A quorum shall be one half of the delegates properly credentialed and seated at any regular convention of the CUPE Newfoundland and Labrador but less than that number may adjourn to meet a specific time.
- (7) Resolutions and Amendments: All resolutions to be considered at a convention must be submitted by a Local Union, or district council, or by the Executive Board of CUPE Newfoundland and Labrador or committee thereof, so that they are in the hands of the Secretary not later than twenty-one (21) days prior to convention. These resolutions shall be dealt with at Convention before any late

**ARTICLE 4 - CONVENTIONS (continued)**

(7) resolutions with the exception of emergency resolutions. Emergency is defined as something that has happened twenty (20) days prior to the Convention. All resolutions must be submitted under the letterhead of an affiliate submitting same and signed by the President Officer and Secretary of such affiliate. All Locals shall be provided with copies of all correspondence related resolutions passed at the annual Convention which required follow up action by the CUPE Newfoundland and Labrador Executive.

(8) Convention Committees:

There shall be three (3) Convention Committees namely: Credentials, Resolutions and Constitution and Law. All Chairpersons and members of committees shall be appointed by the Executive Committee from the registered delegates. All Committees shall be notified as early as possible prior to the opening of the Convention, if it is necessary during the convention that revisions made to the said committees, or that additional committees are required, the President shall appoint same, subject to the approval of the delegates. The President, if it is found necessary, shall be empowered to convene such committees prior to the term of appointment, shall expire at the adjournment of the Convention.

(9) Order of Business:

1. Credentials Committee Report (Interim)
2. President's Report
3. Recording Secretary's Report
4. Treasurer's Report
5. Trustee's Report
6. Officer's Report
7. Reports of Standing Committees
8. Reports of Convention Committees
9. Final Report of the Credentials Committee

10. Nominations
  11. Good and Welfare Suggestions
  12. Adjournment.
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- (10) Rules of Order: Rules of Order shall be in accordance with Appendix A" attached hereto, and forming part of this Constitution. Bourinot's Rules of Order shall prevail on matters not covered by the Rules of Order.
  - (11) Executive Reports to Conventions: All Executive Officers and Chairpersons of Standing Committees shall submit a written report to the Secretary of their activities during their term of office, at least thirty (30) days prior, where possible, to the Convention the same to be made part of the general convention report.
  - (12) Convention Report: A complete report of the convention shall be prepared by the Secretary, with the assistance of the Executive Committee, and shall be included with the convention materials at the next annual convention.
  - (13) Incumbent Officers of the Convention: The President, Vice-President, Recording Secretary, Secretary-Treasurer, three (3) Executive Officers and the Chair of the Trustees Committee shall attend such convention as full accredited delegates, at the expense of CUPE Newfoundland and Labrador, provided the aforementioned officers are members in good standing of an affiliated local union.
  - (14) Staff Voice at Convention: Staff Representatives and National Executive Board Members of the Canadian Union of Public Employees, shall be permitted voice on any debate which is not of a nature that would intrude on the autonomy of CUPE Newfoundland and Labrador where its administration is concerned.
  - (15) Standing Committee Chairpersons at Conventions: All Standing Committee Chairpersons of CUPE Newfoundland and Labrador in office at the time of a CUPE Newfoundland and Labrador Convention shall attend such convention as fully accredited delegates, at the expense of CUPE Newfoundland and Labrador, provided the aforementioned Chairpersons are members in good

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- (15) standing of an affiliated Local.
- (16) Smoking: All conventions and conferences of CUPE Newfoundland and Labrador to be smoke-free.
- (17) Child Care: Child care shall be provided at the annual CUPE Newfoundland and Labrador Convention provided enough members require the service to make it economical.

If there are not enough members to warrant on-site day care a supplement of up to \$50.00 per day will be paid to a member needing this service. Receipts will be needed before payment is made.

- (18) From time to time invite local high school students to its provincial convention along with other community groups.
- (19) All conventions and conferences of CUPE Newfoundland and Labrador to be scent free.

#### **ARTICLE 5 - EXECUTIVE BOARD AND TRUSTEES**

1. The Executive Board shall consist of a President, Vice-President, Recording Secretary, Treasurer and three (3) Executive Officers.
2. If a male is elected President, then the Vice-President shall be female and vice-versa.
3. At least one (1) of the three (3) Executive Officers shall be female.
4. There shall be three (3) Trustees.
5. The term of office for the President, Vice-President, Recording Secretary, Treasurer and three (3) Executive Officers will be for two (2) years. The term of office for the Trustees shall be three (3) years, two (2) years and one (1) year. For the implementation period the person garnering the most

**ARTICLE 5 - EXECUTIVE BOARD AND TRUSTEES (continued)**

votes will be for the three (3) year term, the following years the person newly elected will be for a three (3) year term.

**ARTICLE 6 - ELECTION OF EXECUTIVE BOARD AND TRUSTEES**

- (1)
  - (a) Election of Executive Board shall be held in the morning of the closing day of convention in even numbered years.
  - (b) Elections for the purpose of electing the trustee for the three (3) year term shall be held on the morning of the closing day of convention in each year.
  - (c) There shall be an election forum for those seeking election on the Wednesday morning of the election. Convention will commence forty-five (45) minutes early on that morning to accommodate this forum.
  - (d) The senior trustee shall serve as the Chair of the Trustees Committee.
- (2) No person shall be eligible for election to any of the offices, unless he/she is accredited delegate and a member in good standing of his/her local union, and said person, if elected shall retain office only so long as his/her local union, remains an affiliated member of CUPE Newfoundland and Labrador. Further, no person shall be eligible for election to any office unless he/she is a member in good standing of an affiliated local union, and a delegate from his/her own union or an officer of CUPE Newfoundland and Labrador.
- (3) The President shall appoint an Election Committee Chairperson who shall appoint assistants to conduct the elections. They shall not be candidates for office.
- (4) The Election Committee Chairpersons shall be responsible for the issuing and receiving of ballots to and from the delegates.

