CUPE·SCFP MANITOBA

2026 Bylaws

Bolded entries:
Approved at CUPE Manitoba 2026 Convention & National President

2026 Bylaws Approved by CUPE National:
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CUPE Manitoba acknowledges with respect that our work and activism takes place on the ancestral lands in all 5 Treaties in Manitoba.

The CUPE Manitoba office is located on Treaty 1 Territory, in Winnipeg. Treaty 1 is the traditional territory of the Anishinaabeg, Cree, Ojibway, Dakota, and Dene Peoples, and on the homeland of the Métis Nation.

As CUPE members, we acknowledge the harms and mistakes of the past, the legacy still with us today and dedicate the work that we do to moving forward in partnership and solidarity with Indigenous communities in a spirit of truth, reconciliation, and meaningful collaboration.

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CANADIAN UNION OF PUBLIC EMPLOYEES

Manitoba Division

Workers in the Province of Manitoba are entitled to freedom of organization, full rights of collective bargaining, and economic security. For the attainment of these objectives, all public employees organized into unions of their own choice, chartered by the Canadian Union Public Employees, should be afforded the opportunity to unite into one central body, for their common benefit, to protect the good and welfare and the economic security of all their members.

CUPE Manitoba was chartered as a provincial division of the Canadian Union of Public Employees following the union's Founding Convention in 1963, where the National Union of Public Employees (NUPE) and the National Union of Public Service Employees (NUPSE) merger to form CUPE.

ARTICLE 1 – NAME

This organization, which is a provincial division of the Canadian Union of Public Employees, shall be known Canadian Union of Public Employees Manitoba, and referred to as CUPE Manitoba.

ARTICLE 2 – OBJECTIVES

2.1

This organization was formed to voice and promote the interests, needs and aspirations of affiliated Locals. CUPE Manitoba is organized to give the fullest opportunity for membership participation with the goal of economic and social security for public employees, their families, and the betterment of all.

2.2

CUPE Manitoba will achieve these goals through facilitating discussion, communication, political action, collective bargaining, membership education, and development of action plans and mobilization. It will co-operate with all recognized labour organizations, social action coalitions and other organizations with similar objectives. CUPE Manitoba will report to the members on the effectiveness of measures taken to achieve these goals at conventions and through regular communication between conventions.

2.3

CUPE Manitoba stands unequivocally for equality of treatment regardless of race, creed, colour, sex, gender identity, gender expression, sexual orientation. It opposes discrimination and harassment in the workplace, the community, at Union events, online, and within the Union. CUPE Manitoba opposes all forms of discrimination, harassment, and behaviour that undermines the dignity or self-respect of any individual. CUPE Manitoba will be responsive by proactively working towards equity for all.

2.4 – Safer Spaces

CUPE Manitoba recognizes that safety and inclusivity is a perception based on individual needs and experiences. It is further recognized that to be a welcoming, inclusive union, we must take steps to make CUPE Manitoba events, conferences, and conventions, as safe as possible for all. Through Safer Spaces initiatives, CUPE Manitoba will work to engage both the Safer Spaces Officers and the Safer Spaces Committee in all efforts to create a safer and more inclusive union for all.

2.5

a) urge maximum participation of Locals into the Canadian Labour Congress, the Manitoba Federation of Labour (MFL) and District Labour Councils; and
b) promote such educational, social and other activities that will benefit affiliated Locals and the Labour movement; and
c) encourage maximum participation by Locals in the programs of CUPE; and
d) encourage the exchange of delegates to labour conventions and meetings having mutual interests; and
e) create safe and inclusive spaces that ensure members are welcome, valued and supported; and
f) strive to empower members and eliminate the barriers that limit full participation of CUPE members in our union.

ARTICLE 3 – MEMBERSHIP

All chartered Locals, District Councils and Councils of Unions of the Canadian Union of Public Employees are eligible for membership.

ARTICLE 4 – CUPE MANITOBA EXECUTIVE

4.1

The officers of CUPE Manitoba shall be:

President
General Vice President
Secretary-Treasurer
Recording Secretary

4.2

The Executive Board shall consist of the Table Officers, seven (7) Area Vice Presidents, a Young Worker Vice President, an Indigenous Vice President, ~~a~~ Women's and Gender Rights Vice President, a **Diversity Vice President - Disability and Accessibility**, a 2SLGBTQI+ Vice President and Racialized Vice President. The Executive Board shall conduct the business of CUPE Manitoba between conventions and carry out the business, as decided by the Annual Convention.

The Area Vice Presidents, Young Worker**s** Vice President, Indigenous Worker**s** Vice President, Women's and Gender Rights Vice President, Persons with a Disability **and Accessibility** Vice President, a 2SLGBTQI+ Vice President and a Racialized **Workers** Vice President shall be elected at **Area** and **Diversity**

caucuses held during the Convention at a time designated by the Executive Board as follows:

Winnipeg – two members, in Treaty 1 Territory.

