



---

BY-LAWS OF  
CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL 2026

---

Amended as per National's Approval: February 2026

:uc/ cope491

## Table of Contents

INTRODUCTION.....	3
SECTION 1 – NAME .....	3
SECTION 2 – OBJECTIVES .....	3
SECTION 3 – MEMBERSHIP MEETINGS.....	4
SECTION 4 – SPECIAL MEETINGS.....	5
SECTION 5 – EXECUTIVE MEETINGS .....	5
SECTION 6 – OFFICERS .....	5
SECTION 7 – DUTIES OF OFFICERS .....	5
SECTION 8 – EXECUTIVE RELEASE TIME .....	10
SECTION 9 – HONORARIUMS AND EXPENSES.....	10
SECTION 10 – UNION DUES, FEES AND ASSESSMENT .....	11
SECTION 11 – VOTING OF FUNDS.....	12
SECTION 12 – NOMINATIONS AND ELECTIONS.....	12
SECTION 13 – INSTALLATION OF OFFICERS AND VACANCIES.....	13
SECTION 14 – EXECUTIVE COMMITTEE.....	14
SECTION 15– DELEGATES TO CONVENTIONS, SEMINARS, AND EDUCATIONALS .....	15
SECTION 16– COMMITTEES .....	15
SECTION 18 – RULES OF ORDER.....	18
SECTION 19 – AMENDMENTS .....	18
APPENDIX ‘A’ – CUPE NATIONAL EQUALITY STATEMENT .....	19
APPENDIX ‘B’ – CODE OF CONDUCT .....	20
APPENDIX ‘C’ – RULES OF ORDER .....	22

## **INTRODUCTION**

Local 2026 of the Canadian Union of Public Employees has been formed to:

- Improve the social and economic well-being of all 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 2026 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 chartered organizations' activities. The CUPE National Equality Statement can be found in Appendix A of these bylaws.

The mailing address for Local 2026 and its Officers shall be 5805 Whittle Road, Unit 107, Mississauga, Ontario L4Z 2J1.

## **SECTION 1 – NAME**

The name of this Local shall be: The Canadian Union of Public Employees, Local 2026 (Dufferin-Peel Catholic District School Board)

## **SECTION 2 – OBJECTIVES**

The objectives of Local 2026 are to:

- a. To secure the improvement of remuneration for work performed and generally advance the economic and social welfare of its members and all workers.
- b. Provide an opportunity for its members to influence and shape their future through free and 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 – MEMBERSHIP MEETINGS**

- a. All General Meetings will convene on the third Tuesday of September, November, January, March, and the first week of June at 6:00 p.m. If a holiday falls on a date of a general membership meeting, the meeting will convene on the following week.
- b. Notice of all general membership meetings shall be provided at least seven (7) days in advance.
- c. A quorum for the transaction of business at any Membership meeting shall consist of at least fifteen (15) members in good standing including at least three (3) members of the duly elected officers.
- d. The local may hold membership meetings in person and/or virtually. Where virtual meetings are held, all voting will be conducted electronically, provided secrecy can be maintained where mandated.
- e. Order of Business
  - 1.Acknowledgement of Indigenous Territory
  - 2.Roll call of officers
  - 3.Reading of the Equality Statement
  - 4.New members
  - 5.Reading of minutes of previous meeting
  - 6.Matters arising out of minutes
  - 7.Treasurer’s report
  - 8.Communications and bills
  - 9.Executive committee report
  - 10.Reports of committees and delegates
  - 11.Nominations, elections and installations
  - 12.Unfinished business
  - 13.New business
  - 14.Good of the union
  - 15.Adjournment

## **SECTION 4 – SPECIAL MEETINGS**

Special membership meetings of Local 2026 may be required and shall be called by the Executive Committee or may be requested in writing by no fewer than fifteen (15) members. The president shall immediately advise members when a special meeting is called and ensure that all members receive at least twenty-four (24) hours' notice of the special meeting, the subject(s) to be discussed, the date, time, and location. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.

## **SECTION 5 – EXECUTIVE MEETINGS**

The Executive Committee shall consist of the President, Vice-President, Lead Steward, Recording Secretary, Treasurer, and Membership Secretary. Any four (4) of these shall consist of a quorum for the transaction of such business as may properly come before it. The Executive Committee shall meet at least once a month throughout the calendar year (refer to section 14, item e).

