

CANADIAN UNION OF PUBLIC  
EMPLOYEES

NIAGARA DISTRICT COUNCIL

C.U.P.E. LOCAL 9102

CONSTITUTION & BYLAWS

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OF THE CANADIAN UNION OF PUBLIC EMPLOYEES  
NIAGARA DISTRICT COUNCIL  
C.U.P.E. 9102

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## **ARTICLE 1 - NAME**

This council chartered by the Canadian Union of Public Employees shall be known as the Canadian Union of Public Employees, Niagara District Council, C.U.P.E. Local 9102 and it shall be subject to the Constitution of the Canadian Union of Public Employees and the Canadian Labour Congress.

It should consist of all the geographical area of the Council prescribed by The Executive Committee of the Canadian Union of Public Employees.

## **ARTICLE 2 - OBJECTIVE**

The Objective of this council are:

- [1] To Mirror those of the Canadian Union of Employees Constitution; and
- [2] To obtain maximum participation by Locals in the programs of the Canadian Union of Public Employees and the trade union movement.
- [3] To promote continuing union education to affiliation Local unions.
- [4] To aid and encourage the use of union-made goods and service.
- [5] To encourage the participation by the affiliated Locals in the matter of community interest.
- [6] To promote and support the Union movement in the Niagara Region.
- [7] To promote involvement for retirees within the Region of Niagara.
- [8] 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 the same wherever it occurs or appears.
- [9] Establish strong working relationships with the public we serve and the communities in which we work and live; and
- [10] Support CUPE in reaching all of the objectives set out in Article II of the CUPE National Constitution.

## **ARTICLE 3 - POLICY**

- [1] In all matters not regulated, Bourinot's Rules of Order shall govern.
- [2] The president is the official delegate to attend all Council functions. In the absence of the President, the Vice President shall attend. When more than one

delegate is required, a delegate or delegates shall be elected from the floor. Alternates shall be elected for all regular Council functions.

- [3] The National Executive Board shall have the same power over this Council as over Chartered Union Locals in accordance with the terms of the Canadian Union of Public Employees Constitution.
- [4] The Council shall have only coordinating and advisory powers. Policy shall remain vested in the Local unions in accordance with the CUPE Constitution.
- [5] Wherever the singular or plural masculine is used in these by laws, it shall be considered as if the plural or feminine has been used where the context so requires.

The council will ensure that gender neutral language is used at all meetings.

#### **ARTICLE 4 - MEMBERSHIP**

- [1] Membership in this Council shall be open to the members of all Locals of the Niagara District area chartered by the Canadian Union of Public Employees. To remain as an affiliate a Local Union must abide by the Canadian Union of Public Employees Constitution and the Bylaws of the Council.
- [2] The Council shall remain in existence so long as five (5) Local Unions are affiliated.
- [3] Locals affiliated with the Council will provide the Recording Secretary with their current address, home telephone contact number and where available, and an email address. The members will advise the Recording Secretary of any changes to their contact information. This information will be protected and used to communicate with members. Such communication will take the form of mail, e-mail blasts or telephone town halls.

#### **ARTICLE 5 - REPRESENTATIVE**

- [1] Each affiliated Local union shall have representation on the following basis:
  - 2 delegates for the first 249 members
  - 3 delegates for 250 - 350 members
  - 4 delegates for 351 - 450 members
  - 5 delegates for 451 - 550 members
  - 6 delegates for 551 - members or more
- [a] It is understood that delegates are elected or appointed by their home local.
- [2] Any affiliate which is three (3) months or more in arrears in Per Capita Tax payment to the Council, shall have its voting rights suspended. [See Duties of

Secretary Treasurer, Article 7, Paragraph 7.]

- [3] National Executive Board Members, Staff Representatives, and Retirees of affiliated locals, may attend meetings with voice but without vote.
- [4] At the time of affiliation, and after each election of officers, affiliated Locals will provide this Council with an up-to-date list of officers, including the names of their credentialed delegate[s].

