

CONSTITUTION

THE NEW BRUNSWICK COUNCIL OF HOSPITAL UNIONS CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 1252

ARTICLE 1 – NAME

This Council chartered by the Canadian Union of Public Employees shall be known as "The New Brunswick Council of Hospital Unions, C.U.P.E. Local 1252", and shall be subject to the Constitution of the Canadian Union of Public Employees. It shall consist of all Hospital and Institutional Locals in the Province of New Brunswick, First Schedule Part III of the Public Service Labour Relations Act. Local Union includes Regional Locals, Sub-Locals or Locals and the words Local Union(s) will be used throughout the Constitution.

ARTICLE 2 – OBJECTIVES

1. The Objectives of this Council are to seek and maintain certification as a Bargaining Agent for any group of Employees in the Hospitals and Central Services under the N.B. Public Service Labour Relations Act.
2. To Negotiate a Province Wide Agreement with the Province of New Brunswick's Department of Finance as represented by the Hospital Corporation Boards of the Hospital Corporations listed under Part III First Schedule of the Public Service Labour Relations Act.
3. To assist in the organizing of Unorganized Hospital Employees.
4. To assist in processing Grievances on behalf of the Local Unions.
5. It shall receive the Check-Off of Local Unions from the Employer and disperse same to each Local Union, based on its Membership, within 7 days, of receipt, whenever possible.
6. The N.B. Council of Hospital Unions, C.U.P.E. Local 1252 shall be the Certified Bargaining Agent and shall be part of the Canadian Union of Public Employees, as provided in the CUPE Constitution.
7. Endeavour to keep the Membership informed through a Public Relations Committee publication at least once a year.
8. To speak out on issues important to all Local Unions and to assist them in whatever ways possible, upon the request of the Local Union(s).

9. To speak out on all issues relating to Shift Workers and endeavour to Negotiate into the Collective Agreement better clauses and higher compensation for these Brothers and Sister at every opportunity.

Definitions¹

1. Executive Committee: shall consist of the President, General Vice President, and Secretary Treasurer. As per Section 10.¹
2. Executive Board: shall consist of Article 7 Section (a)¹

¹ October 2017 Saint John

ARTICLE 3 – POWERS

1. When and if the N.B. Council of Hospital Unions, CUPE Local 1252 becomes defunct, its funds and property shall revert to the Local Unions at the dissolution in proportionate shares.
2. The National President, National Secretary-Treasurer and the National Executive Board shall have the same power over this Council as over Chartered Local Unions in accordance with the terms of the Canadian Union of Public Employees' Constitution.
3. This Council shall affiliate to CUPE New Brunswick but not to the New Brunswick Federation of Labour or any CLC Labour Council or CUPE District Council.
4. The By-Laws of this Council as recognized in the Constitution, may from time to time be amended or updated and shall always be adhered to by the Executive Board ¹

¹ October 2017 Saint John

ARTICLE 4 – MEMBERSHIP

1. Membership in this Council shall be all Hospital Local Unions and Local Unions representing Central Services of a Group of Hospitals in the Province of New Brunswick Chartered by the Canadian Union of Public Employees. All Local Unions must abide by the Constitution and By-Laws of the Canadian Union of Public Employees and the Council.
2. This Council shall not be dissolved where there are more than 50 percent of the Hospital Local Unions and Local Unions representing Central Services desirous of maintaining Affiliation.

ARTICLE 5 – REPRESENTATION

1. Representation at regular and special meetings of the Council shall be as follows:
 - a. Local Unions up to
 - 100 Members - 2 Delegates
 - i. 101 to 200 Members - 4 Delegates
 - ii. 201 to 300 Members - 5 Delegates
 - b. For each additional 100 Members or fraction thereof 1 additional Delegate.
 - c. Alternate Delegates may be appointed or elected by each Local Union and Alternate Delegates shall be allowed voice and vote in the absence of the regular Delegates elected by the Local Union. Alternate Delegates must present a written notice from the Local Union they represent showing that they are representing said Local Union and voting in the absence of the regular Delegate whose name shall be shown on the form. Not less than sixty (60) days prior to the regular meetings of the Council, a notice of meeting date, time, and place, together with Registration Forms (in Duplicate), one set for each Delegate, that the Local Union is entitled to as per Article 5 - Representation. One copy retained by the Delegate and the other copy forwarded to the Secretary-Treasurer of the Council not later than fifteen (15) days prior to the meeting.
 - d. Representation at meetings shall be based on the paid-up Membership including Rand Formula Payees ninety days (90) prior to the meeting being held and including Members of the Local Unions employed in the Hospital by a Contractor.
 - e. To be a Delegate a person must be a Member of the Local Union ~~he/she is~~ they are representing and must fall under the jurisdiction of the Provincial Collective Agreement or a Collective Agreement between the Local Union and a Contractor.
 - f. Where Regions have decided to use a system of Locals and sub-units; no Local or sub-unit shall use the Credentials of another Local or sub-unit within their Region or another Region.
2. CUPE National Executive Board Members, CUPE Provincial Officers, CUPE Officials and Staff Representatives may attend a meeting without vote but with voice when recognized by the Chairperson.
3. Where applicable, Locals may establish a Regional Local and Sub-Unit or a Regional Committee to deal with Hospital Corporations on matters of mutual concern. The Council recognizes and supports both these methods as being acceptable and covered under the definition of Local Union as expressed in the present Constitution.

ARTICLE 6 – MEMBERSHIP FEES

1. Effective October 1st, 2008, the Per Capita per member per month shall be \$6.25 per member per month, of which \$0.75 shall be allocated for ongoing Public Relations and \$0.50 to cover the cost of the bill from the adjudicator for adjudications, with the remaining \$5.00 going to general revenue.
 - (a) The adjudication fund is capped at Two Hundred and Fifty Thousand Dollars (\$250,000.00) and the Fifty Cents (\$0.50) collected from each local as part of the membership fee shall be discontinued.
 - (b) The Public Relations funds is capped at Fifty Thousand Dollars (\$50,000) and the Seventy-Five cents (\$0.75) collected from each local as part of the membership fee shall be discontinued.
 - (c) Should the account drop to thirty thousand dollars (\$30,000) the Seventy-Five (\$0.75) from each local to fund the account, shall be reinstated until the account again reaches the cap.
 - (d) Should the account drop to Two Hundred Thousand (\$200,000.00) the Fifty Cents (\$0.50), from each local to fund the account, shall be reinstated until the account again reaches the cap.
2. The Council shall have the right, when it becomes necessary because of financial difficulty, to assess the Local Unions a lump sum not to exceed One Dollar (\$1.00) per Capita per Member, provided that two-thirds of the Delegates at a regular or special meeting of the Council approved such an assessment. Such assessment to be levied, not more than once per year.
2. The Secretary-Treasurer of the Council shall pay to the National Secretary-Treasurer, of the Canadian Union of Public Employees, the required Per Capita Tax on the full Membership of the Council in accordance with the Constitution of the Canadian Union of Public Employees.
3. Each Local Union Affiliated to the Council shall pay an Affiliation Fee of One Dollar (\$1.00).

ARTICLE 7 – OFFICERS AND ELECTIONS

1. (a) The Officers of this Council shall be the President, Secretary-Treasurer and eleven (11) Vice-Presidents, who shall constitute the Executive Board. Each of the eight (8) Regions or Institutions within the Province shall be represented as follows:

Zone 1 – Southeast	- 1 Vice-President
Zone 1 – Beausejour	- 1 Vice-President
Zone 2 – Fundy	- 2 Vice-Presidents
Zone 3 – Central	- 2 Vice-Presidents
Zone 4 – Nor West	- 1 Vice President
Zone 5 – Restigouche	- 1 Vice-President
Zone 6 – North East	- 1 Vice-President
Zone 7 – Miramichi	- 1 Vice-President
Zone 8 – Ambulance New Brunswick	- 1 Vice President
General Vice President Elect	- 1 Vice President zone elected

One of the Vice-Presidents shall be elected as General Vice-President by the Delegates. Eleven (11) Alternate Vice-Presidents shall also be elected. The President and Secretary-Treasurer shall be elected for a two-year term, alternatively. The Executive Committee shall consist of the President, General Vice-President, and Secretary-Treasurer.

- (b) When electing Vice-Presidents, their Alternates or a Vice-President who represents a particular Certification Group, if need be; they would only be nominated and elected from and by the Region or Certification Group which they are chosen to represent.

If no Delegates are present, the Executive Board shall appoint a Vice-President from the Certification Group who is a Member of a Local Union.

Due to the geographical size of Zone 2 Fundy, one (1) V.P. and one (1) alternate shall be chosen by way of Caucus that is formed from the largest local of Zone 2 Fundy/Saint John Local 813 and that one (1) V.P. and one (1) alternate shall be chosen by way of caucus that is formed from all other locals that form Zone 2 Fundy/Saint John.

