

BYLAWS

Canadian Union of Public Employees
Saskatchewan Division



Table of Contents

APPENDIX “A”	2
RULES OF ORDER	2
APPENDIX “B”	4
FINANCIAL POLICIES	4
STRIKE FUND POLICY	4
CUPE SASKATCHEWAN EXPENSE POLICY	7
Small Local Technology Fund	9
Newly Certified Local Assistance	10
Committee Online Communications	11
Policy for Financial Reporting & Responsibilities	12
APPENDIX “C”	13
COMMITTEE GOALS AND OBJECTIVES	13

APPENDIX "A"

RULES OF ORDER

1. If a delegate is called to order while speaking they shall be seated, if requested by the Chair, until the question of order has been decided by the chairperson.
2. If one or more delegates rise to speak at the same time, the chairperson shall decide who is entitled to speak first.
3. No delegate shall interrupt another except to make a point of order.
4. A delegate shall not speak more than once regarding a question until everyone else who wishes to speak has had a chance to do so.
5. A delegate who is making a motion is allowed three (3) minutes to speak. A delegate speaking to a motion is allowed three (3) minutes to speak.
6. When there is a question pending before the convention, no motion shall be in order except the following:
 - to adjourn;
 - to refer;
 - for the previous question;
 - to postpone indefinitely;
 - to postpone for a certain time;
 - to divide or amend, except in the case of Constitutional Amendments or Resolutions which must be referred to the Resolutions Committee; and
 - which motions take precedence in the order named.
7. Following a passed motion to refer, instructions for consideration may be given to the resolutions committee.
8. A motion to reconsider shall only be entertained if the moving delegate and seconding delegate voted in the majority. The motion to reconsider must receive a two-thirds (2/3) majority to be carried. Such a motion will only be considered directly following the vote in question, or at the discretion of the Chair.
9. Committee reports are not subject to amendment unless the amendment is acceptable to the committee. However, a motion to refer the report back to the committee for reconsideration is in order.
10. Delegates who wish to speak shall announce their name and that of the local or organization they represent once they have been recognized by the chairperson.

11. Canadian Union of Public Employees staff will be given full voice but no vote on all items before the convention.
12. All rules and proceedings of debate not herein provided for shall be decided in accordance with Bournoit's Rules of Order.
13. All observers shall have to right to voice, but not to vote.
14. After three (3) pro speakers in a row on any given motion, the Chair may proceed directly to the question provided there are no con speakers at the microphones.

Last amended January 16, 2026

APPENDIX "B"

FINANCIAL POLICIES

STRIKE FUND POLICY

CUPE Saskatchewan will set the following guidelines in order to provide assistance to members of Saskatchewan CUPE Locals who are in a strike/lockout situation.

1. CUPE Saskatchewan will provide a financial donation to the local when job action is initiated.
2. CUPE Saskatchewan will provide support at the picket lines and ensure at the Local's request there is representation from CUPE Saskatchewan leadership when the local has initiated media releases, local initiatives and or rallies.
3. If the picket line is outside of Regina, CUPE Saskatchewan may arrange a CUPE Saskatchewan Executive Board meeting in the community so the provincial Executive is able to provide support at the picket line. Executive and committee members are encouraged in setting time on the agenda to attend the picket line for support when a meeting is held in the location of the Local's job action.
4. CUPE Saskatchewan will, upon request, send out a financial appeal to all CUPE locals in the province to assist in the cost of the job action.
5. Financial appeals will call for local donations to be directed to the Local that is having job action. If any donations are forwarded to CUPE Saskatchewan the donation will be redirected to the Local.
6. At the Local's request CUPE Saskatchewan will collect financial donations and redirect donations to the local.
7. CUPE Saskatchewan will work with the Local and National Representative to ensure we can provide the support needed.
8. If the job action is for an extended period of time CUPE Saskatchewan will look at additional financial support.
9. Once the job action/strike is resolved financial accountability will be forwarded to CUPE National as set out in the CUPE National Defense Fund.

POLICY FOR FULL TIME PRESIDENT

This policy is consistent with the constitutional amendment C1 passed at the 2008 Annual Convention:

The president shall be employed by CUPE Saskatchewan on a fulltime basis. Terms and conditions of the president's employment are to be determined by the CUPE Saskatchewan executive.

Wages

The fulltime president shall receive an annual salary equal to that of a CUPE National Representative (CSU, 1-year rate), including any bargained pay increases. The average hours per week will be based on a 40-hour work week.

This policy shall be reviewed every two years to ensure an appropriate gap in salary is maintained between the CUPE Saskatchewan president and CUPE Saskatchewan staff.