Brandon – one member; from within the following coordinates: South of the 50th parallel to the United States border; from the Saskatchewan border east to Highway #34, in Treaty 1 and Treaty 2 Territory.

Eastern / Interlake – one member; from within the following coordinates: Bound by the Ontario border on the east; Highway #1 on the north side to the Winnipeg perimeter; Highway #6 to the Southern shoreline of Lake Manitoba; and from the Western shoreline of Lake Manitoba and Lake Winnipegosis to the 52nd parallel to the Ontario border, in Treaty 1, Treaty 2, Treaty 3, and Treaty 5 Territory.

North – one member; from within the following coordinates: Bound by the 52nd parallel from the Saskatchewan border to the Ontario border; north of the 52nd Parallel to Nunavut, in Treaty 2, Treaty 4, and Treaty 5 Territory.

South-Central – one member; from within the following coordinates: Bound by the Ontario border on the east side and Highway #261 on the north; south on Highway #260 and Highway #34 to the United States border; Highway #261 to the west side of Lake Manitoba; around the west side of Lake Manitoba to Highway #6; south on Highway #6 to the south side of the perimeter to Highway #1 to the Ontario border, in Treaty 1, Treaty 2, Treaty 3, and Treaty 5 Territory.

North-Central – one member; from within the following coordinates: Bound by the Saskatchewan border on the west, from the 52nd parallel south to the 50th parallel; from the Saskatchewan border to the west side of Lake Winnipegosis; from the west side of Lake Winnipegosis and Lake Manitoba south to Highway #261; west to Highway #260; and south from Highway #260 and Highway #34 to the 50th Parallel, in Treaty 1, Treaty 2, and Treaty 4 Territory.

AREA **Vice- Presidents** are elected within their area caucus of those whose assigned work sites are within that area.

Diversity Vice President - Young Workers– one member; elected within the Young Workers caucus held during convention.

Diversity Vice President - Indigenous Workers – one member; elected by consensus within the Indigenous caucus held during convention.
Diversity Vice President - Women's and Gender Rights– one member; elected within the Women's and Gender Rights caucus held during convention.

Diversity Vice President - Disability and Accessibility - one member; elected within a Persons with a disability caucus held during convention.

Diversity Vice President - 2SLGBTQI+ – one member; elected within a 2SLGBTQI+ caucus held during convention.

Diversity Vice President - Racialized Workers – one member; elected within a racialized worker caucus held during convention.

Article 4.3:

AREA VP Executive Members are elected within their area caucus of those whose **physical worksite location** ~~are~~ is within that area.

4.4
Members of the Executive shall be elected from the attending delegates at each Annual Convention to hold office for the ensuing term.

4.5
Executive members shall be entitled to attend conventions with full privileges of delegates until such time as their successors are elected, but they shall not be eligible for re-election unless they are duly accredited and credentialed delegates from their Locals. Officers shall be deemed to be delegates to the convention with all rights and privileges.

4.6
The term of office for the President, Vice-President, Secretary-Treasurer and Recording Secretary shall be for a two (2) year period. Election of the President and Secretary- Treasurer shall take place at the Annual Convention in the year of the CUPE National Convention. The Vice-President and Recording Secretary shall be elected at the Annual Convention falling on the alternate year.

The term of office for the Young Member, five Diversity members and Area Executive Board members shall be for a period of two (2) years. Elections of one (1) Winnipeg Area Executive member - A, Women's and Gender Rights Representative, 2SLGBTQI+ Representative, Person with a Disability Representative, one (1) Young member, Brandon Area Executive member, Northern Area Executive member and North Central Executive member shall be held the same year as the Vice-President and Recording Secretary Elections of one (1) Winnipeg Area **Vice President**- B, the Eastern/Interlake Area **Vice President**, Indigenous **Workers Vice President** Representative, Racialized **Workers Vice President** Representative, and the South- Central Area **Vice President** shall be held the same year as the President and Secretary-Treasurer.

4.7
Elections shall be in accordance with the provisions contained in the **Bylaws** of the Canadian Union of Public Employees, Articles 10.4 to 10.6.

4.8
Nominees allowing their names to go forward for office shall upon acceptance of the nomination, come forward to the convention platform and speak the following lines to the assembled delegates:

"I promise to support and comply with the **Bylaws**, objects, principles and policies of the Canadian Union of Public Employees."

4.9
Upon completion of the election, the newly elected officers and executive members shall come forward and take this oath:

"I (name), promise to perform the duties of my offices, as set out in the constitution and laws of the Canadian Union of Public Employees, faithfully and to the best of my ability for my term of office. As an office of the Union, I will always promote the harmony and dignity of its session by counsel and example. I also promise to turn over all property of the Union to my successor at the end of my term."

