
CANADIAN UNION OF PUBLIC EMPLOYEES

LOCAL 3761 BYLAWS

Approved by CUPE National – August 20, 2019

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PREAMBLE

In order to improve the social and economic welfare of its members without regard to age, gender, sexual orientation, colour, race, creed, national origin, religious or political affiliation, marital status, disability or place of residence to promote efficiency in public employment and to manifest its belief in the value of the unity of organized labour, this Local of the Canadian Union of Public Employees (hereinafter referred to as CUPE) has been formed.

The following Bylaws are adopted by the Local pursuant to, and to supplement, Appendix "B" of the CUPE Constitution, to safeguard the rights of all members, to provide for responsible administration of the Local, and to involve as many members as possible through the sharing of duties and responsibilities.

SECTION 1 - NAME

The name of this Local shall be: Canadian Union of Public Employees, Local No. 3761 (Saskatchewan Union of Nurses Employees).

SECTION 2 - OBJECTIVES

The objectives of the Local are to:

- a) secure adequate remuneration for work performed and generally advance the economic and social welfare of its members and of all workers;
- b) support CUPE in reaching the goals set out in Article II of the CUPE Constitution;
- c) provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- d) encourage the settlement by negotiation and mediation of all disputes between the members and their employers.

SECTION 3 - INTERPRETATION AND DEFINITIONS

- a) Masculine pronouns shall be understood to include the feminine gender.
- b) Numbers of Articles at the end of sections or subsections refer to relevant articles of the CUPE Constitution (1999) which should be read in conjunction with these bylaws.

SECTION 4 - MEMBERSHIP MEETINGS - Regular and Special

- a) There shall be a minimum of two general meetings per year, one of which shall be the annual meeting.
- b) Special membership meetings may be ordered by the Local Executive or requested in writing by no fewer than ten (10) members. The President shall immediately call a special meeting when so ordered or requested. The President will provide to the members at least twenty-four (24) hours' notice of the special meeting and the subject(s) to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.
- c) A quorum for the transaction of business at any regular or special meeting shall be 25% of members, including at least three (3) members of the Local Executive.
- d) Business of the union may be conducted by circulation of written resolution (including electronic formats) or motions moved and seconded by members of the local. Such written motions or resolutions shall include two options: in favour or against, and can be carried or defeated by a majority of those members "voting". One-third (1/3) of the members must vote to permit conducting business in this manner. All such motions or resolutions must be initiated by the Local Executive and shall be considered business conducted at a regular membership meeting.
- e) The order of business at regular membership meetings is as follows:
 - (1) Call to order
 - (2) Approval of previous minutes
 - (3) Treasurers report
 - i. Communications and bills
 - (4) Trustees report
 - (5) Local Executive report
 - (6) Committee Reports
 - (7) Nominations/elections
 - (8) Unfinished business
 - (9) New Business
 - (10) Adjournment

(Article B. VIII)

SECTION 5 - VOTING OF FUNDS

Except for ordinary expenses and bills as approved at membership meeting **and for monies allocated in the Union's Budget adopted at the Annual Meeting**, no sum over **five hundred dollars (\$500.00)** shall be voted for the purpose of a grant or contribution to a member or any cause outside CUPE, except by a notice of motion given in writing and dealt with at the following membership meeting. (Article B.4.4 of CUPE National Constitution)

(Article B.4.4)

In addition to the per capita and other required payments to CUPE National and CUPE Sask, CUPE 3761 shall pay affiliation fees to the Saskatchewan Federation of Labour and the Regina and Saskatoon District Labour Council.

SECTION 6 - OFFICERS

The Officers of the Local shall be the:

- President,
- Vice-President,
- Secretary (Recording Secretary),
- Treasurer (Secretary/Treasurer),
- Two (2) reps/shop stewards - one from Saskatoon and one from Regina,
- Education Committee Chairperson,
- Grievance Committee Chairperson,
- Two (2) Labour Council Representatives – one from each office,
- Two (2) OH&S Representatives – one from each office, Three
- (3) trustees.

All Officers shall be elected by the membership.