## **ARTICLE 6 - MEMBERSHIP FEES**

- [1] Each Local wishing to affiliate with the Niagara Council of the Canadian Union of Public Employees shall pay an affiliation fee of ten [\$10.00].
- [2] Each affiliated local shall pay a per capita of twenty [20] cents per full-time member and ten [10] cents per part-time member and five [.5] cents per quarter time member per month.

Such per capita tax shall be paid monthly or quarterly, subject to the provisions of Article 5 [2] of these bylaws. Per capita tax to the Council shall be paid on the same membership basis as applies in the per capita tax payments to the Canadian Union of Public Employees.

- [3] All monies collected by the Secretary-Treasurer for capita or another source shall remain the property of this Council until properly expended, and any affiliate ceasing to be an active member of this Council shall forfeit all right, title and interest in and to this Council, or part thereof.

## **ARTICLE 7 - OFFICERS AND DUTIES OF OFFICES**

All delegates are encouraged to participate in CUPE educational courses to enhance their leadership skills and expand their knowledge and expertise.

All officers must give all properties, assets, funds and all records of the Local Union to their successors at the end of their term of Office.

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

- [1] The Officers of this Council shall consist of a President, a Vice President, a Recording Secretary, a Secretary-Treasurer, an Equity Officer, three (3) Trustees, and three (3) Members at Large. The Executive Board shall be comprised of all officers, except Trustees. Four [4] members of this Board shall constitute a quorum.
- [2] The Executive Board shall have general supervision of the affairs of the Council between General Membership meetings, and shall consider and make recommendations about all matters arising out of the business of this Council.

- [3] Any costs over \$500.00 must be approved by the delegates at a General Membership meeting.
- [4] It is the duty of the Officers to attend all meetings. Should any officer fail to answer the roll call for three (3) consecutive General Membership meetings or three consecutive Executive Board meetings without having reasonable cause, as determined by the Executive Board, that position shall be declared vacant and a by-election shall be called at the following General Membership meeting.
  - [a] An Executive Officer may request a leave of absence for up to three (3) months to attend CUPE Business upon approval from the Delegates. A pro-tem replacement shall be appointed by the Executive Board for the duration of the leave. Should the leave of absence surpass three (3) months, a by-election shall be held for that position at the following General Membership Meeting.
- [5] Executive Officers shall submit a monthly written report of their activities, tasks, outreach, Convention/Conference attendance, and other related Council tasks and activities. The reports will be included in the Executive Board and General Membership meeting packages.
- [6] President

The President shall:

  - [a] Preside at all meetings of this Council.
  - [b] Preserve order and decorum, and enforce the Canadian Union of Public Employees Constitution and Bylaws.
  - [c] Be the spokesperson for all delegates representing this Council including conventions if attending as a Council delegate.
  - [d] Sign all official documents and shall be one of the signing officers for the disbursement of funds.
  - [e] Perform such other duties as are required by the delegates.
  - [f] Interpret these bylaws as required.
  - [g] Decide all points of order and procedure (subject always to appeal to the membership).
  - [h] Have the same right to vote as other members.
  - [i] Ensure that all Officers perform their assigned duties.
  - [j] Fill committee vacancies where elections are not provided for.
  - [k] Introduce new delegates and conduct them through the initiation ceremony.
  - [l] Sign cheques and ensure that the Council funds are used only as authorized

or directed by the CUPE Constitution Local Union bylaw, or vote of the membership. It is understood that the President will not sign their own cheques.

- [m] Be allowed necessary and reasonable funds to reimburse the President or any Officer for expenses up to \$100.00 that are 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.
- [n] Coordinate Bylaw Committee meetings.

#### [7] Vice-President

The Vice-President shall:

- [a] Assist in the discharge of the President's official duties.
- [b] If the President is absent and at their request, or if the office of the President falls vacant, be Acting President until a new President is elected through a by-election or the President is able to resume their duties.
- [c] Be one of the officers for the disbursement of funds in the absence of the President of the Secretary Treasurer
- [d] Coordinate and Co-chair the Education Committee.

