

BY-LAWS

CANADIAN UNION

OF

PUBLIC EMPLOYEES

LOCAL 3014

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TABLE OF CONTENTS

<u>ARTICLE</u>	<u>PAGE #</u>
PREAMBLE	3
SECTION 1 – NAME.....	3
SECTION 2 - OBJECTIVES.....	3
SECTION 3 - INTERPRETATION and DEFINITIONS.....	3
SECTION 4 - MEMBERSHIP MEETINGS - Regular and Special.....	4
SECTION 5 - VOTING OF FUNDS.....	4
SECTION 6 - OFFICERS.....	5
SECTION 7 - EXECUTIVE BOARD	5
SECTION 8 - DUTIES OF OFFICERS	6
SECTION 9 - HONORARIA	9
SECTION 10 - FEES, DUES AND ASSESSMENTS	9
SECTION 11 - NON-PAYMENT OF DUES AND ASSESSMENTS	10
SECTION 12 - NOMINATION, ELECTION AND INSTALLATION OF OFFICERS	10
SECTION 13 - DELEGATES TO CONVENTIONS	11
SECTION 14 - COMMITTEES.	12
SECTION 15 - RULES OF ORDER.....	13
SECTION 16 - AMENDMENT	14
APPENDIX "A" TO THE BY-LAWS OF LOCAL 3014, CUPE	15
APPENDIX "B" TO THE BY-LAWS OF LOCAL 3014, CUPE.....	18

PREAMBLE

In order to improve the social and economic welfare of its members without regard to sex, colour, race or creed, to promote efficiency in public employment and to manifest its belief in the value of the unity of organized labour, this Local of the Canadian Union of Public Employees (hereinafter referred to as CUPE) was formed on August 21, 1979.

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

SECTION 1 - NAME

The name of this Local shall be: Canadian Union of Public Employees, Local No. 3014.

SECTION 2 - OBJECTIVES

The objectives of the Local are to:

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

SECTION 3 - INTERPRETATION and DEFINITIONS

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

SECTION 4 - MEMBERSHIP MEETINGS - Regular and Special

- (a) Regular membership meetings shall be held three (3) times a year (Fall, Winter and Spring). Meeting notice shall be given 7 days prior to meeting.
- (b) Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than 30% members. The President shall immediately call a special meeting when so ordered or requested and shall see that all members receive at least twenty-four (24) hours' notice of the special meeting and the subject(s) to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.
- (c) A quorum for the transaction of business at any regular or special meeting shall be twelve (12) members, including at least three (3) members of the Executive Board.
- (d) The order of business at regular membership meetings is as follows:
 - 1. Roll Call of Officers
 - 2. Reading of the Equality Statement
 - 3. Voting on New Members and Initiation
 - 4. Reading of Minutes
 - 5. Matters Arising
 - 6. Treasurer's Report
 - 7. Communications and Bills
 - 8. Executive Committee Report
 - 9. Reports of Committees and Delegates
 - 10. Nominations, Elections, or Installations
 - 11. Unfinished Business
 - 12. New Business
 - 13. Good of the Union
 - 14. Adjournment (Article B. VIII)

SECTION 5 - VOTING OF FUNDS

Except for ordinary expenses and bills as approved at membership meetings, no sum over fifty dollars shall be voted for the purpose of a grant or contribution to a member or any cause outside CUPE, except by a notice of motion given in writing and dealt with at the following membership meeting. (Article B.4.4)

The Executive Board in the course of its day to day business may authorize the expenditure of monies, not exceeding five hundred dollars (\$500.00) per occurrence for bona fide purchases and expenses on condition that such expenses are supported by voucher and receipts, and reported in the Treasurer's written report to the membership.

Section 5 Continued

Payment of bills and expenses over five hundred dollars (\$500.00) shall be recommended by the Treasurer or Executive and authorized by vote of the membership.

Approvals for attendance at educational courses or seminars shall be made on a case-by-case basis by the Executive Board. The Executive Board shall approve half the cost of a member taking a C.P.R. Course for the first time, to a maximum of fifteen dollars (\$15.00).