(Articles B.2.1 & B.2.3)

SECTION 7 – LOCAL EXECUTIVE

- a) The Local Executive consists of **President, Vice-President, Treasurer, Secretary, and the Regina & Saskatoon Shop Stewards.**
(Article B.2.2)
- b) The Local Executive shall meet monthly and may do so by telephone conference.
- c) The Local Executive shall designate three officers to hold signing authority of cheques. There shall be two signing authorities on each cheque.
- d) A majority of the Local Executive constitutes a quorum.

- e) The Executive Officers shall hold title to any real estate of the Local as trustees for 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 a membership meeting and having it approved.
- f) The Local Executive shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of all committees.
- g) All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.
(Article B.1.4, B.6.1 to B.6.7)
- h) Should any Local Executive member fail to answer the roll call for three consecutive regular membership meetings or four regular Local Executive meetings without having submitted good reasons for those failures, or if he has resigned, his office shall be declared vacant and shall be filled by the executive on an interim basis, and an election will be held at the following membership meeting.
(Article B.2.5)

SECTION 8 - DUTIES OF OFFICERS

- a) The President shall:
 - enforce the CUPE Constitution and these bylaws;
 - preside at all membership and Local Executive meetings and preserve order;
 - decide all points of order and procedure (subject always to appeal to the membership);
 - Shall have the right to vote on a question only in the case of a tie and may give a casting vote or choose to refrain from voting in which case the motion does not prevail and the decision is in the negative;
 - ensure that all officers perform their assigned duties;
 - fill committee vacancies where elections are not provided for;
 - sign all cheques or delegate a member of the Local Executive to sign on her behalf and ensure that the Local's funds are used only as authorized or directed by the Constitution, bylaws, or vote of the membership;
 - be allowed necessary funds, not to exceed \$25.00 monthly, to reimburse himself or any officers for expenses supported by vouchers, incurred on behalf of the Local;

- have first preference as a delegate to the CUPE National Convention.
(Article B.3.1)

b) The Vice-President shall:

- if the President is absent or incapacitated, perform all duties of the President;
- if the office of President falls vacant, be Acting President until a new President is elected;
- render assistance to any member of the Local Executive as directed by the Local Executive;
- be a member, ex officio, of each standing committee

(Article B.3.2)

c) The Secretary (Recording Secretary) shall:

- keep full, accurate and impartial account of the proceedings of all regular or special membership and Local Executive meetings;
- record all alterations in the bylaws;
- answer correspondence and fulfill other secretarial duties as directed by the Local Executive;
- file a copy of all letters sent out and keep on file pertinent communications;
- prepare and distribute all circulars and notices to members;
- have all records ready on reasonable notice for auditors and Trustees;
- preside over membership and Local Executive meetings in the absence of both the President and the Vice-President;
- be empowered, with the approval of the membership, to employ necessary stenographic or other assistance to be paid for out of the Local's funds;
- on termination of office, surrender all books, seals and other properties of the Local to his successor

(Article B.3.3)

d) The Treasurer (Secretary/Treasurer) shall:

- should the Treasurer be unavailable or unable to perform these duties for a period of time, another member of the Local Executive shall ensure that they are carried out;

- receive all revenue, initiation fees, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union;
- prepare all CUPE National per capita tax forms and remit payment no later than the last day of each month;
- record all financial transactions in a manner acceptable to the Local Executive and in accordance with good accounting practices;
- make a financial report to the Local Executive and general meetings;
- be bonded for not less than \$1000.00 through the master bond held by the National Office, and any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office;
- expenditures of the Local Union shall be only for the purposes of the Local Union;
- pay no money unless supported by a voucher duly signed by the President and one other member of the Local Executive or any two other members of the Local Executive, except that no voucher shall be required for payment of per capita fees to any organization to which the Local is affiliated;
- make all books available for inspection by the auditors and/or Trustees on reasonable notice, and have the books audited annually;
- provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE;
- be empowered, with the approval of the membership, to employ necessary clerical assistance to be paid for out of the Local's funds;
- on termination of office, surrender all books, records and other properties of the Local to his successor.