#### [8] Recording Secretary

The Recording Secretary shall:

Keep full, accurate, and impartial account of the proceedings of all General Membership Meetings, Special General Membership Meetings, and Executive Board meetings. These records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (General Membership meetings) presented by the Secretary-Treasurer.

The record will also include Trustee's reports.

- [a] Keep an accurate record of the proceedings of all Executive Board and General Membership meetings of the Council.
- [b] Provide meeting minutes for Executive and General Membership meetings.
- [c] Present all communications to the Executive Board or Presiding Officer.
- [d] Record attendance of all Officers and delegates at every meeting.
- [e] Notify all Officers and delegates of upcoming Council meetings. Provide delegates at least seven (7) days notice of General Membership Meetings.

- [f] Keep a record of all Officers, delegates, and guests present at all meetings of the Council.
  - [g] Handle in-coming and out-going communications for the Council.
  - [h] Maintain a list of all credentialed local delegates.
  - [i] Keep a record of all correspondence received and sent out, and affiliate reports.
  - [j] Maintain and update the Council's website, social media platforms, and other communications media.
  - [k] Coordinate and Co-chair the Communication Committee.
- [9] Secretary Treasurer

The Secretary Treasurer shall:

- [a] Receive all revenue, initiation fees, dues, and assessments, keeping a record of each Local's payments, and deposit promptly all money with a bank or credit union.
- [b] Sign cheques and ensure that the District Council's funds are used only as authorized or directed by the CUPE Constitution, District Council bylaws, or vote of the membership. It is understood that the Secretary-Treasurer will not sign their own cheques.
- [c] Ensure that the annual per capita tax is paid to CUPE National and CUPE Ontario.
- [d] Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by the District Council.
- [e] Record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices.
- [f] Prepare a full financial report for meetings of the District Council's Executive Board.
- [g] Prepare a written financial report for each General Membership meeting, detailing all income and expenditures for the period.
- [h] Be bonded through the master bond held by CUPE National. Any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office.
- [i] Pay no money unless supported by a cheque requisition or expense for or request for payment duly signed by the President and one other member of the Executive Board, as determined by the Executive Board. No request

shall be required for payment of per capita fees to any organization to which the District Council is affiliated.

- [j] Make all books available for inspection by the Trustee and/or auditors on reasonable notice. Ensure that the books are audited at least once each calendar year within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees.
- [k] Provide the Trustees with any information the Trustees require to complete the audit, including forms provided by CUPE National.
- [l] Be empowered, with the approval of the membership, to employ necessary administrative assistance to be paid for out of the District Council's funds.
- [m] An annual Budget will be prepared by the Secretary-Treasurer in consultation with the President, and presented at the June General Membership Meeting for approval.

[10] Equity Officer

- [a] Must be of an equity seeking group, as mandated in the Constitution.
- [b] Ensure the work of the Council is conducted through an equity lens.
- [c] Sit on the Equity Committee as a Co-chair and promote the Equity Committee's issues and its work to the Council and affiliated Locals.
- [d] Arrange, set up, and Co-Chair Equity Sub-Committees including the Workers with Disability Committee, Pink Triangle Committee, Racialized Workers Committee, Women's Committee, Young Workers Committee, and Indigenous Workers Committee, so that all equity seeking workers are represented.
- [e] Work with the Education Committee to arrange training on equity issues for the Council, delegates, and affiliated locals.
- [f] Work with Council, delegates, and locals to determine the issues and needs of equity seeking groups.

[11] Members at Large

The duties of three Members at Large shall be:

- [a] To attend all Executive and General Membership Council meetings.
- [b] Prepare to assist the other Executive Officers when asked.
- [c] Assist as Co-Chairs of standings committees.
- [d] Promote the good of the Council.

## [12] Trustees

Trustees audit the financial records of the Local Union and exercise general supervision over all property and assets of the Local Union. They ensure that the Secretary-Treasurer meets the requirements of Article B.3.6 and B.3.7.