4.10
All elected officers take office at the close of convention.

4.11
If an Officer resigns, or ceases to be a member in good standing of an affiliated Local, or misses three (3) consecutive meetings without good cause (as established by the Executive Board) or for any other cause is no longer an officer of CUPE MB, the vacancy shall be filled for an interim basis as soon as possible by the Executive Board, subject to the following provisions:

In the event that **the** vacancy in the office of President occurs in between conventions the position shall be filled by the Vice-President as provided for in Article 5.2. If the Vice-President is unable to fill the President's position until the next scheduled CUPE Manitoba convention, the Recording Secretary shall convene the Executive within the shortest possible time for the purpose of appointing a President **by a majority vote** from among the members of the Executive Board until the next scheduled CUPE Manitoba convention.

Area Vice President and Diversity Vice President Vacancy:
In the event that a vacancy occurs in any other position in between conventions, the Executive Board of CUPE Manitoba shall fill the vacancy by majority vote of all its members until the next scheduled CUPE Manitoba convention. Where regions are part of the consideration, all Locals in the region affected shall be consulted as to a nomination for the vacant position. The Executive Board will fill the position **by a majority vote** from the nominations received.

Should an Area Vice President change their physical worksite location during their term to a location outside of the boundaries of the Area as defined in Article 4.3, the position shall become vacant.

The Recording Secretary will send notice through the CUPE Manitoba office to Affiliated Locals of the vacancy. The Executive shall fill the vacancy by majority vote of all its members until the next scheduled CUPE Manitoba Convention. All Locals in the region affected shall be consulted as to a nomination for the vacant position.

T**he Executive Board will fill the position by a majority vote from the**

nominations received. Should a vacancy occur in one of the Diversity Vice President positions, the Recording Secretary will send notice through **the CUPE Manitoba office** to Affiliated Locals and CUPE MB Committees and/or Council members of the vacancy. The Executive will then organize a virtual **special** meeting for a caucus for the group to select their caucus choice for the remainder of the term.

Delegates will be assigned to the special caucus through the Local President submitting the Committee-Caucus Nomination Form to assign (1) voting delegate and as many alternates as identified. A majority vote from voting delegates will fill the position from the nominations received.

4.12

The Executive meetings shall be called between annual conventions at the discretion of the President and Table Officers. However, there shall not be less than four (4) meetings in any one (1) year, and where possible these meetings are to be held prior to the National Executive Board.

The President and Executive Board Members will provide written reports outlining their activities at each board meeting.

CUPE Manitoba Executive shall require the Chairperson (or their designate) of all Committees of CUPE Manitoba, to attend at least one (1) of the regularly scheduled CUPE Manitoba Executive meetings each year for the purpose of discussing committee concerns and the progress of the committees. Time and place shall be determined by the Executive. The chairperson of each committee must produce a written report to the Executive Board twice a year reporting on the activities of their committees.

4.13

Voting of funds will take place at the Executive Board meetings. It is understood that voting may also take place by email or other electronic means between meetings.

ARTICLE 5 – DUTIES OF OFFICES

5.1 – President

The President is a full-time position, compensated in accordance with CUPE Manitoba Policies, and shall:

- Preside at all meetings of CUPE Manitoba
- Approve payments authorized by the Executive
- Transact others business necessary for the proper functioning of the Division and carrying out the duties of President
- Call regular meetings of the Executive and call such special meetings as necessary, or on the request of at least one-half of the Executive
- Establish ad hoc committees as necessary
- Ensure that all members of the Executive Board perform their duties strictly in accordance with the Bylaws

- Be a member of the Personnel Committee, call and attend meetings with the office staff's union as the employer supervisor, and call and attend personnel committee meetings as required
- Be the CUPE Manitoba delegate at the Canadian Union of Public Employees' National Convention and, where possible, at any other convention. If the President is unable to attend National Convention, the delegate will be chosen by a majority vote of the Executive Board.
- Ensure all activities and related expenses of CUPE Manitoba are approved and paid in accordance with the CUPE Manitoba Bylaws.

5.2 – Vice-President

The Vice-President shall:

- Assist the President
- Perform other duties as determined by Convention or the Executive Board
- Shall convene and preside at all meetings at the request of, or in the absence of the President
- In case of vacancy in the office of the President, the Vice-President shall perform the duties of the President until a successor is appointed
- Act as a liaison between the Table Officers and all Issue-Based CUPE Manitoba committees
- Be a member of the personnel committee
- Review the Bylaws every two years along with the Secretary- Treasure
- Maintain close liaison with the Area and Equity Representatives
- Chair ad hoc committees

5.3 – Recording Secretary

The Recording Secretary shall:

- Keep a correct and impartial record of the proceedings of the annual convention and all meetings of the Tables Offices and Executive Board
- Prepare a summarized report of convention and forward a copy of the report to all affiliated Locals within three months of the close of convention
- Prepare all correspondence directed by the Executive
- Forward a copy of all correspondence they receive to the CUPE Manitoba office
- Keep the Executive Board informed of all important correspondence
- Chair the CUPE Manitoba Executive meetings in the absence of the Secretary-Treasurer
- Forward a summary of the business conducted at each Executive Board meeting to the Manitoba Regional Director
- Forward a draft copy of the minutes to each member of the Executive Board within four (4) weeks of the meeting
- Be an alternate member of the personnel committee
- The Recording Secretary shall perform any other duties as directed by the Convention, the Executive Board or President

5.4 – Secretary-Treasurer

The Secretary-Treasurer shall:

- Be bonded through the mater bond held by the National Office
- Take Financial Officer training as instructed by the Executive
- Keep and maintain a correct record of all receipts and disbursements of CUPE Manitoba
- Produce at each Executive meeting and Annual Conventions, a financial statement
- Place per capita and other monies belonging to CUPE Manitoba in a credit union for chartered bank in the name of CUPE Manitoba
- Pay all bills authorized by the Executive by cheques, co-signed by the President or, Vice-President, or Recording-Secretary or a Table Officer with signing authority. There must always be two (2) signatures per cheque. No Table Officer with signing authority will sign their own cheque.
- Carry out the instruction of the Executive with the approval of the President and make payments for all office work and supplies necessary for the proper functions of CUPE Manitoba. For such duties, they shall from time to time receive such remuneration as set out in the budget each year
- Close all CUPE Manitoba account on December 31st of each year and all monies received and disbursed after that shall not be reported in the financial statement to convention.
- Have printed the financial statement as approved by the Trustees as separate document for submission to the convention
- Be responsible for the office staff payroll and maintain the work records, source deductions and other related papers of employment the personnel committee
- Prepare payroll, contributions, and payroll related tasks for the office staff on a bi-weekly basis, and file all necessary reports as defined by the office staff collective agreement
- Review the Bylaws and polices every two (2) years along with the Vice-President
- Be responsible for the office of CUPE Manitoba to run effectively and efficiently and report any changes needed to the Executive Board
- Chair meetings in the absence of the Vice-President
- Provide all financial records, invoices and bank statements and other supporting documents to the Trustee for their audit.

5.5

The signing officers shall be bonded in an amount to be determined by CUPE Manitoba, through the Master Bond held by the National Office of CUPE.

5.6

The Executive Board shall have the power to utilize the funds of CUPE Manitoba for furthering the aims, interests and the good and welfare of the members, comprising this organization. They will maintain close liaison with public employees' organizations in their various towns, villages or cities, and generally inform such organizations of the plans and aims of CUPE Manitoba. They will present a written report to the Recording Secretary at each Executive meeting of all matters in their locality, which may affect the general welfare of the public employees throughout the province. They will attend all meetings of the Executive at whatever time and place they are called by the President.

ARTICLE 6 – TRUSTEES

6.1
Three (3) Trustees shall be elected to examine the books of CUPE Manitoba. At each CUPE Manitoba Convention there shall be elected one (1) Trustee for a three(3) year period. In case of vacancies occurring, Trustees shall be elected to fill out the unexpired term in order to preserve overlapping terms of office.

6.2
The Trustees shall examine the books and records of the Secretary-Treasurer and inspect and examine all properties, bonds and all other assets of CUPE Manitoba at least every six (6) months and shall, in writing, report to the following executive meeting, the condition of the funds and accounts together with such other information they deem necessary. The Trustees shall submit a written report to the Annual Convention and submit their report to the National Secretary-Treasurer.

6.3 – Trustee Honoraria
Upon completion of the annual CUPE Manitoba Audit, Trustees will receive an honorarium of $200 per audit.

ARTICLE 7 – SMALL LOCAL ASSISTANCE

7.1
Annually, CUPE Manitoba shall reimburse up to three (3) affiliated Local Unions of one hundred (100) members or less up to seven hundred and fifty dollars each ($750) to contribute to the cost of sending a delegate to CUPE Manitoba convention and/or conferences or union education courses that CUPE Manitoba may host. All locals applying for reimbursement shall have a dues structure of no less than 1.5%. The executive shall consider all applications for assistance. The requests for assistance shall be submitted to the Secretary-Treasurer prior to the beginning of convention.

7.2
Consideration shall be given to those Locals who, for financial reasons, would not otherwise be able to send a delegate to the Division Convention. Priority shall also be given to those locals who have not applied previously.

ARTICLE 8 - CONVENTIONS

8.1
The supreme authority of CUPE Manitoba shall be the delegates of affiliated organizations assembled in Convention.

Conventions of CUPE Manitoba shall be held annually during the month of May, whenever possible.