## **SECTION 6 – OFFICERS**

The term of office shall be for a period of three (3) years.

- a. Should any officer fail to attend three consecutive membership meetings or three consecutive executive meetings (where applicable) without good and sufficient reason, their office will be declared vacant and filled at the next meeting. (Appendix B)
- b. On termination of office, officers shall surrender all books, records and other properties of the Local to their successor.

## **SECTION 7 – DUTIES OF OFFICERS**

- a. All signing Officers of Local 2026 shall be bonded through the master bond held by CUPE. Any Officer who cannot qualify for the bond shall be disqualified from having signing authority.
- b. Each Officer of Local 2026 is encouraged to participate in CUPE educational courses to enhance their leadership skills and expand their knowledge and expertise.
- c. Newly-elected officers shall take the first available "Parliamentary Procedures" course with CUPE Education.

d. The President shall:

- Enforce the CUPE National Constitution, these Local Union By-Laws and the Equality Statement.
- Interpret these By-Laws as required.
- Preside at all membership and Executive Committee meetings and preserve order.
- Decide all points of order and procedure (subject always to appeal to the membership).
- Have the same right to vote as other members. In the case of a tie vote, the President may cast another vote or the President may refrain from casting an additional vote, in which case the motion is defeated.
- Ensure that all Officers perform their assigned duties.
- Fill committee vacancies where elections are not provided for.
- Introduce new members and conduct them through the initiation ceremony.
- Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union By-Laws, or vote of the membership.
- Be allowed necessary and reasonable funds, not to exceed \$500.00 monthly to reimburse the President or any Officers for expenses incurred on behalf of the Local Union. Expense claims must be listed on a proper form outlining the expense, the reason for the expense, and with supporting receipt(s) attached.
- Have first preference as a delegate to the CUPE National Convention.

e. The Vice-President shall:

- If the President is absent or not eligible, perform all duties of the President.
- Preside over membership and Executive Committee meetings in the absence of the President.
- If the office of the President falls vacant, be Acting President until a new President is elected.
- Render assistance to any member of the Executive as directed by the Executive Committee.

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 CUPE Constitution, Local Union By-Laws, or vote of the membership. In consultation with the Executive Committee, designate a signing officer during prolonged absences.
- 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, initiation fee on all members admitted, no later than the last day of the following month.
- Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts of all money sent to CUPE National, as well as records and supporting documents for all income received by the Local Union.
- Record all financial transactions in a manner acceptable to the Executive Committee and in accordance with good accounting practices.
- Make a full financial report to meetings of the Local Union's Executive Committee.
- Make a written financial report of 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.
- Pay no more unless supported by a cheque requisition or expense form or request for payment duly signed by the President and one other member of the Executive Committee as determined by the Executive Committee. 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.

- Where required, not later than February 28<sup>th</sup> each year, furnish each member, on the forms supplied by CUPE National, with a statement showing the net amount of tax-deductible dues paid by them during the preceding calendar year.
- Be empowered, with the approval of the membership, to employ necessary administrative assistance to be paid for out of the Local Union's funds.
- Take the first available Financial Officers course.
- Notify all members who are one month in arrears and report to the Executive Committee all members two or more months in arrears in the payment of union dues.

g. The Lead Steward shall:

- Oversee all activities of the Local related to grievances and arbitrations.
- Co-ordinate the filing of, and oversee the progress of all grievances.
- Report to the Executive and the Membership on the status of grievances and arbitrations.
- Take first available Stewarding Levels 1 and 2 CUPE Education Courses.
- Be an active member of any Negotiating Committee and Employee Relations Committee struck during their elected tenure.

h. The Recording Secretary shall:

- Keep, full, accurate, and impartial account of the proceedings of all regular or special membership and Executive Committee meetings. These records must also include a copy of the full financial report (Executive Committee meetings) and the written financial report (Membership meetings) presented by the Treasurer. The record will also include Trustees' reports.
- Record all amendments and/or additions in the bylaws and make certain that these are sent to the National President for approval prior to implementing.
- Answer correspondence and fulfill other administrative duties as directed by the Executive Committee
- Keep a record of all correspondence received and sent out.
- Prepare and distribute all notices to members.
- Have all records ready on reasonable notice for the Trustees or auditors.
- Preside over membership and Executive Committee meetings in the absence of both the President and Vice-President.