(Articles B.3.4 to B.3.9)

e) The Shop Stewards shall:

- Render assistance to members in application of the collective agreement;
- Be members of the Grievance Committee
- Assist the President in communications to the members

f) Grievance Chairperson

- Keep the Executive informed about contract violations and grievances within the Local
 - Chair the Grievance Committee under the guidelines of the Grievance Process
- g) Education Committee Chairperson
- Inform the Executive and general membership of educational activities and opportunities
 - Chair the Education Committee
- h) The Trustees shall:
- act as an auditing committee on behalf of the members and audit the books and accounts of the Local annually;
 - At the completion of their audit, the Trustees shall submit in writing to the President and Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's funds, records, and accounts are being maintained by the Treasurer in an organized, correct and proper manner.
(Article B.3.12)
 - The Trustees shall make a written report to the next general meeting on the Local including the written recommendations with the Treasurer's/ Local Executive's response.
(Article B.12)
 - be responsible to ensure that monies are not paid out without proper constitutional or membership authorization;
 - ensure that proper financial reports are made to the membership;
 - inspect at least once a year any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local, and report their findings to the membership;
 - use audit forms supplied by the National Office and send a copy of each yearly audit, Report to the Membership and the treasurer's response to the National Secretary-Treasurer in accordance with the provisions of the CUPE Constitution.
(Article B.3.13)

SECTION 9 - OUT-OF-POCKET EXPENSES

The following expense allowance shall be provided unless otherwise determined by the membership:

CUPE 3761 reps on approved union business will have salary replacement through paid union leave from the employer. CUPE 3761 will reimburse the employer in accordance with the collective agreement. In addition to salary replacement the following expenses will be paid for by CUPE 3761: meal per diems, accommodation and travel expenses in accordance with the CUPE/SUN Collective Agreement.

SECTION 10 - FEES, DUES, and ASSESSMENTS

a) Initiation Fee

Each application for membership in the Local shall be directed to the Secretary-Treasurer. The Secretary-Treasurer will include the new member on the CUPE National Dues Form and remit the One Dollar (\$1.00) initiation fee on behalf of the new member.

(Articles B.4.1 & B.10.2)

b) Readmittance Fee

The readmittance fee shall be \$1.00.

(Articles B.4.1 & B.11.2)

c) Monthly Dues

The Monthly dues shall be 1.50% of regular earnings.

(Article B.4.3)

Changes in the levels of the Initiation Fee, the Readmittance Fee, or the Monthly Dues can be effected only by following the procedure for amendment of these bylaws (see Section 16), with the additional provision that the vote must be by secret ballot.

(Articles B.4.1 & B.4.3)

Notwithstanding the above provisions, if the CUPE Convention raises minimum fees and/or dues above the level herein established, these bylaws will be deemed to have been automatically amended to conform to the new CUPE minimal unless otherwise determined by the Local Executive.

Special assessments may be levied in accordance with Article B.4.2 of the CUPE Constitution.

SECTION 11 - NON-PAYMENT OF DUES and ASSESSMENTS

Any member in arrears for a period of three months or more shall be automatically suspended and his suspension shall be reported to the Local Executive by the Secretary-Treasurer. The Local Executive shall report to the next membership meeting with a recommendation. Any member under suspension wishing to be reinstated shall, upon application, pay the readmittance fee, plus any dues and assessments in arrears. This money will be returned if the application is rejected. If a member has been unemployed or unable to work because of sickness, he shall pay the readmittance fee but may not be required to pay his arrears.

(Article B.11.1)

SECTION 12 – NOMINATION and ELECTION OF OFFICERS

a) Nomination

Nominations shall be received by the Nominations Committee up to and including the regular membership meeting where the elections are being conducted. No nomination shall be accepted before the meeting unless signed by another CUPE 3761 member and signed by the nominee. A member may be nominated at the meeting if the nominee is in attendance at the meeting or, if absent, has given their consent to the nomination in writing, No member shall be eligible for nomination if he is in arrears of dues and/or assessments.

b) Elections

- (1) At a Local Executive or membership meeting at least one month prior to election day the President shall, subject to the approval of the members present, appoint a Nominations Committee consisting of a Returning Officer from each office. It shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential. In the event a member of the Nominations Committee is a nominee for an office they will be replaced by the President for the counting of that ballot.
- (2) The Local Executive shall determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer.
- (3) The Returning Officers shall be responsible for issuing, collecting, and counting ballots. They must be fair and impartial and see that all arrangements are unquestionably democratic.
- (4) The voting shall take place at a regular membership meeting. The vote shall be by secret ballot. Elections shall be held in September of each year.

