

BYLAWS

**CANADIAN UNION OF PUBLIC EMPLOYEES**

**LOCAL 3473**

**EMPLOYEES OF**

**LOUIS RIEL SCHOOL DIVISION**

**EDUCATIONAL ASSISTANT SUPPORT WORKERS**

April 24, 2024

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# INTRODUCTION

Local 3473 of the Canadian Union of Public Employees has been formed to:

* Improve the social and economic well-being of all of its members;
* Promote equality for all members and to oppose all types of harassment and discrimination;
* Promote the efficiency of public services; and
* Express its belief in the unity of organized labour.

The following bylaws are adopted by Local 3473 in accordance with the CUPE National Constitution (Articles 13.3 and B.5.1), to protect the rights of all members, to provide for responsible governance of the Local Union, and to involve as many members of the Local Union as possible through the sharing of duties and responsibilities.

CUPE chartered organizations shall respect and apply the CUPE National Equality Statement to all of the chartered organizations’ activities. The CUPE National Equality Statement can be found in Appendix B to these bylaws.

CUPE chartered organizations may also wish to adopt a Local Union Code of Conduct that would apply to membership meetings and other functions organized by the chartered organization. The Local Union Code of Conduct can be found in Appendix D to these bylaws.

# SECTION 1 - NAME

The name of the Local shall be: Canadian Union of Public Employees Local No. 3473 (employees of Louis Riel School Division).

# SECTION 2 - OBJECTIVES

The objectives of the Local are to:

1. secure the best possible pay, benefits, working conditions, job security, pensions, and retiree benefits for its members;
2. support CUPE in reaching the goals set out in Article II of the CUPE Constitution;
3. provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
4. encourage the settlement by negotiation and mediation of all disputes between the members and their employers.
5. eliminate harassment and discrimination of any sort or on any basis; for the equality of treatment regardless of class, race, colour, nationality, age, sex/gender, language, sexual orientation, place of origin, ancestry, religious beliefs, or mental and physical disability; and the active opposition of discrimination of same wherever it occurs or appears;
6. establish strong working relationships with the public we serve and the communities in which we work and live

# SECTION 3 – REFERENCES

Numbers of Articles at the end of sections or sub-sections refer to relevant articles of the CUPE Constitution which should be read together with these Bylaws.

# SECTION 4 - MEMBERSHIP MEETINGS - REGULAR AND SPECIAL

1. A minimum of four (4) membership meetings shall be held per year.
2. Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than fifty (50) members. The President shall immediately call a special meeting when so ordered or requested and shall see that all members receive at least forty-eight (48) 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.
3. A quorum for the transaction of business at any regular or special meeting shall be twenty (20) members including at least two (2) members of the Executive Board.

In the event of a quorum not being met for two (2) consecutive General Meetings, the Executive and all members present shall conduct all Union business. The membership will be advised as to the business conducted at the first meeting where a quorum is present.

1. The order of business at regular membership meetings is as follows:
2. Roll Call of Officers
3. Reading of the Equality Statement and Land/Treaty Acknowledgement
4. Initiation of New Members
5. Approval of Minutes of previous meeting
6. Matters Arising
7. Treasurer’s Report
8. Executive Board Report
9. Reports of Committees and Delegates
10. Nominations, Elections or Installations
11. Unfinished Business
12. New Business
13. Good of the Union
14. Correspondence
15. Adjournment (Article B.6.1)
16. CUPE 3473 has adopted a scent-free policy at all of its meetings and functions where this is possible.
17. Local 3473 is committed to ensuring that all of its meetings and activities are safe environments where members are encouraged to speak. Existing members are encouraged to welcome, mentor and support new members and equity-seeking members.

(Appendix D - Code of Conduct)

SECTION 5 - VOTING OF FUNDS

No sum over three hundred dollars ($300) will be disbursed to conduct the necessary business of the Local, except for ordinary expenses and bills as approved by the membership as per these Bylaws, except by a motion given and dealt with at a membership meeting. In the case of a grant or contribution to a member(s) or a cause(s) outside of CUPE, greater than three hundred dollars ($300), a notice of motion must be made at a regular membership meeting and then approved at the following membership meeting before the grant or contribution can be paid out.

In order to strengthen the labour movement and work toward common goals and objectives, Local 3473 shall be affiliated to and pay per capita tax to the following organization(s):

* The CUPE Manitoba Provincial Division
* The Manitoba Federation of Labour

# SECTION 6 - OFFICERS

The Officers of the Local shall be the President, Vice-President, 2nd Vice-President, Secretary-Treasurer, Recording Secretary, and three (3) Trustees. All officers shall be elected by the membership.