- Be empowered, with the approval of the membership, to employ administrative assistance to be paid for out of the Local Union's funds.
  - Take first available Recording Secretary Courses.
  - Perform other duties required by the Local Union, its By-Laws or the National Constitution.
- i. The Membership Officer shall:
- Guard the inner door at membership meetings and admit no one but members in good standing or Officers and officials of CUPE, except on the order of the President and with consent of the members present.
  - Maintain the Record of membership attendance at meetings.
  - Perform such other duties as may be assigned by the Executive Committee from time to time.
- j. The Stewards shall:
- Define, detect, prepare and present grievances at the initial stages.
  - Generally know and police the collective agreement and provincial and federal legislation.
  - Provide communication and information from the members in the union to the Lead Steward, including the distribution of union literature and newsletters.
  - Encourage the participation of all members of the unit in union activities.
  - Maintain contact with the members to provide ongoing union awareness and education.
- k. The Trustee shall:
- Acting as an auditing committee on behalf of the members and audit the books and accounts of the Treasurer, the Recording Secretary, and the Committees at least once every calendar year.
  - Make a written report of their findings to the first membership meeting following the completion of each audit.
  - 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 Treasurer in an organized, correct, and proper manner.

- 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.
- Send to the National 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 Local Union Executive Committee.

## **SECTION 8 – EXECUTIVE RELEASE TIME**

Any positions within the executive may request release time for specified period, as required to deal with union business, with the prior approval of the members at a membership meeting.

The position of President may opt for full-time release to deal with union business for the duration of the term of office, with the prior approval of the members at a membership meeting.

All executive release time to be reviewed annually at the March general membership meeting.

## **SECTION 9 – HONORARIUMS AND EXPENSES**

All members on the Executive Committee who are eligible to receive the following annual expenses must complete their full year in elective office. If any member is unable to complete the full year, or was elected other than in the full calendar year, they shall receive the annual allowance on a pro-rated basis.

In order to compensate them for out of pocket expenses incurred in carrying out their duties, the following representative of this Local shall be given a monthly allowance, per annum on a paid quarterly basis, not to exceed an annual amount of:

President	\$2,400.00
Vice-President	\$1,000
Lead Steward	\$2,000.00
Treasurer	\$1,500
Recording Secretary	\$600.00
Membership Officer	\$450.00
Stewards	\$200.00
Trustees (x3)	\$150.00

The above representatives shall receive a per diem allowance of twenty-five dollars (\$25.00) not to exceed one meeting per day, to cover out-of-pocket expenses including meals and mileage. When there is no per diem allowance given, transportation costs (including parking, mileage rate as per the collective agreement, and childcare) incurred while performing duties of the office may be claimed.

All expense claim forms for a calendar year must be submitted to the Treasurer for payment no later than February 28<sup>th</sup> of the following year. No submission will be paid after the above deadline.

All per diems shall be pro-rated to the length of term in office. When on leave of absence from Union business, sick or WSIB, the annual per diem must be pro-rated.

**SECTION 10 – UNION DUES, FEES AND ASSESSMENT**

- a. Membership Dues: The dues will be deducted every pay period at the rate of 1.5%. In future years, the dues rate shall increase September 1 of each applicable year, up to 1.8% in the steps outlines below:

<b>YEAR</b>	<b>DUES PERCENTAGE RATE</b>
2026	1.5%
2028	1.65%
2030	1.8%

- b. Changes of the Dues/Assessment can be affected only by following the procedure under Amendments and Alterations of the By-Laws Section 19.
- c. Special assessment may be levied in accordance with Article B 4.2 of the CUPE Constitution.

- d. Notwithstanding the above provisions, if the CUPE Convention raises minimum fees and/or dues above the level herein established, these By-Laws will be deemed automatically amended to conform to the new CUPE per capita rate.

## **SECTION 11 – VOTING OF FUNDS**

Except for ordinary expenses and bills as approved by the general membership, no sum over one hundred (\$100.00) shall be voted for the purpose of a grant or contribution to a member or any cause outside of the Canadian Union of Public Employees except as approved at a general membership meeting.