Members authorized to attend union conventions, conferences, seminars or performing other union duties shall be compensated for reasonable expenses in such amount and subject to such conditions as may from time to time be approved by policies approved by the membership.

Such policies will allow for the payment of transportation fares, at an appropriate amount of \$0.43 cents/km. Lost wages and benefits, and a per diem allowance for meals for in-town functions.

SECTION 6 - OFFICERS

The Officers of the Local shall be the President (3 year), Vice-President (2 year), Secretary-Treasurer (3 year), Recording Secretary (2 year), three (3) Trustees, Chief Steward (3 year) and five (5) Stewards (2 year). All Officers shall be elected by the membership.
(Articles B.2.1 & B.2.3)

SECTION 7 - EXECUTIVE BOARD

- (a) The Executive Board shall comprise the Chief Steward (3 year), and five (5) Stewards and all Officers, except Trustees.
(Articles B.2.1 & B.2.3)
- (b) The Board shall meet at least once every month.
- (c) A majority of the Board constitutes a quorum.
- (d) The Executive Officers shall hold title to any real estate of the Local as trustees for the Local. They shall have no right to sell, convey, or encumber any real estate without first giving notice and then submitting the proposition to a membership meeting and having it approved.
- (e) The Board shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of all committees.

All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution. (Articles 13.6.1 to B.6.7)

Section 7 Continued

- (g) Should any Board member fail to answer the roll-call for three consecutive regular membership meetings or three consecutive regular Board meetings without having submitted good reasons for those failures, his office shall be declared vacant and shall be filled by an election at the following membership meeting. (Article B.2.5)
- (h) Executive Board will go out for Christmas each year.

SECTION 8 - DUTIES OF OFFICERS

All officers must give all properties, assets, funds and all records of the Local Union to their successors at the end of their term of office. All signing Officers of the Local 3014 shall be bonded through the master bond held by CUPE National. Any Officer who cannot qualify for the bond shall be disqualified from having signing authority.

- (a) The President shall:
 - enforce the CUPE Constitution and these by-laws;
 - preside at all membership and Executive Board meetings and preserve order;
 - decide all points of order and procedure (subject always to appeal to the membership);
 - have a vote on all matters (except appeals against his rulings) and in case of a tie will request a revote;
 - ensure that all officers perform their assigned duties;
 - fill committee vacancies where elections are not provided for;
 - represent the Local on the Labour-Management Committee;
 - introduce new members and conduct them through the initiation ceremony;
 - sign all cheques and ensure that the Local's funds are used only as authorized or directed by the Constitution, by-laws, or vote of the membership;
 - have first preference as a delegate to the CUPE National Convention.

(Article B.3.1)

Section 8 Continued

(b) The Vice-President shall:

- if the President is absent or incapacitated, perform all duties of the President;
- if the office of President falls vacant, be Acting President until a new President is elected;
- render assistance to any member of the Board as directed by the Board.

(Article B.3.2)

(c) The Recording Secretary shall:

- keep full, accurate and impartial account of the proceedings of all regular or special membership and Executive Board meetings. These records must also include a copy of the full financial report (Executive Board Meetings) and the written financial report (Membership Meetings) presented by the Secretary-Treasurer. The record will also include Trustee reports.
- record all alterations in the by-laws;
- answer correspondence and fulfill other secretarial duties as directed by the Board;
- file a copy of all letters sent out and keep on file all communications;
- prepare and distribute all circulars and notices to members;
- have all records ready on reasonable notice for auditors and Trustees;
- preside over membership and Board meetings in the absence of both the President and the Vice-President;
- be empowered, with the approval of the membership, to employ necessary stenographic or other assistance to be paid for out of the Local's funds;
- on termination of office, surrender all books, seals and other properties of the Local to his successor.

