

CANADIAN UNION OF PUBLIC EMPLOYEES

LOCAL 2745

BYLAWS

Approved by the National President on _____
Revised: October 2014



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SECTION 1 – NAME AND JURISDICTION

- 1.01** This provincial organization, chartered by Canadian Union of Public Employees, shall be known as the Canadian Union of Public Employees, Local 2745, and shall be subject to the National Constitution.
- 1.02** This Local shall have jurisdiction as bargaining agent for all New Brunswick School District employees in the Secretarial, Clerical, Administrative Assistants, Rehabilitation Therapist Assistants, School Library Workers, Educational Assistants, Student Attendants, School Intervention Workers and District Administrative Support, Levels I, II, III, IV, V, Part II, First Schedule of the New Brunswick Public Service Labour Relations Act.
- 1.03** Membership shall be composed of all employees as described in Article 1.02.

SECTION 2 – OBJECTIVES

The objectives of the Local are to:

- 2.01** Secure adequate remuneration for work performed and generally advance the economic and social welfare of its members and of all workers;
- 2.02** Support CUPE in reaching the goals set out in Article II of the CUPE Constitution;
- 2.03** Provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- 2.04** Encourage the settlement, by all honourable means, of all disputes between the members and their employers;
- 2.05** Promote harmony, unity and cooperation among all union members;
- 2.06** Negotiate a province-wide collective agreement covering all members of the bargaining unit as described above.

SECTION 3 – INTERPRETATION AND DEFINITIONS

- 3.01** Feminine pronouns shall be understood to include the masculine gender, and vice versa.
- 3.02** Numbers of articles at the end of sections or subsections refer to relevant articles of Appendix “B” of the CUPE Constitution, which should be read in conjunction with these Bylaws.
- 3.03** **National Office** refers to CUPE headquarters, Ottawa, and the abbreviation “CUPE” is always used with a national connotation, unless stated otherwise.
- 3.04** **Local** – when used in these Bylaws shall mean the Local Union as defined in Section 1 of these Bylaws.
- 3.05** **Board** – Provincial Executive Board of Local 2745.
- 3.06** **Emergency** – something that was not known 12 hours before its occurrence.
- 3.07** **Bylaws** – shall mean the regulations governing the Local.
- 3.08** **Regions and Zones** – geographic areas as laid down in Section 13 of these Bylaws.
- 3.09** **Annual Meeting** – shall mean the Annual General Membership Meeting of the Local.
- 3.10** **Local Union Constitution** – shall mean these Bylaws.
- 3.11** **National Constitution** – shall mean the National Constitution of the Canadian Union of Public Employees.
- 3.12** **Canadian Union** – shall mean the Canadian Union of Public Employees.
- 3.13** **Provincial Executive Board** – as defined in Section 6 of these Bylaws.
- 3.14** **National** – shall mean the National Office of the Canadian Union of Public Employees in Ottawa.
- 3.15** **Constitution** – where used alone shall mean the National Constitution of the Canadian Union of Public Employees.

3.16 “General Membership Meetings” – shall mean all duly called provincial meetings. Attendance shall be as per Section 15.03 of these Bylaws.

SECTION 4 – STRUCTURE OF LOCAL ON THE PROVINCIAL LEVEL

The Local shall have the following provincial officers who shall be officially elected by majority vote and sworn into office at the Annual General Membership Meeting, which will be held in the month of October of each year.

The Inner Executive Officers may not hold the position of Regional Vice President, Chief Shop Steward or Zone Shop Steward.

For 2012 – 2013 - the 7 Regional VP's and Chief Shop Stewards will be elected from the current Provincial Executive Board

Beginning at the 2013 Annual General Meeting – Regional Vice- Presidents and Chief Shop Stewards will be elected as follows:

4.01 President

Effective May 2012 The Provincial President will be a full time position. That the remuneration be that of the highest classification in the bargaining unit. This Local shall reimburse the employer for all wages and benefits. The newly elected president shall serve a term of two (2) years on even years.

4.02 (a) Vice President

Effective May 2007, the newly elected Provincial Vice President shall serve two (2) terms (odd years).

(b) 2nd Vice President

As per Article 5.02 (b).

4.03 Secretary-Treasurer

Effective May 2007, the newly elected Provincial Secretary-Treasurer shall serve two (2) terms (odd years).

4.04 Recording Secretary

Effective May 2007, the newly elected Provincial Recording Secretary shall serve two (2) terms (odd years).

4.05 Trustees

Mandate: 3 years 2 years 1 year

Trustees shall be elected at the Annual General Meeting. Initially, the Trustee receiving the largest number of votes shall be elected for three (3) terms, the Trustee receiving the second largest vote shall be elected for two (2) terms and the Trustee receiving the third largest number of votes shall be elected for one (1) term. Subsequently, one (1) Trustee shall retire each election year as the term for which such Trustee was elected expires and succeeding Trustees shall be elected for three (3) terms. The retiring Trustee shall be eligible for re-election.

The senior Trustee shall be the chairperson of the committee. If a vacancy occurs during a term of office, the Executive Board will appoint a replacement until the next General Membership Meeting when an election shall be held to fill the unexpired term of office in order to prevent overlapping in terms of office.

The plurality rule will apply for the trustees' elections. To win, a candidate must have the more votes than her opponent. In the example that 3 delegates must be elected on six (6) candidates, the three with more votes will be declared elected.

If a vacancy occurs within their mandate, the Provincial Executive Board shall elect a delegate to fill in the position until the next General Membership Meeting.

4.06 Seven (7) Executive Board Members shall be elected in the following manner:

Regional Vice Presidents elected at the AGM by the members of their Region at the Annual General Meeting shall automatically become an Executive Member of the Provincial Local. The position of Regional Vice President shall be a two-year term on even years starting in 2014. These elections shall be majority vote.

A Chief Shop Steward shall be elected from among the three (3) Zone shop stewards within that region.

- 4.07** A Regional Vice President or Chief Shop Steward are eligible to run for any Executive Position but may not hold any other elected Executive position at the Provincial Level.
- 4.08** Vacancies in Provincial Offices elected at the Annual General Membership Meeting

Should any vacancy occur among Provincial Offices or Chief Shop Stewards then the Provincial Executive Board shall have the authority to fill such vacancy for the balance of the term.