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# SECTION 7 - EXECUTIVE BOARD

1. The Executive Board shall be comprised of the President, Vice-President,

2nd Vice-President, Secretary-Treasurer, and Recording Secretary, except Trustees.

1. The election of the President, 2nd Vice-President, and Recording Secretary shall take place every even year with the alternate years being set for the election of the Vice-President and Secretary-Treasurer. One (1) Trustee shall be elected for a three (3) year term each year.
2. The Executive shall meet at least eight times a year before the regular membership meeting of the Local Union.
3. A majority of the Executive constitutes a quorum.
4. The Executive Officers shall hold title to any assets of the Local as trustees for the Local. They shall have no right to sell, convey, or encumber any assets without first giving notice and then submitting the proposition to a membership meeting and having it approved.
5. The 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.
6. All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.
7. Should any Executive member fail to answer the roll call for three (3) consecutive regular membership meetings or three (3) consecutive regular Executive meetings without having submitted good reasons for those failures, his office shall be declared vacant and shall be filled by an election at the following membership meeting.

# SECTION 8 - DUTIES OF OFFICERS

(a) The President shall:

* enforce the CUPE Constitution and these Bylaws;
* preside at all membership and Executive Board meetings and preserve order;
* decide all points of order and procedure (subject always to appeal to the membership);
* have a vote on all matters (except appeals against his rulings) and in case of a tie vote in any matter, excluding elections, have the right to cast an additional vote to break the tie, or the President may refrain from casting an additional vote, in which case the motion is defeated. In the case of elections, a by-election for that position would be rescheduled to another date;
* ensure that all officers perform their assigned duties;
* fill committee vacancies where elections are not provided for;
* introduce new members and conduct them through the initiation ceremony;
* sign all cheques and ensure that the Local’s funds are used only as authorized or directed by the Constitution, Bylaws, or vote of the membership;
* be allowed necessary funds, for expenses, supported by vouchers, incurred on behalf of the Local;
* have first preference as a delegate to the CUPE National Convention;
* ensure that the Collective Agreement is adhered to by both the Employer and the members;
* ensure that grievances are investigated, researched and processed;
* worth with the Education Committee to ensure that members are informed about their rights, Division policies, Union policies and objectives, labour legislation and legislative programs;
* work for the welfare of the group, act promptly and decisively, develop teamwork and fight for what is right;
* hold meetings for all Stewards when deemed necessary;
* on termination of office, surrender all books, records and other properties of the Local to their successor;

(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 Executive as directed by the Executive;
* on termination of office, surrender all books, records and other properties of the Local to their successor.

(b.2) The 2nd Vice-President shall:

* if the President is absent or incapacitated, shall share all duties of President with VP
* render assistance to any member of the Executive as directed by the Executive; will be assigned duties and tasks which can vary based on needs and priorities of the local
* on termination of office, surrender all books, records and other properties of the Local to their successor.

(c) The Recording Secretary shall:

* keep full, accurate and impartial account of the proceedings of all regular or special membership and Executive meetings. These records must also include a copy of the full financial report and any written financial reports (membership meetings) presented by the Secretary-Treasurer. The records will also include Trustee reports and any other committee reports involving expenditures;
* record all amendments and/or additions in the Bylaws and make certain that these are sent to the National representative who will forward to the National President for approval prior to implementing;
* answer correspondence and fulfill other secretarial duties as directed by the Executive;
* file a copy of all letters sent out and keep on file all communications;
* prepare and distribute the General meeting minutes, and any mail outs or notices in hard copy and send email distributions to members upon direction of the Executive Board;
* maintain data base of current and past membership contact information
* have all records ready on reasonable notice for auditors and Trustees;
* preside over membership and Executive meetings in the absence of the President and the Vice-President;
* ensure that the local’s website is updated regularly with the assistance of a technician if needed; and
* on termination of office, surrender all books, records and other properties of the Local to their successor.

(d) The Secretary-Treasurer will:

* receive all revenue, dues and assessments, keeping a record of each member’s payments, and deposit promptly all money with a bank or credit union;
* sign all cheques or pay electronically using secure platform and ensure that the Local Union’s funds are used only as authorized or directed by the National Constitution, Local Union bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences;
* shall forward to the National Secretary-Treasurer, on the official monthly report forms provided, not later than the last day of each month, all financial obligations including the per capita for the previous month owing;
* be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by the Local Union.
* record all financial transactions in the CUPE Ledger in a manner acceptable to the Executive and in accordance with good accounting practices;
* shall make and pay for all travel arrangements for members attending out-of-town union business including conferences and conventions;
* regularly make a full financial report to meetings of the Local’s Executive Board, as well as a written financial report to each regular membership meeting, detailing all income and expenditures for the period;
* prepare and present annual budget for first reading at Oct GM
* be bonded and all other officers authorized to sign on behalf of the Local Union, through the master bond held by the National Office. Any Secretary-Treasurer and any officer authorized to sign on behalf of the Local Union who cannot qualify for the bond shall be disqualified from office;
* pay no money unless supported by a voucher or duly signed by two of the Executive Board members with signing authority, and in the case of an electronic payment, proper cc email documentation; and a 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 Trustees and/or auditors on reasonable notice. Ensure that the books are audited at least once each calendar year and, within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees;
* attach the Local’s monthly credit card statements to the monthly financial reports. The credit card balance amounts to be reported at Executive Board meetings and to the members at the regular membership meetings. The credit card is to be used primarily for travel arrangements and social expenses;
* on termination of office, surrender all books, records and other properties of the Local to their successor.

(e) The Trustees will:

* attend at least three (3) membership meetings held in a twelve (12) month period after election, unless a valid reason, acceptable to the Local has been given for

non- attendance;

* act as an auditing committee on behalf of the members and complete a full audit of the books and accounts of the Secretary-Treasurer, the Recording Secretary and the Standing Committees annually;
* send a written report to the Local President and Secretary-Treasurer of any recommendations or concerns after both audits;
* make a written report of their findings to the first membership meeting following the completion of each audit;
* be responsible to report if any monies are paid out without proper constitutional or membership authorization;
* ensure that proper financial reports are made to the membership;
* audit the record of attendance;
* send to the National Secretary-Treasurer and to the assigned Servicing Representative, with a copy to the Local President, Recording Secretary, and Secretary-Treasurer, the following documents pertaining to the Annual audit:
1. Completed Trustee Audit Report (forms provided by CUPE National).
2. Completed Trustees’ Report to the Membership.
3. Secretary-Treasurer’s Report to the Trustees
4. Recommendations made to the President and Secretary-Treasurer of the Local.
5. Secretary-Treasurer’s response to recommendations.
6. Concerns that have not been addressed by the Local Union Executive Board.
* keep copies of all reports and related documents;
* 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;
* on termination of office, surrender all books, records and other properties of the Local to their successor.

 (Articles B.3.10 to B.3.12)

# SECTION 9 - OUT-OF-POCKET EXPENSES

Honoraria shall be approved by the general membership. If changes are deemed necessary, a special Bylaws committee shall be established to recommend changes, and any amendments shall be voted on by the membership as per Section 13(b)(1) and Section 15 of Local 3473 Bylaws.

President Union Leave as per Article 17.02 of C.A. or as amended and approved by membership motion

Vice-President $288/year or $24/month

2nd Vice-President $288/year or $24/month

Recording Secretary $499/year or $41.50/month

Secretary-Treasurer $499/year or $41.50/month

Negotiating Committee (when active) $200 each per school year

Trustees $200 each per audit

Good of the Union - Life Events Clerk $200 or $100 paid twice/year (1 member)

Good of the Union - Social Events $100 each per event (up to 3 members)

PD Clerk/Reporter $200 or $100 paid twice/year

PD Member(s) at Large $50/year each or $25 twice/year

Political Action Committee $100/year each or $50/twice a year for active work

Education Committee $100/year each or $50 twice/year for active work

Website Technician $300/year or $150 paid twice/year (1 member)

WS&H Rep $100/year or $50 paid twice/year (1 member)

\*No member shall receive honoraria totalling $500

The President, the Recording Secretary and the Secretary-Treasurer to be subsidized in the amount of sixty-five dollars ($65) each, per month, for space and storage requirements of the Local until such time the Local acquires its own office space. Executive Board members will be reimbursed internet expenses at forty dollars ($40) per month paid over ten (10) months, not to exceed $400 per year upon submission of monthly statements.

# SECTION 10 - FEES, DUES, AND ASSESSMENTS

(a) Monthly Dues

(1) Initiation Fee

Each application for membership in the Local shall be directed to the Secretary-Treasurer and shall be accompanied by an initiation fee of two dollars ($2) which shall be in addition to monthly dues. The Secretary-Treasurer shall issue a receipt. If the application is rejected the fee shall be returned.

(Articles B.4.1 and B.8.2)

(2) Re-admittance Fee

The re-admittance fee shall be two dollars ($2). (Articles B.4.1)

(3) The monthly dues shall be 1.35% of gross monthly earnings;

Changes in the levels of the monthly dues can be effected only by following the procedure for amendment of these Bylaws (see Section B.4.3 of the CUPE National Constitution and/or Section 15 - Amendment of the Local Bylaws), with the additional provision that the vote must be by secret ballot;

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 minima;

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

# SECTION 11 - NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

(a) Nomination

Nominations shall be received at the regular membership meeting held in the month of September. No nomination shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting his consent in writing, duly witnessed by another member.