(5) Elections shall be conducted by secret ballot; one delegate, one vote, with a simple majority.

(6) Nominees allowing their names to go forward for office shall, upon acceptance of nomination, come forward to the convention platform, and clearly and audibly speak the following lines to the assembled delegates:

"I solemnly promise and declare that I will support and obey the Constitution, objectives, principles and policies of the Canadian Union of Public Employees".

(7) Immediately following the close of voting, the Election Committee shall proceed to count the ballots, and upon completion of same, they shall notify the Chairpersons, and their report shall be made immediately.

(8) The election of each office shall be completed before nominations may be accepted for subsequent offices.

(9) All duly elected officers shall be installed immediately following the completion of elections, and shall take office at the close of the convention.

(10) I (give name) do most sincerely promise that I will truly and faithfully, to the best of my ability, perform the duties of my office for the ensuing term, as prescribed in the Constitution and Laws of CUPE Newfoundland and Labrador, and as an Officer of CUPE Newfoundland and Labrador, I will at all times endeavour, both by counsel and example, to promote the harmony and preserve the dignity of its sessions. I further promise that at the close of my official term, I will promptly deliver all monies, books, papers, or other property in my possession, to my duly elected successor in office.

## ARTICLE 7 DUTIES OF OFFICERS AND TRUSTEES

### (1) President

- a) It shall be the duty of the President to preside at all conventions of CUPE Newfoundland and Labrador, and all meetings of the Executive Committee. The President shall be an ex-officio member of all committees.
- b) The President shall preserve order and enforce the Constitution of CUPE Newfoundland and Labrador.
- c) The President shall have the authority to interpret the Constitution and his/her interpretation shall be conclusive and in full force and effect unless reversed or changed by the Executive Committee or by the convention, or the Canadian Union of Public Employees.
- d) The President shall sign all cheques and bank drafts and other official documents relevant to the operation of CUPE Newfoundland and Labrador.
- e) The Executive shall book off the President of CUPE Newfoundland and Labrador from May 2016 to May 2018 inclusive. This book off time shall be at the member's normal regular salary with expenses.

### (2) Immediate Past President

The Executive Committee may invite the immediate past President to attend executive committee meetings in the first term or any portion thereof of the succession of a new president. He/she shall assist the officers and members by making available to them the benefits of his/her experience in office. He/she shall have full voice but no vote at meetings.

(3) Vice-President

It shall be his/her duty in the absence of the President, to preside and perform all duties pertaining to the office of President, and to render such assistance as may be required. In the case of the permanent vacancy in the office of President, he/she shall become the President.

(4) The Recording Secretary

The Recording Secretary shall:

- a) Keep a full accurate account of the proceedings of all Conventions and Executive Committee meetings.
- b) Conduct the correspondence, and take charge of all books, papers and effects pertaining to his/her office.
- c) Represent CUPE Newfoundland and Labrador wherever directed by the Executive.
- d) Be empowered, with approval of the President, to employ such stenographic or other assistance as he/she finds necessary.

(5) Treasurer

The Treasurer shall:

- a) Take charge of all books, papers and effects pertaining to his/her office.
- b) Keep a record of the total membership of each Local and report to the convention the number of affiliated locals and total members.
- c) Shall have all books, papers and other effects ready at all times, on reasonable notice, for inspection.

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- d) He/she shall receive all monies due CUPE Newfoundland and Labrador, issue receipts for same and deposit promptly all monies, in a chartered bank as approved by the Executive Committee, to the credit of CUPE Newfoundland and Labrador. A cancelled cheque, or other negotiable instrument shall be considered as a receipt.
- e) He/she shall make all disbursements authorized by the Executive Committee by cheques countersigned by the President or Vice-President.
- f) Prior to the issuing of any cheque or payment, the Treasurer shall complete an expense voucher or have one completed by the payee and have attached all pertinent invoices and/or receipts.
- g) He/she shall turn over all books and records relative to receipts and expenditures to the Trustees in April and October of each year, for a Trustees Report to be presented annually to the Convention.
- h) The Treasurer shall close all accounts of CUPE Newfoundland and Labrador at the end of the quarter immediately preceding the annual convention, and all monies received and disbursed after that date shall not be reported in the general balance account to the convention. He/she shall have printed the financial statement as approved by the Trustees as separate document for submission to the Convention.
- i) It shall be the duty of the Treasurer to send out an annual statement to all Local Unions, showing the per capita standing of the Local Union to which it is sent and to point out the Constitutional requirements of CUPE Newfoundland and Labrador to remain in good standing.
- j) All signing officers shall be bonded through the National Office of the Canadian Union of Public Employees for an amount recommended by the National Secretary-Treasurer. The premium for such bonding to be paid by CUPE Newfoundland and Labrador.

- k) Shall be responsible for the CUPE banner.
- l) Shall be responsible for keeping an inventory of all CUPE Newfoundland and Labrador property.

(6) Executive Officers

The Executive Officers will maintain close liaison with all public employees organizations in their various towns and cities, and generally inform such organizations of the plans and aims of CUPE Newfoundland and Labrador. They will keep the Executive Committee informed of all matters in their locality which may affect the general welfare of the public employees throughout the province. They will attend all meetings of the Executive at whatever time and place they are called by the President. A designated Executive Officer shall be assigned by the Executive to assist the Recording Secretary with his/her duties as needed. Executive Officers will be expected to act as liaisons to Standing Committees.