SECTION 5 – DUTIES OF PROVINCIAL OFFICERS

- 5.01 President** – The President shall preside at all meetings of the Local Union; sign all orders on the Treasury when ordered by the Local Union; make recommendations to the Provincial Executive Board for appointment of committees as ordered in 9.03 – to be approved by the majority of the Executive Board and transact such other business as may of right pertain to her office and which may be necessary for the proper functioning of the Local Union. Any President, who cannot qualify for a bond, shall immediately be disqualified from her office and the Local Union shall proceed with the election of another President or the Provincial Executive Board may appoint a President to fill the unexpired term of office. The President shall attend all adjudications and Board hearings where possible.

At the end of her mandate, the President shall turn over to her successor all properties and assets, including funds, books and records belonging to the Local Union.

- 5.02 (a) Vice President** – The Vice President shall perform the duties of the President in the absence of that officer and, in the case of the resignation or death of the President, shall perform the duties of the President until such vacancy is filled as provided for in the Local Union Constitution. She shall also preside when called upon by the President and at times when the President may be temporarily unable to discharge her duties. The Vice President shall, if directed by the President, attend all adjudication and Board hearings where possible. At the end of her mandate, the Vice President shall turn over to her successor, all properties and assets, including funds, books and records belonging to the Local Union.

- (b) Should the President and Vice President be unilingual (same language) a second bilingual Vice President will be elected by the Executive Board at the first Executive Board Meeting after the AGM. The second Vice President must be a member of the Executive Board. This position is a one year term.

The 2nd bilingual Vice President's only duty will be to assist the President where she cannot communicate in the language required.

5.03 Secretary-Treasurer – The Secretary-Treasurer shall keep all financial accounts of the Local Union and shall maintain correct and proper accounts of all its members. She shall receive all initiation fees, dues, assessments and fines from members of the Local Union and shall deposit same in the name of the Local Union in such bank or credit union as the Union may direct. She shall make all disbursements for the Local Union as provided for in Article B.4.4. of the National Constitution. A monthly report shall be prepared and presented to the Provincial Executive Board and annually to the Local. It shall be the duty of the Secretary-Treasurer to keep on file all receipts for money sent to the Canadian Union headquarter during the year.

The Local Union shall be properly bonded with a faithful performance of duty bond for the positions of President, Secretary-Treasurer and Vice President. Such coverage shall be as follows:

President: \$10,000; Secretary-Treasurer: \$10,000; and Vice President: \$5,000.

The Secretary-Treasurer shall forward to the National Secretary-Treasurer of the Canadian Union, on the official monthly report forms provided, not later than the 15th day of each month, all financial obligations owing to the Canadian Union. She shall forward one dollar (\$1) of each initiation fee on all members admitted, (except for those named on the list forwarded with the application for charter), along with the per capita tax on all dues received by the Local Union. The report shall also set out the number of members on whom per capita is being paid.

The Secretary-Treasurer of the provincial Local shall turn over the books of the Local Union to a chartered accountant approved by the Provincial Executive Board every 5 years or in the event of the change of Secretary Treasurer.

The accountant shall examine the books and records of the Secretary-Treasurer and inspect or examine all properties, bonds, and all other assets of the Local Union and shall report his/her findings to the Provincial Executive Board following the end of each half year on the condition of the funds and accounts, the number of members in good standing, the number of members initiated, expelled or suspended, admitted or withdrawn, together with such other information they may deem necessary to the efficient and honest administration of the Local Union. The accountant shall transmit a copy of such report to the National Secretary-Treasurer of the Canadian Union.

The Trustees shall then report to the membership at the Annual General Membership Meeting the findings of the accountant.

The chartered accountant shall audit the books of the Local Union in accordance with Appendix B.3.11 of the CUPE Constitution.

At the end of her term of office, the Secretary-Treasurer shall turn over to her successor, all properties and assets, including funds, books and records belonging to the Local Union. Any Secretary-Treasurer who cannot qualify for a bond, shall immediately be disqualified from her office and the Local Union shall proceed with the election of another Secretary-Treasurer or the Provincial Executive Board may appoint a Secretary-Treasurer to fill the unexpired term of office.

5.04 Recording Secretary – The Recording Secretary shall keep a correct, full and impartial record of the proceedings of all meetings of the Provincial Executive Board. She shall read same at the next appropriate meeting for approval. She shall refer all correspondence to the Provincial Executive

Board and read such as requested. She shall receive and issue all correspondence of the Local, except that of a monetary nature. In addition, it shall be her responsibility to make hotel/motel reservations, accommodations for meetings, send out notices of meetings and perform such other duties assigned by the President in conjunction with the Provincial Executive Board.

At the end of her mandate, the Recording Secretary shall turn over to her successor, all properties and assets, including funds, books and records belonging to the Local Union.

5.05 Trustees – The Trustees shall examine the books and records of the Secretary-Treasurer and inspect or examine all properties, bonds, and all other assets of the Local at least half yearly or every six months, and shall

report to the next regular meeting of the Local Union following the end of each half year on the condition of the funds and accounts, the number of members in good standing, the number initiated, expelled or suspended, admitted or withdrawn, together with such other information they may deem necessary to the efficient and honest administration of the Local Union. The Trustees shall forward a copy of such report to the National Secretary-Treasurer.

5.06 Regional Vice Presidents – Regional Vice Presidents shall act as executive members of the Provincial Executive Board.

5.07 Credential Committee – The Credential Committee 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 by consent of the members present;
- not permit any members to retire from a meeting without permission of the Provincial Vice President;
- assist the Provincial Vice President and Secretary-Treasurer in maintaining the record of membership attendance at meetings;
- perform such other duties as may be assigned by the Board from time to time;
- be appointed at or before the Annual General Membership Meeting.

SECTION 6 – PROVINCIAL EXECUTIVE BOARD

6.01 (a) The Local shall have a Provincial Executive Board which shall be comprised of the following provincial officers: President, Vice President, Secretary-Treasurer, Recording Secretary and seven (7) Regional Vice Presidents. Regional Vice Presidents may not hold the position of President, Vice President, Secretary-Treasurer, Recording Secretary or Trustee.