(b) Elections

(1) The voting shall take place at the regular membership meeting in October. The vote shall be by secret ballot.

(2) Voting to fill one office shall be conducted and completed and recounts dealt with, before balloting may begin to fill another office.

(3) 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, election for that particular office will be rescheduled, typically carried forward to the next general meeting of the membership.

(4) 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.

(5) 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).

(6) Nominated candidates/delegates will be given a maximum of one (1) minute to speak on their own behalf.

(c) Installation

(1) All duly elected officers shall be installed at the meeting at which elections are held and shall continue in office as per Section 7 (b) or until a successor has been elected and installed, provided however, that no term of office shall be longer than three (3) years.

(2) The President and Vice-President shall be elected in alternate years as per Section 7(b)

(3) The terms of office for Trustees shall be as laid down in Article B.2.4 of the CUPE Constitution.

(d) By-Elections

Should an office fall vacant pursuant to Section 7 of these Bylaws or for any other reason, the resulting by-election should be conducted as closely as possible in conformity with this Section. In the case of vacancies occurring, elect the positions to fill only the unexpired terms in order to preserve overlapping terms of office.

# SECTION 12 - DELEGATES TO CONVENTIONS, CONFERENCES, WORKSHOPS AND MEETINGS

(a) Except for the President’s option [Section 8 (a)], all delegates to conventions, conferences and education workshops will be chosen by election at membership meetings or may be appointed by the Executive Board if a general meeting cannot be held before the event registration deadline.

Delegates to the CUPE National Convention and the Sector Council Conference, which are held in alternating years, will hold office of either the Executive Board or committees, to a maximum of four (4) delegates sent to each of these national events. The exact number may vary as determined by the operating budget. Consideration will be given to a member who has not attended previously. If the national event is held locally, the number of delegates may be increased if approved by a motion of the membership.

Delegates are encouraged to share rooms if agreed upon and where possible. If a delegate chooses to extend his/her time at a convention location, either before or after the event, any increased costs incurred as a result of this accommodation will be at his/her own expense.

Any member of the Local who has attended at least two (2) general meetings in the preceding twelve (12) months may be nominated to attend provincial or local conferences and workshops.

(b) Local 3473 shall pay transportation to and from conventions, conferences or workshops at the following rates:

(1) Conventions, conferences or seminars held outside the Greater Winnipeg area - economy class air transportation or group rate shall be paid (or the equivalent), and where it is impossible to obtain these rates, then the first-class air fare shall be paid. Ground transportation will be paid if required at out-of-town functions. Travel and hotel arrangementswill be made and paid by the Treasurer. No member shall directly pay for airline tickets or hotel rooms without the authorization of the Secretary-Treasurer.

(2) Travel shall be reimbursed at an amount at least equivalent to the rate per kilometre currently used by the Louis Riel School Division as such is updated regularly (or a greater amount as may be decided at a membership meeting) for a member providing his or her own vehicle. Parking shall be paid upon presentation of receipt(s). Payment of mileage also applies to Executive members attending Executive meetings; Committee members attending Committee meetings; other members who attend authorized courses, seminars, conferences, conventions or other authorized meetings. The Executive has the authority to authorize payment for mileage to other members as deemed necessary in carrying out duties for the benefit of the Local.

1. The per diem rates paid by Local 3473 will be as follows for conventions, conferences or seminars and meetings:

1. In the Greater Winnipeg area: thirty - five ($35) dollars per day.

2. Outside the Greater Winnipeg area and within the province of Manitoba: one hundred and ten ($110) dollars per day for the number of days of the convention, conference or seminar or other authorized meeting plus the cost of hotel accommodations.

3. Outside the province of Manitoba: one hundred and twenty-five ($125) dollars per day for the number of days of the convention, conference or seminar plus the cost of hotel accommodations.

4. CUPE Local 3473 executive and committee meetings will be reimbursed up to the following maximum amounts upon submission of receipts:

 Breakfast $25.00 per person

Lunch $35.00 per person

Supper $50.00 per person

5. If meals are included in the registration fees for any event referred to in Section 12 of these bylaws, deductions from the per diem will be calculated on the same basis as per guidelines in Subsection (4) above.

(d) When a member attends a convention, conference, seminar or meeting authorized by the Local on a regular working day, no loss of pay or benefits will be suffered. The member will be expected to attend all the scheduled sessions that were paid for by the local, unless a valid reason acceptable to the Local Union is given for non-attendance.