Pension and Benefits

Wherever possible, CUPE Saskatchewan will pay to continue a benefit plan in which a president is already enrolled through their employment. Pension contributions will be nine per cent (9%) from each party. If the contributions of the pension plan are less than the nine per cent (9%), the difference will be forwarded to a RRSP. If the president does not have a benefit package including extended health, group life and a disability through their place of employment the benefits will be purchased by CUPE Saskatchewan.

Vacation/Statutory Holidays

The vacation day accrual the president had through their employment will be continued.

The Statutory holidays that are recognized by the COPE 342 Collective Agreement will be recognized as the statutory holiday entitlement for the president.

Travel

A vehicle will be purchased and all reasonable expenses associated with the vehicle will be paid by CUPE Saskatchewan.

If the president is required to use their personal vehicle for a CUPE Saskatchewan event the president will be reimbursed as per the CUPE Saskatchewan Constitution and Bylaws.

Accommodations

The CUPE Saskatchewan office in Regina will be considered the base of operations for the CUPE Saskatchewan president. Rental accommodations will be provided for any president whose primary residence is outside of Regina. The accommodation will be fully furnished. The cost of utilities (power, energy, water, internet) and insurance will be paid by CUPE Saskatchewan.

If a president whose primary residence is outside of Regina chooses to commute to Regina in lieu of rental accommodations, overnight hotel accommodation in Regina will be provided to a reasonable extent.

Per Diem

When attending a meeting on behalf of CUPE Saskatchewan, per diem rates will be paid as though the president lives in Regina, as Regina is the president's base of operations -- even if the president has opted to forgo rental accommodations in Regina. When overnight hotel stays are required in Regina for a president that has opted to forgo rental accommodations, out-of-town per diem will be paid. Apart from the aforementioned, when attending a meeting on behalf of CUPE Saskatchewan a per diem will be paid as per the CUPE Saskatchewan Constitution and Bylaws and expense policy.

Out of Pocket Expense

Will be paid as per the CUPE Saskatchewan Constitution and Bylaws and expense policy.

Last amended September 10, 2021

CUPE SASKATCHEWAN EXPENSE POLICY

The expenses paid to the executive/committee members shall be based on doing the work of CUPE Saskatchewan to carry out the duties as required.

Committee expenses will be reimbursed only following receipt of a committee report form and minutes of the meeting in question.

Should a committee or executive member request receipt of payment in advance, only the per diem will be paid upon arrival at the meeting or event.

Lost Wages

Compensation will be paid for wages actually lost while on authorized activities for the Division at the regular rate of pay. Either the employer or the member's local shall forward billing of actual lost wages to the Secretary-Treasurer. Actual wages are days that the member would be scheduled at work and do not include earned days off, vacation or days off.

Hotel

The Secretary-Treasurer will negotiate hotel rates after each annual convention.

The CUPE Saskatchewan staff will make arrangements for hotel accommodations and block booking with a recommended hotel at a specific rate.

Anyone wishing to stay at a different hotel than recommended and it is at a higher rate than the hotel negotiated, will be reimbursed up to the amount that was negotiated.

Hotel room, taxes and parking will be paid by CUPE Saskatchewan.

Travelling Expenses

Will be paid as per the CUPE Saskatchewan Constitution Article 11, Section 2.

Child Care

Will be paid as per CUPE Saskatchewan Constitution Article 13.

Conferences/Educationals

All conferences/educationals must be approved by the CUPE Saskatchewan Executive Board, unless authorized by a motion at a CUPE Saskatchewan annual convention or included in an approved annual budget.

All conferences/educationals that are sponsored under CUPE Saskatchewan's committees must be completely self-supporting as is practicable.

Conference registration fees must be based on total projected expenditures, including room rental, coffee refreshments and conference kits or materials. The registration fees shall be determined by the Secretary-Treasurer.

Miscellaneous

Any pre-approved expenses that an executive/committee member incurs in the course of conducting the business of CUPE Saskatchewan will be reimbursed upon submission

of receipts. Clear explanations of the duties being performed while expenses were incurred must be attached.

Last amended September 10, 2021

Small Local Technology Fund

The fund has the following criteria:

1.	The fund will provide small Local Unions with a membership size of fifty (50) full-time equivalent members or less reimbursement of up to two hundred and fifty dollars (\$250) each per calendar year for the purchase of software, digital subscriptions services, or electronic equipment meant for member communication and Local management.
2.	Local Unions must meet the same criteria as the Small Local Assistance Fund which include: the Local Union must be affiliated to CUPE Saskatchewan, must not be in arrears with CUPE Saskatchewan, and must have a dues structure of no less than 1.5%.
3.	Local Unions must meet the same criteria as the Small Local Assistance Fund which include: the Local Union must be affiliated to CUPE Saskatchewan, must not be in arrears with CUPE Saskatchewan, and must have a dues structure of no less than 1.5%.
4.	The fund will be administered by the Policy Regulations dated May 20, 2020.