(7) Trustees

- a) Act as an auditing committee on behalf of the members, and audit the books and accounts of the Treasurer semi-annually.
- b) Report their findings to the Convention annually.
- c) Be responsible to ensure that monies are not paid out without proper authorization.
- d) Ensure that proper financial reports are made to the Convention.

(8) Newfoundland and Labrador Federation of Labour Affiliate Vice-President

The affiliate Vice-President Newfoundland and Labrador Federation of Labour for CUPE Newfoundland and Labrador shall be the President of CUPE Newfoundland and Labrador. In the event that the President is unable to serve then the Affiliate Vice-President shall be the Vice-

President of CUPE Newfoundland and Labrador.

- (9) Choice of the Office of National Regional Vice-President for Newfoundland and Labrador

Subject to Article XI of the CUPE National Constitution, the name put forward as candidate of CUPE Newfoundland and Labrador's choice for the Office of National Regional Vice-President for CUPE Newfoundland and Labrador, shall be that of the President of CUPE Newfoundland and Labrador. However, in the event that the President is elected to another office on the National Executive Board or otherwise abstains from assuming the position of National Regional Vice-President for Newfoundland and Labrador, the candidate's name put forward will be that of Vice-President of CUPE Newfoundland and Labrador.

#### **ARTICLE 8 - EXECUTIVE BOARD**

1. The Executive Board shall be composed of the President, Vice-President, Recording Secretary, Treasurer and three (3) Executive Officers.
2. The Executive Board shall conduct all business referred to it by the Convention, and shall, in the interval between conventions have full and complete charge of all business of CUPE Newfoundland and Labrador not otherwise provided for.
3. The Executive Board shall have the power to utilize the fund of CUPE Newfoundland and Labrador for furthering the aims, interests, and the good and welfare of the members comprising this organization
4. The Executive Board shall meet three (3) times annually. The Executive Board shall, wherever possible, allot sufficient time to complete all business on the agenda of each meeting. The exact locale shall be designated by the Executive. Four (4) members shall constitute a quorum.

5. Should a vacancy occur in the office of Recording Secretary, Treasurer or Vice-President, the Executive Board shall elect from their members, one to fill the office for the balance of the term, or until the next CUPE Newfoundland and Labrador Convention.

6. Standing Committees

1. The Secretary will forward to all affiliates a notice requesting the names for membership on Standing Committees with the Convention Call biennially in even numbered years, to coincide with the year of the election of the Executive Board.
2. The incoming Executive Board will appoint members to the Standing Committees for a period of two (2) years.
3. In the event that a committee(s) fails to fulfil its mandate as outlined in this Constitution, the Executive Board may remove such committee member(s) as it deems appropriate and install new member(s).
4. One (1) member of the CUPE Newfoundland and Labrador Executive will be appointed to each committee to act as a liaison.
5. The Standing Committees shall be as follows:

Health and Safety Committee  
Contracting-Out Committee  
Equality Committee  
Global Justice Committee, and  
Pension Committee.

Each committee will consist of three (3) members and one (1) Chairperson.

6. The CUPE Newfoundland and Labrador Executive may also appoint such other ad hoc committees as it deems appropriate.
- a) It shall be the duty of the CUPE Newfoundland and Labrador Executive to incorporate political education programs and courses. The Executive shall attempt, where possible, to hold its seminars in areas most readily accessible to the greatest majority of locals, taking into consideration at all times the needs and expenses of the smaller locals of CUPE Newfoundland and Labrador.

The registration fee for seminars shall be not less than ten dollars (\$10.00) per delegate. The CUPE Newfoundland and Labrador Executive shall work in co-operation with the National Education Department.

- b) Mandate of the Global Justice Committee is to enhance the international struggle by workers for social justice by:
- increasing the awareness of the concerns of workers in developing countries within the Newfoundland and Labrador community.
  - developing ties with similar-minded labour organizations and non-government organizations.
  - to provide educational opportunities including presentations, overseas guest presenters and resource materials.
  - to encourage workers to build the Union Aid Fund by donating one (1) cent per hour worked to the Fund.

The Committee shall liaise/consult with the National Executive Board of CUPE to receive direction and obtain assistance in its efforts to accomplish the foregoing.

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Functions of the Committee:

1. To encourage the locals to amend their collective agreements through negotiations to provide for remittance of contributions to the CUPE International Solidarity Fund/Union Aid Fund by employers.
2. To encourage the memberships of CUPE locals to contribute to the Union Aid Fund.
3. To educate/increase level awareness within CUPE Locals and in communities where CUPE members work on issues of international and local significance.
4. To liaise with the National Executive Board, CUPE Locals and the Executive of CUPE Newfoundland and Labrador, on the establishment of programs of mutual interest to CUPE workers and workers in other countries.

- c) The Equality Committee shall encourage all CUPE Locals to set up Equality Committees.

Make recommendations to the CUPE Newfoundland and Labrador Executive Committee regarding the development of policies and programs which would bring about the equality of treatment of all workers, regardless of race, colour, nationality, ancestry, place of origin, gender, religion, sexual orientation, disability, age, criminal record, marital status, or political affiliation or activity.

Assist CUPE staff and Labour Councils in organizing unorganized equity seeking workers and make them aware of the benefits of unionization.

Assist and work with the Federation of Labour and Labour Councils to set up Equality Committees.

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Prepare resolutions relating to equity seeking workers for presentation at the annual convention.

Liaise and assist CUPE's Equality Branch and the Anti-Racism Office in matters relating to equal treatment of all workers.