# SECTION 13 - COMMITTEES

(a) Negotiating Committee

* shall be elected at a general meeting prior to the expiry of the Collective Agreement;
* the function is to prepare collective bargaining proposals and to negotiate a collective agreement;
* the number of Committee members shall be consistent with the current collective agreement;
* at least one (1) member must have served on a previous negotiating committee of CUPE Local 3473;
* “observers” should also be elected in order that members may gain experience in the collective bargaining process;
* The President is automatically appointed to the Negotiating Committee and shall chair the Committee;
* the National 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 or ad hoc committee is a committee that is established for a specified purpose and period, either at the instruction of the Executive and/or at the request of the membership. The members may be elected at a general meeting, or may, by specific authorization of the membership, be appointed by the President or the Executive Board. The Chairperson of each Special Committee shall be elected by the members of the committee. Two (2) members of the Executive Board may sit on any special committee as ex-officio members. The special or ad hoc committees may be, but are not limited to, the following:

(1) Bylaw Revisions

* shall consist of a minimum of three (3) members;
* the function shall be to review current Bylaws and recommend changes where required, when instructed by the Executive or the membership, in accordance with Section 15 - Amendment;
* members will receive notice as to when voting will take place and a copy of proposed bylaws revisions, either in paper format and/or via the Local union website
* each amended “Section” is voted on separately and the entire document is then to be adopted by the membership;
* once voting has occurred the National Representative will submit the amended Bylaws to CUPE National requesting approval.

(c) Standing Committees

A standing committee is a committee that is in place on a permanent basis. Members of standing committees are elected as per Section 11 - Nomination, Election and Installation of Officers. The term of office is two (2) years.

The Chairperson of each Standing Committee shall be elected by the members of the committee. The Chairperson and the Executive Board may, with the concurrence of the membership, jointly appoint other members to serve on a committee. The President and/or Vice-President shall be members, ex-officio, of each committee. The Standing Committees shall be as follows:

(1) Divisional Workplace Safety and Health

* two (2) members shall be elected as allowed by Provincial W.S.H. Legislation, except in case of variance where one (1) member will be elected;
* the term of office shall be for two (2) years;
* the function is outlined in W.S.H. regulations;
* the representatives shall report to the membership at general meetings.

(2) Education Committee

* shall consist of at least two (2) members;
* volunteer Members-at-Large will be accepted to assist the committee;
* encourage attendance at CUPE schools for membership education;
* initiate Local workshops or information meetings on various subjects, i.e., contents of agreement, as indicated by member interest;
* inform members of workshops, in-services available from CUPE and other sources.

(3) Executive Board

* This committee shall be consistent with Section 7 (a).
* Shall perform the function of a Grievance Committee until local grows to a size requiring a full separate committee for processing formal grievances

(4) Good of the Union Committee (Social and Life Events Committee)

* will consist of up to three (3) members
* volunteer Members-at-Large will be accepted to assist the committee;
* the function will be to arrange and conduct all social and recreational activities of the Local either on the committee’s initiative, or by instruction of the membership;
* will submit written reports and proposals to the Executive Board and/or to the membership at the general membership meetings and will limit expenditures to the following:
* the Life Events Clerk may,
* in the event of illness, whether the member is at home or in hospital for more than twenty (20) working days, send a gift basket, or floral arrangement, in an amount not to exceed seventy-five dollars
* in the event of the death of a member or one of the immediate family (as defined by Article 17.04 of the collective agreement as eligible for five (5) days paid bereavement), send a gift basket, or floral arrangement or donation to charity of choice in an amount up to sixty dollars ($60.00), any other deaths may be recognized with a card;
* recognize member(s) leaving the employ of the Louis Riel School Division [after ten (10) years’ service] for their years of service in the Division/seniority with non-cash gifts of approximate milestone values of $200 for 10 years; $300 for 15 years, $400 for 20 years and $500 for 25 years or more, gifts not to exceed $500 in total per member.

(5) Labour-Management Committee (Liaison)

* shall consist of the number of members as outlined in the current agreement and elected at the membership meeting;
* the function shall be to bring “non-contract” item concerns of the membership to the attention of the Employer’s Labour-Management representatives;
* is advised to meet regularly and maintain communication between committees

(6) Stewards

* shall be recruited by the President and confirmed at the General Membership meeting;
* may consist of a number that represents the various job positions in the Local;
* should consist of a sufficient number so that all members from each school or worksite have access to a Steward when needed;
* ensure that the collective agreement is adhered to by both the Employer and the members;
* ensure that grievances are investigated, researched and ensure that members are fully informed about their rights, Division policies, Union policies and objectives, labour legislation and legislative programs;
* work for the welfare of the group; act promptly and decisively, develop teamwork and fight for what is right;
* attend a training session for Stewards within the first year of election;
* attend all steward meetings that are called; will be encouraged to attend at least two (2) general membership meetings per calendar year unless a valid reason acceptable to the membership is provided; confirm his/her continued commitment to office by oath every three (3) years; and
* on termination of office, surrender all books, records and other properties of the Local to his successor.