(b) The Local shall, at the discretion of the Executive Board, hire the services of an individual to act as a bookkeeper. The responsibilities and the amount of the fee to be paid to the bookkeeper will be as laid down by the Executive Board.

6.02 The Provincial Executive Board or a majority of the Board shall govern the Local between annual general membership meetings.

- 6.03** The Provincial Executive Board shall meet on a quarterly basis, but may be called together at any time by the President or by a decision of a majority (50% + 1) of the Board.
- 6.04** Advance notice of at least fourteen (14) days will be given for regular Board meetings except in cases of emergency or for special board meetings.
- 6.05** A quorum for decision making at any Board meeting shall be a majority (50% + 1) of the Board as constituted.
- 6.06** Minutes of Provincial Executive Board Meetings will be sent to all the Provincial Executive Board members, Coordinator of the Local and Trustees within a reasonable time following the Board meeting.
- 6.07** The Board shall hold title to any real estate or properties of the Local. They shall have no right to sell, convey or encumber any real estate without first giving notice and then submitting the proposition to an Annual General Membership Meeting and having such proposition approved.
- 6.08** Should any Provincial Executive Board member fail to attend two (2) consecutive Executive Board meetings without a bona fide reason, she shall be replaced by the Executive Board at its next regular meeting.

SECTION 7 – MONETARY STRUCTURE OF THE LOCAL

- 7.01 (a)** The initiation fee to join this Local Union will be \$2 per member; \$1 of which will go to the Provincial Secretary-Treasurer and \$1 to be sent to National Secretary Treasurer.
- (b)** When a member of the Executive Board of Local 2745 is selected for a temporary assignment with the Union they must continue the payment of their dues to the Local to maintain their position on the board and or committees.
- 7.02 (a)** The dues structure of the Local will be as follows: 2% of wages for all members
- (b)** In the event of a strike, designated workers will pay (over and above the regular dues) 10% of their gross wage. This raise in union dues will be in effect until the end of such strike and the funds will be used for

the sole purpose of providing strike pay to those members that are on strike and qualify for strike pay.

- 7.03** All dues will be placed in the Local's treasury and all disbursements will be made by cheque from the Local's treasury.
- 7.04** The signing officers of this Local on all cheques will be the Secretary-Treasurer who will be bonded in an amount not less than \$10,000 and either the President or the Vice President.
- 7.05** The Secretary-Treasurer will be responsible for the treasury of the Local for disbursements from the treasury and it will be her responsibility to see that all legitimate bills are paid promptly. Vouchers shall be recommended by the Secretary-Treasurer and approved by the President.
- 7.06** When the Provincial Executive Board members or Trustees are required to perform their elected duties on working days, wages will be paid at the rate the employee would earn if she were working at her regular employment with exception of any meetings paid for by the employer.
- 7.07** Mileage and meal rates will be as determined by CUPE NB

{	<i>Current CUPE NB Rate (Subject to change)</i>	<i>Mileage 51¢ per kilometer</i>	}
	<i>In-province per diem will be \$65 per day broken down as follows:</i>		
	<i>Breakfast: \$15</i>	<i>Lunch: \$20</i>	

Out-of-province per diem shall be \$100 per day. Lodging will be at hotel/motel rates. When travelling other than by vehicle, the Local will reimburse for the actual cost of transportation.

7.08 Child Care Allowance

Members of Region Executive or of the Provincial Executive Board who have to pay child care expenses in order to fulfill their duties, shall be reimbursed to a maximum of \$35 per day (24 hours) per family.

No child care allowance will be paid when receiving regular wages. Duly signed receipts must accompany requests for reimbursement.

Child Care guidelines were approved at the 2009 Annual General Meeting.

SECTION 8 – AFFILIATIONS

- 8.01** The Local may become affiliated to the New Brunswick Federation of Labour and to CUPE New Brunswick.
- 8.02** The Local may authorize its Regions to become affiliated to District Labour Councils and CUPE councils where such exist.
- 8.03** Election of delegates to conventions and election of their alternates – President, Vice President, Secretary-Treasurer and Recording Secretary shall have first option to attend conventions. Any other delegate or alternate thereof will be elected by a majority vote of the Provincial Executive Board.

SECTION 9 – PROVINCIAL COMMITTEES AND FUNCTIONS

- 9.01 Special Committees** – The Executive Board of the Local shall have the authority to appoint and disband special committees from time to time to handle matters of a special nature, which may arise between annual general membership meetings.

Functions – It shall be the duty of any special committee to act on their terms of reference laid down by the President and Provincial Executive Board.

- 9.02 (1) Grievance Committee** – The Provincial Grievance Committee will consist of the President, Vice President, Recording Secretary, Secretary Treasurer and the Regional Vice President concerned. It will be the duty of this committee to police all grievances.

(2) Labour-Management Committee – This Committee shall consist of the President, Vice President, Recording Secretary and Secretary-Treasurer. This shall be a Standing Committee as such but the Executive Board shall have the power to add members to or delete members from this committee, as the particular occasion necessitates.

Functions – This committee shall operate under the provisions of the collective agreement.

(3) Pension Committee – The number of members on the full-time and part-time Pension Committees will be regulated by the Pension Plan documents of each Pension Plan. Members of the Inner Executive Board will sit on each Pension Committee.

Functions – This committee shall be responsible to serve on the provincial Pension Committee, in conjunction with Board of Management, and oversee the Pension Plan as it relates to the members of CUPE Local 2745.

9.03 Standing Committees – The following standing committees shall be elected by the Provincial Executive Board:

(1) Health & Safety Committee – This committee shall be elected and will be comprised of five (5) members who are Regional Vice Presidents or Zone Shop Stewards. At least two (2) members will be Regional Vice Presidents. The two (2) Regional Vice Presidents will serve as representatives of the employees on the Provincial Health and Safety Committee with the employer.

Functions – This committee shall be involved in the establishment and enforcement of policy including safety practices and other related duties.