The duties of the Trustees shall be:

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

## **ARTICLE 8 - NOMINATIONS AND ELECTIONS**

### **[1] Term**

- [a] The term of office for Executive Board members and Officers, except the Trustees, shall be two (2) years elected in odd numbered years. Trustees shall be elected in accordance with the Canadian Union of Public Employees Union Constitution, Appendix B.2.4. The term of office shall begin December 1<sup>st</sup>.
- [b] The terms of office for Trustees shall be so that one serves for a period of three years, one for two years, and one for one year, as laid out 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 delegate 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] All Officers must be delegates of their affiliated Local. Using a delegate credential from another affiliated local shall not be permitted when running for an Executive Board position.

### **[2] Elections Committee**

- [a] The President shall appoint two returning officers at the October General Membership Meeting to form the Elections Committee that will conduct the election for Officers and Trustees. Officers and candidates for office cannot serve as members of the Elections Committee. A Chair of the committee must be selected amongst the two appointed returning officers. No candidate for a contested position may serve as returning officer. A CUPE National Representative will act as an advisor to the Elections Committee.
- [b] The Executive Board shall endeavour to provide proper onboarding, training, and election orientation to the Elections Committee. The Elections Committee must have a clear understanding of the election process and the mechanics of using an electronic voting system.

### **[3] Nominations**

- [a] Nominations for positions on the Executive Board shall be open at the November General Membership meeting. Any delegate who is a Member in Good Standing shall have the right to nominate any delegate for any position.

- [b] Nominations may be submitted to the Recording Secretary in writing, provided that the nomination is clearly signed by a nominator, and by the nominee in acceptance of the nomination. Delegates not in attendance at a meeting where nominations are open may be nominated for a position, provided that their acceptance of the nomination is submitted in writing to the Recording Secretary prior to the November General Membership Meeting.
  - [c] The Elections Committee shall facilitate the nominations in the order as follows:
    - 1. President
    - 2. Vice President
    - 3. Secretary Treasurer
    - 4. Recording Secretary
    - 5. Equity Officer
    - 6. Members at Large (three)
    - 7. Trustee(s)
  - [d] The Elections Committee Chair shall call three times for nominations for each position. After a third call, and hearing no further nominations, the Chair shall declare nominations closed for that position. Upon the closing of nominations, the Chair shall ask each of the nominees if they will stand for election.
  - [e] Where only one nomination is received for a position, and the delegate accepts nomination, they shall be declared elected by acclamation. Where more than one nomination is received, an election for that position shall be conducted.
  - [f] Candidates will be given two minutes to speak at the General Membership meeting.
- [4] Elections and Electronic Voting
- [a] All Candidates shall be from locals affiliated to the Council and comply with Article 5 Paragraph 2. They shall be fully accredited delegates to the council. Only Officers and delegates attending the November General Meeting will be eligible to vote and receive an electronic ballot.
  - [b] Voting shall take place through Simply Voting (or an equivalent secure electronic voting platform), as per CUPE National Constitution.
  - [c] The Elections Committee is responsible for ensuring that the names and email addresses of all delegates in good standing have been uploaded into Simply Voting correctly so that they receive a ballot. The Recording Secretary will assist in providing this information where necessary.

- [d] The Elections Committee will provide a virtual voting kiosk for delegates that do not have a digital device to electronically vote.
- [e] The Elections Committee Chair will announce the position that is being voted on and the candidates running for the position before the electronic voting commences for that position. Once they have done so, they will then announce that the electronic voting will open for that position. The Electronic vote will be open for at least five to ten minutes for each position to ensure everyone has had the opportunity to vote.
- [f] The voting order is as follows:
  - 1. President
  - 2. Vice President
  - 3. Secretary Treasurer
  - 4. Recording Secretary
  - 5. Equity Officer
  - 6. Members at Large (three)
  - 7. Trustee(s)

[5] Election Results

- [a] A nominee with a majority of votes will be deemed successfully elected to that position. No candidate may be elected to any more than one (1) Executive position at one time.
- [b] In the event of a tie vote, a second and subsequent electronic vote(s) will be facilitated by the Elections Committee until a candidate receives a majority of votes cast and can be declared elected
- [c] The Elections Committee will provide the Council with a copy of the certified election results that the electronic voting platform provides if requested.
- [d] Where positions remain unfilled, by-elections for the vacant positions shall be held at the next General Membership Meeting.