Should there be no candidates from the smaller hospitals and locals running, then all VP's and alternates may come from the one larger local (813), to be chosen by caucus consisting of all the locals from within Zone 2 Fundy/Saint John.

Elections for Vice Presidents and the Alternate Vice Presidents to represent a particular Zone shall be conducted during the October Semi-Annual NBCHU convention each year by caucus choice from the delegates from that Zone.

- 2. To be eligible for election or re-election to any Office, Candidates must be Accredited Delegates to the Council, except the President and Secretary-Treasurer, who shall be deemed to be a Delegate to the meetings of the Council with all rights and privileges.

3. Nominations and elections shall take place at the NBCHU Convention¹ in October and installation of Officers shall take place at that meeting. No Delegate may be nominated for Office in this Council unless they are present at the nomination and election meeting or unless their proposer has the Nominee's Official consent in writing.

4. Election of Officers shall be by Secret Ballot and the Election Chairperson will appoint a Returning Officer and Scrutineers to count the Ballots.

Any NBCHU committee elections shall be conducted by secret ballot. The plurality rule shall apply. Where there are multiple positions in one committee to be elected, the candidate with the most votes shall be elected to the longest term and the candidate with the second highest votes shall be elected to the second longest term and so on.

If a vacant committee position requires a bilingual candidate, this will be identified by the Election Chairperson prior to nominations commencing.

5. In the event a member of the Executive Committee is unable to perform their duties due to illness or other circumstances, the Executive Board may appoint a replacement from within the Executive Board to fill the vacancy for the interim period.

In the event of a vacancy in any Office except Vice-President, the Executive Committee of the Council may select a Member from among the Membership to fill the vacancy until an election can be held for the vacant Office.

In the event of a vacancy in the Office of the President, the General Vice-President shall perform the duties of the President until a Successor has been elected.

6. Any Candidate for Office may appeal for a recount of votes for whichever Office they were a Candidate, providing that a request be made at the time of the election.

7. (a) If a member of a committee is not elected or becomes a member of another local because of a bump, etc. and then loses their delegate status in their local Union, they shall resign within 30 days and then the position shall be filled by election if possible or filled by appointment temporarily, if necessary, until an election can be held.

If a member of a committee loses their delegate status in their local Union, they shall remain on the committee they were elected to until the next October semi-annual convention and at that time the position shall be filled by election for the remainder of the term.

If any committee member who has been registered as a delegate to attend the NBCHU convention is unable to attend due to a family emergency, ~~he/she~~ they shall remain on the committee to the end of their term.

- (b) If a Vice President or alternate is not elected or becomes a member of another local because of a bump, etc. and then loses their delegate status in their local Union, they shall resign within 30 days and the position shall be filled by election from the remaining delegates from that region.

¹ October 28, 2017 Saint John

ARTICLE 8 – DUTIES OF OFFICERS

1. President

- (a) It shall be the duty of the President to preside at all meetings of this Council, preserve order and decorum and enforce the Constitution and By-Laws of the Council and the Canadian Union of Public Employees. They shall be the spokesperson for all Delegations representing this Council unless some other Member is appointed by the president to take their place. They shall perform such other duties as are required of them by the executive Board and the Delegates. The president shall sign all official documents and they shall be one of the Signing Officers for the disbursement of funds. They shall be an Ex-Officio Member of all committees. They shall work closely with the Representative of the Canadian Union of Public Employees assigned to service this Council, and also with the Regional Office of the Canadian Union of Public Employees.
- (b) The President shall take a leave of absence from the Employer at the expense of the Council whenever they feel the duties of the Council warrant it.

2. General Vice-President

It shall be the duty of the General Vice-President to assist the President in their Official duties, and in the absence of the President, shall perform the duties of the President. They shall keep a record of all Members present at all special meetings of the Council. In the absence of the President, they shall be the Signing Officer for the disbursement of funds.

3. Executive Board

The Executive Board shall in general assist the President in the performance of their duties, be in constant contact with the Locals they represent, on at least a monthly basis, and perform such other duties as the President shall from time to time determine.

It shall be the duties of the eleven (11 and 11 Alternate) Vice-Presidents to:

1. Keep their Alternates informed, in detail, as to any discussions, which have taken place at the Executive Board Meetings.
2. Be aware at all times, the Policies of the Council and inform the Local Unions in their Region.
3. Act as a Liaison Person(s) between the Local Unions in his/her Region, their Alternates, and the Council.
4. Attend at least one (1) meeting of the Local Unions in their Region every six (6) months when requested by the Local Union to do so, (Locals should be encouraged to do so), provided sufficient notice is given and if further assistance is required, confirmation must be obtained from the President or the General Vice-President, in advance whenever possible.
5. Give a general written report to the President sixty (60) days prior to the NBCHU Convention¹ so that it can be included in their report with a copy to the Locals in their Region.
6. In Regions that have two (2) Executive Officers, these Officers shall be encouraged to work together and to divide the work equitably.
7. The Alternate Vice Presidents shall attend 2 meetings per year not to include anytime they are replacing the V.P. They shall attend 2 at a time not to over crowd the meetings and rotate through all alternates. Expenses to be incurred by Local1252. This is to ensure the alternates are familiar with the working of the council and the procedures to be better to step in and represent the members they are serving. This also includes bargaining.²

8. The Alternate Vice-President will assume the above duties in the event of death, resignation, or absence of the Vice-President or at such other time as decided by the Executive Committee

All expenses of the Vice-Presidents or Alternates, in their absences, incurred while assisting Local Unions in their Region will be paid by the Council through the Voucher System.

¹ October 2017 Saint John

² April 2019 Saint John

4. Secretary-Treasurer

The newly elected Secretary-Treasurer will meet with the Trustees as soon as possible for a Briefing session of how the Council books are kept.

The Secretary-Treasurer shall keep a correct, full, and impartial record of the proceedings of each meeting of the Council and all meetings of the Executive Board and Executive Committee. Minutes of all regular, special, Executive Board and Executive Committee meetings shall be kept by the Secretary-Treasurer. Minutes of Executive Board meetings shall be forwarded to the Executive Board electronically one week prior to the next scheduled meeting.

The Secretary-Treasurer shall be responsible to issue and receive all correspondence concerning all the affairs and activities of the Council. The Secretary-Treasurer shall be responsible to pay all bills and expenses as authorized by the Executive Committee.

The Secretary-Treasurer shall keep all financial accounts of the Council and shall maintain correct and proper accounts of all the Local Unions. They shall receive all Affiliation Fees, Dues and Assessments for distribution to the Local Unions. They shall deposit all monies in a Bank or Credit Union as directed by the Executive Board.

The Secretary-Treasurer shall be properly bonded with a faithful performance of duty bond, which shall not be less than Fifty Thousand Dollars (\$50,000.00) through the master bond held by the Canadian Union. The Secretary-Treasurer shall make a financial report at each Semi-Annual meeting. It shall be the duty of the Secretary-Treasurer to keep on file all receipts for money sent to the Canadian Union of Public Employees Headquarters during the year.

The Secretary-Treasurer shall submit their books and records prior to each Semi-Annual meeting to the Trustees for audit and shall furnish the Trustees with a letter from the Bank and/or Credit Union where the funds of the Council are deposited, attesting to the amount to the credit of the Council at such Bank and/or Credit Union.

The Secretary-Treasurer shall forward to the National Secretary-Treasurer of the Canadian Union of Public Employees, on the Official monthly report form provided, not later than the 15th. day of each month all financial obligations owing to the Canadian Union of Public Employees.

The Secretary-Treasurer shall give a written Treasurer's Report at each meeting of the Executive Board and at the end of each month a copy of the monthly financial report be forwarded to each of the Trustees' and as soon as possible after each meeting or conference call, a copy of the minutes be forwarded to each of the Trustees.

The Secretary-Treasurer shall take a leave of absence from the Employer, at the expense of the Council whenever they feel the duties of the Council warrants it.

The Secretary-Treasurer, upon the approval from the Executive Committee¹ shall hire, whenever necessary, the services of a Clerical Person to help with the workload of the Council. This person shall be a CUPE Member, whenever possible. The wages and benefits of this person shall be determined by the Executive Board and reported to the Council.

The wages and expenses of the Secretary-Treasurer as well as the cost of renting office space shall be determined by the Executive Board and reported to Council.

The office shall not be in the home of any member. It shall be accessible and shall be at least 500 sq.ft, in area. The office shall be in the hometown of the Secretary-Treasurer.

At the end of their term of Office, the Secretary-Treasurer shall turn over to their successor all properties and assets, including funds, books and records belonging to the Council.