- (5) Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
- (6) A majority of votes cast shall be required before any candidate can be declared elected, and second and subsequent ballots shall be taken, if necessary, to obtain a majority. On the second and subsequent ballots the candidate receiving the lowest number of votes in the previous ballot shall be dropped. In case of a final tie vote, the presiding officer may cast the deciding vote.
- (7) When two or more nominees are to be elected to any office by ballot, each member voting shall be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.
- (8) Any member may request a recount of the votes for any election and a recount shall be conducted if the request is supported, in a vote, by at least the number of members equal to the quorum for a membership meeting as laid down in Section 4 (c).
- (9) All duly elected officers shall commence their office following the meeting at which elections are held and shall continue in office for 1 year or until a successor has been elected provided, however, that no term of office shall be longer than three years. *(Article B.2.4)*
- (10) The terms of office for Trustees shall be as laid down in Article B.3.10 of the CUPE Constitution

c) By-Election

Should an office fall vacant pursuant to Section 7 (g) of these bylaws or for any other reason, the resulting by-election should be conducted as closely as possible in conformity with this Section.

SECTION 13 - DELEGATES TO CONVENTIONS

- a) Except for the President's option [Section 8 (a)], all delegates to conventions shall be chosen by election at membership meetings or by application to the Local Executive
- b) All delegates elected to the conventions shall be paid expenses as per Section 9 of these Bylaws, unless otherwise determined by the Local Executive or by the general membership at a general meeting.
- c) Representation at educational institutes and seminars shall be on the recommendation of the Education Committee, subject to final approval by the Local Executive.

SECTION 14 – COMMITTEES *AND LOCAL REPRESENTATIVES

a) Negotiating Committee

This shall be a special ad hoc committee established at least six (6) months prior to the expiry of the Local's collective agreement and automatically disbanded when a new collective agreement has been signed. The function of the Committee is to prepare collective bargaining proposals in accordance with the Local Bargaining Process and to negotiate a collective agreement.

The Committee shall consist of three (3) members, all elected at a membership meeting. If not an elected Negotiating Committee member, the Local President shall be a non-voting member of the committee, ex officio.

The CUPE Representative assigned to the Local shall be a non-voting member of the Committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.

b) Special Committees

A special ad hoc committee may be established for a specified purpose and period by the membership at a meeting. The members shall be elected at the same or another membership meeting or may, by specific authorization of the membership, be appointed by the President or the Local Executive. Two members of the Local Executive may sit on any special committee as ex-officio members.

c) Standing Committees

In the event the Local votes at a general meeting or the Local Executive decides to implement the standing committees the following shall apply: The Chairperson of each standing committee shall be elected by the members at a membership meeting. The Chairperson and the Local Executive may, with the concurrence of the membership, jointly appoint other members to serve on a committee. The VicePresident shall be a member, ex-officio, of each committee.

There shall be two (2) standing committees as follows:

(1) Grievance Committee

This Committee shall process all grievances not settled at the initial stage. Grievances must be in writing on the form specified by the grievance committee and be signed by the complainant(s) and a grievance committee representative. A copy shall be sent to the Local President and the Local's CUPE Representative and an update shall be provided to the Local Executive at each Executive Meeting.

The Committee shall be comprised of the elected chairperson and the two (2) shop stewards. The Committee shall appoint its secretary from among its members.

(2) Education Committee

The Committee shall be comprised of the elected chairperson and two other members appointed by the Local Executive. The committee shall appoint its secretary from among its members.

It shall be the duty of this Committee to:

- i. arrange for representation of the Local at any appropriate and available educational seminar or conference and submit recommendations accordingly to the Local Executive;
- ii. instruct delegates in the preparation of reports to the membership on seminars and conferences and maintain a reference file of these reports;
- iii. co-operate with the Local Executive in preparing press releases and other publicity material;
- iv. co-operate with the Education and Public Relations Departments of CUPE, and with the regional Education Representative, in implementing both the Local's and CUPE's policies in these fields;
- v. submit recommendations to the Local Executive regarding the utilization of the Employer paid Education Fund

d) District Labour Council Representatives

Delegates to the Regina and Saskatoon District Labour Councils shall be elected annually at the September general meeting. There will be up to four (4) representatives from each office.