Be responsible for any conferences pertaining to equality issues.

- d) The Occupational Health and Safety Committee shall encourage all CUPE Locals to set up a Union Health and Safety Committee at the Local level.

Make recommendations to the Executive Committee of CUPE Newfoundland and Labrador regarding the development of policies and programs which would bring about a better understanding and awareness of health and safety in the workplace.

Prepare resolutions relating to occupational health and Safety for presentation to the CUPE Newfoundland and Labrador annual convention.

Liaise and assist CUPE's Occupational Health and Safety Officer in matters relating to health and safety.

Be responsible for any conferences pertaining to Health and Safety.

Attendance at National Conferences dealing with the issues that are particular to the Standing Committees; Global Justice, Equality and Health and Safety and Contracting Out and Privatization shall be dealt with at the Executive Committee level and where feasible a member of the committee shall be appointed to attend the Conference as a representative of CUPE Newfoundland and Labrador. The

appointment of a member shall be made by the appropriate Committee.

- e)
  - 1. This Committee shall be known as the Contracting-Out and Privatization Committee and be a subordinate body of CUPE Newfoundland and Labrador.
  - 2. Membership to this Committee shall be open to all CUPE Locals affiliated with and in good standing with CUPE Newfoundland and Labrador.
  - 3. The Chairperson or their designate is responsible to chair all Committee meetings.
  - 4. The purpose of the Contracting-Out and Privatization Committee shall be:
    - a) To represent all locals across the province within CUPE Newfoundland and Labrador as well as any local requiring the services of this Committee.
    - b) To establish regular communication between the locals and the Provincial Committee.
    - c) To educate all members in all aspects of contracting-out and privatization as well as encourage all locals to form their own local committee.
    - d) To develop fight back strategies in contracting-out and privatization.
    - e) Prepare resolutions relating to contracting-out and privatization for presentation to the Provincial Annual Convention.

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- f) Be responsible for any conferences pertaining to Contracting-Out and Privatization.
- f) The mandate of the Pension Committee shall be to work toward a defined benefit pension plan for all CUPE members including retirees.
1. This Committee shall be known as the Pension Committee and be a subordinate body of CUPE Newfoundland and Labrador.
  2. Membership to this Committee shall be open to all CUPE Locals affiliated with and in good standing with CUPE Newfoundland and Labrador.
  3. The Chairperson or their designate is responsible to chair all Committee meetings.
  4. The purpose of the Pension Committee shall be:
    - a) To represent all locals across the province within CUPE Newfoundland and Labrador as well as any local requiring the services of this committee.
    - b) To establish regular communication between the locals and the Provincial Committee.
    - c) To educate all members in all aspects of the value of defined pension plans and pension related issues as well as encourage all locals to form their own local committee.
    - d) To develop fight back strategies when attacks on members pension plans are enacted by governments and/or employers.
    - e) Prepare resolutions relating to pension issues for presentation to the Provincial Annual Convention.
    - f) Be responsible for any conferences pertaining to pensions.

- g) Standing Committees will be appointed for a period to be determined by the Executive Committee.
- h) Ad hoc committees will be appointed for a period to be determined by the Executive Committee.
- i) CUPE Newfoundland and Labrador shall appoint a committee to co-ordinate the activities of CUPE members at a Convention of the Newfoundland and Labrador Federation of Labour, Canadian Labour Congress and the National Convention.
- j) Each Committee may submit to the CUPE Newfoundland and Labrador Executive Board an itemized proposed budget for the upcoming year to cover legitimate expenses as determined by the Executive Board. No legitimate expense shall be unreasonably denied.
- k) All standing committees may prepare resolutions, and constitutional amendments pertaining to the concerns as outlined in this Article for presentation to the CUPE Newfoundland and Labrador Annual Convention.
- l) Persons elected and/or selected to chair CUPE Newfoundland and Labrador Committees shall have the first right of refusal to attend any and all conferences, seminars, meetings, etc., dealing with any and all matters relating to a particular committee.
- m) Committees shall endeavour to hold meetings on an other than regularly scheduled working days and shall further endeavour to have all committee members present at all meetings. Committees shall endeavour to meet twice a year at a location deemed to be most economical based on the geographical location of its members. However, utilization of conference calls to replace in person meetings to carry on committee business is recommended.
- n) Liaison persons shall be given ample notice of Committee meetings and shall make every possible effort to attend.

7. Names submitted by CUPE Locals shall be given to Provincial Executive before the last scheduled Provincial Executive meeting prior to the annual Convention of the Newfoundland and Labrador Federation of Labour for the years that these Committees are selected. It is the Executive's responsibility to make sure Locals are aware that Newfoundland and Labrador Federation of Labour Committee members are due to be selected and that as many names as possible are submitted for consideration.

Expenses for members selected for the Newfoundland and Labrador Federation of Labour Committees shall not be the responsibility of CUPE Newfoundland and Labrador.

## **ARTICLE 9 - FINANCE**

The revenue of CUPE Newfoundland and Labrador shall be as follows:

1. From all local unions a per capita tax of one dollar and twenty-five cents (\$1.25) per member per month, payable monthly. This per capita tax shall be paid on all dues paying members including Rand Formula.

Twenty-five cents (\$0.25) of each per capita paid shall be reserved for the CUPE Newfoundland and Labrador Public Relations Fund.

If there is a fightback campaign initiated, a special assessment of \$1.00 per member per month, payable monthly may be levied on all Locals affiliated to CUPE Newfoundland and Labrador after the Executive has given Locals a month's notice to be reviewed at each annual Convention. Any Local who does not pay the assessment will be considered in arrears and will not be permitted to sit at the CUPE Newfoundland and Labrador Convention.