Any Secretary-Treasurer who cannot qualify for a bond shall immediately be disqualified from their Office and the Council shall proceed with the election of another Secretary-Treasurer.

¹ October 2017 Saint John

5. Trustees

There shall be three (3) Trustees elected. They shall be elected so that one shall serve for a period of three years, one for two years and one for one year. Each year thereafter the Council shall elect one Trustee for a three-year period or, in the case of vacancies occurring, elect Trustees to fill only the unexpired terms in order to preserve overlapping terms of Office. The Trustees shall audit the books of the Secretary-Treasurer according to sound bookkeeping practices. A reconciliation Statement shall be made for each month, for the previous period; a copy of the completed form shall be kept on record by the Chairperson of the Trustees' Committee. An Audit is to be done by an Authorized Agency every five (5) years, or change of Secretary-Treasurer, whichever comes first. The Audit is to be done according to guidelines set out by the New Brunswick Council of Hospital Unions, Local 1252.

The Trustees shall exercise general supervision over the property of the Council. The Trustees shall examine the books and records of the Secretary-Treasurer and inspect or examine all properties, bonds and all other assets of the Council prior to each NBCHU Convention¹ and shall report to the next NBCHU Convention¹ on the condition of the funds and accounts, together with such other information they may deem necessary to the efficient and honest administration of the Council. These Reports shall be for a six (6) month period, commencing in September and continuing till the end of February. Then March till end August for the October meeting, along with a report for the full year, September till end August. They shall be empowered to make recommendations regarding the financial conditions of the Council when deemed necessary. They shall transmit a copy of such report to the National Secretary-Treasurer of the Canadian Union of Public Employees.

If the Council hires the services of a qualified accountant or accounting firm, the auditing of the Council's books shall be done in accordance with the procedures outlined above.

¹ October 2017 Saint John

6. Membership Officer

The duties of the Membership Officer are:

1. Guard the door at Council meetings and admit only Delegates or Officers, Officials and Guests of CUPE except on the order of the Chairperson and by consent of the Members present.
2. Shall not permit any Delegate to enter or leave without permission, during the election.

3. Shall perform such other duties as may be assigned by the Executive Board.

ARTICLE 9 – MEETINGS

1. The semi-annual conventions of the Council shall normally be held in April and October of each year (two meetings a year). Time and place of meetings subject to change by the Executive Committee, when deemed necessary. Special meetings shall be held when deemed advisable by the President or on written petition from Delegates representing five (5) or more Local Unions, which have approved such petition at a Local meeting.

All NBCHU meetings shall follow the CUPE National Code of Conduct.

2. Childcare during Semi Annual Conventions; the New Brunswick Council of Hospital Unions will provide childcare during semi-annual conventions.¹

Refer to Appendix E Child Care

3. A quorum shall consist of ten (10) eligible Delegates for all regular and special meetings of this Council and shall at least represent five (5) or more of the Local Unions. This quorum must also include at least two (2) Members of the Executive Board.
4. A Local Union may request the Council for financial assistance for one (1) delegate only to attend Semi-Annual Convention or special meetings for lodging, travel, meals out of pocket and lost wages. A financial report of the Local Union must accompany the request. Any request for financial assistance shall be sent forty-five (45) days prior to the convention date. Such a request will be dealt with by the Executive Committee.
5. The Executive Board shall meet at the call of the Chair or when requested, in writing, by not fewer than six (6) Board Members.

In the event of a written request, the Chairperson shall, within 24 hours, set the time and place of the meeting, which is to be held within the next ten (10) days, and so inform all Board Members.

6. All NBCHU Conventions and Special meetings be held in Fredericton. The time and place of the meetings can be subject to change by the Executive Committee, when deemed necessary due to extenuating circumstances.²

7. It's Your Suggestion Box. That a box labelled "It's Your Union" be used for future Council meetings. The purpose of this box would be for Delegates to air their concerns with council without having to go to the microphone to do so. These concerns could be anonymous and will be dealt with at the conclusion of the Public Relations (P.R.) Committee report.³

¹ April 2018 Saint John

² October 2022 Fredericton

³ October 1994 - Moncton

ARTICLE 10 – COMMITTEES

1. (a) Executive Committee

The Executive Committee shall consist of the President, General Vice-President, and Secretary-Treasurer.

(b) Negotiating Committee

The Negotiating Committee shall consist of the Executive Board and the provincial coordinator(s). All members of the Negotiating Committee are expected to participate in all negotiation sessions. Every member of the Negotiating Committee, shall take the necessary Collective Bargaining training as provided by the CUPE National Education Department. They shall complete such course as the opportunity is made available. The registration cost and other expenses shall be borne by the Council.

The Negotiation Committee shall receive proposals and shall have the right to combine, amend, and substitute.

(c) Grievance Committee

The Grievance Committee shall consist of the Executive Board with the assistance of Provincial Coordinator(s). The bargaining agent reserves the right to approve or deny any grievance moving forward to arbitration.

The grievance committee shall review and apply the language of the collective agreement with input from the CUPE National staff representative to ensure the file is complete from the Local Union before proceeding to a decision on the grievance.

The committee shall review the grievance and determine if the case should proceed to adjudication. If it is determined by the committee to proceed, the cost rendered by the arbitrator shall be paid by NBCHU CUPE 1252. Any costs associated with the witness(es) shall be the responsibility of the Local Union or Sub-Unit where the grievance was filed.

Local Unions and Sub-Units have the responsibility to report back to the grievor the decision of the committee representing the bargaining agent.

(d) Education Committee

The Education Committee shall consist of three (3) Members. One member of the committee must be bilingual. They shall be elected so that one will serve for a period of three years, one for two years and one for one year. Thereafter, a three-year Member shall be elected every year. The Education Committee, in conjunction with the CUPE Education Department, will develop the educational concept for the Council.

The education committee will contact the CUPE Education Representative following the semi-annual conventions to begin planning for the next session.

The education committee shall maintain a list of education sessions presented at all conventions to ensure the education needs of the membership are being met.

School (CUPE Weeklong) Two (2) members will be sent to the next available CUPE weeklong school immediately following being chosen. The cost to be borne by the Council in memory of the Late Brother Donald Wilkins and Sister Bertha Huard.^{1 2 3}

Bursary. The Council establish "The Ann Craig , Leo Cormier, Harley Harrison Memorial Bursaries" together with the "Jean Thèbeau Leadership Bursary" to the value of five hundred (\$500.00) dollars each, the Brother Doug Kingston Memorial Bursary to the total of Twelve Hundred and Fifty Two Dollars (\$1252.00), the Muriel Duckworth Memorial Bursary to the value of One Thousand Dollars (\$1000.00) and the Solidarity Bursary to the value of Three Hundred Dollars (\$300.00) to be awarded annually to a member, son, daughter, spouse/partner, step daughter, step-son or ward attending or about to enrol in an Institution of higher learning.^{4 5 6 7 8}

¹ October 1984 Memramcook

² April 1997 Bathurst

³ May 2017 Saint John

⁴ April 1997 Woodstock

⁵ April 1997 Bathurst

⁶ October 1999 Campbellton

⁷ October 2000 Bathurst

⁸ May 2017 Saint John

(e) Pension Trustees

The Executive Board shall name four (4) Trustees and two (2) Alternate Trustees to the Pension Plan providing they abide by the terms of the Trust Agreement.

These trustees shall not have their terms shortened nor terminated, simply because of losing their delegate status.

In the event that a delegate status is lost by any of these Trustees, he/she shall remain as Trustee of the Pension Plan, and shall be allowed to attend the Semi-Annual Conventions of the Council as a guest, and his/her expenses shall be submitted to the Plan for payment and failing such payment from the Plan, the Council shall bear these costs.

The Trustees shall present a report to each NBCHU Convention¹, on the performance of the Plan, as well as on any other issues regarding the Plan.

New trustees in training. The Council goes on record, as accepting any related financial obligations, as determined by the Executive Board, to adequately train and educate, the two (2) selected intern Trustees/Observers, duly appointed by the Executive Board¹, until they either become Full Trustees, Resign, or are removed from their positions.

¹ October 2017 Saint John

(f) Special Committees

A Special Committee may be established for a specified purpose and period by the Membership at a meeting. The Members shall be elected at the same or another Membership meeting or may, by specific authorization of the Membership, be appointed by the President or the Executive Board. Two Members of the Executive Board may sit on any Special Committee as Ex-Officio Members, as appointed by the Executive Committee.

(g) Credentials Committee

The Vice-President(s) from the Region where the regular NBCHU Convention¹ is being held shall appoint a Committee of three Delegates to act as a Credential Committee. They will register Delegates and Guests and report to the Presiding Officer when requested.