[6] Installation of Officers

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 terms 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"

[7] By-Elections

- [a] Should an office fall vacant for any reason, the resulting by-election ~~should~~ shall be conducted at the next General Membership meeting, with at least a seven (7) day notice to the delegates.
- [b] 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.
- [c] By-elections will be conducted as detailed in Articles 8.2, 8.3, 8.4, and 8.5. Officers and candidates for office cannot serve as members of the Elections Committee.

**ARTICLE 9 – MEETINGS**

- [1] Executive Board meetings shall be held prior to the General Membership meeting, including July, August, and December.
- [2] The General Membership meetings of this Council shall be at 6:30pm, monthly dates to be set in the month of June each year. The Recording Secretary will advise delegates at least seven (7) days in advance of the scheduled meeting with registration information.
- [3] Executive and General Membership meetings shall be conducted in a hybrid format, combining in-person and online. Should a secret vote be required during a hybrid meeting, it must be conducted as an electronic vote for all participants using Simply Voting (or an equivalent secure electronic voting platform), as per CUPE National Constitution.
- [4] Special General Membership meetings shall be held when deemed advisable by the President, Executive Board, or upon written petition from ten (10) delegates representing five (5) affiliated Local Unions.
- [5] Quorum
  - [a] Quorum for an Executive meeting shall be four (4) Executive Board Members.
  - [b] Quorum for General Membership meetings shall be seven (7) of which four (4) must be from the Executive with representation from at least three (3) affiliated Local Unions.

## **ARTICLE 10 - ORDER OF BUSINESS**

[1] The President, or designate, will chair the General Membership meeting and follow this order of business:

- [1] Call Meeting to Order.
- [2] Acknowledgement of Indigenous Territory.
- [3] Roll call of Officers.
- [4] Reading of the Equality Statement.
- [5] Recognition of new delegates.
- [6] Reading and approval of the previous meeting's minutes.
- [7] Matters arising from the previous meeting's minutes.
- [8] Secretary-Treasurer's report.
- [9] Communications and bills.
- [10] Executive Board Reports.
- [11] Committee Reports.
- [12] Nominations, elections, or installations.
- [13] Unfinished Business.
- [14] New Business.
- [15] Delegate Reports.
- [16] Good of the Union.
- [17] Adjournment.

## **ARTICLE 11 - STANDING COMMITTEES**

[1] There shall be six (6) Standing Committees, and the establishment of Special Committees as required.

- [i] Education Committee
- [ii] Social Committee
- [iii] Political Action Committee
- [iv] Communications Committee
- [v] Retirees Committee
- [vi] Equity Committees

[2] Members of all Standing Committees shall include an Executive Board member as Co-Chair, a second Co-Chair, and delegates at large. All committees should meet at least once every two months; six times in a calendar year.

- [3] Each Standing Committee shall provide a written report to monthly meetings of this Council along with any appropriate recommendations. Reports shall be sent monthly to the Recording Secretary so that they may be included in the meeting package.
- [4] The committees shall appoint or elect a delegate to keep minutes of all committee business and be prepared to turn over to the Council all records pertaining to the committee at the close of their responsibilities.
- [5] The Committees shall be responsible for creating and maintaining current Terms of Reference that reflect its purpose, structure, and operational procedures. These Terms of Reference shall be reviewed regularly and updated as needed to ensure they remain relevant, transparent, and aligned with the goals and responsibilities of the Committee and the Niagara District CUPE Council.
- [6] No expenditure by any committee shall be incurred unless it has been approved by the Council. Between Council meetings, the President and Secretary Treasurer shall approve and be held accountable for such non-budgeted expenditures which shall not exceed \$125.00.