2. The disbursement from the CUPE Newfoundland and Labrador Convention's Account shall be limited to the following:
  1. Rent of convention hall.
  2. Rent of function room.

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3. Cost of hospitality room (not to exceed 12% of the Convention Fund Account).
4. Cost of supplies (kits, etc.)
5. Banquet and dance (if not sponsored by the Convention municipality, the monies allotted for this purpose to be held on reserve for the next convention).
6. Accommodation for press room, etc.

3. Purchases:

All expenditures of CUPE Newfoundland and Labrador shall be duly authorized by the Executive Committee, and in accordance with Article 7 (5)(e).

4. Expenses:

- a) reasonable hotel accommodations
- b) a per diem of \$40.00 per day in town
- c) a meal allowance commensurate with CUPE National rates per day out of town, to be adjusted annually immediately following the Provincial Convention
- d) reasonable transportation expenses, including taxi fares to and from the airport
- e) mileage rate will be established at the prevailing rate as set by CUPE National
- f) where applicable, reimbursement of lost wages
- g) in addition to the regular per diem an Executive Member attending meetings of the CUPE Newfoundland and Labrador Executive on his/her scheduled days off shall receive \$20.00 per day.
- h) an amount up to \$50.00 per day for childcare expenses shall be paid upon production of receipts
- i) CUPE Newfoundland and Labrador shall pay the following honoraria:

President	\$500.00
Vice-President	\$500.00
Recording Secretary	\$500.00

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Treasurer	\$500.00
and all other Executive Officers	\$500.00 per annum.

5. CUPE Newfoundland & Labrador Public Relations Fund

CUPE Newfoundland & Labrador will set up a separate fund to cover the costs associated with promoting CUPE in the province. The fund will be financed by the setting aside of twenty-five cents (\$0.25) of each per capita remitted by the locals. The fund shall be used to promote CUPE in the province through the means of advertising in various media. CUPE Newfoundland & Labrador will endeavour at all times to use the cost-sharing mechanism of CUPE National.

6. In commemoration of CUPE Newfoundland & Labrador's 40<sup>th</sup> Anniversary, CUPE Newfoundland & Labrador will make an annual donation of one thousand dollars (\$1,000.00) to the CUPE National's Global Justice Fund.

**ARTICLE 10 - GEORGE NEWELL SCHOLARSHIP FUND**

The Executive will award, annually, \$1,500.00, in a scholarship to a member(s) of an affiliated local(s) who is attending the Labour College of Canada.

In years in which there are no member(s) attending the Labour College of Canada the scholarship shall be awarded to member(s) of an affiliated local attending the CUPE Atlantic Regional Weeklong School.

In either case, the scholarship will be awarded on the basis of need.

A maximum of \$3,000.00 shall be allowed to accumulate in the scholarship fund at any one time.

## **ARTICLE 11 - AMENDMENT TO THE CONSTITUTION**

This Constitution, or any of its clauses, may be amended at any regular convention by form of resolution, or Executive Committee recommendation by two-thirds majority vote of the delegates at such convention.

### **POLICY ON HARASSMENT**

CUPE Newfoundland and Labrador believes that union solidarity is based on the principle that union members are equal and deserve mutual respect at all levels. We want a union that supports groups that have historically been the victims of unfair treatment or could be in the future. CUPE Newfoundland and Labrador recognizes that harassment in any form prevents CUPE members from participating equally at CUPE-sponsored events.

CUPE Newfoundland and Labrador believes that our union must create an environment at these functions in which every member is valued equally, and perceives herself or himself to be value equally, regardless of race, colour, ancestry, place of origin, gender, marital status, religion, sexual orientation, disability, age, criminal record, or political affiliation or activity.

CUPE Newfoundland and Labrador recommends, therefore, that the following action plan be adopted to confront harassment at CUPE functions. We also encourage locals to develop similar action policies and procedures. The action plan addresses four kinds of harassment, as defined here.

### **SEXUAL HARASSMENT**

Sexual harassment is any sexual advance that threatens a worker's job or well-being. It is often an expression of power made by someone in authority. Sexual harassment means being treated as a sex object rather than a person. It means being judged on physical attributes rather than skills, qualifications, and abilities. The key element differentiating harassment from flirtation, "friendly gestures", or kidding around is that harassment is not welcome, not mutual, and not equal.

Sexual harassment can also be defined as any repeated and unappreciated, or demeaning, sexual comments, looks, suggestions or physical contact that creates a negative psychological and emotional environment in the workplace or in the union. Sexual harassment is always demeaning, offensive, intimidating, embarrassing, and hurtful.

Sexual harassment does not include reasonable interaction between consenting parties.

Examples of sexual harassment include:

- verbal abuse;
- unwelcome remarks, jokes, innuendoes or taunting about a person's body, attire, age, marital status, etc.;
- displaying of pornographic, offensive or derogatory depictions, pictures, materials, or graffiti;
- practical jokes which ought reasonably to be known to cause embarrassment or humiliation;
- invitations or requests which are reasonably known to be as unwelcome - whether indirect, explicit or intimidating;
- leering or other gestures;
- demands for sexual favours
- unnecessary physical contact such as touching, patting, pinching, hugging, punching; and
- physical assault, up to and including rape.

### **RACIAL OR ETHNIC HARASSMENT**

Racial harassment refers to words or actions taken by one or more individual(s) against another which show disrespect or cause humiliation to another employees or union members because of his or her race, colour, creed, ancestry, place of origin, or ethnic origin. Racial harassment refers to destructive practices which, even in jest or when disguised as a joke, are derogatory and humiliating in their effect. Acts of harassment may be subtle or overt. But they are always demeaning, offensive, intimidating, embarrassing, and hurtful.