¹ October 2017 Saint John

(h) Public Relations Committee

The Public Relations Committee shall be a Standing Committee consisting of two (2) English Delegates and two (2) French/bilingual Delegates. October 1993 One English Delegate and one French Delegate shall be elected for a two (2) year term and one English Delegate and one French Delegate be elected for a one (1) year term and each October, thereafter, one English Delegate and one French Delegate shall be elected for a two (2) year term.

(i) Resolutions Committee

(I) The Resolutions Committee shall be elected and comprised of three (3) Members; one member of the committee must be bilingual. There shall be one for three years, one for two years and one for one year. Thereafter, a three-year Member shall be elected every year.

(II) They shall be given one (1) day or more as required to go over Resolutions referred to them.

(III) This Committee shall have the right to combine, amend, and substitute.

(j) Tradespersons, Power Engineers and Maintenance Workers Committee

The Committee of Tradespersons, Stationary Engineers and Maintenance Workers shall be a Standing Committee consisting of three (3) Members who must be either a Tradesperson, Stationary Engineer or a Maintenance Worker of which one (1) must be bilingual. One Member shall be elected for three (3) years, one for two (2) years and one for one (1) year, thereafter, a three-year Member must be elected every year.

(k) Standing Committee on Insured Benefits (SCIB)

The Standing Committee on Insured Benefits (S.C.I.B.) shall have one (1) member who shall be the President of the Council and one (1) alternate, who shall be the Vice President of the Council to represent the N.B.C.H.U. on the Provincial Committee.

The Council Representatives, duly elected by the Delegates, who sit on the Standing Committee on Insured Benefits, shall be encouraged to participate fully in any and all debates, but should an issue arise that would require an additional cost to its Members, or any substantial change in Benefits, such changes shall be communicated to the Locals, as soon as possible, and a vote taken, if necessary, before any decision is taken, or change implemented.

The Council Representative(s) who sit on the Insured Benefits Committee shall be encouraged to participate fully in all debates, but should an issue arise, that would require any additional costs to its members, or any substantial change in benefits, such changes shall be communicated to the Locals as soon as possible.

(l) Health and Safety Committee

The Health and Safety Committee shall be a Standing Committee made up of three (3) members of which one (1) must be bilingual. One member shall be elected for three (3) years, one for two (2) years and one for one (1) year. Thereafter, a three (3) year Member must be elected every year. The role of the Committee is to act as a Liaison Committee between the Locals and the Council and to report on, issues of Health and Safety in the Hospitals.

(m) Pharmacy Technician's Committee

The Pharmacy Technician's Committee shall be a Standing Committee made up of three (3) members of which one (1) must be bilingual. One member shall be elected for three (3) years, one (1) for two (2) years and one (1) for one year. Thereafter a three (3) year member must be elected every year. The role of the committee is to act as a liaison committee between the Locals and the Council and report the concerns of the Pharmacy Technician's.

(n) Women's Committee

The Women's Committee shall be a Standing Committee made up of three (3) members of which one (1) must be bilingual. One (1) member shall be elected for three (3) years, one for two (2) years and one (1) for one year. Thereafter, a three (3) year member must be elected every year. The role of the Committee is to act as a Liaison Committee between the Locals and the Council and to report on Women's Issues as they pertain to the Union.

Outstanding Person Award. CUPE 1252 shall award an "Outstanding Person Award" at each fall convention. Member must be nominated by a local and submitted to the Women's' Committee for evaluation. Cost of recipient shall be incurred by CUPE 1252.¹

¹ October 2018 Fredericton

(o) Trustees

The Trustees will be given enough time to audit the books properly for the previous period, with a minimum of two days, with further time approved by the Executive Committee.

Trustees' when elected will remain for their full term except for extenuating circumstances, for continuity purposes.

To fulfil their duties, any member, newly elected to the position of Secretary - Treasurer or Trustee of NBCHU Local 1252 shall be required to take the Financial Officers Training course from the CUPE Education Dept., if they have not already done so. All costs of this training (lost wages, meals, travel, registration etc.). Shall be paid by NBCHU 1252

2. The executive committee shall consider any request of a standing committee for a meeting dates, time and location. All expenses for any standing committee meeting shall be the responsibility of the Council.

All Committees shall present regular reports to the meetings of this Council, along with any appropriate recommendations after each committee meeting.

Terms of reference for Committees are Found in Appendix D

ARTICLE 11 – AMENDMENTS TO THE CONSTITUTION

- (a)
- I This Constitution can be amended or altered at any semi-annual convention and to do so it shall require two-thirds of the votes of the Delegates present and voting. Resolutions duly submitted by Local Unions or the Executive Board to the Resolution Committee prior to the regular meetings, shall be the appropriate method of amending or altering the Constitution.
 - II Resolutions and Constitutional Amendments to be introduced for consideration at a regularly convened meeting semi-annual convention shall be prepared and signed by the President and Secretary of the Affiliated Local Union or Executive Board and sent to the Resolutions Committee, not later than thirty (30) days prior to the convention.
 - III Nothing in this section prevents a Local or the Executive Board from submitting emergency Resolutions, on issues that occur during a semi-annual convention.

The proposed amendment submitted in accordance with the foregoing proceeding process shall be circulated to all Affiliated Local Unions by the Resolutions Committee, prior to the convention. This Constitution and amendments, thereto, shall become effective following the approval of same by the National President's Office of the Canadian Union of Public Employees.

- (b) In case of a late notice of amendment under Section (a) of this Article, a two-third majority vote of the Delegates present shall be needed in order to deal with the amendment under Section (a). Late Resolutions and/or Constitutional Amendments shall only be dealt with after all properly submitted resolutions and/or Constitutional Amendments have been dealt with.

ARTICLE 12 – OBLIGATIONS (DELEGATES AND OFFICERS)

1. I, _____, sincerely promise and declare I will be faithful to the duties devolving upon me as a Delegate to this Council. That I will attend all meetings of this Council, if possible, and work at all times for the interest of this Council and the Canadian Union of Public Employees.
2. I, _____, do most sincerely promise that I will truly and faithfully, to the best of my ability, perform the duties of my Office, for the ensuing term, as prescribed in the Constitution and By-Laws of the Canadian Union of Public Employees, and as an Officer of this Council will at all times endeavour, both by counsel and example, to promote the harmony and preserve the dignity of its sessions.

I further promise, that at the close of my Official term, I will promptly deliver all monies, books, papers, or other property of this Council in my possession to my duly elected Successor in Office.

ARTICLE 13 – EXPENSES

1. Whenever a Member of the Executive Board or Committee is required to take a leave of absence from work to perform duties on behalf of the Council, lost wages shall be reimbursed to the Employer and normal expenses such as transportation, meals and accommodation will be paid to the Member. The amount to be paid shall be set by the Executive Board, subject to approval by the Delegates. Members of the Executive Board and Committees must have prior permission from the President and/or General Vice-President and/or Secretary-Treasurer before undertaking any duties on behalf of the Council, unless otherwise specified in this Constitution.

2. All Board and/or committee members shall be entitled to the normal expenses as defined on the expense sheet. The mileage and meal rates shall follow the CUPE National rates. Members who are travelling out of province to attend a CUPE event shall be entitled to an extra \$30 per day for meals. Out-of-pocket expenses per day shall be sixty (\$60.00) dollars only to be paid when there are no lost wages involved. Combined expenditures on a voucher must be accompanied by a breakdown of each Committee Expenses.
3. All Board and/or Committee members shall be entitled to the normal expenses as defined on the expense sheet. Vouchers will say recommended by the Secretary-Treasurer; approved by the President. Whenever possible, Committee members are encouraged to travel together to avoid additional cost.
4. Committee members attending a meeting shall be entitled to one night's lodging prior to the day of the meeting provided only that they live more than 120 Kilometre radius of the meeting location and provided the meeting is scheduled for 9:30 A.M. all hotel bills must be signed by the person to whom the room was allotted.
5. Any executive board and/or committee member who requires childcare to attend a committee meeting, and provided there are no lost wages, and if required to stay overnight and extra child care costs exist shall be entitled to an expense of up to fifty (\$50.00) Dollars per day. Receipts must accompany the expense.¹

¹ October 2017 Saint John

6. To avoid unauthorized cheques being issued, the signing authority for the account of the N.B.C.H.U. Local 1252 shall be changed as soon as possible after the new officers have been sworn into office.
7. No Committee member will be required to share their room unless mutually agreed or no other arrangement can be made.
8. The Calling Card number will only be used for NBCHU business.
9. There shall be no pre- signing of cheques for any reason; all vouchers must be signed by at least two (2) signing Officers. There must be a voucher made out for each cheque that is signed.
10. The Executive Committee may approve donations up to \$1,000.00 without the approval of the Executive Board.