If a member is hospitalized or absent due to illness for three (3) or more weeks, the local shall arrange some token not to exceed eighty dollars (\$80.00), excluding taxes and delivery. For the death of a member or member's parent, spouse, child, sister or brother, a cheque in the amount of eighty dollars (\$80.00) to be spent on flowers or the charity chosen by the family or a memorial gift, shall be arranged.

No sum over fifty (\$50.00) dollars shall be voted for the purpose of a grant or contribution to any cause within the Canadian Union of Public Employees except by approval at the general membership meeting.

Notwithstanding the foregoing, the Executive Committee is authorized to make a donation of up to one hundred (\$100.00) dollars to any CUPE local that engages in strike action. Such a donation will be reported to the next regular membership meeting.

## **SECTION 12 – NOMINATIONS AND ELECTIONS**

- a. The election shall be held every three (3) years at the special membership meeting in the month of May. All officers are elected by referendum vote. All members in good standing are eligible to vote in the election.
- b. All nominations shall be received by a Nomination Committee two (2) weeks before a special membership meeting at which time elections are to be held. To be eligible for nomination a member shall have attended at least three (3) of the regular membership meetings held in the previous twelve (12) months or in the period they were a member, if less than a year, unless a valid reason acceptable to the local has been give for non-attendance.
- c. No member shall be elected for more than one Executive position.
- d. Voting shall be conducted through secure, secret electronic systems.
- e. A majority of votes cast shall be required before any candidate can be declared elected, and second and subsequent ballots shall be taken, if necessary, to obtain such a majority.

On the second and subsequent ballots, the candidate receiving the lowest number of votes in the previous ballot shall be dropped.

Any candidate may appeal for a recount of the votes or the membership itself, without any appeal, may order a recount of any or all elections provided, however, that in either instance a majority of the members present at the meeting shall vote in favour of such recount. Such recount shall be taken immediately and prior to election of any other office.

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.

- f. The number of election votes per each candidate shall be declared and recorded in Local minute book.
- g. All ballots are to be destroyed by CUPE National Rep after declaration of successful candidate(s).
- h. The Returning Officer shall determine the form of the ballot and ensure that sufficient quantities are made available in good time-
- i. Each member shall be entitled to one vote. Proxy votes are not acceptable in any form or for any reason of voting.
- j. The Lead Returning Officer shall be responsible for issuing, collecting, and counting ballots. They must be fair and impartial and see that all *arrangements* are unquestionably democratic.
- k. Voting to fill one office shall be conducted and completed and recounts dealt with, before balloting may begin to fill another office.

### **SECTION 13 – INSTALLATION OF OFFICERS AND VACANCIES**

- a. All duly elected officers shall be installed at the meeting at which elections are held and shall continue in office for three (3) years or until such time as a successor has been elected and installed.
- b. The term 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, the Local Union 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.

- c. A candidate who is elected to office must clearly communicate or affirm this oath:

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

(Article 10.7(b))

- d. Vacancies and By-elections

The Executive Committee may appoint a member in good standing to fill a vacant position *pro tem* for no longer than three-months or until such time as a Membership Meeting can be called, whichever is shorter.

Should an office fall vacant for any reason, the resulting by-election should be conducted as closely as possible in conformity with this section. The term of office for any position filled through a by-election will be the term that the vacated position was initially elected to fulfill.

## **SECTION 14 – EXECUTIVE COMMITTEE**

- a. The Executive Committee shall include all Officers, except Trustees.
- b. A majority of the Executive Committee constitutes a quorum.
- c. The Executive Committee shall hold title to any real estate of the Local Union as trustees for the Local Union. They 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.
- d. The Executive Committee 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.
- e. The Executive Committee shall be required to make decisions on behalf of the Local between meetings when the action required will occur before the next regular membership meeting, in accordance with the provisions of the CUPE Constitution.
- f. Should any Executive Committee member fail to answer the roll call for three consecutive membership meetings or three consecutive Executive Committee meetings without good and sufficient reason, their office shall be declared vacant and shall be filled by an election at the following membership meeting.