(7) Professional Development Committee

* shall consist of at least two (2) members including the PD Clerk/Reporter and PD Member(s) at Large; all members of the committee shall be elected/confirmed by the membership at the October general elections meeting for two (2) year terms
* shall adhere to and follow the current Guidelines for CUPE Local 3473 Professional Development in Appendix E which have been approved by the membership and each member shall have access to the guidelines via the local’s website or can directly email the PD clerk.

Duties of Committee Members

7.1 The PD Clerk/Reporter shall receive all online/paper applications and receipts for PD funding requests; will forward the completed applications/vouchers approved by the PD Committee to the Local’s Treasurer for disbursement, and ensure that funds are used only as authorized to protect sustainability; shall take minutes of meetings; shall report to the general membership at the local’s monthly general meeting, providing two (2) additional written copies of the Monthly Summary Report (one copy for Recording Secretary, the second for the Treasurer), including the dates of meetings, attendance of committee members, number of applications received/approved/rejected in that monthly period, total expenditures, and resulting balance as provided by the Treasurer.

7.2 The PD Member(s) at Large shall attend meetings, participate in online discussion/decision-making and have voting privileges; may help fulfil the duties of another committee member in case of illness or other extended absence until that member returns or is replaced at the October general elections meeting of the Local.

Each member of the committee is expected to surrender all books, records and other properties of the Local to their successor upon termination of their office.

(8) Political Action Committee

* will consist of at least two (2) members, to include the President, who will alternate attending a minimum of two (2) of the regularly scheduled bi-weekly Board meetings of the School Division and then report back to the membership on relevant items;
* will participate in the Division’s focus group regarding the budget process so that our voice is heard;
* will bring forth action plans on issues that will affect the current or future wages, benefits and working conditions of our members;
* may participate in projects with the MFL, CLC, or other groups if relevant in supporting the interests of our membership;
* will maintain a binder of meeting notes;
* will forward all records of reports and other properties of the Local to his/her successor upon termination of office.

(9) Committee Against Racism and Discrimination (CARD)

* will advise and give guidance to local executive, committee members, and the general membership on issues that affect equity-seeking groups, including people of colour, indigenous, and workers of any gender/ sexual orientation or expression in the workplace and the union movement
* will represent or appoint a representative to the school division’s Diversity Equity and Inclusion committee or focus groups when opportunities are available
* will strive to increase and support the active participation of

equity-seeking workers in the local union and the broader labour movement, promoting leadership

* will strive to educate and participate in human rights and anti-racism activities

# SECTION 14 – 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 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 15 – AMENDMENT

1. 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.
2. These Bylaws shall not be amended, added to, or suspended except upon a majority vote of those present and voting at a special membership meeting following seven (7) days’ notice at a previous meeting or at least thirty (30) sixty (60) days’ written notice.
3. 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.

# APPENDIX “A”

# RULES OF ORDER

* + - 1. The President or, in the absence of the President, the Vice-President, shall take the chair at all membership meetings. In the absence of both the President and Vice-President, the 2nd Vice-president shall chair, and if all three are absent, the Recording Secretary shall act as President, and if all four are absent, NO QUORUM will be declared and the meeting ended.
			2. No member, except the Chairperson of a Committee making a report or the mover of a resolution, shall speak more than five (5) 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 (15) 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 or raise a hand in person or virtually 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 (2/3) vote of those present, to deal with any urgent business.
			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 or raise a hand in person or virtually 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 or raise a hand in person or virtually 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 same rights as other members to vote on any question. In case of a tie, he may in addition give a casting vote, or, if he chooses refrain from breaking the tie, in which case the motion is lost.
			17. When a motion is before the Local, no other motion shall be in order except (a) to adjourn, (b) to put the previous question, (c) to lay on the table, (d) to postpone for a definite time, (e) to refer, (f) 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 form: “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 declared 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 or vote by hand in person or virtually 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 or 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 Vice-President.
			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

# THE EQUALITY STATEMENT

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

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

Discriminatory speech or conduct which is racist, sexist, transphobic or homophobic hurts and thereby divides us. So too, does discrimination on the basis of ability, age, class, religion, language and ethnic origin.

Sometimes discrimination takes the form of harassment. Harassment means using real or perceived power to abuse, devalue or humiliate. Harassment should not be treated as a joke. The uneasiness and resentment that it creates are not feelings that help us grow as a union.