11. An out of pocket expense shall be paid yearly to the:

- | | | |
|-----|------------------------|-------------------------|
| (a) | President - | \$ 2400.00 ¹ |
| (b) | Vice-President- | \$ 1500.00 ¹ |
| (c) | Secretary - Treasurer- | \$ 2400.00 ¹ |

If unable to serve the full term, the out-of-pocket expenses shall be pro- rated.

¹ October 2017 Saint John

ARTICLE 14 – NOTICE OF MEETINGS

1. The Secretary-Treasurer shall notify all Local Unions, sixty (60) days prior to any semi-annual convention in accordance with Article 5 of this Constitution
2. Local Unions wishing to submit any matter that is deemed in the interest of the Delegates or the Hospital Employees generally may submit such matter in writing to the Secretary-Treasurer. Delegates may not submit Policy Motions, of which notice has not been given without the express authority of their Local Union.

ARTICLE 15 – ORDER OF BUSINESS

1. Land Acknowledgement
2. Obligation of Delegates
3. Equality Statement
4. Roll Call of Officers
5. Reading of Minutes of Previous meetings.
6. Matters Arising out of the Minutes
7. Executive Officers' Reports
8. Correspondence
9. Treasurer's Report
10. Reports of Committees
11. Reports of Special Committees
12. Trustees' Report
13. Unfinished Business
14. New Business
15. Good and Welfare
16. Reports of Affiliates
17. Nominations and Elections
18. Adjournment

In all matters not regulated by this Constitution or the National Constitution, Bourinot's Rules of Order shall govern.

ARTICLE 16 – TENTATIVE AGREEMENT

- (a) The Regional Vice-Presidents shall call within 24 hours of reaching a Tentative Agreement, their Alternate Vice-President and all the Presidents in his/her Region to inform them that we have reached a Tentative Agreement. The Vice-President shall inform all Presidents in his/her Region of the date, time, and location of the Special Meeting to explain Tentative Agreement.¹
- (b) Within 10 days or as soon as possible, the Regional Vice-Presidents and the Presidents or Vice-Presidents of all the Locals will be called attend a Special Provincial meeting with the Negotiation Committee and Coordinator with simultaneous translation, the translated Tentative Agreement documents will be prepared by the Coordinator and distributed at the said meeting. Cost to attend the special meeting shall be the responsibility of the local/subunit.¹
- (c) The Negotiating Committee shall recommend accepting or rejecting the Tentative Agreement.
- (d) At least one member of the negotiating team or his/her designate (s) who has attended the Special meeting delivers the presentation of the tentative agreement for each local meeting.¹
- (e) All Locals shall hold Special Sessions within fourteen (14) days of the Special Provincial meeting to explain the Tentative Agreement to the Members at a time more appropriate for them.
- (f) The vote shall take place on a specific date, Province-wide, no later than three (3) days following the Special Sessions have been completed. The vote shall be conducted electronically by an independent third-party company. The results shall be sent to the Secretary Treasurer by the independent third-party company. A written confirmation of the results must be forwarded to the Secretary-Treasurer thereafter by the independent third-party company. The Secretary Treasurer shall notify the Coordinator and the President of NBCHU CUPE Local 1252 the results. The President shall notify Regional Vice-Presidents of the results. The Regional Vice-Presidents shall notify locals/sub- units in their respective areas as soon possible.¹
- (g) To conduct the vote, the independent third-party shall use the latest check-off list but must take into consideration the Members on approved leave of absence, without pay. The list shall be provided by the Secretary Treasurer to the independent third party.¹
- (h) For the final tabulation of the votes, only the total number of Members who voted will be used to determine the percentage of acceptance or rejection. To be accepted, the vote must be a simple majority that is 50 percent plus one (1) of the total voting.

- (I) The Coordinator of NBCHU CUPE Local 1252 shall inform the Department of Finance the acceptance or rejection of the Tentative Agreement after all the Regional Vice-Presidents have been contacted.¹
- (J) The final tabulation to be shared with the Locals shall be the total number of members that voted and the percentage of acceptance or rejection.¹
- (K) Failing a majority vote of acceptance for a New Collective Agreement, the procedure, as set out in the N.B. Public Service Labour Relations Act, to resume Bargaining, shall be followed.
- (L) Notwithstanding sections (b), (d), (e) and (f) above, should the tentative agreement be reached during a strike, lockout or other similar extraordinary circumstances, the Executive Board shall be empowered to determine the procedure for the presentation and voting on the tentative agreement.

¹ April 2019 Saint John

Appendix A – BOURINOT RULES OF ORDER

BOURINOT’S RULES OF ORDER AT A GLANCE

To do this...	You say this...	May you interrupt the speaker?	Must you be seconded?	Is this debatable?	Is this amendable?	How is this decided?
Suspend any normal rules for a specific (typically urgent) reason (this may not suspend rules set out in the COSS constitution)	I move we suspend the rule... In order to...	No	Yes	Yes	Yes	Consensus
Object to incorrect procedures being used	Point of order (and explain)	Yes	No	No	No	Chair rules
Seek clarification from the previous speaker	Point of information (and explain)	Yes, if urgent	No	No	No	Chair rules
Object to something which prevents your continued participation (eg – excess noise)	Point of privilege (and explain)	Yes, if urgent	No	No	No	Chair rules
Make a motion – any issue except consideration of student fees	I move that...	No	Yes	Yes	Depends, usually Yes	Depends, Usually majority
Make a motion for consideration of student fees and related budgets	I move that...	No	Yes	Yes	Only with the consent of the mover and seconder	Double majority – Majority of members voting plus majority of student members voting
Withdraw a motion	I withdraw my motion (mover only, motion must be on the floor)	No	Original seconder must consent	No	No	Consensus
Change a motion (this may be used to clarify a motion but not negate its intent)	I move that the motion be amended to read...	No	Yes	Yes	Yes	Majority (Or consent of both Mover of the original motion and the Seconder of the Original Motion)

To do this...	You say this...	May you interrupt the speaker?	Must you be seconded?	Is this debatable?	Is this amendable?	How is this decided?
Postpone consideration of a motion	I move that the motion be postponed until...	No	Yes	Yes	No	Majority
End debate on a motion without a vote (debate may continue later in the meeting)	I move that we proceed to the next order of business	No	Yes	No	No	Majority
End debate on a motion and proceed to a vote	I call the question	No	Yes	Yes	No	Majority
Postpone a motion until explicitly recalled	I move that the motion be tabled	No	Yes	No	No	Majority
Recall a tabled motion	I move that the motion be lifted from the table	No	Yes	No	No	Majority
Ask that individual votes be recorded in the minutes	I call for a roll call vote	No	No	No	No	Request granted, but only if 5 or more dissented from the original vote
Move that a motion from a previous meeting be reconsidered or rescinded	I move that the motion dated ... that reads... be reconsidered/rescinded	No (advance notice of motion required)	Yes	Yes	No	2/3 majority
Overturn the ruling of the chair	I challenge the chair on...	No	Yes	No	No	Majority
Adjourn a meeting (at any time, including in the middle of debate)	I move we adjourn	No	Yes	No	No	Majority
Consider an item/motion not on the agenda	Not permitted except during "other business" at which point standard speaking and motion rules apply	No	N/A	N/A	N/A	N/A
Consider something out of its scheduled order	I move that the agenda be amended in order to deal with item....	No	No	No	No	Majority

Appendix B – 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.




MARK HANCOCK
National President


CANDACE RENNICK
National Secretary-Treasurer



Appendix C – 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 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. 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 D – GUIDELINES FOR CHILDCARE

Guidelines for childcare at NBCHU Conventions

- Any delegate requesting services shall apply to the Secretary-Treasurer no later than thirty (30) days prior to any convention. The Child Care Services request form shall be forwarded to the locals with the convention call by the Secretary-Treasurer of the Council.
- Any delegate who does not submit the request thirty (30) days prior to convention shall not be provided the service.
- Insurance shall be provided by NBCHU CUPE Local 1252 through a third-party provider for each semi-annual convention.
- NBCHU CUPE Local 1252 shall provide childcare as per the Government of NB Child Care Guidelines as per the chart below.

Age	Ratio Staff: Child	Maximum Group Size
Birth – 24 months	1:3	9
2 years	1:5	10
3 years	1:7	14
4 years	1:10	20
5 years	1:12	24
6-12 years	1:15	30

- Those providing service shall be PSW members of CUPE 1252 who hold a valid CPR certification. The hosting Local of convention as per the NBCHU CUPE Local 1252 by-laws shall be responsible for providing members with the service.
- Those providing childcare services shall be paid a flat rate of \$150.00 per day. Lunch shall be paid at the rate indicated in the constitution of this council.
- The hours Childcare Services shall be provided shall be 9am to 6pm on convention days.
- Parents shall be responsible to pick their child up at lunch time.
- Parents shall be responsible for personal care items for their child, i.e., diapers, formula, wipes etc.