(2) Sick Leave Bank Committee - This Committee shall be elected by the Executive Board and will comprise of three (3) members with the Provincial President as Advisor.

Functions – The Provincial Sick Leave Bank Committee shall oversee the Sick Leave Bank Program on a provincial level.

(3) Bylaws Committee – A provincial Bylaws Committee shall be elected and will be comprised of five (5) members who are Regional Vice Presidents or Zone shop Stewards. At least two (2) members will be Regional Vice Presidents. The Inner Executive Board will sit on this committee with voice but no vote.

Functions – It shall be the responsibility of the provincial Bylaws Committee to deal closely with the Executive of the Regions. This committee may formulate proposed additional bylaws or amendments to existing Bylaws; but its main function will be to formulate and carry to the Annual General Membership Meeting the wishes and recommendations of the Regions. Once this has been

done, then the committee and the Local will function under direction as laid down in the National Constitution and these Bylaws.

- (4) Negotiating Committee** – This committee shall consist of the President, Vice President, Secretary-Treasurer and Recording Secretary. Notwithstanding 10.01 in these Bylaws, the Provincial Executive Board shall have the authority to add as many additional members to the Negotiating Committee as it deems necessary. This committee shall remain in place until a new collective agreement has been ratified.

Functions – The function of this committee is to formulate collective bargaining proposals of its own as well as to reflect the priorities of the membership, if possible, from the Annual General Membership Meeting, and will be responsible for the negotiating of the collective agreement. When a tentative agreement has been reached, it shall be the responsibility of this committee to present the tentative agreement to the Provincial Executive Board and to the membership. This committee shall recommend acceptance or rejection of the tentative agreement.

- (5) Education Committee** – A provincial Education Committee shall be elected and be comprised of the Secretary-Treasurer who will act as Advisor and five (5) members who are Regional Vice Presidents or Zone Shop Stewards. At least two members will be Regional Vice Presidents.

Functions – The Provincial Education Committee shall be responsible for all education and educational functions of the Local on a provincial scale. This committee shall coordinate functions of an educational nature between the Provincial Executive Board and the CUPE Education Representative for the Province. This committee shall submit a report to the Executive Board and to the Annual General Membership Meeting each year outlining its activities and provide a list of the names of the members who attended courses and which ones they attended.

- (6) Pay-Equity/Women's Committee** – This committee shall be elected and will be comprised of five (5) members who are Regional Vice Presidents or Zone Shop Stewards. At least two members will be Regional Vice Presidents.

Functions – The Provincial Pay Equity/Women's Committee (PPE/WC) shall be responsible to study and to promote pay equity and women's issues within CUPE Local 2745. Improving life of working women within

Local 2745, lobby CUPE NB and the NB Federation of Labour to promote women's concerns that include working conditions, childcare, pay equity, domestic violence, and any other issues pertaining directly to women. The (PPE/WC) shall also endorse the creation of women's committees within our Regions.

- (7) Public Relations Committee** – This Committee will consist of three (3) Regional Vice Presidents from the Executive Board and will be expanded with three (3) Zone shop Stewards totalling six members when required for events and special projects.

Functions – This committee shall be responsible to promote the positive image of Local 2745. The CUPE Local 2745 Web Site will be the responsibility of the P.R. Committee. No changes will occur without the consent of the P.R. Committee and/or Provincial President.

- (8) Resolutions Committee** – A Provincial Resolutions Committee shall be elected and shall consist of five (5) members who are Regional Vice Presidents or Zone Shop Stewards. At least two members will be Regional Vice Presidents and the Provincial President as advisor.

Functions – The Resolutions Committee shall be responsible to prepare and write up resolutions in clear language. These resolutions will be presented to the Provincial Executive Board for approval, then forwarded to CUPE NB, to the NBFL or other affiliates for union or social affairs.

9.04 The Inner Executive will be assigned as advisors to each committee.

SECTION 10 – NUMBER OF MEMBERS ON COMMITTEES

10.01 On all committees in these bylaws or suggested herein, the number of members on any committee shall be not fewer than two; nor more than five; unless already laid down in these bylaws or dictated by the collective agreement.

SECTION 11 – JURISDICTION OF COMMITTEES

11.01 The above-noted committees shall have all reasonable and practicable authority to operate for the betterment of the Local; but in no event will any committee or member of a committee have the authority to get the Local into debt in any manner whatsoever, without the full authority of the Provincial Executive Board.

SECTION 12 – COMMITTEES AND THE RECORDING SECRETARY

12.01 It shall be the responsibility of the Recording Secretary to have an up-to-date list of all members of all committees of the Local with the name, address, and telephone number of the committee members. She shall distribute the list to committee members, members of the Provincial Executive and the Coordinator of the Local.

SECTION 13 – STRUCTURE (REGIONS AND ZONES)

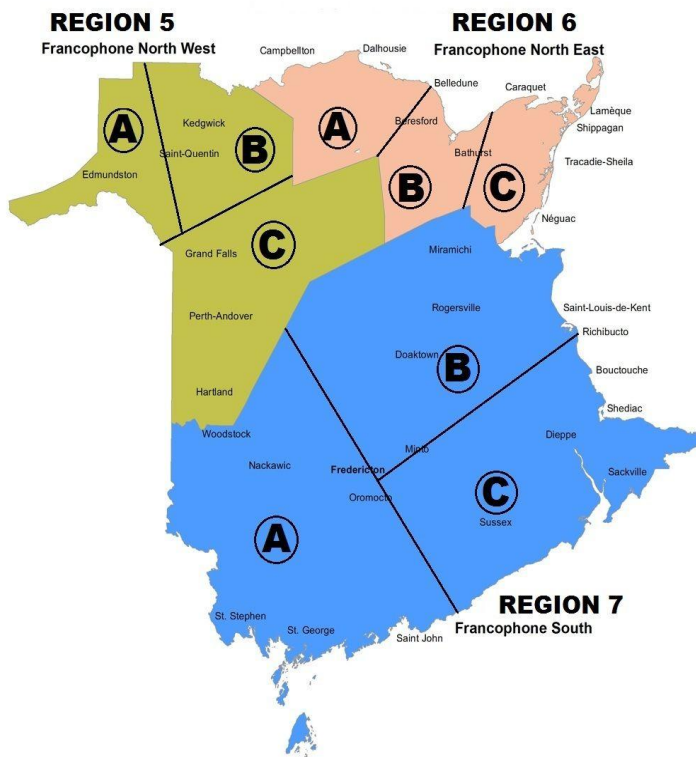
13.01 For purposes of communication and understanding, CUPE Local 2745 will be divided into seven (7) Regions as follows:

CUPE 2745 REGION	SCHOOL DISTRICT
Region 1	Anglophone North
Region 2	Anglophone South
Region 3	Anglophone East
Region 4	Anglophone West
Region 5	Francophone North West
Region 6	Francophone North East
Region 7	Francophone South

Anglophone School Districts



Francophone School Districts



- 13.02 (a)** Each Region shall have the following officers who shall be elected at the Annual General Meeting: Regional Vice President, Chief Shop Steward. The position of Regional Vice President shall be a two-year term on even years. The Chief Shop Steward shall be a two year term on odd years (opposite to election of Regional Vice President). Newly elected officers will assume their duties immediately following the Annual General Membership Meeting.
- (b)** In addition to the Shop Stewards, the Region will set up the following committees in each district, in accordance with the Collective Agreement, to ensure the proper functioning of the Region:
- i) Regional Grievance Committee – Consisting of Regional VP, Chief Shop Steward, Zone Shop Stewards
 - ii) Regional Labour-Management Committee - Consisting of Regional VP, Chief Shop Steward, Zone Shop Stewards
- (c)** Each Zone shall elect a Zone Shop Steward, Recording Secretary, Membership Officer and Health and Safety Committee for a one year term.
- 13.03** The Region shall also elect delegates to Labour Councils and CUPE councils where such exist and where the Region becomes affiliated.
- 13.04** The Zone shall meet at least 3 times per school year and shall consider all matters of a Zone nature, but in no event will any individual Region/Zone have the right to overrule or interfere with any decision of the Provincial Executive Board between Annual General Membership Meetings.
- 13.05** The Zone shall take minutes of all meetings, a copy of which shall be forwarded to the Provincial Recording Secretary, Regional Vice President, Provincial President and the Provincial CUPE Coordinator.
- 13.06** One-eight (1/8) of the eligible membership shall constitute a quorum for Zone meetings.

13.07 Duties of Region & Zone Officers

Regional Vice President

The Regional Vice President may preside at all meetings of the Region/Zone. She shall transact such business as may arise pertaining to her office, as well as all transactions she may deem necessary for the proper functioning of the Local Union. The RVP must preside over all elections in their region.

Any Regional Vice President who cannot qualify for a bond shall immediately be disqualified from her office. The Provincial Executive Board may appoint a Regional Vice President to fill the unexpired term of office. She shall enforce the CUPE Constitution and these Bylaws.

Decide all questions on order and procedure of meeting (subject to appeal to the membership). Have a vote on all matters (except appeals against her rulings) and in case of a tie vote on any matter, including elections, have the right to cast the deciding vote. She shall promote harmony, unity and cooperation among all members of the Local. She shall be an ex officio member of all standing and ad hoc committees, with voice but no vote.

Chief Shop Steward

- If the Regional Vice President is absent, perform all duties of the Area Vice President.
- If the office of Regional Vice President falls vacant, be acting Area Vice President until a new Regional Vice President is elected.
- Render assistance to any member of the Board as directed by the Board.
- Shall act as an ex-officio to committee meetings.
- Replace the Regional Vice President on the Provincial Executive Board with voice and vote, if the Regional Vice President is unable to attend.
- They will work collaboratively with the Zone Shop Stewards.

Zone Shop Steward

- The Zone Shop Steward will be the first line of contact for the members in their Zone. They may hold zone meetings as necessary with the approval of the RVP.

- They will give assistance to members within their Zone and will report directly to the Chief Shop Steward.
- Render assistance to any member of the Board as directed by the Board.
- They will work collaboratively with the Chief Shop Steward and Area Vice President.

Zone Recording Secretary

- Maintain a record book of attendance at each Zone meeting.
- Keep full and accurate account of the proceedings of all membership meetings.
- Record all motions, with the movers' and seconders' names, in the minute book of the Zone.
- Answer correspondence and fulfill other secretarial duties as directed by the President.
- File a copy of all letters sent out and keep on file all communications.
- Prepare and distribute all circulars and notices to members.
- Record, in the minutes, all bills approved for payment by the membership of the Zone.
- On termination of office, surrender all books, seals and other properties of the Zone to her successor.

Zone Membership Officer

- 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 by the consent of the members present.
- Perform such duties as may be assigned by the Zone from time to time.
- Obtain the names of all those awaiting initiation, reporting these to the chairperson.
- Maintain a record of all members attending meeting (i.e. have members sign in when they arrive at the meeting).
- Verify the number of members in order to advise the Regional Vice-President if there is a quorum for the meeting.

13.08 Shop Stewards will meet provincially at least once a year.

SECTION 14 – MONETARY STRUCTURE OF THE Region / Zone

Any expenses Region/Zone including Joy & Sorrow reimbursements will be as established in expense guidelines by the Provincial Executive Board

SECTION 15 – ANNUAL GENERAL MEMBERSHIP MEETING

- 15.01 (a)** The Annual General Membership Meeting will be held every year in the month of October. If an emergency or an act of God prohibits the holding of the meeting in this month, then it shall be held in the month following on a date selected by the Provincial Executive Board.
- (b)** On-site Child Care will be provided if necessary at the Annual General Meeting.
- 15.02** **Notice of Meeting** – There shall be at least a 30 days' notice of meeting in writing given to each Region and Zone and the Region / Zone shall inform its members of the general meeting immediately upon receiving this notice.
- 15.03 (a)** **Delegates to the Annual Membership Meeting** – At the Zone meetings in the month of September, the Zone will elect eight (8) delegates including the Zone Shop Steward, Recording Secretary and Membership Officer should they choose to attend. The provincial officers are automatically delegates to the Annual General Membership Meeting. These eight delegates will be the members attending the Annual General Membership Meeting. In addition to the eight delegates, the Zone shall elect five (5) alternates who shall be used to replace a delegate at the annual meeting, should the delegate be unable to attend. The Zone will notify the provincial Recording Secretary 2 weeks prior to the Annual Convention of the names of the delegates and alternates. The final list of delegates will be given to the provincial recording secretary on the first day of the executive board meeting prior to the Annual General Meeting and no changes of names or number of delegates will be permitted after this deadline.
- (b)** **Eligibility** – All members of Local 2745 in good standing with the Local who are delegates will be eligible to attend the Annual General Membership Meeting, with voice and vote, subject to the rulings of the chairperson, the rule of order as laid down in these Bylaws and the National Constitution.
- 15.04 Order of Business**
- (a)** The agenda and order of business will be distributed with the notice specified in 15.02.