Examples of racial harassment include:

- slurs, gestures, name-calling, innuendoes, or taunts about an individual's racial or ethnic background;
- similar remarks about other racial groups made in the presence of another;
- unwelcome banter, "teasing" or jokes that are racially insulting or present stereotypical portrayals of racial or ethnic groups;
- displaying racist, derogatory or offensive pictures, materials, or graffiti;
- refusing to work with or even have contact with an employee on the job or in the union because of his/or her racial or ethnic background;
- threats, intimidation, assaults, or any use of physical force or violence because of a member's racial or ethnic background.

### **HARASSMENT ON THE BASIS OF SEXUAL ORIENTATION**

Many CUPE members and their families are discriminated against on the basis of their sexual orientation. This discrimination is rooted in homophobia.

Homophobia is a pervasive and irrational fear of homosexuality. Homophobia includes the fear heterosexuals have of any homosexual feelings within themselves, and any overt mannerisms or action that would suggest homosexuality, and the resulting desire to suppress or stamp out homosexuality. It also includes the self-hatred and self-denial of homosexuals who know what they are but have been taught all their lives by a heterosexual society that people like themselves are sick, sinful and criminal.

Harassment on the basis of sexual orientation can be defined as any comment, gesture or action directed at an individual's sexual preference or orientation. It is always demeaning, offensive, intimidating, embarrassing, and hurtful.

Examples of harassment on the basis of sexual orientation include:

- slurs, gestures, name-calling, innuendos, or taunts about a lesbian, gay, or bi-sexual co-worker or union member;
- unwelcome banter, "teasing" or jokes that set apart lesbians, gays, and bi-sexuals;
- displaying homophobic, derogatory or offensive depictions against lesbians, gays, and bi-sexuals;
- refusing to work with or even have contact with a lesbian, gay man, or bi-sexual;
- threats, intimidation, assaults, or any use of force or violence because of a person's sexual orientation.

### **PERSONAL HARASSMENT**

Personal harassment can be as serious as the other types of harassment. Personal harassment can be defined as a pattern of derogatory remarks or actions about an individual's intelligence, competence, religious belief, age, physical appearance or other characteristics which creates a negative psychological and emotional environment in the workplace or in the union. Personal harassment is always demeaning, offensive, intimidating, embarrassing, and hurtful.

Examples of personal harassment include:

- verbal abuse
- unwelcome gestures;
- actions that invade the privacy or personal property of co-workers and union members;

- spreading unfounded or mis-informed rumours that unjustly damages a co-worker or union member's reputation; and
- condescension or paternalism that undermines self-confidence.

## **AN ACTION PLAN TO END HARASSMENT**

### In the Union

A provincial awareness and educational campaign will be conducted using union meetings, bulletins, special sections in union newsletters, forums, guest speakers, audio-visuals and anti-harassment courses.

A sufficient number of selected staff and members will be trained to serve as ombudspersons at labour schools, conferences, and conventions. A selection committee will determine criteria and choose individuals for training in consultation with the National Union. CUPE Newfoundland and Labrador Officers and Equality Committee members have the option of being involved in this process.

Ombudspersons would investigate and process harassment complaints. If appropriate, the ombudspersons would seek an informal resolution to the complaint. If the complainant requests support in the form of conciliation, the ombudspersons would seek resolution through a conciliation process. If informal resolution and conciliation cannot resolve the situation, then the ombudspersons would investigate the case and report to the table officers of CUPE Newfoundland and Labrador.

The selection committee will be composed of an officer of CUPE Newfoundland and Labrador, one staff representative, and one representative from CUPE Newfoundland and Labrador Equality Committee.

CUPE may invite the Newfoundland and Labrador Federation of Labour and its affiliates to participate in training sessions. This could widen the impact of our work while giving us additional resources and input to improve CUPE's action program.

The team of ombudspersons will have to be replenished from time to time. Annual training sessions for new members could be combined with a meeting of trained ombudspersons which evaluates the programs' operation.

CUPE Newfoundland and Labrador Executive may consider the use of a membership survey to support the awareness and education campaign against harassment. The Executive should consult CUPE National, the Canadian Labour Congress, and the Newfoundland and Labrador Federation of Labour on this matter.

CUPE Newfoundland and Labrador will make available through National Office harassment material for new members' orientation kits and meetings. This material includes the Harassment Awareness Kit and the Resource Kit on Co-Worker Sexual Harassment produced by the CUPE Equality Branch, materials produced by the Anti-Racism Office, the Rainbow Committee and the newly established National Pink Triangle Committee, and the appropriate CUPE policies.

CUPE Newfoundland and Labrador will read CUPE's Equality Statement at the beginning of each provincial CUPE event and distribute a copy of the Statement to all participants. CUPE Newfoundland and Labrador may also develop and distribute provincial material to assist CUPE locals in developing an harassment-free union and workplace.

CUPE Newfoundland and Labrador will ensure that a wide range of non-alcoholic beverages are available at all union hospitality events. Larger union events should include hospitality rooms or a common room where no alcohol is served. Individuals are responsible for their words and actions but it is also recognized that substance abuse can increase the likelihood of harassment occurring.

CUPE Newfoundland and Labrador will encourage and support the education of CUPE staff, leadership, local union activists, and shop stewards on the different types of member to member harassment and work with CUPE National to provide training on how to deal with these forms of harassment and work towards the eradication of harassment within one union.