Representatives shall report to the general membership meetings on proceedings of the Councils.

e) Occupational Health and Safety Representatives

OH&S Representatives shall be elected annually. There will be one representative from each office and they will carry out their functions as set out in The Occupational Health and Safety Act and Regulations.

SECTION 15 - RULES OF ORDER

All meetings of the Local shall be conducted in accordance with the basic principles of Canadian Parliamentary procedure. Some of the more important rules to ensure free and fair debate are appended to these bylaws as Appendix "A". These rules shall be considered as an integral part of the bylaws and may be amended only by the same procedure used to amend the bylaws.

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

SECTION 16 - AMENDMENT

- a) These bylaws are always subordinate to the CUPE Constitution (including Appendix "B") as it now exists or may be amended from time to time, and in the event of any conflict between these bylaws and the CUPE Constitution the latter shall govern. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.

(Articles 9.2(c), 12.3, & B.7.1)

- b) These bylaws shall not be amended, added to, or suspended except upon a majority vote of those present and voting at a regular or special membership meeting.
- c) Bylaw amendments must be submitted to the President 21 days prior to the regular or special meeting.
- d) Notice of intention to amend the Bylaws shall be given to the membership in writing at least two weeks prior to the Local meeting being called for that purpose. Such notice must set out the details of the proposed amendments.
- e) No change in these bylaws shall be valid and take effect until approved by the National President of CUPE. The validity shall date from the letter of approval of the National President.

(Articles 12.3 & B.7.1)

APPENDIX "A" TO THE BYLAWS OF LOCAL 3761

RULES OF ORDER

1. The President or, in his absence, the Vice-President, shall take the chair at all membership meetings. In the absence of both the President and Vice-President, the Recording Secretary shall act as President, and in his absence a President pro-tem shall be chosen by the Local.

2. No member, except the Chairperson of a committee making a report or the mover of a resolution, shall speak more than five minutes, or more than once on the same question without the consent of the meeting or until all who wish to speak have had an opportunity. Chairpersons and movers of a resolution shall be limited to fifteen minutes, except with the consent of the meeting.
3. The President shall state every question coming before the Local, and before allowing debate thereon, and again immediately before putting it to a vote, shall ask: "Is the Local ready for the question?" Should no member rise to speak, the question shall then be put.
4. A motion to be entertained by the presiding officer must be moved and seconded; both mover and seconder must rise and be recognized by the chair.
5. A motion to amend, or to amend an amendment, shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment, or amendment to an amendment, which is a direct negative of the resolution shall be in order.
6. On motion, the regular order of business may be suspended by a two-thirds vote of those present, to deal with any urgent business.
7. 7. All resolutions and motions other than those named in Rule 17, or those to accept or adopt the report of a committee, shall if requested by the presiding officer, be presented in writing before being put to the Local.
8. At the request of any member, and upon a majority vote of those present, a question may be divided when the sense will admit of it.
9. Any member having made a motion can withdraw it with the consent of the seconder, except that any motion, once debated, cannot be withdrawn except by a majority vote of those present.
10. When a member wishes to speak on a question or to make a motion, he shall rise in his place and respectfully address the presiding officer, but, except to state that he rises to a point of order or on a question of privilege, he shall not proceed further until recognized by the chair.
11. When two or more members rise to speak at the same time, the presiding officer shall decide which one is entitled to the floor.
12. Every member, while speaking, shall adhere to the question under debate and avoid all personal, indecorous, or offensive language, as well as any poor reflection on the Local or member thereof.
13. If a member, while speaking, is called to order, he shall cease speaking until the point is determined; if it is decided he is in order, he may again proceed.