- (b) In situations not covered by these Bylaws, the National Constitution will apply, but, if the situation is not dealt with there, Bourinot's Rules of Order shall be consulted and applied.

15.05 Rights of the Region – Any Region shall have the right to add items to the agenda of the order of business provided, however, that the Recording Secretary of the Zone must have the items to be added in the hands of the Provincial President of the Union at least forty-five (45) days prior to the date of the Annual Membership Meeting.

15.06 Payment of Expenses – Any member attending an Annual General Membership Meeting of the Local shall be paid mileage in accordance with Section 7.07 of these Bylaws. Any other expenses incurred by members attending the Annual General Membership Meeting shall be previously approved by the Provincial Executive Board.

15.07 CUPE NB Annual Convention

- (a) All Regional Vice Presidents could attend the CUPE NB Annual Convention. This would be an option not an obligation.

SECTION 16 – OUT-OF-POCKET EXPENSES

16.01 (a) In order to meet the personal liabilities incurred in fulfilling the position of PRESIDENT, she shall receive five hundred and eighty-three dollars and thirty-three cents (\$583.33) every second month as an out-of-pocket expense.

(b) In order to meet the personal liabilities incurred in fulfilling the position of VICE PRESIDENT, she shall receive three hundred and thirty three dollars and thirty three cents (\$333.33) every second month as an out-of-pocket expense.

(i) In order to meet the personal liabilities incurred in fulfilling the position of 2nd VICE PRESIDENT, she shall receive ½ of the Vice President's out-of-pocket expense every second month.

(c) In order to meet the personal liabilities incurred in fulfilling the position of SECRETARY-TREASURER, she shall receive four hundred and sixteen dollars and sixty-six cents (\$416.66) every second month as an out-of-pocket expense.

- (d) In order to meet the personal liabilities incurred in fulfilling the position of RECORDING SECRETARY, she shall receive three hundred dollars (\$300) every second month as an out-of-pocket expense.
- (e) In order to meet the personal liabilities incurred in fulfilling the position of REGIONAL VICE PRESIDENT, she shall receive five hundred dollars (\$500) every six months as an out-of-pocket expense.
- (f) In order to meet the personal liabilities incurred in fulfilling the position of CHIEF SHOP STEWARD, she shall receive two hundred and fifty dollars (\$250) every six months as an out-of-pocket expense.
- (g) In order to meet the personal liabilities incurred in fulfilling the position of ZONE SHOP STEWARD, she shall receive one hundred dollars (\$100) every six months as an out-of-pocket expense.

$\left\{ \begin{array}{l} \text{for further clarification – the Chief Shop Steward and Zone Shop Steward} \\ \text{out-of-pocket expense cannot be stacked. The Chief Shop Steward is the} \\ \text{Zone Shop Steward} \end{array} \right\}$

- 16.02 (a)** In the event a member does not complete her term of office, the above honorariums shall apply on a prorated basis.
- (b)** Retiree monetary acknowledgement for members or their beneficiary of \$15 a year for each year of service. Application shall be made to Provincial Secretary-Treasurer 30 days in advance accompanied by seniority lists to verify years of employment. The member must meet one of the following criteria:
- reached 55 years of age; or
 - have 25 years or more of service; or
 - a member having 5 years or more of service who is forced to retire because of illness, accident or death.

SECTION 17 – STAFF REPRESENTATIVES

- 17.01** Staff Representatives may attend meetings of the Regions/Zones, Provincial Executive Board and Provincial Local with voice but without vote.

SECTION 18 – SPECIAL MEMBERSHIP

18.01 The Local may grant special membership such as lifetime membership for retiring members or to any previous member who has made a significant contribution to the Local.

SECTION 19 – AMENDMENTS TO THE BYLAWS AND SUBMISSIONS OF RESOLUTIONS

19.01 (a) Resolutions and Bylaw amendments to be introduced for consideration at the Annual General Meeting shall be submitted by Region/Zone upon a 2/3 vote of those present at a valid Zone meeting. If passed at a Zone meeting they shall be prepared, and signed by the Regional Vice President and sent to the Provincial President forty five (45) calendar days prior to the opening of the Convention.

(b) Resolutions dealing with matters that have arisen less than forty five (45) calendar days prior to the opening of the Convention can only be dealt with on majority consent of the delegates in Convention.

19.02 These Bylaws shall not be amended, added to, or suspended except upon a 2/3 vote of those present and voting at the General Annual Membership Meeting or at a special membership meeting.

19.03 No change in these Bylaws shall be valid and take effect until approved by the National President.

19.04 The report of the proposed amendment to the Bylaws presented at the Annual Membership Meeting shall include the complete actual article to be changed along with the article as amended.

All documentation and information provided by the Executive shall be presented simultaneously to the Executive Board in both official languages.