## **SECTION 15– DELEGATES TO CONVENTIONS, SEMINARS, AND EDUCATIONALS**

- a. Except as provided in Section 7 (a) all delegates to conventions, conferences, seminars and education shall be as recommended by the Executive and approved by the membership
- b. All delegates to conventions, seminars, and educational shall be paid:
  - I. When required to stay in a hotel, with prior approval of the executive, the following expenses will be covered – economy airfare, train fare or mileage distance according to CRA (mileage rate as per collective agreement) parking or transfer expenses, hotel accommodation, a per diem allowance of eighty dollars (\$80.00) for expenses and an amount equal to any loss of salary necessitated by attendance at the convention, seminar or education. The Local Union will reimburse the member’s employer for any loss of wages.
  - II. When not staying in a hotel, with prior approval of the executive, the following expenses will be covered – economy airfare, train fare or mileage distance according to CRA (mileage rate as per collective agreement) parking or transfer expenses, a per diem allowance of eighty dollars (\$80.00) for all expenses and an amount equal to any loss of salary necessitated by attendance at the convention, seminar, or education. No expenses other than the above shall be paid without prior approval of the membership.
- c. All expenses claim forms must be submitted within 30 days following conventions, seminars, education, to the Treasurer for payment.
- d. Representation at education institutes and seminars shall be on the recommendation of the Executive Committee, subject to final approval by the membership.
- e. Delegates affiliated to councils shall be appointed by the Executive Committee.
- f. Except in the case of an emergency or illness, any delegates unable to attend a convention, seminar, or education must inform an Executive Committee member of their inability to attend, at least seven (7) days prior to same.

## **SECTION 16– COMMITTEES**

All committee chairs shall report to be a designated member of the Executive Committee.

### **a. SPECIAL COMMITTEE**

A Special Committee may be established for a specified purpose and a specified period of time by the membership at a meeting. The members may be elected at a membership meeting, or may, with specific authorization of the membership,

be appointed by the President or Executive Committee. Two members of the Committee may sit on any Special Committee as ex-officio members.

**b. NEGOTIATING COMMITTEE**

This committee will be 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 the President, (ex-officio) Lead Steward (ex-officio) and not more than four (4) members elected at a membership meeting. The National Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.

**c. GRIEVANCE COMMITTEE**

The Grievance Committee shall consist of three (3) members. The President, Lead Steward and one (1) member of the Steward body and may call upon the CUPE National Representative as needed. The Committee's duty shall be to process all grievances not settled at the initial stages. Grievances must be in writing on the forms provided by the National Office and signed by the complainant or complainants, as provided for in the collective agreement. All reports of this committee shall be submitted first to the Executive Committee then to the general membership meeting, and to none other except as may be directed by the Executive Committee for the proper maintenance and functioning of this committee.

**d. HEALTH & SAFETY COMMITTEE**

This committee will:

- Work to educate members on the importance of workplace health and safety.
- Prepare and present reports to the regular membership meetings.
- Participate on the Joint Worksite Health and Safety Committees (JWH&SC) at their workplace.
- Ensure that the worker representatives on the JWH&SC meet separately from the employer to prepare for meetings with the employer.
- Promote safe work procedures and environments so as to prevent illness and injury as a result of workplace factors.
- Immediately bring to the attention of the employer any workplace hazard that has the potential to cause members' illness or injury.
- Work to eliminate all workplace hazards, be they physical, environmental, or social.

- Members of this committee should be designated as a “Certified Worker Representative” in accordance with the legislation in their respective jurisdictions (provincial, federal).
- The chair of the committee will be the Health and Safety rep and up to two (2) volunteer members.

e. **BY-LAWS COMMITTEE**

This committee will:

- Review the bylaws annually and make recommendations to the Executive Committee on proposed amendments.
- Review any proposed amendments received from the Executive Committee or membership of the Local Union to ensure that the amendments 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.
- The committee will consist of the President (ex-officio), (1) Executive Committee member, three (3) elected members to be selected by the membership at the March General Membership Meeting. The National Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted during the review process. The term of the committee shall be 3 years.

f. **NOMINATION COMMITTEE**

Nomination Committee shall include members of the Local who are neither officers nor candidates for office. It shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential. The Nomination Committee shall be elected at the regular membership meeting in January. Committee shall consist of members from Keaton, CEC, Elementary and Secondary School panel.

g. **JOB EVALUATION COMMITTEE**

This committee shall comprise of a chair, represented by the president and members from the collective bargaining unit. Their duties will be to advise members on issues related to equity and job evaluation to develop programming ideas to address the needs of the local in related matters. This committee shall meet at least four (4) times a year. The chair will sit on the Board's Job Evaluation Committee.