[7] Education Committee

The Education Committee shall keep the Council informed on all matters pertaining to education, and cooperate with the CUPE Education Department in developing Union Education program within the Council's jurisdiction. The Vice-President shall Co-chair this Committee and assist in the coordination of the Educational.

[8] Political Action Committee

This committee shall present the Council in all matters that necessitate Political Action in the broadest possible terms. Such action may involve lobbying and/or appointing officials in all levels of government via presentation or written briefs or verbal comment. This Committee shall cooperate with all Political Action Committees within CUPE structure and the labour movement in general. A Member-at-Large will act as Co-Chair of this committee.

[9] Social Committee

This committee shall arrange and conduct all social, cultural, and recreational activities of the Council either on the committee's own initiative or as a result of decisions taken at General Membership meetings. The committee shall submit reports and proposals to the Executive Board or to the delegates as required. A Member-at-Large will act as Co-Chair of this committee.

#### [10] Communications Committee

The Communications Committee is responsible for developing and implementing effective communication strategies that promote the work, values, and campaigns of the Niagara District CUPE Council and its affiliated locals. The committee manages internal and external communications, including newsletters, social media, public statements, and promotional materials. It ensures that members are informed, engaged, and connected through clear, timely, and accessible messaging. The Communications Committee also works to strengthen the Council's public presence, support local mobilization efforts, and amplify the voices of workers across the Niagara Region. The Recording Secretary will act as Co-Chair of this committee.

#### [11] Retirees Committee

The Retirees Committee shall be comprised of any CUPE retirees from an affiliated Local or non-affiliated Local in the Region of Niagara. All retirees are welcome to attend meetings of the Niagara District CUPE Council, with voice but no vote.

#### [12] Equity Committee

This committee shall keep Council and its affiliated Locals informed about Equity issues and their impact. The committee shall act as a resource and liaison group. The Equity Officer will Co-Chair the Equity Committee and sub-committees and shall be the Council's representative to CUPE Ontario's Equity Committee.

The following groups are recognized as "equity-seeking" (in no particular order): (a) Racialized Workers; (b) Women; (c) Indigenous, Aboriginals, First Nations, Métis, Inuit; (d) Two-Spirited, Lesbians, Gays, Bisexuals, Trans folks, Queer, Questioning, Intersex, and Asexual Folks (2SLGBTQQIA); (e) Workers with Disabilities; (f) Young Workers.

##### Racialized Workers Sub-Committee

This committee shall keep Council and its affiliated Locals informed about racial justice in our workplaces and communities. Work of the Committee includes promoting a diversity of representation and building strong relationships within Locals, community organizations, and allies. The committee shall act as a resource and liaison group for the Council's affiliated locals

##### Women's Sub-Committee

This committee shall keep Council and its affiliated Locals informed about women's issues and their impact. The Committee shall act as a resource and liaison group. A Co-Chair of this Committee or designate shall be the Council's representation to CUPE Ontario Women's Committee.

#### Indigenous Workers Sub-Committee

This committee shall promote and defend the rights of all Indigenous workers in our unions and in our communities. The committee's goal is to educate Council and affiliated locals about Indigenous issues, increase participation of Indigenous members, and combat discrimination.

#### 2SLGBTQQIA (Pink Triangle) Sub-Committee

This committee shall promote and defend the rights of lesbian, gay, bisexual, trans, two-spirit, intersex and queer-identified union members. The committee shall act as a resource and liaison group and help create safer, fairer workplaces.

#### Workers with Disabilities Sub-Committee

This committee shall advocate for and raise awareness of disabilities within our union, workplaces and communities. The committee helps advocate for legislation that will advance equality for workers with disabilities, and play a role in educating Council and locals about accessibility, rights and relevant legislation, such as the Accessibility for Ontarians with Disabilities Act.