(Article B.3.3)

(d) The Secretary-Treasurer shall:

- sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the National Constitution, Local Union bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences.
- be responsible for maintaining, organizing safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by the Local Union;

Section 8 Continued

- make a full financial report to meetings of the Local Union's Executive Board;
 - make a written financial report to each regular membership meeting, detailing all income and expenditures for the period;
 - make all books available for inspection by the Trustees and/or auditors on reasonable notice. Ensure that the books are audited at least once each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees;
 - where required, not later than February 28th each year, furnish each member, on the forms supplied by CUPE National, with a statement showing the net amount of tax deductible dues paid by him during the preceding calendar year;
 - notify all members who are one month in arrears and report to the Executive Board all members two or more months in arrears in the payment of union dues.
- (Articles B.3.4 to B.3.9)

(e) The Trustees shall:

- make a written report of their findings to the first membership meeting following the completion of each audit;
- submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's funds, records, and accounts are being maintained by the Secretary-Treasurer in a organized correct, and proper manner;
- send to the National Secretary-Treasurer, with a copy to the assigned Servicing Representative, the following documents: Completed Trustee Audit Program, completed Trustees' Report, Secretary-Treasurer Report to the Trustees, Recommendations made to the President and Secretary-Treasurer of the Local Union, Secretary-Treasurer's response to the recommendations and concerns that have not been addressed by the Local Union Executive Board.
- inspect at least twice a year any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local, and report their findings to the membership;
- use audit forms supplied by the National Office and send a copy of each half yearly audit to the National Secretary-Treasurer in accordance with the provisions of the CUPE Constitution.

(Articles B.3.10 to B.3.12)

SECTION 9 - HONORARIA

The following honoraria shall be provided:

The President, Vice-President, Recording Secretary, Secretary-Treasurer, Chief Steward and Stewards who attend seventy-five percent (75%) of regular meetings shall receive President - \$1000.00, Vice-President, Chief Steward and Secretary Treasurer - \$750.00 with the others receiving \$500.00 per year.

Trustees shall receive seventy-five dollars (\$75.00) each time they audit the books.

SECTION 10 - FEES, DUES AND ASSESSMENTS

(a) Initiation Fee

Each application for membership in the Local shall be directed to the Secretary-Treasurer and shall be accompanied by an initiation fee of one dollar (\$1.00) which shall be in addition to monthly dues. The Secretary-Treasurer shall issue a receipt. If the application is rejected the fee shall be returned. (Articles B.4.1 & B.8.2)

(b) Readmittance Fee

The readmittance fee shall be one dollar (\$1.00). (Articles B.4.1)

(c) Monthly Dues

The monthly dues shall be one point two percent (1.2%). (Article B.4.3)

Changes in the levels of the Initiation Fee, the Readmittance Fee, or the Monthly Dues can be effected only by following the procedure for amendment of these by-laws (see Section 16), with the additional provision that the vote must be by secret ballot. (Articles B.4.1 & B.4.3)

Notwithstanding the above provisions, if the CUPE Convention raises minimum fees and/or dues above the level herein established, these by-laws will be deemed to have been automatically amended to conform to the new CUPE minima.

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

SECTION 11 - NON-PAYMENT OF DUES AND ASSESSMENTS

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

(Article B.8.6)

SECTION 12 - NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

(a) Nomination

Nominations shall be received biennially at the first regular membership meeting held in the election year. To be eligible for nomination a member shall have attended at least fifty percent (50%) of the membership meetings held in the previous twelve (12) months or in the period he/she was a member, if less than two (2) years, unless a valid reason, acceptable to the Local, has been given for non-attendance. No nomination shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting his consent in writing, duly witnessed by another member. No member shall be eligible for nomination if he is in arrears of dues and/or assessments.

- (1) The voting shall take place at the first regular membership meeting in the election year (winter meeting). The vote shall be by secret ballot.
- (2) Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
- (3) A majority of votes cast shall be required before any candidate can be declared elected, and second and subsequent ballots shall be taken, if necessary, to obtain a majority. On the second and subsequent ballots the candidate receiving the lowest number of votes in the previous ballot shall be dropped. In case of a final tie vote, the presiding officer may cast the deciding vote.
- (4) When two or more nominees are to be elected to any office by ballot, each member voting shall be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.
- (5) Any member may request a recount of the votes for any election and a recount shall be conducted if the request is supported, in a vote, by at least the number of members equal to the quorum for a membership meeting as laid down in Section 4 (c).