- NBCHU CUPE Local 1252 shall establish totes filled with items to be used during childcare hours and be responsible to replenish each tote after convention ends. A budget to the max. of \$100.00 shall be set to replenish.
- Totes of childcare supplies shall be housed in a storage locker in the Fredericton area.
- The Women's Committee shall be responsible to maintain the totes between conventions. (housing them in the appropriate storage locker in Fredericton)

Appendix E – TERMS OF REFERENCE FOR COMMITTEES

Whenever possible virtual meetings should be undertaken in place of regular meetings if only a few things are to be discussed or weather conditions prevent travel.

EDUCATION COMMITTEE TERMS OF REFERENCE

Mission Statement

The New Brunswick Council of Hospital Unions CUPE 1252 Education Committee is responsible to provide and promote CUPE education, as well award bursary that are offered by The New Brunswick Council of Hospital Unions.

TERMS

1. The Education Committee shall consist of three (3) members. Members will be elected at the NBCHU CUPE 1252 fall convention as per NBCHU CUPE 1252 constitution. If a member of the NBCHU 1252 executive board is elected as one of the members, they will assume the role as the CUPE 1252 VP liaison to the committee.
2. The three (3) committee members shall consist of a one (1) year term, a two (2) year term and a three (3) year term that have been elected by the NBCHU CUPE Local 1252 delegates at convention as per the NBCHU CUPE 1252 constitution.
3. Each member is expected to attend all scheduled Education Committee meetings which have been requested and approved by the President. The members will be responsible to share all tasks required to carry out the function of this committee.
4. The committee will meet twice per year prior to each semi-annual convention at the call of the VP responsible or as directed by the President of NBCHU CUPE 1252. One meeting will be held in the month of September to review and award the bursaries offered by NBCHU CUPE Local 1252.
5. The VP responsible will notify the Education Committee of the tentative meeting date(s), at least four (4) weeks in advance when possible.
6. The committee, in conjunction with the CUPE Education Department, will help organize and/or develop education day for the semi-annual conventions. An additional meeting may be required for the purpose of completing this goal. If additional expenses are needed to present the Education Day, prior approval will be required by the Executive Board. (i.e.: guest speaker)

7. If the VP responsible is not one of the elected committee members, they will have a voice, but no vote. The VP will advise the Education Committee during the committee meetings.
8. The Chairperson shall be one of the committee members chosen by the committee. The responsibility will be to chair the meetings and forward all reports to the Secretary Treasurer of NBCHU CUPE 1252. The committee reports shall be submitted one week following the committee meeting(s).
9. The VP responsible will be the liaison for the Education Committee and reports back to CUPE 1252 Executive Board. The VP responsible will ensure that suggestions, concerns, and questions of the committee are brought forward to the Executive Board.
10. The VP responsible will ensure that all meetings called are justified and approved by the President and/or the General Vice-President of NBCHU CUPE Local 1252. The VP shall be responsible to book meeting rooms and hotel rooms if required, as well advise the Secretary-Treasurer of the council.
11. An electronic expense voucher will be forwarded to the VP responsible to share with the committee members, all vouchers will be the responsibility of each committee member to fill out and forward to the Secretary Treasurer of NBCHU CUPE 1252.
12. The VP responsible is to ensure that procedures set out by the Committee adhere to the CUPE Constitution and NBCHU CUPE Local 1252 By-laws.

BURSARY REFERENCES

References for awarding the NBCHU CUPE Local 1252 Bursaries:

- 1) The bursary applications will be made available, in both official languages and be included in the kits for the NBCHU CUPE Local 1252 semi-annual conventions.
- 2) The information contained in the applications will be reviewed by the Education Committee and is to remain confidential.
- 3) The conditions for awarding of the bursaries will be laid out by the Education Committee prior to reviewing the applications.
- 4) Committee members will participate in the condition, reviewing and awarding of bursaries.

- 5) The committee shall notify the successful applicant(s) by mail as well as any of the sponsored bursary group.
- 6) The Chairperson shall present the committee's report at the council meeting(s).

Conditions for Application:

- 1) All applications should be completed in its entirety. Any incomplete application may be subject to disqualification. Only the most recent revised form will be accepted.
- 2) All applications must be in the hands of the Education Committee or the Secretary-Treasurer by September 1st of each year. Any application that arrives after this date will not be accepted.
- 3) An executive member of the applicant's local must sign the applications or the applications will be disqualified.
- 4) Awarding of bursaries will be based on a fair and equitable system agreed upon by the Education Committee, so as not to exclude any applicant.
- 5) There will be four (4) bursaries awarded to the general applicants, Ann Craig Memorial, Leo Cormier Memorial, Doug Kingston Memorial, and the Harley Harrison Memorial and one (1) bursary awarded to an active member, the Jean Thébeau Leadership.
- 6) If no application by an active member has been submitted for the Jean Thébeau Leadership Bursary, it will then revert back to the general applicants and be awarded through the process.
- 7) There will be two (2) bursaries, Donald Wilkins and Bertha Huard Memorial, awarded to active members to attend CUPE Education, in New Brunswick that shall not exceed five (5) days.
- 8) There will be two (2) bursaries awarded to the general applicants, the Muriel Duckworth Memorial, sponsored by Higgins General Insurance and the Solidarity Bursary, sponsored by Andre Gallant Financial Security.
- 9) The bursary recipients are to be announced at the fall meeting of the Council.
- 10) All recipients must forward proof of registration to the Secretary-Treasurer before they are awarded any bursary. Should an applicant that has been chosen by the committee fail to show proof of registration, the award will go to an alternate that has been chosen through the committees' selection process.

- 11) The Education Committee terms and references are subject to change by the executive board of NBCHU Cupe 1252.

DEFINITIONS

- 1) Executive Board – Members elected to serve as Vice-Presidents of regions/areas to the provincial council board.
- 2) Executive Committee – Members elected from the council floor by the delegates at the fall council meeting. (President, General VP and Secretary-Treasurer)
- 3) Applicant – Member, spouse, partner, son, daughter, stepson/daughter, grandchild or step grandchild, or ward of a CUPE member, active retired lifetime member or a deceased member.
- 4) Completed Application – Having been signed by an executive officer or the stamp with the local’s seal. All information requested on the application form completed.

HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE

Mission Statement

The New Brunswick Council of Hospital Unions CUPE 1252 Health and Safety Committee is responsible to promote the health and safety of our members. The New Brunswick Occupational Health and Safety Act shall be the governing law of this committee

TERMS

1. The Health and Safety Committee (H/S) shall consist of three (3) members. Members will be elected at the NBCHU CUPE 1252 fall convention as per NBCHU CUPE 1252 constitution. If a member of the NBCHU 1252 executive board is elected as one of the members, they will assume the role as the CUPE 1252 VP liaison to the committee.
2. The three (3) committee members shall consist of a one (1) year term, a two (2) year term and a three (3) year term that have been elected by the NBCHU CUPE Local 1252 delegates at convention as per the NBCHU CUPE 1252 constitution.
3. Each member is expected to attend all scheduled Health and Safety Committee meetings which have been requested and approved by the President. The members will be responsible to share all tasks required to carry out the function of this committee.

4. The H/S Committee will meet twice per year prior to each semi-annual convention at the call of the VP responsible or as directed by the President of NBCHU CUPE 1252.
5. The VP responsible will notify the committee of the tentative meeting date(s), at least four (4) weeks in advance when possible.
6. Any new committee member who has not taken a CUPE Health and Safety Training, shall be registered for the next available course. All costs will be covered by NBCHU CUPE 1252.
7. The NBCHU CUPE 1252 Health and Safety committee shall research and compile a list of available workshops, conferences, webinars, or virtual sessions in New Brunswick. The committee shall develop a list of resources and forward to all locals under NBCHU CUPE 1252.
8. One (1) member of the committee shall attend the annual Health and Safety Conference representing NBCHU CUPE 1252, costs will be covered by the council.
9. The H/S Committee shall receive from the President of all locals/sub locals a copy of their H/S report after each meeting. They shall also inform the committee when a safety officer is called to investigate workplace issues so that the committee has a provincial view of H/S issues.
10. During the committee's meetings they shall research, develop educational tools to be distributed at convention. They shall contact the Health and Safety branch at CUPE National for all available updated Health and Safety material for distribution.
11. The committee shall reach out to WorkSafe New Brunswick for their schedule of events for the calendar year and provide this information to the Secretary Treasurer of the council; this information shall be posted on the website calendar.
12. The H/S Committee shall provide pertinent information to be posted on the CUPE 1252 website from WorkSafe New Brunswick website and promote Locals to utilize this site as a tool to educate the membership at;
<https://www.worksafenb.ca/general-resources/forms/>
13. The VP responsible will be the liaison for the Health and Safety Committee and reports back to NBCHU CUPE 1252 President after each meeting. The VP responsible will ensure that suggestions, concerns, and questions of the committee are brought forward to the Executive Board.