14. No religious discussion shall be permitted.
15. The President shall take no part in debate while presiding, but may yield the chair to the Vice-President in order to speak on any question before the Local, or to introduce a new question.
16. The presiding officer shall have the right to vote on a question only in the case of a tie and may give a casting vote or choose to refrain from voting in which case the motion does not prevail and the decision is in the negative
17. When a motion is before the Local, no other motion shall be in order except (1) to adjourn (2) to put the previous question (3) to lay on the table (4) to postpone for a definite time (5) to refer (6) to divide or amend, which motions shall have precedence in the order named. The first three of these shall be decided without debate.
18. A motion for the previous question, when regularly moved and seconded, shall be put in this for: "Shall the main question be now put?" If it is adopted, the President shall proceed to take the vote on the resolution and amendments thereto (if any) according to their priority. If an amendment or an amendment to an amendment is adopted, the original resolution, as amended, shall be put to the Local.
19. A motion to adjourn is in order except (1) when a member has the floor, and (2) when members are voting.
20. A motion to adjourn, having been put and lost, shall not be in order again, if there is further business before the Local, until fifteen minutes have elapsed.
21. After the presiding officer declares the vote on a question, and before the Local proceeds to another order of business, any member may ask for a division. A standing vote shall then be taken and the Secretary shall count same.
22. If any member wishes to challenge (appeal) a decision of the chair, he must do so at the time the decision is made. If the challenge is seconded, the member shall be asked to state briefly the basis for his challenge. The Chairperson may then state briefly the basis for his decision, following which the Chairperson shall immediately and without debate put the question: "Shall the decision of the chair be sustained?" A majority vote shall decide except that in the event of a tie the chair is sustained.
23. After a question has been decided, any two members who have voted in the majority may, at the same or next meeting, move reconsideration thereof.
24. No member shall enter to leave a meeting during the reading of the minutes, the initiation of new members, the installation of officers, or the taking of a vote; and no member shall be allowed to leave without the permission of the VicePresident.

25. The Local's business, and proceedings of meetings, are not to be divulged to any persons outside the Local or the Canadian Union of Public Employees.

APPENDIX “B” TO THE BYLAWS OF LOCAL 3761 EDUCATION

COMMITTEE - Funding Selection Guidelines

- 1. The goals of the Education Committee are:**
 - **To provide labour education to the members of CUPE 3761 to build a stronger, more knowledgeable and a more active local.**
 - **To ensure that locally funded labour education opportunities are made available to as many local members as possible.**
 - **To make every effort possible to ensure fairness in the selection process by dealing with each individual case on its own merit.**

- 2. Members wishing to receive funding for a labour education event shall:**
 - **Submit a completed event registration form to the Education Committee by the local funding deadline set by the Education Committee.**
 - **Whenever possible it will be the practice of the local to pay only the early bird registration fee. In extenuating circumstances the local will pay the regular registration fee.**
 - **Estimated cost to local: meals not included in registration fee, income continuance for those days that the member is scheduled to work, accommodation not included in registration fee, mileage and parking.**
 - **In cases where the applicant prefers to commute rather than stay in a hotel or where the education event is being held, travel time and mileage shall not exceed the nightly rate of accommodation.**
 - **Identify any special needs/requirements of the applicant i.e. childcare, etc.**
 - **Provide anticipated benefit to the applicant**
 - **Provide anticipated benefit to the local and to the broader Labour Movement.**

- 3. The Committee will meet, if necessary the last Monday of each month.**

- 4. In keeping with the identified goals the Committee may agree to full, partial or reject the request of the applicant. The Committee encourages CUPE 3761 members to seek funding from the employer for those educational events that directly benefit the employer, or those directly related to the members position in SUN.**

5. In the event that more than one member should apply for funding to attend the same event, or should it be unclear how the course would benefit the local the following items may be taken into consideration:
 - Availability of funds
 - Member's current activity and overall interest in the local and local activities as demonstrated by being a member of the Local Executive, a Local Officer or a Local Committee member or representative, and/or attendance at local meetings
 - Past funding having been provided
 - Anticipated benefit to the broader Labour Movement.
6. Applicant and the Executive Committee will be notified of the Education Committee's decision as soon as possible.
7. Expectations of Members who receive funding to attend educational events:
 - a) Funded members are expected to attend all portions of the workshop, school or conference. If for any reason the member will be absent for a portion or finds they cannot attend the entire event, it is the member's responsibility to notify either the Education Committee or a member of the Local Executive.
 - b) Funded members are expected to submit a written report to the Education Committee within six (6) weeks of completing the education event. Written report should include:
 - i) Name of event attended and if applicable specific name of workshop attended
 - ii) Short summary of learning points
 - iii) Whether or not the event was beneficial and/or would you recommend this event to other local members
 - c) Funded members who do not meet these expectations may not be considered for future funding requests.
8. Should a request for funding be denied, the applicant may make an appeal of the Committee's decision to the Local Executive, who may after seeking rationale from the Education Committee, may amend the Committee's decision