### Within the Workplace

CUPE Newfoundland and Labrador will encourage Locals to:

- ❖ Bargain comprehensive no harassment clauses into collective agreements that include a detailed definition of harassment and its rationale, a sensitive grievance procedure, and a strong obligation on management to ensure a harassment -free working environment. A procedure for dealing with co-worker harassment should also be negotiated.
- ❖ Bargain no discrimination clauses that include no discrimination on the basis of race, sex, marital or family relations, sexual orientation, as well as other union-oriented protection.
- ❖ Bargain contract language to provide fully paid workplace awareness sessions jointly facilitated by the Union and the employer for union members and management at all levels.
- ❖ Bargain that a joint union and management committee develop resource material and a poster for wide workplace distribution to keep the workplace free from harassment in all its manifestations.

A workplace educational campaign would ensure that the membership is involved. This could begin following the education work with CUPE staff, leadership, and shop stewards. Staff representatives or appropriate CUPE Newfoundland and Labrador Executive members could then visit workplaces to explain what constitutes harassment, what a member can do if they are being harassed, and how and where those instigating harassment can seek help. This might also be accomplished by informed shop stewards.

### In Society at Large

CUPE Newfoundland and Labrador can fight for women's, racial, personal equality and equality on the basis of sexual orientation. CUPE Newfoundland and Labrador can lobby for better legislative protection against harassment, lobby to have sexual orientation included in provincial human rights legislation under equality

rights, work with coalitions, other unions, and non-union organizations striving for progressive change on these issues, and build a media campaign to combat harassment.

## WHAT TO DO IF YOU ARE HARASSED AT A CUPE-SPONSORED FUNCTION

This section assumes that an ombudsperson committee to deal with harassment incidents is in place at a CUPE function. If no committee exists, these complaints should be directed to a representative of the CUPE body responsible for the event; the CUPE Regional Director, or an identified member of the CUPE Newfoundland and Labrador Executive. Since different sections of CUPE may be responsible for the CUPE function, it is important that the individual(s) responsible for the event work with CUPE Newfoundland and Labrador.

There are four (4) distinct ways in which you might choose to respond to harassment. Ombudspersons can assist you in handling your complaint. If at all possible, try to resolve member to member harassment through informal resolution or conciliation with the confidentiality of all involved parties respected.

### i. Informal Resolution

The ombudspersons will seek informal resolution where possible. The ombudspersons ensure that the alleged harassment will not be repeated. The complainant need not deal with the alleged harasser directly.

### ii. Conciliation

Conciliation is only an option if the complainant wishes it to take place. This alternative operates similarly to that of informal resolution except that the ombudspersons act as conciliators involved with both parties.

iii. Formal Complaint

Should the alleged harassment fail to be resolved by the above processes, then the complainant may wish to lodge a formal complaint. This complaint would be fully investigated by ombudspersons who would then report to the President of CUPE Newfoundland and Labrador, the Equality Committee Liaison (officer of CUPE Newfoundland and Labrador), and a confidential report given to all other CUPE Newfoundland and Labrador officers for their consideration. The investigation would have full input from all parties concerned.

iv. External Alternatives

Every effort should be made to ensure that there are sufficient resources and services to resolve harassment within our union. Situations may arise, however, where a victim of harassment may wish to consider external alternatives. For example, a case involving a CUPE staff person may need to be addressed through the collective agreements between CUPE and the staff unions. Complaints may be taken to the Newfoundland and Labrador Human Rights Commission. Charges may be laid under the Criminal Code.

**IF YOU ARE A VICTIM OF HARASSMENT, THESE ARE SOME THINGS YOU CAN DO:**

- ❖ Tell Someone - Inform the ombudsperson committee appointed to deal with complaints of harassment. Advise the committee if you know of others who have had similar problems with the harasser. If there is not a committee, approach a trained resource person such as your union representative or an elected union official.
- ❖ Say No - Tell the harasser(s) clearly that you do not welcome their actions, remarks, or suggestions. The most important thing you can do is to take some positive action to stop the harassment. Perhaps you will want to have an ombudsperson or a friend with you if you choose to confront the harasser.

The committee or individual will help you to resolve the conflict through available courses of action - informal or formal, internal or external, and possible methods of resolution. All such discussions will be treated with completed confidentiality by both the complainant and the resource person(s). The purpose of this is to attempt to resolve the complaint before it reaches the stage where a formal complaint is necessary.

- ❖ **Document What Happened** - Write down the date, time, location, names of witnesses when possible, how the person (people) whom you are alleging harassed you, approached you and how you responded. Record particulars of action of a speech in as thorough and detailed fashion as possible. If you suffer any adverse health problems or work or union-related problems as a result of the harassment, document them whether or not you can prove they are related to the harassment.

#### **WHAT TO DO IF YOU ARE ACCUSED OF HARASSMENT AT A CUPE-SPONSORED FUNCTION**

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- ❖ Stop Your Actions or Speech - If you are told that your actions or speech is unwelcome and unwanted, then stop and listen. Remember, it is not up to you to define what is uncomfortable for another person.
- ❖ Try to Resolve the Complaint - You may be approached informally with concerns about alleged harassment. This is a good opportunity for both parties to resolve the incident in a positive manner. Confidentiality will be respected for all parties concerned.
- ❖ Document What Happened - Write down the date, time, location, names of witnesses when possible, and your interpretation of the incident.

#### **ARTICLE 12 - TIME CAPSULE**

CUPE Newfoundland & Labrador will house the 50<sup>th</sup> Anniversary Time Capsule, created at the 2013 Annual CUPE Provincial Convention, at the St. John's CUPE Office.

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**ARTICLE 13 - NL NEW DEMOCRATIC PARTY**

CUPE Newfoundland and Labrador shall maintain its affiliation to the NL New Democratic Party.