## **SECTION 18 – RULES OF ORDER**

All meetings of the Local shall be conducted in accordance with the basic principle of Canadian parliamentary procedure. Some of the more important rules to ensure free and fair debate are appended to these By-Laws as Appendix C. These rules shall be considered as an integral part of the By-Laws and may be amended only by same procedures used to amend the By-Laws.

In situations not covered by Appendix C, the CUPE National Constitution may provide guidance, but if the situation is not dealt with there, Bourinot's Rule of Order shall be consulted and applied.

## **SECTION 19 – AMENDMENTS**

### a. CUPE Constitution

These By-laws are always subordinate to the CUPE 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 Constitution, the latter shall govern. The National President has the sole authority to interpret the CUPE Constitution.

### b. Additional By-Laws

A Local Union can amend or add to its bylaws only if:

- (i) the amended or additional bylaws do not conflict with the CUPE Constitution.
- (ii) the amended or additional bylaws are approved by majority vote at a regular membership meeting or at a special membership meeting called for that purpose; and
- (iii) notice of the intention to propose the amended or additional bylaws was given at least seven days before at a previous membership meeting or 30 days before in writing.

### c. Effective Date of Amended or Additional By-Laws

The amended or additional bylaws do not come into effect until they have been approved in writing by the National President. The National President will decide whether to approve the amended or additional bylaws within 90 days of receiving them and will withhold approval only where they conflict with the CUPE Constitution.

## **APPENDIX 'A' – CUPE NATIONAL EQUALITY STATEMENT**

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

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

Discriminatory speech or conduct which is racist, sexist, transphobic, or homophobic hurts and thereby divides us. So too does discrimination on the basis of ability, age, class, religion, 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 'B' – CODE OF CONDUCT**

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

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

This Code of Conduct sets out standards of behaviour for participants at national convention, conferences, schools, meetings, and any other union events organized by CUPE National, Local **2026** or any other CUPE chartered body. It is consistent with the expectations outlined in the Equality Statement and the CUPE National Constitution.

This Code of Conduct is intended to deal with complaints of inappropriate behaviour at events organized by CUPE National and at events, meetings, and activities by other CUPE bodies. It does not apply to complaints arising in the workplace, as those are dealt with through the grievance procedure and/or the applicable workplace harassment policy.

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

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

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

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

1. If possible, a member may attempt to deal directly with the person alleged to have engaged in behaviour contrary to the Code by asking them to stop such behaviour. If that is not possible, or if it does not resolve the problem, a member may bring forward a complaint.
2. A complaint shall be brought to the attention of an ombudsperson when there is one available. Should an ombudsperson not be available, a person properly appointed and designated to be in charge shall receive the complaint.
3. The ombudsperson or the person in charge will work to seek a resolution. If this fails to resolve the matter, the ombudsperson shall report the matter to the person in charge. The person in charge has the authority to expel members from the event for serious or persistent offenses.
4. If the complaint involves a national staff member, it shall be referred to the appropriate director for investigation and the complaint shall be dealt with in accordance with the applicable staff collective agreement. If the complaint involves a staff member employed by another CUPE chartered organization, the complaint shall be referred to the person responsible for their employment.
5. If the person in charge is a party to the complaint, an alternate will be designated to assume the role.
6. In a case where a member has been expelled from a National event, the National President shall receive a report on the matter. For other events, the presiding officer shall receive a report on the matter.
7. For events organized by CUPE National, the National President shall determine if further remedial action is appropriate, including restricting a member's participation in future events organized by CUPE National. For other events, the presiding officer shall consult the National President.