[Changes approved at the Annual General Meeting in October 2014]

Appendix A

Each Region will be divided into 3 zones (A, B, C) – As follows;

<h3>REGION 1 – Anglophone North</h3>	
<p>SCHOOLS / WORKPLACES in REGION 1</p> <h4>ZONE A</h4>	
<p>Tide Head School Campbellton Learning Centre Sugarloaf Senior High School Lord Beaverbrook School Campbellton Middle School</p>	<p>Dalhousie/Bathurst Ed Center Dalhousie Learning Centre Dalhousie Middle School Dalhousie Regional High School L.E. Reinsborough School Jacquet River School</p>
<h3>REGION 1 – Anglophone North</h3>	
<p>SCHOOLS / WORKPLACES in REGION 1</p> <h4>ZONE B</h4>	
<p>Bathurst Learning Centre Bathurst High School Superior Middle School Janeville Elementary School</p>	<p>Parkwood Heights Elementary School Terry Fox Elementary</p>
<h3>REGION 1 – Anglophone North</h3>	
<p>SCHOOLS / WORKPLACES in REGION 1</p> <h4>ZONE C</h4>	
<p>Blackville School Croff Elementary School District Office – Anglophone North Gretna Green Elementary School Harkins Elementary School Harkins Middle School Millerton School Miramichi Valley High School North and South Esk Regional High School North and South Esk Elementary School T Dr. Losier Middle School Tabusintac School</p>	<p>Ian Baillie Primary School James M Hill Memorial High School Miramichi Rural School Miramichi Ed Center Napan Elementary School Nelson Rural School St. Andrew's Elementary School Bonar Law Memorial High School Eleanor W Graham Middle School Rexton Elementary School Rexton Learning Centre Harcourt School</p>

REGION 2 – Anglophone South

SCHOOLS / WORKPLACES in REGION 2

ZONE A

Back Bay Elementary
 Blacks Harbour School
 Campobello Island Consolidated
 Deer Island Comm. School
 Fundy High School
 Grand Manan Comm. School
 Lawrence Station Elem. School
 Milltown Elem. School
 Pennfield Elem. School

Sir James Dunn Academy
 St. George Elem. School
 St. Stephen Elem. School
 St. Stephen High School Learning Center
 St. Stephen Middle School
 Vincent Massey Elem. School
 White Head Elem. School
 St Stephen Ed Center

REGION 2 – Anglophone South

SCHOOLS / WORKPLACES in REGION 2

ZONE B

Bayside Middle School
 Bayview School
 Champlain Heights School
 District Office – Anglophone South
 Forest Hills School
 Glen Falls School
 Island View School
 Lakewood Heights
 Loch Lomond School
 Simonds High School
 Woodland Learning Centre
 Centennial School
 Hazen-White-St Francis
 Lorne Middle School
 M.Gerald Teed Memorial
 Milligeville North School
 Prince Charles School
 Princess Elizabeth School
 Saint John High School
 St. John the Baptist/King Edward School
 St. Malachy's Memorial High School
 Barnhill Memorial
 Beaconsfield Middle

Brown's Flat School
 Fundy Shores School
 Grand Bay Primary
 Harbour View High
 Havelock School
 Inglewood School
 Morna Heights School
 River Valley Middle
 Seawood School
 St. Patrick's School
 St. Rose School
 Westfield School
 Fairvale Elementary
 Harry Miller Middle School
 Kennebecasis Park Elementary
 Kennebecasis Valley High
 Lakefield Elementary
 Quispamsis Elementary
 Quispamsis Middle
 Rothesay Elementary
 Rothesay High
 Rothesay Park
 St John Ed Center

REGION 2 – Anglophone South

SCHOOLS / WORKPLACES in REGION 2

ZONE C

Apohaqui Elementary
 Belleisle Elementary
 Belleisle Regional High
 Dr. A.T. Leatherbarrow School
 Hampton Ed Center
 Hammond River Valley Elementary
 Hampton Elementary
 Hampton High
 Hampton Middle
 Macdonald Consolidated

Norton Elementary
 Partners in Alternate Learning Strategies (Hampton)
 Partners in Alternate Learning Strategies (Sussex)
 Portage Atlantic
 Sussex Corner Elem.
 Sussex Elementary
 Sussex Middle
 Sussex Regional High
 Saint Martin's School

REGION 3 – Anglophone East

SCHOOLS / WORKPLACES in REGION 3

ZONE A

Caledonia Regional High
 Claude D. Taylor School
 Frank L. Bowser
 Gunningsville School
 Havelock School
 Hillsborough Elem.
 J.M.A Armstrong/Salisbury Mid.
 Lower Coverdale School

Petitcodiac Regional School/Alt. Site
 Riverside Consolidated School
 Riverview Ed Center
 Riverview High School
 Riverview Middle
 Salisbury Elementary
 West Riverview School

REGION 3 – Anglophone East

SCHOOLS / WORKPLACES in REGION 3

ZONE B

A.H. McLeod
 Beaverbrook School/Alt. Site
 Bernice MacNaughton High School
 Bessborough
 Birchmount School
 Edith Cavell School
 Evergreen Park School
 District Office – Anglophone East
 Forest Glen School
 Harrison Tremble High School
 Hillcrest School

Lewisville Middle School
 Lou MacNarin
 Magnetic Hill School
 Moncton High School
 Mountain View School
 Northrup Frye School
 Queen Elizabeth School
 Sunny Brae Middle
 Shediac Cape School

REGION 3 – Anglophone East

SCHOOLS / WORKPLACES in REGION 3

ZONE C

Dorchester Consolidated School
 Marshview Middle School
 Port Elgin Regional
 Salem Elementary

Sackville Ed Center
 Tantramar Alternate Education Centre
 Tantramar Regional High/Alt Center

REGION 4 – Anglophone West

SCHOOLS / WORKPLACES in REGION 4

ZONE A

Andover Elementary School
 Bath Elementary School
 Bath Middle School
 Bristol Elementary School
 Canterbury High School
 Carleton North High School
 Centreville Community School
 Debec Elementary School
 Donald Fraser Memorial
 Florenceville Elementary
 Florenceville Middle School
 Hartland Community School
 John Caldwell School

Millville Elementary
 Nackawic Elementary
 Nackawic Middle
 Nackawic Senior High
 Perth-Andover Middle
 Saint Mary's Academy
 Southern Carleton Elementary
 Southern Victoria High School
 Tobique Valley High
 Woodstock Centennial Elementary
 Woodstock Education Center
 Woodstock High
 Woodstock Middle