**APPENDIX "A"**

**RULES AND ORDER OF BUSINESS**

The rules and order of business governing conventions shall be:

1. The President, in his/her absence or at his/her request, the Vice-President shall take the chair at the time specified, at all regular and special conventions. In the absence of both the President or his/her designated representative, a Chairperson shall be chosen by the Executive Committee.
2. No question of religious character shall be discussed.
3. When a delegate wishes to speak he/she shall proceed to one of the microphones provided for that purpose. When recognized by the Chairperson, he/she shall give his/her name and the organization he/she represents and shall confine his/her remarks to the question and issue.
4. Speeches shall be limited to five minutes except in moving motion when the delegate shall be allowed ten minutes.
5. A delegate shall not speak more than once upon a subject until all who wish to speak have had an opportunity to do so.
6. A delegate shall not interrupt another except it be to call a point of order.
7. If a delegate be called to order he/she shall, at the request of the Chairperson, take his/her seat until the question of order has been decided.
8. Should a delegate persist in unparliamentary conduct, the Chairperson will be compelled to name him or her and submit his/her conduct to the judgment of the convention. In such case the delegate whose conduct is in question should explain and then withdraw, and the Convention will determine what course to pursue in the matter.

9. When a question is put, the Chairperson after announcing the question shall ask, "Are you ready for the question?" If no delegate wishes to speak, the question shall be put.
10. Questions may be decided by a show of hands or a standing vote on the basis of one vote per delegate. A roll call vote may be demanded by two-thirds of the delegates present. In a roll call vote each delegate shall be entitled to one vote.
11. Two delegates may appeal the decision of the Chair. The Chairperson shall then put the question thus: "Shall the decision of the Chair be sustained?" The question shall not be debatable except that the Chairperson may make an explanation of his/her decision.
12. When the previous question is moved, no discussion or amendment to either motion is permitted. If the majority vote that "the question be now put", the original motion has to be put without debate. If the motion to put the question is defeated, discussions will continue on the original motion.
13. Committees may combine resolutions or prepare a composite to cover the intent of the question at issue. Reports of Committee are not subject to amendment except as is acceptable to the committee, but a motion to refer back to the committee for reconsideration shall be in order.
14. A delegate shall not move a motion to refer back after he/she has spoken at the question at issue.
15. A motion to refer back is not debatable and when properly seconded the question shall be immediately put to the convention.
16. If the report of a committee is adopted it becomes the decision of the convention. If defeated it may be referred back to the Committee for reconsideration.
17. When a question is pending before the Convention, no motion shall be in order except - to refer - to adjourn for the previous question - to postpone

for a definite time. If any of the foregoing motions is negated, it cannot be renewed until after an intermediate proceeding.

18. A motion may be reconsidered provided the mover of the motion to reconsider voted with the majority, and notice of motion is given for consideration at the next sitting, and said notice of motion is supported by two-thirds of the delegates qualified to vote.
19. The Executive Committee is empowered to establish the hours of Convention.

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**APPENDIX "B"**

**CUPE NEWFOUNDLAND & LABRADOR PUBLIC SECTOR COORDINATED  
BARGAINING PUBLIC RELATIONS FUND**

**Purpose**

The sole purpose of the "CUPE Newfoundland and Labrador Public Sector Coordinated Bargaining Public Relations Fund" is to finance public relations campaigns directly related to public sector master bargaining.

**Composition**

The following CUPE Locals are members of the "CUPE Newfoundland and Labrador Public Sector Coordinated Bargaining Public Relations Fund":

488	Western Memorial Hospital
879	St. Patrick's Mercy Home/Glenbrook Lodge
1560	English School Board, St. John's and Area
1860	Newfoundland & Labrador Housing
2033	English School Board, Marystown & Area
2212	English School Board, St. Anthony & Area
2329	Provincial Public Libraries
2543	Government House
3148	English School Board, Corner Brook & Area
4934	Bonne Bay Health Centre
4935	Bay St. George Long Term Care Centre
4936	Calder Health Centre
4937	LeGrow Health Care Centre
4938	Rufus Guinchard Health Care Centre
4939	Sir Thomas Roddick Hospital
5078	Child, Youth & Family Services

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### **Assessments**

As of June 1, 2010, the monthly assessment for the "CUPE Newfoundland and Labrador Public Sector Coordinated Bargaining Public Relations Fund" shall be \$0.25 per member per month.

### **Administration**

The "CUPE Newfoundland and Labrador Public Sector Coordinated Bargaining Public Relations Fund" will be administered in the same manner as all other CUPE Newfoundland and Labrador accounts. The account will have three (3) signing authorities: President, Vice-President and Secretary-Treasurer of CUPE Newfoundland and Labrador and will be overseen by the Trustees Committee.

### **Meeting & Voting Procedure**

There shall be a meeting of all Locals which are members of the "CUPE Newfoundland & Labrador Public Sector Coordinated Bargaining Public Relations Fund" at each CUPE Newfoundland and Labrador Division Convention. All delegates representing those Locals at the convention are entitled to attend. The CUPE Newfoundland and Labrador Secretary-Treasurer shall report to the meeting on the status of the fund.

The President may also from time to time call a meeting of all Locals which are members of the "CUPE Newfoundland and Labrador Public Sector Coordinated Bargaining Public Relations Fund".

The minutes for every meeting will be recorded and maintained by the CUPE Newfoundland and Labrador Secretary-Treasurer.

Motions for consideration at meetings may be proposed by the Executive of CUPE Newfoundland and Labrador or by any of the constituent Locals.

Voting shall be a simple majority of all in attendance.

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