#### Young Workers Committee

The Young Workers Committee will work with CUPE Ontario Young Workers on issues that affect them such as precarious work, shift work, low hours, low wage work. A Member-at-Large will assist the Young Workers where needed.

### **ARTICLE 12 – SPECIAL COMMITTEES**

- a) Special Committees may be established by the Executive Board as necessary. Whatever the nature or mandate of these Committees, they shall report to this Council the same as other Committees. Positions to this committee may be filled by election or appointment by the President.
- b) The Bylaw Committee shall be convened as needed at the discretion of the President. Its primary responsibility is to review, draft, and recommend changes to the Council's bylaws to ensure they remain clear, consistent, and aligned with CUPE's constitution and the evolving needs of the Council and its affiliates.

## **ARTICLE 13- SCHEDULED EXPENSES FOR COUNCIL OFFICERS**

[1] The following scheduled expenses shall be provided:

President	\$500.00
Recording Secretary	\$500.00
Secretary Treasurer	\$500.00
Vice President	\$500.00
Equity Officer	\$500.00
Members at Large	\$100.00
Trustees	\$50.00 each per audit

[2] The scheduled expense shall be paid twice a year, in May and December.

## **ARTICLE 14 - DELEGATES TO CONVENTION**

[1] The President shall be a delegate to all Conventions, unless they are already an elected delegate from their Local. If the President chooses not to be a delegate to the convention, another delegate shall be elected from an affiliated local. In addition to the President, the Council may elect to also send a delegate from an equity seeking group, and a Retiree, if permitted.

[a] Delegates are required to submit a report that details their activities at the Convention, in addition to any information that would be useful to the Council.

[2] Any delegate appointed or elected on any business of this Council shall receive the following expenses covered:

- Conference/Convention registration fees.
- Accommodations [Room and Parking].
- Transportation costs:

[a] Mileage at the rate determined by the Canada Revenue Agency.

[b] Economy air fare.

[c] Where applicable, the cost of transportation to and from the airport.

[d] Meal Allowances:

Council members conducting union business, such as conventions, conferences, and union education schools, are eligible for a meal allowance as follows:

Within the Niagara Region:

Delegates may claim the following per-meal amounts:

- Breakfast: \$15.00
- Lunch: \$20.00
- Dinner: \$35.00

These rates apply only when meals are not provided and shall not exceed the daily maximum allowance within the Niagara Region of \$70.00.

Outside the Niagara Region:

A per diem of \$90.00 per full-day and \$45.50 for a half-day (equal to or less than three hours in one day, including travel time) may be claimed for meals while conducting union business, such as conventions, conferences, meetings, and union education schools, outside of the Niagara Region.

The full amount of \$90.00 only applies where the delegates' travel day was through all three meal periods. Meal allowances are intended to fairly compensate delegates for out-of-pocket meal costs and cannot be claimed when a meal is already provided. When all three meals are provided there will be no per diem paid. If Breakfast is provided – deduct \$20.00; if Lunch is provided – deduct \$25.00; if Dinner is provided – deduct \$45.00.

[e] Lost time and benefits, if any, through a book-off.

Delegates are required to complete an expense form and submit receipts of their travel expenses.

## **ARTICLE 15 – PERSONAL APPEALS FROM CUPE ONTARIO**

[a] The Council may support CUPE Ontario personal appeals by donating \$50 to each appeal from a Local within Niagara, and \$25 to each appeal from a Local outside of Niagara.

## **ARTICLE 16 - AMENDMENTS TO THE BYLAWS**

The Council can amend or add to its bylaws only if:

- [a] The amended or additional bylaws do not conflict with this Constitution;
- [b] The amended or additional bylaws are approved by majority vote at a General Membership meeting or at a Special Membership meeting called for that purpose; and
- [c] Notice of the intention to propose the amended or additional bylaws was given at least seven days before at a previous General Membership meeting or 60 days in writing.