Policy adopted May 20, 2020

Newly Certified Local Assistance

Newly certified local (NCL) assistance is designed to engage new locals and members with CUPE Saskatchewan, while they complete bylaws and bargain a first collective agreement. New locals should explore NCL assistance to learn more about the benefits of CUPE Saskatchewan with the intention to support affiliating to the provincial division.

NCL assistance is available to locals that have newly certified and have not yet bargained a first collective agreement, to help them attend CUPE Saskatchewan's annual convention as observers or participate in a CUPE Saskatchewan conference. Qualifying expenses are those covered in the CUPE Saskatchewan Expense Policy.

Newly certified locals can access assistance once per calendar year, for a maximum of two (2) years, for up to two (2) members of the local each request.

Requests for assistance must be made using the appropriate form to the CUPE Saskatchewan Secretary-Treasurer for approval at least one (1) month prior to the convention or conference.

Policy adopted September 13, 2022

Committee Online Communications

OBJECTIVE:

CUPE Saskatchewan is committed to maintaining a professional online presence and image to engage union members and the public through its official website, email newsletter, and social media platforms/accounts including Facebook and Twitter.

PROCEDURE:

The content of online communications bearing the name and/or logo of CUPE Saskatchewan, or communications making official association with CUPE Saskatchewan, shall be authorized by the President and administered by the Executive Assistant.

STANDING COMMITTEES AND/OR AD-HOC COMMITTEES SHALL ADHERE TO THE FOLLOWING GUIDELINES:

Standing Committees or Ad-Hoc Committees of CUPE Saskatchewan shall have all communications on behalf of the committee issued by and through the CUPE Saskatchewan Office.

Any suggested committee communications and/or suggested CUPE Saskatchewan online content shall be made to the attention of the Executive Assistant for consideration by the Table Officers and will be subject to approval on a case-by-case basis.

Committee Chairs may send suggestions such as: ideas for posts and articles on the website and social media accounts of CUPE Saskatchewan, the creation of a Facebook event, and/or promotion of a third-party event, website or campaign consistent with the values and objectives of CUPE Saskatchewan.

Committee members are encouraged to further the outreach and engagement of CUPE Saskatchewan through online tools available.

Policy adopted June 15, 2015

Policy for Financial Reporting & Responsibilities

CUPE Saskatchewan has a strong tradition of accountability, transparency, and prudent fiscal management. It is recognized that affiliated locals and working members rightfully expect the continued prudent and transparent use of their hard-earned dues and affiliation fees.

As such, the CUPE Saskatchewan Executive Board expects all trustees and financial officers to fulfill their responsibilities as listed in Article 8 of CUPE Saskatchewan's Constitution.

Further, the Executive Board expects:

- A written financial report to be submitted for each regular meeting of the Table Officers and Executive Board;
- Timely submission of necessary financial reports and documents for cost-share reimbursements, and reimbursements for other forms of CUPE National funding;
- Regular and timely trustee audits;
- The preparation of appropriate reports and financial documents for trustees to conduct their audit of CUPE Saskatchewan's books;
- Expenses and revenues to be recorded and paid or deposited within ten (10) business days. In extenuating circumstances, the timeline may be extended to fourteen (14) business days with appropriate reasoning and consultation with the president. There is zero tolerance for paying interest on duly-received invoices.
- The secretary-treasurer to meet the above expectations and other responsibilities using no more than an average of up to two (2) days per week of union leave, set at the mutual agreement of the president and secretary-treasurer. Should additional union leave be required that falls outside existing approved budgets, the Executive Board may receive recommendations by the president for consideration.
- When approved union leave is being accessed by officers, that their office schedule or remote work schedule be set by mutual agreement with the president.

When expectations cannot or are not being met, that information should be reported to the next meeting of the Executive Board, as well as a plan to achieve compliance.

Policy adopted March 5, 2025

APPENDIX "C"

COMMITTEE GOALS AND OBJECTIVES

INDIGENOUS COUNCIL COMMITTEE

The committee's objectives are to:

1. Act as a resource to CUPE Saskatchewan on Indigenous issues by advising and making recommendations to the Executive Board on Indigenous issues.
2. Carry out the policies and programs of CUPE Saskatchewan.
3. Recommend and/or prepare resource material and a list of speakers on Indigenous issues.
4. Establish Indigenous peoples' place within CUPE Saskatchewan; and work for the integration of Indigenous perspectives in CUPE's work.
5. Discuss Indigenous issues occurring across the province.
6. Promote National Indigenous Peoples' Day - June 21.
7. Develop working links with other Indigenous organizations, unions, like-minded groups and other CUPE Saskatchewan Committees.
8. Act as an advisor or facilitator regarding labour/Indigenous concerns.
9. Forward issues to the National Indigenous Council when appropriate.