The date and time of Convention shall be fixed by the Executive Board in accordance with CUPE Manitoba Bylaws, after considering the schedule of other

convention being held by CUPE, the Canadian Labour Congress, and the Manitoba Federation of Labour.

8.2
The CUPE Manitoba Executive is authorized to set the registration fee at a rate to offset the expenses of each convention or conference. The registration fee shall not be set at a higher rate than the projected expenses for said event.

8.3
The Executive shall appoint such Committees form among the delegates to the Convention as are necessary to conduct the affairs of Convention and may request any such Committee to convene prior to the Convention. In the appointments, the Executive shall include a minimum of (1) Equity member per committee and include a minimum of (1) member from an area outside of Winnipeg – Treaty 1.

Any additional expense incurred by delegates as a result of their participation on any Convention Committee shall be met by CUPE Manitoba except for the actual days of the convention.

The term of office for such Committees shall expire at the adjournment of the Convention. The following Convention Committees shall be appointed by the CUPE MB Executive, if required:

Credentials;

Resolutions and;

Bylaws;

Duties of Convention Committees

Credentials Committee - This committee shall be given all credentials received from affiliated organizations. The committee shall determine the legitimacy of the credentials received and submit their report to Convention.

The committee shall consist of not less than three (3) members, chosen from those credentials that have been received.

Resolutions Committee – All resolutions submitted in accordance with this Bylaws shall be considered by this committee and such other resolutions as may be handed to it by the convention for a report. It shall have the power to combine resolutions that deal with the same subject matter and amend any resolutions.

The committee shall meet on the call of the Table Officers in sufficient time prior to the convention to deal with all resolutions.

The committee shall consist of not less than three (3) members.

Bylaw Amendments Committee - all **Bylaw** amendments submitted in accordance with this Bylaws shall be considered by this committee and such other resolutions as may be handed to it by the convention for a report. It shall

have the power to combine resolutions that deal with the same subject matter and amend any resolutions.

The committee shall meet on the call of the Table Officers with sufficient time prior to the convention to deal with all submitted resolutions.

The committee shall consist of not less than three (3) members.

8.4

All resolutions to be introduced at a convention shall be signed by the President and Secretary of a chartered organization (Locals)

Resolutions can be submitted by the CUPE Manitoba Committees (as per Article 13 of these bylaws) to the CUPE Manitoba Executive for approval. The Committee can submit two resolutions. Any remaining resolutions must be submitted through individual Locals. All resolutions must be signed by the Committee Co-Chairs and include minutes showing a motion approving the resolutions.

Resolutions and **Bylaw** amendments must be received by the Recording Secretary not later than thirty (30) calendar days prior to the opening of convention.

A copy of all resolutions and Bylaw amendments received by that date shall be sent to all affiliates no later than one (1) week prior to convention.

The Convention in session may accept an emergency resolution. It must deal with a specific incident occurring 29 days prior to the Convention and be presented to Convention delegates at least four hours prior to being voted on by the Convention delegates.

Resolutions submitted in any other matter than those above can only be dealt with by the convention on a two thirds (2/3) vote of the delegates. General resolutions are passed by a simple majority (50%) of all votes cast by credentialed delegates to convention. **Bylaw** amendments may only be altered, amended, or revised by a two thirds (2/3) majority vote of the credentialed delegates to convention.

8.5

a) At all conventions of CUPE Manitoba, representation from affiliated locals shall be:

   Two (2) delegates for the first one hundred (100) members or less;
   One (1) delegate for each additional one hundred (100) members up to 2500 members or fraction there of; and

   One (1) delegate for each additional five hundred (500) members or major fraction thereof.

   As well, at all conventions of CUPE Manitoba, representation:
   For each District Council shall be one (1) delegate, and

For each Council of Unions are one (1) delegate

Only the above noted delegates will be entitled to vote on all business presented at the convention.

Alternate Delegates (formerly Observers)

Local Unions entitled to representation at Convention are also entitled to alternate delegates:

Up to 500 members… 1
501 to 2,500 members… 2
Over 2,500 members… 3

b) To be entitled to representation at convention, a local union shall have paid per capita tax on its total membership to the end of the quarter for both national and provincial; that ended 30 days prior to convention. This shall also include those persons paying dues on Rand Formula.

c) To be entitled to representation at convention, District Council's and Councils of Unions shall be paid up to date in their yearly membership fees.

d) Credentials must be received by the Secretary-Treasurer not later than fourteen (14) days prior to the opening of convention.

e) Employees of CUPE Manitoba are not eligible to be seated as delegates to its conventions, nor to hold elected office or committee chairperson positions but shall attend convention and conferences as working staff of CUPE Manitoba when required.

No credential shall be accepted form any member who is in full or part-time employment of the Canadian Union of Public Employees'.