Discrimination and harassment focus on characteristics that make us different: and they reduce our capacity to work together on shared concerns such as decent wages, safe working conditions, and justice in the workplace, society and in our union.

CUPE's policies and practices must reflect our commitment to equality. Members, staff and elected officers must be mindful that all persons deserve dignity, equality and respect.

# APPENDIX C

# LRSD Educational Assistants of CUPE Local 3473 scholarship

GUIDELINES AND CRITERIA

The cheque to be sent annually to the LRSD Trust Fund shall be in the total amount of $800.00. The (8 x $100.00) are to be awarded annually to a graduating student at each of the division’s high schools plus ATC.

The following criteria have been established for selecting the recipients:

1. The student shall have exemplary character and shall have overcome adversity to successfully complete his/her high school diploma. (ATC criteria to add “and completion of technical training certification.”)
2. The award shall not be based on academic standing; rather, special needs students in regular programming and students from alternative programming such as CO-OP, TFS, EAL, SLP etc. shall be the main focus group for selection.

3) Input from EAs working at that school shall be considered.

Furthermore, it is requested that, where possible, an Educational Assistant working at each of the high schools be permitted to present the award at the respective convocation ceremony. A member or designate from the Local 3473 executive may also present the award if that is appropriate in given circumstances.

Adopted by the membership February 11, 2011

# APPENDIX D

# CODE OF CONDUCT

CUPE Local 3473

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

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

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

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

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

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

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

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

1. If possible, a member may attempt to deal directly with the person alleged to have engaged in behaviour contrary to the Code, by asking them to stop such behaviour. If that is not possible, or if it does not resolve the problem, a member may bring forward a complaint.
2. At national convention, national conferences, schools, meetings, and all other events organized by CUPE National, a complaint shall be brought to the attention of an ombudsperson.
3. At a meeting, event, or activity held by a structure of CUPE, should an ombudsperson be available, the same process would be used. Should an ombudsperson not be available, a person properly appointed and designated to be in charge shall receive the complaint.
4. If the complaint involves a staff member, it shall be referred to the appropriate director for investigation and the complaint shall be dealt with in accordance with the applicable staff collective agreement. If the complaint involves a staff member employed by another part of CUPE, the person responsible for their employment will be the one to whom a complaint is referred and the relevant collective agreement, should it exist, would be applicable.
5. Once a complaint is received where an ombudsperson is being used, the ombudsperson will work to seek a resolution.
6. If this fails to resolve the matter, the ombudsperson shall report the matter to the person in charge, who shall determine whether there is need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses.
7. At CUPE National events where an ombudsperson is not available, a person properly appointed and designated to be in charge shall receive the complaint. Depending on the nature of the problem, the person in charge may attempt to resolve it through conflict resolution. If this fails to resolve the matter, the person in charge shall determine whether there is a need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses. The same process is to be used for other parts of CUPE where an ombudsperson is not available.
8. For National events, if the person in charge is a party to the complaint, the director or designate shall assume that role. For all other parts of CUPE, an alternate will be designated to assume the role.
9. In a case where a member has been expelled from an event, the National President shall receive a report on the matter. For all other structures of CUPE, the presiding officer shall receive a report on the matter.
10. For events organized by CUPE National, the National President shall determine if further remedial action is appropriate, including restricting a member’s participation in future events organized by CUPE National. A similar process may be applicable to the other parts of CUPE, done in consultation with the National President.

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

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

Appendix E

CUPE 3473 PROFESSIONAL DEVELOPMENT GUIDELINES

1. Criteria for funding attendance at conferences/workshops/seminars/clinics/courses.

The following criteria will be used to approve/not approve each individual application:

1. The amount of funds available in Local 3473 PD budget
2. Relevance to member’s assignment, related activities, or need
* CATEP & TESL(EAL) courses eligible; school division to notify union of approved individuals attending CATEP Motion, April 19, 2016; and

B. Ed courses eligible if taking on part-time basis while working in division.

Motion, January 18, 2022.

\*Reimbursement of tuition fees only up to $500 upon completion of registered classes per academic year. Fees such as: lab, student, fitness, facility, rec fees, building fees, book costs, etc. not eligible. No reimbursement of tuition fees if already paid by some form of financial aid.