14. If the VP responsible is not one of the elected committee members, they will have a voice, but no vote. The VP will advise the Health and Safety Committee during the committee meetings.
15. The VP responsible will ensure that all meetings called are justified and approved by the President and/or the General Vice-President of NBCHU CUPE Local 1252. The VP shall be responsible to book meeting rooms and hotel rooms if required, as well advise the secretary treasurer.
16. An electronic expense voucher will be forwarded to the VP responsible to share with the committee members, all vouchers will be the responsibility of each committee member to fill out and forward to the Secretary Treasurer of NBCHU CUPE 1252.
17. The VP responsible is to ensure that procedures set out by the Committee adhere to the CUPE constitution and NBCHU CUPE Local 1252 By-laws.
18. The Health and Safety Committee terms and references are subject to change by the executive board of NBCHU CUPE 1252.

MAINTENANCE AND TRADES COMMITTEE TERMS OF REFERENCE

Mission Statement

The NBCHU CUPE 1252 Maintenance and Trades Committee shall promote the working conditions and health and safety of all members.

TERMS

1. The Maintenance and Trades Committee shall consist of three (3) members. Members will be elected at the NBCHU CUPE 1252 fall convention as per NBCHU CUPE 1252 constitution. If a member of the NBCHU 1252 executive board is elected as one of the members, they will assume the role as the CUPE 1252 VP liaison to the committee.
2. The three (3) committee members shall consist of a one (1) year term, a two (2) year term and a three (3) year term that have been elected by the NBCHU CUPE Local 1252 delegates at convention as per the NBCHU CUPE 1252 constitution.

3. The Maintenance and Trade Committee shall meet twice per year prior to each semi-annual convention or as directed by the executive committee/board and report back to the President of NBCHU CUPE 1252.
4. Each member is expected to attend all scheduled meetings which have been requested and approved by the President. The members will be responsible to share all tasks required to carry out the function of this committee.
5. The VP responsible will notify the committee of the tentative meeting date(s), at least four (4) weeks in advance when possible.
6. If the VP responsible is not one of the elected committee members, they will have a voice, but no vote. The VP will advise the committee during the meetings.
7. The Maintenance and Trades Committee will keep up to date with new and current regulations around their profession/s.
8. The Maintenance and Trades Committee shall be tasked by the executive committee/board as required to perform duties related to the trade's professions within our union.
9. The VP responsible will be the liaison for the Maintenance and Trades Committee and reports back to NBCHU Cupe 1252 President after each meeting. The VP responsible will ensure that suggestions, concerns, and questions of the committee are brought forward to the Executive Board.
10. The VP responsible will ensure that all meetings called are justified and approved by the President and/or the General Vice-President of NBCHU CUPE Local 1252. The VP shall be responsible to book meeting rooms and hotel rooms if required, as well advise the Secretary-Treasurer of the council.
11. An electronic expense voucher will be forwarded to the VP responsible to share with the committee members, all vouchers will be the responsibility of each committee member to fill out and forward to the Secretary Treasurer of NBCHU CUPE 1252.
12. The VP responsible is to ensure that procedures set out by the Committee adhere to the CUPE Constitution and NBCHU CUPE Local 1252 By-laws.
13. The Maintenance and Trades Committee terms and references are subject to change by the executive board of NBCHU Cupe 1252.

PHARMACY TECH COMMITTEE TERMS OF REFERENCE

Mission Statement

The New Brunswick Council of Hospital Unions CUPE 1252 Pharmacy Tech Committee shall be responsible to promote their profession within their Union, provide updates as required to the membership and keep up to date on regulatory changes to their profession.

TERMS

1. The Pharmacy Tech Committee shall consist of three (3) members. Members will be elected at the NBCHU CUPE 1252 fall convention as per NBCHU CUPE 1252 constitution. If a member of the NBCHU 1252 executive board is elected as one of the members, they will assume the role as the CUPE 1252 VP liaison to the committee.
2. The three (3) committee members shall consist of a one (1) year term, a two (2) year term and a three (3) year term that have been elected by the NBCHU CUPE Local 1252 delegates at convention as per the NBCHU CUPE 1252 constitution.
3. Each member is expected to attend all scheduled Pharmacy Tech Committee meetings which have been requested and approved by the President. The members will be responsible to share all tasks required to carry out the function of this committee.
4. If the VP responsible is not one of the elected committee members, they will have a voice, but no vote. The VP will advise the Pharmacy Tech Committee during the committee meetings.
5. The committee will meet twice per year prior to each semi-annual convention at the call of the VP responsible or as directed by the President of NBCHU CUPE 1252.
6. The VP responsible will notify the Pharmacy Technicians committee members of the tentative meeting date(s), at least four (4) weeks in advance when possible.
7. The committee shall provide and present a written report during each semi-annual convention of the NBCHU CUPE 1251.
8. The committee shall be tasked by the executive committee/board as required to perform duties related to their profession within their Union.

9. The VP responsible will be the liaison for the Pharmacy Tech Committee and reports back to CUPE 1252 Executive Board. The VP responsible will ensure that suggestions concerns, and questions of the committee are brought forward to the Executive Board.
10. The VP responsible will ensure that all meetings called are justified and approved by the President and/or the General Vice-President of NBCHU CUPE Local 1252. The VP shall be responsible to book meeting rooms and hotel rooms if required, as well advise the secretary treasurer.
11. An electronic expense voucher will be forwarded to the VP responsible to share with the committee members, all vouchers will be the responsibility of each committee member to fill out and forward to the Secretary Treasurer of NBCHU CUPE 1252.
12. The Pharmacy Technicians Committee terms and references are subject to change by the executive board of NBCHU CUPE 1252.

PUBLIC RELATIONS COMMITTEE TERMS OF REFERENCE

Mission Statement

The NBCHU CUPE 1252 Public Relations Committee shall be responsible to promote and recognize all members of NBCHU CUPE 1252. To maintain and update the NBCHU CUPE 1252 website and participate in all NBCHU CUPE 1252 campaigns.

TERMS

1. The Public Relations (PR) Committee shall consist of four (4) members. Two (2) French speaking members and two (2) English speaking members. Members will be elected at the NBCHU CUPE 1252 fall convention as per NBCHU CUPE 1252 constitution. If a member of the NBCHU CUPE 1252 executive board is elected as one of the members, they will assume the role as the CUPE 1252 VP liaison to the committee.
2. The PR Committee will meet twice per year prior to each semi-annual convention or as required and when directed by the President of the NBCHU CUPE 1252.
3. The VP responsible will notify the committee of the tentative meeting date(s), at least four (4) weeks in advance when possible.
4. Each member is expected to attend all scheduled PR Committee meetings which have been requested and approved by the President. The members will be responsible to share all tasks required to carry out the function of this committee.

5. The PR committee shall elect a chairperson and secretary at the committees first meeting after the NBCHU CUPE 1252 elections. The chairperson shall be responsible to send out an agenda one week prior to meetings, chair the meetings and forward all reports to the Secretary Treasurer of NBCHU CUPE 1252. The committee reports shall be submitted one week following the committee meeting(s).
6. An electronic expense voucher will be forwarded to the VP responsible to share with the committee members, all vouchers will be the responsibility of each committee member to fill out and forward to the Secretary Treasurer of NBCHU CUPE 1252.
7. The VP responsible will be the liaison for the PR Committee and reports back to NBCHU CUPE 1252 President after each meeting. The VP responsible will ensure that suggestions, concerns, and questions of the committee are brought forward to the Executive Board.
8. The PR Committee shall be responsible to monitor, maintain and update the NBCHU CUPE 1252 website as required or at the direction of the President of NBCHU CUPE 1252.
9. The PR Committee shall be responsible for the ordering and distribution of items for the annual NBCHU CUPE 1252 membership appreciation day.
10. The PR committee shall keep an up-to-date list of media sources and price list for any and all advertising needs of the council.
11. The PR Committee terms and references are subject to change by the executive board of NBCHU CUPE 1252.

RESOLUTION COMMITTEE TERMS OF REFERENCE

Mission Statement

The NBCHU CUPE 1252 Resolution committee shall be responsible to present requested changes to the governance of the council. The committee shall ensure that all submissions do not contradict the CUPE National Constitution.