The amended or additional bylaws do not come into effect until they have been approved in writing by the National President.

## **Appendix A: 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.

The Code of Conduct sets out standards of behaviour for participants at national convention, national conferences, schools, meetings, and all other events organized by CUPE National. It is also applicable to structures of CUPE – locals, Provincial and Service Divisions, District Councils, Provincial Unions, Councils of Unions, Provincial Councils of Unions, and Provincial Sectoral Groups. It is consistent with the expectations outlined in the Equality Statement and the CUPE National Constitution.

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

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

- Abide by the provisions of the Equality Statement.
- Respect the views of others, even when we disagree.
- Recognize and value individual differences.
- Communicate openly.
- Support and encourage each other.
- Make sure that we do not harass or discriminate against each other.
- Commit to not engaging in offensive 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. At national convention, national conferences, schools, meetings, and all other events organized by CUPE National, a complaint shall be brought to the attention of an ombudsperson.
3. At a meeting, event, or activity held by a structure of CUPE, should an ombudsperson be available, the same process would be used. Should an ombudsperson not be available, a person properly appointed and designated to be in charge shall receive the complaint.
4. If the complaint involves a 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 part of CUPE, the person responsible for their employment will be the one to whom a complaint is referred and the relevant collective agreement, should it exist, would be applicable.
5. Once a complaint is received where an ombudsperson is being used, the ombudsperson will work to seek a resolution.
6. If this fails to resolve the matter, the ombudsperson shall report the matter to the person in charge, who shall determine whether there is need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses.
7. At CUPE National events where an ombudsperson is not available, a person properly appointed and designated to be in charge shall receive the complaint. Depending on the nature of the problem, the person in charge may attempt to resolve it through conflict resolution. If this fails to resolve the matter, the person in charge shall determine whether there is a need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses. The same process is to be used for other parts of CUPE where an ombudsperson is not available.

8. For National events, if the person in charge is a party to the complaint, the director or designate shall assume that role. For all other parts of CUPE, an alternate will be designated to assume the role.
9. In a case where a member has been expelled from a National event, the National President shall receive a report on the matter. For all other structures of CUPE, the presiding officer shall receive a report on the matter.
10. For events organized by CUPE National, the National President shall determine if further remedial action is appropriate, including restricting a member's participation in future events organized by CUPE National. A similar process may be applicable to the other parts of CUPE, done in consultation with the National President.

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

All chartered organizations are subject to this Code of Conduct, to apply to conventions, conferences, schools, and meetings which they organize.

## **Appendix B: Settler and Land Acknowledgement**

The Niagara District CUPE Council acknowledges that we are gathered and work on the traditional territory of the Haudenosaunee, Anishinaabe, and Attiwonderonk peoples. This territory is covered by the Upper Canada Treaties and is within the land protected by the Dish With One Spoon Wampum agreement, a treaty of peace and mutual care made between Indigenous nations.

As a labour organization made up largely of settlers, we recognize our responsibility to understand and address the ongoing impacts of colonialism. We acknowledge that the systems we work within - including education, health care, and municipal services - are deeply rooted in colonial structures that continue to harm Indigenous peoples.

We are committed to learning from Indigenous communities, standing in solidarity with their struggles for justice, sovereignty, and land rights, and taking meaningful action toward decolonization in our workplaces, our unions, and our communities.

## **Appendix C: Mission Statement**

The Niagara District CUPE Council is dedicated to uniting and empowering CUPE locals across the Niagara Region through solidarity, advocacy, and collective action. We support our affiliated locals by fostering collaboration, sharing resources, providing a platform for mutual support, and amplifying their voices on regional and provincial issues.

Through active outreach and engagement, we work to strengthen connections with all locals in the region, ensuring their concerns are heard and their efforts supported. Together, we work to advance the rights and wellbeing of all workers by promoting social and economic justice, defending public services, and advocating for fair and inclusive workplaces. Committed to equity and democratic values, we strive to build a stronger labour movement and a more just society for all.