* CPR/ First Aid courses are not eligible. They are a condition of employment and recertification should be provided and paid by division when needed for a position
* EADP courses are not eligible. They are condition of employment. (Those hired prior to Feb 1, 2018, grandfathered.) Motion, January 16, 2018
1. Willingness to submit a short summary of PD event he/she attended
2. Frequency of previous funding
3. Total cost of applicant’s funding request
4. Amount Allocated (\*\*\* subject to preliminary guidelines)

Each member of the local is allowed to be funded to a maximum of $500.00 per school year. (Motion, October 16, 2018)

Summer courses pertaining to the Educational Assistant Diploma Program may be eligible if said member is in permanent standing as of June 30th and continues employment with LRSD the following September. Reimbursement for term members taking EADP summer courses is subject to confirmation of rehire by Sept 30th of the following school year. Reimbursement for any summer courses will be made in the fall. Motion, Sept 19, 2017

See above Guidelines (A) 2 for eligibility condition. (Motion January 16, 2018)

Funding is conditional to the criteria stated above and subject to limits of funds available in the budget of the PD Committee. If an increase to the budget proves to be necessary in a given year, a motion must be passed by the membership. Only (2) two members per school will be allowed to attend the same workshop at the same time, (subject to supervisor’s approval), with the exception of the provincial MTS PD day. MTS registration fees will be considered but wages and benefits will not be reimbursed.

1. Conditions for Funding
2. Member must seek approval from his/her Administrator only for PD events taking place during school hours. \*\*
3. Funding will be determined by the PD Committee based on the following expenditures: registration fees and availability of other funds. FUNDING WILL BE ALLOCATED ONLY FOR THOSE AMOUNTS SPECIFIED ON THE APPLICATION FORM.
4. No funds will be allocated for events held or in progress before application is submitted or reviewed.
5. After approval from PD Committee, applicant must complete “*Request for Leave* *Non- teaching Form*” which is available at his/her home school office for PD events held during school hours. \*\*
6. Applicant must submit a receipt and a short written summary of the PD activity to the P.D. Committee Clerk within 20 teaching days after attending the activity/event as well as a transcript or Certificate of Completion, when available.
7. No funding will be allocated for wages/sub costs etc. for events held out of school hours.

\*\*Please note that Steps 1 & 4 only apply when there are wages, benefits and sub costs involved and therefore are not applicable for out of school hours PD events.

At this time, the division is not authorizing PD for our members during regular school hours so steps 1 and 4 do not apply until the division changes its practise.

The union does not subsidize or fund divisional or school-based professional development days. The union position is that the division should pay. (2018- 2019)

The union’s PD fund is meant for the personal professional development of our membership.

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Application forms are available from the PD committee. Also check our website 3473.cupe.ca to download a form.

You will be notified by email whether your application has been approved.

APPPENDIX F

CUPE EDUCATION COMMITTEE GUIDELINES

(Guidelines passed by member motion at Sept 29, 2020 GM)

These guidelines will apply to Local 3473 member applications for CUPE courses, workshops, info sessions, trainings, summer or winter schools as listed in CUPE Education brochure and for applications to attend legal PD updates such as the Mel Myers Labour conference

\*Guidelines do not apply to CUPE National or CUPE Manitoba Conventions, CLC conventions or out of province conventions or conferences which require delegates to be nominated and approved by the membership at a General Meeting after the Executive recommends the amount of local participation based on budget available and union leave remaining that year.

Also, does not apply to personal professional development related to work with school division. (See PD Committee Guidelines)

Criteria Considerations:

1. Must be relevant to role or position in the union
2. Must have pre-requisites, if any are required, to attend the event
3. Frequency of previous applications in the same school year (to be fair & equitable)
4. Sufficient union leave days as per C.A. 17.01 remaining in the school year
5. Sufficient funds remaining in budget line designated for CUPE Education to cover registration, per diem, and wage/benefits reimbursement to the division
6. Willingness to complete & submit written report provided by Education Committee

Steps 4 & 5 require consultation with the Secretary-Treasurer before Committee approval

{Chair of the Committee to report back to members at general meetings}

APPLICANT’S REPORT BACK TO CUPE EDUCATION COMMITTEE

1. What was the highlight of the training for you?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Was training useful? If yes, how so? If no, explain why not.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Describe at least one thing you learned:

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Date submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Member’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CUPE LOCAL 3473 EDUCATION APPLICATION FORM

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School/Worksite Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position in Union:

\_\_\_\_\_member of Executive

\_\_\_\_\_committee member (specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

\_\_\_\_\_member at large

Title and brief description of training you want to attend:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why do you want or need this training?

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NOTE: If approved, you are required to complete the report back to the committee.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

COMMITTEE USE ONLY

\_\_\_\_\_Application Approved

\_\_\_\_\_Application Denied

Reason for denial, specify criteria not met:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date processed: \_\_\_\_\_\_\_\_\_\_\_ Signature Committee Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did the member appeal to Executive if denied? \_\_\_\_\_\_ yes \_\_\_\_\_ no

Final Decision: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_