REGION 4 – Anglophone West

SCHOOLS / WORKPLACES in REGION 4

ZONE B

Barkers Point School
 Cambridge-Narrows Community School
 Central NB Academy School
 Chipman Elementary School
 Chipman Forest Ave. School
 Coles Island School
 Devon Middle School
 Doaktown Elementary School
 Gibson Neill Memorial Elementary School
 Keswick Ridge School
 Keswick Valley Memorial
 Leo Hayes High School

McAdam Ave. School
 Minto Elementary/Middle
 Minto Memorial High School
 Nashwaaksis Memorial School
 Nashwaaksis Middle School
 Nashwaak Valley
 Park Street School
 Royal Road School
 Stanley Elementary School
 Stanley Regional High School
 Upper Miramichi Elementary School

REGION 4 – Anglophone West

SCHOOLS / WORKPLACES in REGION 4

ZONE C

Assiniboine Ave. Elementary
 Bliss Carman Middle School
 Burton Elementary
 Connaught St. School
 Fredericton Education Center
 Fredericton High School
 Forest Hill School
 Gagetown School
 Garden Creek School
 Geary Elementary Community School
 George Street Middle
 Gesner St. Elementary School
 Harold Peterson Middle School
 Harvey Elementary
 Harvey High

Hubbard Ave. Elementary
 Kingsclear Consolidated School
 Lincoln Elementary Community
 Liverpool St. School
 McAdam Elementary
 McAdam High
 Montgomery St. School
 New Maryland Elementary School
 Office of the Superintendent
 Oromocto Education Center
 Oromocto High School
 Priestman St. School
 Ridgeview Middle School
 Summerhill St. Elementary
 Sunbury West School

REGION 5 – Francophone North-West

SCHOOLS / WORKPLACES in REGION 5

ZONE A

Carrefour de la Jeunesse
 Cité des Jeunes A.-M.-Sormany
 Notre-Dame
 Saint-Jacques
 Saint-Joseph
 École Régionale de Saint-André

École Régionale Saint-Basile
 Ernest Lang
 Centre d'apprentissage du Haut-Madawaska
 Classe alternative (Cité des Jeunes)
 Mgr-Mathieu-Mazerolle
 District Office – Francophone North-West
 Edmunston Ed Center

REGION 5 – Francophone North-West

SCHOOLS / WORKPLACES in REGION 5

ZONE B

Écho-Jeunesse
 Marie-Géateanne

Mgr-Martin
 A.-J.-Savoie
 Classe alternative (Marie- Géateanne)

REGION 5 – Francophone North-West

SCHOOLS / WORKPLACES in REGION 5

ZONE C

Sacré-Coeur
 Thomas-Albert
 Grande-Rivière
 École Régionale de Sainte-Anne

Mgr-Lang
 Classe alternative (Thomas-Albert)
 Rivière Verte Ed Center
 Grand-Sault Ed Center

REGION 6 – Francophone North-East

SCHOOLS / WORKPLACES in REGION 6

ZONE A

Académie Notre-Dame
 Apollo XI
 Aux Quatre Vents
 La Mosaïque du Nord
 Mgr-Mélanson
 Roland-Pépin

Versant Nord
 Centre d'apprentissage communautaire (A.Q.V.)
 P.R.P. Ed. Center
 Campbellton Ed. Center
 Satellite District Office

REGION 6 – Francophone North-East

SCHOOLS / WORKPLACES in REGION 6

ZONE B

Académie Assomption
 Carrefour Étudiant
 École Secondaire Népisiguit
 Cité de l'Amitié
 François-Xavier-Daigle
 La Croisée

La Découverte de St. Sauveur
 Domaine Étudiant
 Le Tournesol
 Place-des-Jeunes
 Séjour-Jeunesse
 Centre alternatif Chaleur (E.S.N.)
 E.S.N. Ed. Center

REGION 6 – Francophone North-East

SCHOOLS / WORKPLACES in REGION 6

ZONE C

C.S.C. La Fontaine
 La Passerelle
 La Relève de Saint Isidore
 La Ruche
 La Source
 La Villa des Amis
 Marie-Esther
 La Rivière
 Ola-Léger
 Le Tremplin
 Léandre LeGresley
 L'Envolée
 Escalade des Jeunes
 Étincelle

Marguerite Bourgeoys
 René-Chouinard
 Sr. St-Alexandre
 Terre des Jeunes
 Louis-Mailloux
 W.-A.-Losier
 PHARE Caraquet
 PHARE Néguac
 PHARE Shippagan
 PHARE Tracadie-Sheila
 Tracadie-Sheila Ed. Center
 Shippagan-Caraquet Ed. Center
 District Office Tracadie-Sheila

REGION 7 – Francophone South

SCHOOLS / WORKPLACES in REGION 7

ZONE A

Fredericton Ed Center
 C.S.C. Samuel De Champlain
 Arc-en-Ciel

Vallée Kenabecassis (classe satellite)
 École des Bâtisseurs
 École Ste-Anne

REGION 7 – Francophone South

SCHOOLS / WORKPLACES in REGION 7

ZONE B

Richibouctou Ed Center
 Calixte-F. Savoie
 Carrefour Beausoleil
 Marée Montante
 Mgr-Marcel-François Richard
 Mont-Carmel
 École Secondaire Assomption
 W.-F.-Boisvert

Camille Vautour
 Clément Cormier
 Dr. Marguerite Michaud
 École Notre-Dame
 Régionale de Baie Sainte-Anne
 École St-Paul
 Blanche Bourgeois
 Soleil Levant

REGION 7– Francophone South

SCHOOLS / WORKPLACES in REGION 7

ZONE C

Louis-J. Robichaud Ed Center
Dieppe Ed Center
Le Mascaret Ed Center
Donat Robichaud
École de Grande-Digue
Mgr-François-Bourgeois
Père Edgar T. LeBlanc
Saint-Henri
Sainte-Thérèse
Sainte-Bernadette

Louis J. Robichaud
Abbey Landry
Amirault
Anna Malenfant
Carrefour de l'Acadie
Champlain
Le Mascaret
L'Odyssée
Mathieu-Martin
District Office – Francophone South

Should there need be adjustments; new schools/workplaces, school/workplace closures the Provincial Executive Board will make the adjustments as necessary