8.6
Executive members shall be reimbursed by CUPE Manitoba only for the additional expenses incurred for the time necessary to attend Executive Board meetings prior to attending the Annual Convention.

8.7
The President of CUPE Manitoba shall be the candidate for the position of Regional Vice-President (RVP) for Manitoba on the National Executive Board (NEB of CUPE, to be elected at the CUPE National Convention.

In the event that the President of CUPE Manitoba is filling the General Vice-President's (GVP) position on the NEB, then the candidate for RVP of Manitoba will be elected at the CUPE Manitoba Convention immediately prior to the CUPE National Convention.

8.8
Members possessing a retirement card shall be entitled to attend CUPE Manitoba conventions as guests with voice, but no vote registered by their local union

8.9
A quorum for the transaction of business at the convention shall consist of no fewer than one half (1/2) of all registered delegates.

8.10
All proceedings and debates shall be in accordance with Bourinot's Rules of Order. Please refer to Appendix "A" – Rules of Order.

ARTICLE 9 - REVENUE

9.1
The revenue for CUPE Manitoba shall be derived as follows:

The average monthly Effective Quarter 4 (October – December) of 2026, each Local shall pay a quarterly per capita of 0.04% of regular wages of all members in the local as reported on the CUPE National per capita form online.

The average monthly Effective Quarter 4 (October – December) of 2027, each Local shall pay a quarterly per capita of 0.045% of regular wages of all members in the local as reported on the CUPE National per capita form online.

The average monthly Effective Quarter 4 (October – December) of 2028, each Local shall pay a quarterly per capita of 0.05% of regular wages of all members in the local as reported on the CUPE National per capita form online.

The per capita tax to be paid no later than the last day of each quarter (March 31st, June 30th, September 30th, and December 31st of each year.

Each District Council shall pay a fee of twenty-five dollars ($25.00) per year, payable on the first day of January of each year.

9.2
Interest equal to the prime rate plus 2% shall be applied to per capita tax payments owing by Local Unions when such payments are in arrears in excess of 1 (one) quarter.

ARTICLE 10 – EXPENSES

10.1
Whenever any of the Officers or executive members are required in the interests of CUPE Manitoba to attend any or all meetings, including conventions, they shall be compensated for:

1) Lost wages

2) Registration Costs
3) Per Diem allowances
4) Travel expenses
5) Accommodations
6) Dependent Family Care Expenses

10.2
Compensation for expensed are as per policies established by the CUPE Manitoba Executive Board.

10.3
The Officers and Board Members shall be reimbursed only for the additional expenses incurred for the time necessary to attend Executive meetings prior to attending the Annual Convention unless they are not a duly credentialed or accredited delegate, then all expenses incurred by them shall be paid by CUPE Manitoba subject to Article 10 (Sections 1 and 2) of this Bylaws.

ARTICLE 11 – OUT OF POCKET EXPENSES

An Honorarium of $75 per month shall be provided to:

- Vice-President
- Secretary-Treasurer
- Recording Secretary

Area Representatives

- North, North-Central
- Brandon
- Eastern-Interlake
- Winnipeg A
- Winnipeg B
- Southern

Diversity Vice-Presidents

- Indigenous Workers
- **Disability and Accessibility**
- Racialized Workers
- 2SLGBTQI+ Workers
- Women's and Gender Rights
- Young Workers

ARTICLE 12 – BYLAWS

a) These Bylaws, once adopted, shall not be altered, amended or revised, except at the Annual Convention, and then only when a notice to alter, amend or revise the Bylaws has been forwarded to the Recording

Secretary at least thirty (30) days prior to the Annual Convention. When such notice of motion has been duly presented, the Bylaws may be altered, amended or revised by a two-thirds (2/3) majority vote of the accredited delegates attending the Convention.

b) Once a Committee of CUPE Manitoba adopts its terms of reference, Bylaws they shall not be altered, amended or revised except at an annual meeting or conference, and then only when a notice to alter, amend or revise the terms of reference, Bylaws has been forwarded to the Recording Secretary at least thirty (30) days prior to the annual meeting or conference.
When such notice of motion has been duly presented and communicated to all locals prior to the annual conference, the Bylaws or terms of reference may be altered, amended or revised by a two-thirds (2/3) majority vote of the accredited delegates or members attending the conference or meeting.

c) For clarity, whenever the word “they” appears in these Bylaws, it shall apply and refer to person of any gender.

All amendments must be approved by the Executive of CUPE Manitoba. All Sector committee amendment will also be forwarded to the National President for approval in accordance with the National Constitution.

ARTICLE 13 – COMMITTEES

CUPE Manitoba Committees shall be governed by the CUPE Manitoba Bylaws and its Policies, as set out at the convention.