TERMS

1. The Resolution Committee shall consist of three (3) members. Members will be elected at the NBCHU CUPE 1252 fall convention as per NBCHU CUPE 1252 constitution. If a member of the NBCHU 1252 executive board is elected as one of the members, they will assume the role as the CUPE 1252 VP liaison to the committee.
2. The three (3) committee members shall consist of a one (1) year term, a two (2) year term and a three (3) year term that have been elected by the NBCHU CUPE Local 1252 delegates at convention as per the NBCHU CUPE 1252 constitution.
3. Each member is expected to attend all scheduled Resolution Committee meetings which have been requested and approved by the President. The members will be responsible to share all tasks required to carry out the function of this committee.
4. The committee shall receive all requested submissions from the Secretary Treasurer prior to the NBCHU CUPE 1252 semi-annual convention(s).
5. The committee shall meet twice per year prior to or during the NBCHU CUPE 1252 convention(s) to review submissions, combine, or amend as required.
6. If the resolution is unclear of its intent, the committee shall reach out to the submitter and get clarification.
7. The committee shall present submissions at the convention(s). The committee shall properly move and second the submission. The delegates at the convention(s) will then debate the submission leading to a vote to either accept or reject.
8. The committee shall be responsible to deal with any submission that gets referred back to the committee. The committee shall present a revised submission to the delegates at convention(s) for their consideration.
9. The VP responsible is to ensure that procedures set out by the Committee adhere to the CUPE Constitution and NBCHU CUPE Local 1252 By-laws.

10. The Resolution Committee terms and references are subject to change by the executive board of NBCHU CUPE 1252.

WOMEN'S COMMITTEE TERMS OF REFERENCE

Mission Statement

The New Brunswick Council of Hospital Unions CUPE 1252 Women's Committee shall be responsible to promote gender equality. To identify issues that affect all gender identifying groups and strive to educate all groups on the issues. The Women's Committee shall strive to promote and celebrate the economic, political, and social achievements of women past, present, and future.

TERMS

1. The Women's Committee shall consist of three (3) members. Members will be elected at the NBCHU CUPE 1252 fall convention as per NBCHU CUPE 1252 constitution. If a member of the NBCHU 1252 executive board is elected as one of the members, they will assume the role as the CUPE 1252 VP liaison to the committee.
2. The three (3) committee members shall consist of a one (1) year term, a two (2) year term and a three (3) year term that have been elected by the NBCHU CUPE Local 1252 delegates at convention as per the NBCHU CUPE 1252 constitution. One committee member must be bilingual as per the NBCHU CUPE 1252 constitution.
3. Each member is expected to attend all scheduled committee meetings which have been requested and approved by the President. The members will be responsible to share all tasks required to carry out the function of this committee.
4. The VP responsible will notify the committee members of the tentative meeting date(s), at least four (4) weeks in advance when possible.
5. The Women's Committee will meet twice per year prior to each semi-annual convention at the call of the VP responsible or as directed by the President of NBCHU CUPE 1252. The committee shall provide and present a written report during the semi-annual conventions of NBCHU CUPE 1252.

6. If the VP responsible is not one of the elected committee members, they will have a voice, but no vote. The VP will advise the Women's Committee during the committee meetings.
7. The Chairperson shall be one of the committee members chosen by the committee. The responsibility will be to chair the meetings and forward all reports to the Secretary Treasurer of NBCHU CUPE 1252. The committee reports shall be submitted one week following the committee meeting(s).
8. The Women's Committee shall be responsible for the daycare stock used for childcare during conventions. They shall replenish stock as required with the help of the Local representative from the hosting zone. (Example: Fredericton, Moncton, Saint John)
9. The Women's Committee shall develop a flyer to promote the "Outstanding Persons Award" which will be sent to all locals three (3) months prior to the fall convention. The committee shall receive all submissions, review, and determine who the award will be given to on an annual basis. The committee shall gather personal information of the recipient to be read at the time of presentation.
10. An electronic expense voucher will be forwarded to the VP responsible to share with the committee members, all vouchers will be the responsibility of each committee member to fill out and forward to the Secretary Treasurer of NBCHU CUPE 1252.
11. The VP responsible will be the liaison for the Women's Committee and reports back to CUPE 1252 Executive Board. The VP responsible will ensure that suggestions, concerns, and questions of the committee are brought forward to the Executive Board.
12. The VP responsible is to ensure that procedures set out by the committee adhere to the CUPE Constitution and NBCHU CUPE Local 1252 By-laws.
13. The Women's Committee shall explore, research, and provide documents developed by Cupe National that effect the rights of workers. The committee shall monitor and be mindful of women's issues in New Brunswick.
14. The Women's Committee shall attend an organized International Women's Day ceremony in New Brunswick in their region, if not then attend a Provincial ceremony, as necessary.
15. The Women's Committee shall monitor and review the following website to monitor annual Women's day events in the province.
<https://www2.gnb.ca/content/gnb/en/departments/women/IWD.html>

16. The Women's Committee terms and references are subject to change by the executive board of NBCHU CUPE 1252.

Appendix F – LOCALS WITHIN THE COUNCIL

Zone 1 South East-	Moncton City Hospital Sackville Memorial Hospital Albert County Hospital Inc. Petitcodiac Health Centre Health Services Centre, Rexton Addiction and Mental Health Port Elgin and Region Health Center
Zone 1 Beausejour-	Dr Georges L Dumont University Hospital Centre Hopital Stella Maris de Kent Regional Medical Centre, Shediac
Zone 2- Fundy-	<u>Local 861</u> Charlotte County Hospital Deer Island Health Clinic Campobello Health Clinic Grand Mannan Hospital Extra Mural Program St. Stephen and St. George <u>Local 1128</u> Sussex Health Center Mental Health Extra Mural Program <u>Local 1199</u> St. Joseph's Hospital North End Wellness Center Hope Wellness Center Marketplace Wellness Center Medisante Primary Care Extra Mural Program Saint John and KV

Local 813

Saint John Regional Hospital
Fundy Hospital Association Ltd. Black's Harbour
Regional Staffing Center
Ridge Wood Veterans Wing
Ridge Wood Addiction Center
Lone Water Farm

Zone 3

Local 908 Sub-Unit 1

Dr Everett Chalmers Regional Hospital
Stan Cassidy Centre for Rehabilitation
Veterans Health Unit
Addiction Services, Methadone Clinic
Harvey Health Centre
Nackawic Health Centre
Extra Mural Program (South)
Gibson Clinic
Fredericton Public Health, Fredericton Mental Health
Woodbridge Centre
Operational Stress Injury Clinic
Noreen Richard Health Centre
Dialysis Unit
Fredericton Downtown Community Health Centre

Local 908 Sub-Unit 2

Queens North Community Health Centre
Chipman Boiestown Health Centre
Central Miramichi Community Health Centre

Local 908 Sub-Unit 3

Oromocto Public Hospital
Extra Mural Program (South)
Oromocto Public Health
Oromocto Health Team

Local 908 Sub-Unit 45

Upper River Valley Hospital
Extra Mural Program
Woodstock Public Health, Woodstock Mental Health

Local 908 Sub-Unit 6

Hotel-Dieu of St. Joseph
Extra Mural Program (North)
Public and Mental Health

Local 908 Sub-Unit 7

Tobique Valley Community Health Centre

Zone 4 Edmundston

Edmundston Regional Hospital
Grand Falls General Hospital Inc.
Hotel-Dieu de St-Joseph, St. Quentin
Ste Anne de Madawaska Health Centre
Mental Health of Grand Falls, Edmundston and
Kedgwick
EMP of Grand Falls, Edmundston and St Quentin

Zone 5 Restigouche

Campbellton Regional Hospital
Saint Joseph Hospital, Dalhousie
Jacquet River Health Centre
East Restigouche Community Health Centre
Restigouche Hospital Center, Campbellton

Zone 6 Chaleur-

Chaleur Régional Hospital, Bathurst
Hôpital de l'Enfant Jésus, Caraquet
Hôpital de Tracadie
Hôpital de Lameque
Centre de Sante de Pointe-Verte
Centre de Sante-Paquetville
Centre de Sante Miscou
Medical Clinic St. Isidore

Zone 7 Miramichi-

Nequac Health Centre
Baie Ste Anne Health Centre
Upper Miramichi Health Centre (Blackville)
Rogersville Health Centre
Miramichi Medical Day Clinic
Mental Health Office
Public Health Office
Miramichi Extra Mural Program
Diabetic Clinic

Zone 8-

Ambulance New Brunswick

BY-LAWS
THE NEW BRUNSWICK COUNCIL OF HOSPITAL UNIONS
CUPE LOCAL 1252

BY-LAW NO. 1

The Council shall not enter into any Agreement with the Employer, which alters any terms of the Collective Agreement