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

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

## **APPENDIX 'C' – RULES OF ORDER**

1. The President will be the Chairperson at all membership meetings. In the absence of the President, the Vice-President will be the Chairperson at the membership meeting. In the absence of the President and Vice-President, the Recording Secretary will be the Chairperson at the membership meeting. In the absence of the President, Vice-President and Recording Secretary, members at the membership meeting will select a Chairperson by majority vote. Quorum rules must be met.
2. Members are not allowed to speak about an issue for more than five minutes. Members can only speak to an issue once unless there is agreement by the members at a meeting, or where all those wishing to speak have had the opportunity to speak.
3. The Chairperson of a committee who is making a report or the mover of a motion may speak for up to fifteen minutes. With the agreement of the members present, the fifteen minutes may be expanded.
4. The Chairperson will state every motion presented at a membership meeting before allowing debate on the motion. Before putting a motion to a vote, the Chairperson will ask: "Is 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 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 that is called to order will stop speaking until the point of order is determined. If it is decided that the member is in order, then the member may continue speaking.
16. Religious discussion of any kind is not permitted.
17. The Chairperson will not take part in any debate. Where the Chairperson wishes to speak on a resolution or motion, or where the Chairperson wishes to move a motion, the Chairperson must rise from the chair and hand the chair over as outlined in Rule #1.
18. The Chairperson will have the same right to vote as other members. In the case of a tie vote, the Chairperson may cast another vote or the Chairperson may refrain from casting an additional vote, in which case the motion is defeated.
19. When a motion is before the members, no other motion is in order except a motion to:
  - 1) adjourn;
  - 2) put the previous question;
  - 3) lay on the table;
  - 4) postpone for a definite time;
  - 5) refer; or
  - 6) divide or amend.

These six motions shall have precedence in the order indicated.

Motions 1 through 3 shall be decided without debate.

20. The Chairperson will ask “Will the main question be now put?” where a motion for the previous question is moved and seconded. If approved, the Chairperson will then take votes on the motion and amendments to the motion (if any) in order of priority. If an amendment or an amendment to an amendment is approved, then members will be asked to vote on the motion as amended.
21. A motion to adjourn is in order except when a member is speaking or when members are voting.
22. A motion to adjourn, if lost, is not in order if there is further business before 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. At a membership meeting where a question has been decided any two members who voted with the majority can give notice of a motion to reconsider a decision of the membership at the next membership meeting. The motion to reconsider requires the support of a two-thirds majority of members who vote. If two-thirds majority of members support reconsideration, the question will be placed in front of the membership for debate and a subsequent vote.
26. Members are allowed to leave a meeting with the permission of the Vice-President; however, in no case will a member leave during the reading of minutes, the initiation of new members, the installation of Officers, or the taking of a vote.
27. 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.

1375, boul. St. Laurent Blvd., Ottawa, ON K1G 0Z7

Tel./Tél. : (613) 237-1590 Fax/Télec. : (613) 237-5508 Toll free/Sans frais : (844) 237-1590

cupemail@cupe.ca/courriel@scfp.ca – cupe.ca/scfp.ca

**BY E-MAIL**

February 27, 2026

Paula Tickle  
National Representative  
Peel Area Office

Dear Paula:

I am writing in response to Uliana Carnevale's e-mail of February 18, 2026 with which proposed amendments to the bylaws of Local 2026 were submitted for approval.

I see that Local 2026 is changing its dues from a flat rate to a percentage-based structure. The amendment to Local 2026's dues is approved. Please note that the local must notify their employer in writing to advise of this change and copy CUPE's Per Capita Department ([percapita@cupe.ca](mailto:percapita@cupe.ca)), and that the local should clarify if the percentages are of regular or gross wages, the next time it reviews its bylaws.

The proposals are in compliance with the National Constitution, and I am therefore pleased to approve them in accordance with the provisions of Article XII.

In solidarity,



MARK HANCOCK  
National President

:ms/cope 491

cc: D. Hauch; M. Staples; A. Hunter; U. Carnevale; L. Maye, President, CUPE Local 2026

**MARK HANCOCK**

National President/Président national

**CANDACE RENNICK**

National Secretary-Treasurer/Secrétaire-trésorière nationale

**DAWN BELLEROSE, PATRICK GLOUTNEY, SHERRY HILLIER, GINA MCKAY, KAREN RANALLETTA**

General Vice-Presidents/Vice-présidences générales