A: Issue based committees:

- Human Rights Committee
- Health and Safety (H&S) Committee
- Contracting-Out and Political Actions Committee
- Indigenous Council
- Women’s and Gender Rights Committee
- Global Justice Committee
- Charitable Works Committee
- Young Workers’ Committee
- Safer Space Committee
- 2SLGBTQI+ Committee
- **Disability and Accessibility** Committee
- Racialized Workers’ Committee
- **Environmental Committee**
- **Skilled Trades Committee**

B: Sector Councils:

- Municipal & Library Sector
- School Division Sector
- Post-Secondary Sector
- Social Services Sector

- Child Care Sector
- Health, Long Term, and Home Care Sector
- Provincial and Territorial Organizations Sector (Crowns)

C: Winnipeg District Council

- **All chartered Locals within the City of Winnipeg may affiliate to the CUPE Winnipeg District Council (CUPE WDC). The CUPE WDC shall coordinate activities of Locals within all sectors. Terms of Reference will be set by the CUPE WDC.**

ARTICLE 14 – BURSARIES - SPONSORSHIPS

The CUPE Manitoba Executive will grant educational bursaries - **sponsorships** through an
application process based on the following criteria:

- Locals applying must be affiliated with CUPE Manitoba, with dues current to the end of the quarter prior to the event **and in good standing in accordance with Article 8.5.b. of the CUPE Manitoba Bylaws**; and

- Locals who have not received a bursary in the past and are in greatest financial need shall have first priority; and

- **A copy of your Local's last Trustees' Report to accompany application; and**

- Application for bursaries shall be made on a CUPE Manitoba Education Bursary Form **and approved by the Table Officers prior to the event; and**

- **Locals can only receive (1) sponsorship per event, per year.**

The annual budget for bursaries shall be **not exceed $5500, and with the value for each initiative decided annually by the CUPE Manitoba Executive Board as per the annual budget in January,** and **be** awarded to the following CUPE Manitoba initiatives:

- Weeklong Summer School: **sponsorships for (1) Small Local and (1) Equity member;**

- Winter School: **sponsorships for (1) Small Local and (1) Equity member;**

- **Annual Convention: Up to (2) Young Workers; (1) BIPOC – Black, Indigenous, Person of Colour.**

- Specialty Bursary Summer School (as determined by Education Committee)

ARTICLE 15 – CODE OF CONDUCT

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

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

The Code of Conduct sets out standards of behaviour for participants at CUPE Manitoba Convention, Manitoba conferences, schools, meetings, and all other events organized by CUPE Manitoba. It is consistent with the expectations outlined in the Equality Statement and the CUPE Manitoba as well as CUPE National Constitution.

This Code of Conduct is intended to deal with complaints of inappropriate behaviour at events organized by CUPE Manitoba **both online and in person**. 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 **the following statements, for both in person and online interactions**:

- Abide by the provisions of the Equality Statement
- Respect the views of others, even when we disagree
- Recognize and value individual difference
- 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 comments or conduct
- Make sure that we do not act in ways that are aggressive, bullying or intimidating
- Take responsibility for not engaging in inappropriate behavior 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 of Conduct, 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 Manitoba convention, Manitoba conferences, schools, meetings and all other events organized by CUPE Manitoba, a complaint shall be brought to the attention of an ombudsperson.
3) If the complaint involves a staff member, it shall be referred to the Regional Director for investigation and the complaint shall be dealt with in accordance with the applicable staff collective agreement.
4) Once a complaint is received, the ombudsperson will work to seek a resolution.
5) 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.
6) At CUPE Manitoba 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**,** and possibly future events for serious or persistent offences.
7) If the person in charge is a party to the complaint, the Regional Director or designate shall assume that role.
8) In a case where a member has been expelled from an event, the President of CUPE Manitoba shall receive a report on the matter. The Safer Spaces Council shall also receive a redacted report of any such incidents and make recommendations for the parties involved for upcoming events. Should the respondent of the complaint not comply with the recommendations prior to events following they may not be allowed to attend those future events.

This Code of Conduct is designated to create a safe, respectful, and supportive environment within 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.

CUPE Manitoba encourages all affiliated locals to develop and adopt a Code of Conduct based on this model, to apply to conventions, conferences, schools, **online Local pages, groups or social media pages**, and meetings which they organize.

APPENDIX `A' – RULES OF ORDER

1) CUPE Manitoba Executive shall be responsible for drawing up the agenda for a convention, setting out the order of business and times of sessions, in order to complete all the business before the convention.

2) If a delegate, while speaking, be called to order, they shall at the request of the Chair, take their seat until the question of order has been decided.

3) Should one or more delegate(s) rise to speak at the same time the Chair shall decide who is entitled to the floor.

4) No delegate shall interrupt another in their remarks, except to be to call to a point of order.

5) A delegate shall not speak more than once upon a question until all who wish to speak have had the opportunity to do so.