COMMITTEE AGAINST RACISM AND DISCRIMINATION

The committee's objectives are to:

1. Act as a resource to CUPE Saskatchewan on combating and educating about racism, sexism, homophobia, transphobia, ableism, and all prohibited grounds of discrimination within the Saskatchewan Human Rights Code. This will be done by advising and making recommendations to the Executive Board on these issues.
2. Ensure that policies and programs of CUPE Saskatchewan relating to equality issues are observed, including at CUPE Saskatchewan events. This should be done in accordance with the CUPE Equality Statement and the Code of Conduct.
3. Recommend and/or prepare resource material and a list of speakers on human rights issues.

4. Promote days of recognition for equity-seeking groups and days that memorialize events important to equity-seeking people such as the International Day for the Elimination of Racism (March 21) and the International Day for Disabled Persons (December 3). The committee may provide ideas and suggestions to the Executive Board toward such commemoration.
5. Encourage active participation in the annual Pride Parades/Events throughout the province.
6. Develop working links with other organizations, unions, like-minded groups, and other CUPE Saskatchewan and National Committees.
7. Forward issues and advocacy to the National Equity committees when appropriate.

Last amended September 10, 2021

ENVIRONMENT COMMITTEE

The committee's objectives are to:

1. Act as a resource to CUPE Saskatchewan on environmental issues by advising and making recommendations on these issues.
2. Ensure that policies and programs of CUPE Saskatchewan relating to environmental issues are observed, including at CUPE Saskatchewan events.
3. Develop resource material(s) on environmental awareness and responsibilities.
4. Promote the use of safe, renewable energy alternatives.
5. Promote World Water Day (March 22), Earth Day (April 22) and Clean Air Day (June 4).
6. Develop working links with other organizations, unions, like-minded groups and other CUPE Saskatchewan Committees.
7. Forward issues to the National Environment committee when appropriate.

GLOBAL JUSTICE COMMITTEE

The committee's objectives are to:

1. Act as a resource to CUPE Saskatchewan on Global Justice issues by advising and making recommendations to the Executive Board on these issues.
2. Recommend and/or prepare resource material and a list of speakers on global justice issues.
3. Promote International Workers Day (May 1), International Peace Day (September 21), and International Human Rights Day (December 10).
4. Prepare material for CUPE Saskatchewan members which draw links to international issues, providing explanations for ways in which international issues affect Saskatchewan residents.
5. Develop working links with other organizations, unions, like-minded groups and other CUPE Saskatchewan Committees.
6. Forward issues to the National Global Justice committee when appropriate.

WOMEN'S COMMITTEE

The committee's objectives are to:

1. Act as a resource to CUPE Saskatchewan on women's issues by advising and making recommendations to the Executive Board on these issues.
2. Ensure that policies and programs of CUPE Saskatchewan relating to women's equity issues are observed, including at CUPE Saskatchewan events.
3. Encourage increased participation by women in union activities.
4. Promote bargaining-based equity issues.
5. Recommend and/or prepare resource material and a list of speakers on women's issues.
6. Promote International Women's Day (March 8), International Children's Day (November 20) and the National Day of Remembrance and Action on Violence Against Women (December 6).
7. Develop working links with other organizations, unions, like-minded groups and other CUPE Saskatchewan Committees.
8. Forward issues to the National Women's committee when appropriate.

YOUNG WORKERS COMMITTEE

The committee's objectives are to:

1. Act as a resource to CUPE Saskatchewan on issues relevant to young workers by advising and making recommendations to the Executive Board on these issues.
2. Recommend and or/prepare resource material and a list of speakers on young workers' issues.
3. Educate the membership on how to identify and reduce barriers to young workers.
4. Promote the inclusion of young workers in union activities (conferences, conventions and educationals).
5. Continue building the contact list of young worker members throughout the province.
6. Develop working links with other organizations, unions, like-minded groups and other CUPE Saskatchewan Committees.
7. Forward issues to the National Young Workers Committee when appropriate.

OCCUPATIONAL HEALTH & SAFETY COMMITTEE

The committee's objectives are to:

1. Act as a resource to CUPE Saskatchewan on Occupational Health and Safety issues by advising and making recommendations to the Executive Board on these issues.
2. Recommend and/or prepare resource material and a list of speakers on occupational health and safety.
3. Monitor the enforcement of the Occupational Health and Safety Act and Regulations.
4. Participate in the review of the Occupational Health and Safety Act and Regulations.
5. Promote the Day of Mourning for Workers Killed or Injured on the Job (April 28).
8. Develop working links with other organizations, unions, like-minded groups and other CUPE Saskatchewan Committees.
9. Forward issues to the National Occupational Health and Safety committee when appropriate.