6) Speeches shall be limited to five (5) minutes, except in moving a resolution when the delegate shall be allowed ten (10) minutes.

7) When a question is pending before the convention, no motion shall be in order except to adjourn, to refer, for the previous question, to postpone indefinitely, to postpone for a certain time, to divide or amend; which motion shall have precedence in the order named.

8) A motion to reconsider shall not be entertained unless made by a delegate who voted in the majority, and shall receive two thirds (2/3) majority vote.

9) Reports of Committee are not subject to amendment except such as is acceptable to the Committee, but a motion to refer back to the Committee for reconsideration shall be in order. **Those who wish to propose an amendment to the resolution being debated and had been referred back to the Committee shall be invited to submit a written amendment to the Committee for their consideration.**

10) When a roll call vote has been ordered, no adjournment shall take place until the result has been announced.

11) A roll call vote shall require a demand for same by ten per cent (10%) of the delegates present.

12) Delegates wishing to speak on any subject shall after they have been recognized by the Chair, announce their name, and that of the organization they represent.

13) Observers have the right to voice an opinion but not the right to vote.

14) Bourinot's Rules of Order shall govern all debate.

APPENDIX `B' – ELECTION PROCEDURES

1) Nominations, elections, and terms of office for elected positions are governed by Article 4 of the CUPE Manitoba Bylaws.

2) All voting shall be done by a secret ballot.

3) In all elections for office, where more than two candidates are being considered for the office, the following will apply:

   a) For election, a candidate must receive the majority of the votes cast.
   b) In any case where no candidate has received the majority of the votes cast, the name of the candidate with the least number of votes shall be dropped and the vote taken again.
   c) Should two or more candidates receive the same number of votes, and no other candidate receives fewer votes, the name of the candidate to be dropped as described in (b) shall be decided by a special vote of the delegates.

4) Each candidate shall select one scrutineer, subject to confirmation by the Chairperson, to count the ballots. The Chairperson will announce the results of the vote.

5) No campaign material will be distributed on the convention floor.

6) All candidates running for provincial executive and chairperson's positions within CUPE Manitoba shall be entitled to submit one page **(1 or 2 sided)** of campaign materials to the CUPE Manitoba office for distribution to the membership. Candidates are afforded this opportunity one time per election. The campaign material must be submitted to the CUPE Manitoba no later than thirty (30) days prior to the election.

7) Distribution will be conducted **by Email**, by the CUPE Manitoba office only. The candidate will be responsible for the complete cost of the mail out, **if any expenses are incurred**. Campaign material will be **Emailed** separately from any other correspondence. Estimated cost of the mail out will be provided to the candidate from the CUPE Manitoba office upon request.

8) All candidates allowing their name to stand for an office must accept the nomination oath as set out under Article 4.9 of the CUPE Manitoba Bylaws.

9) All newly elected officers and executive members shall take an oath of office as set out under Article 4.10 of the CUPE Manitoba Bylaws.

Approved by CUPE National:
July,6,2026
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APPENDIX 'C' – EQUALITY STATEMENT

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.

ÉNONCÉ SUR L'ÉGALITÉ

La solidarité syndicale est fondée sur le principe voulant que les femmes et hommes syndiqués soient égaux et qu'ils et elles méritent le respect à tous les niveaux. Tout comportement qui crée un conflit nous empêche de travailler ensemble pour renforcer notre syndicat.

En tant que syndicalistes, nos objectifs sont le respect mutuel, la coopération et la compréhension. Nous ne devrions ni excuser, ni tolérer un comportement qui mine la dignité ou l'amour-propre de quelque personne que ce soit ou qui crée un climat intimidant, hostile ou offensant.

Un discours discriminatoire ou un comportement raciste, sexiste, transphobique ou homophobe fait mal et, par conséquent, nous divise. C'est aussi le cas pour la discrimination sur la base de la capacité, de l'âge, de la classe, de la religion, de la langue et de l'origine ethnique.

La discrimination revêt parfois la forme du harcèlement. Le harcèlement signifie utiliser du pouvoir réel ou perçu pour abuser d'une personne, pour la dévaluer ou l'humilier. Le harcèlement ne devrait pas être traité à la légère. La gêne ou le ressentiment qu'il crée ne sont pas des sentiments qui nous permettent de grandir en tant que syndicat.

La discrimination et le harcèlement mettent l'accent sur les caractéristiques qui nous distinguent; de plus, ils nuisent à notre capacité de travailler ensemble sur des questions communes comme les salaires décents, les conditions de travail sécuritaires et la justice au travail, dans la société et dans notre syndicat.

Les politiques et pratiques du SCFP doivent refléter notre engagement en faveur de l'égalité. Les membres, le personnel et les dirigeantes et dirigeants élus ne doivent pas oublier que toutes les personnes méritent d'être traitées avec dignité, égalité et respect.

NOTES