Section 12 Continued

(b) Installation

- (1) All duly elected officers shall be installed at the meeting at which elections are held and shall continue in office for two (2) years or until a successor has been elected and installed, provided, however, that no term of office shall be longer than three years. (Article B.2.4)
- (2) The terms of office for Trustees shall be as laid down in Article B.2.4 of the CUPE Constitution.

(c) By-Election

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

SECTION 13 - DELEGATES TO CONVENTIONS

- (a) Except for the President's option [Section 8 (a)], all delegates to conventions shall be chosen by election at membership meetings.
- (b) All delegates elected to the conventions held outside the County of Lennox and Addington shall be paid transportation expenses (at economy, tourist or coach rates) or mileage for personal vehicle at forty-three cents (\$0.43) per kilometre, a per diem allowance of sixty dollars (\$60.00) for expenses, and an amount equal to any loss of salary incurred by attendance at the convention.
- (d) Delegates to conventions held locally shall have no travel allowance or per diem allowance. There shall be compensation for any loss of salary incurred by attendance at the convention.
- (e) Expenses incurred while representing the Local at meetings or attending educational institutes or seminars shall be reimbursed subject to approval by the Executive Committee, subject to the following limits:
 - Twenty dollars (\$20.00) for breakfast
 - Twenty-Five dollars (\$25.00) for lunch
 - Thirty dollars (\$30.00) for supper
 - Forty-three (\$0.43) cents per kilometre for travel
 - An amount equal to any loss of salary incurred by attendance
 - reimbursement for child care based on a receipt to a maximum of five dollars (\$5.00) per hour

SECTION 14 - COMMITTEES.

(a) Negotiating Committee

This shall be a special ad hoc committee established at least 3 months prior to the expiry of the Local's collective agreement and automatically disbanded when a new collective agreement has been signed. The function of the Committee is to prepare collective bargaining proposals and to negotiate a collective agreement. The Committee shall consist of three (3) members: the President, the Chief Steward and one (1) other member, elected at a membership meeting. In the President's absence, the Vice-President shall automatically be a member and Chairperson of the Committee. Additional backup members may be elected in case an emergency arises which might preclude a Committee member from continuing at the bargaining table. The CUPE Representative assigned to the Local shall be a non-voting member of the Committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.

(b) Labour-Management Committee

The Local shall be represented on this Committee by the President, Chief Steward and other members appointed by the President as required.

(c) Special Committees

A special ad hoc committee may be established for a specified purpose (i.e. Sick Committee, Social Committee and Education Committee) 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 Board may sit on any special committee as ex-officio members.

(d) Standing Committees

The Chairperson of each standing committee shall be elected by the members at a membership meeting. The Chairperson and the Executive Board may, with the concurrence of the membership, jointly appoint other members to serve on a committee. The Vice-President shall be a member, ex-officio, of each committee. There shall be four standing committees as follows:

Section 14 - Standing Committees Continued

(1) Grievance Committee

This Committee shall process all grievances not settled at the initial stages and requiring a decision about arbitration. Its recommendations shall be submitted first to the Executive Board, with a copy to the CUPE Representative, and then to a membership meeting. Grievances must be in writing on the forms provided by the National Office and be signed by the complainant or complainants, as provided for in the collective agreement. The Committee shall comprise the President, Chief Steward and Stewards elected by the members. The Committee shall appoint its secretary from among its members. The President, Chief Steward and Steward involved with the grievance shall meet with the Employer when the Grievance Committee is required to meet with the Employer.

(2) Social and Recreation Committee

It is the function of this Committee to arrange and conduct all social and recreational activities of the Local either on the Committee's own initiative or as a result of decisions taken at membership meetings. The Committee shall submit reports and proposals to the Executive board or to the membership as required. A ceiling for the Committee's net expenditures shall be fixed annually by the membership but, other than that, all social and recreational events and activities shall be self-supporting. The Executive board shall be held responsible for the proper and effective functioning of this Committee. The Committee shall comprise between two (2) and four (4) members and may appoint a Secretary-Treasurer from among its members. The Committee will put \$100/month towards a meet and greet for new members.

(3) Sick Committee

The Local shall give a direct family donation of twenty-five dollars (\$25.00) in the event of a death in the family.

SECTION 15 - RULES OF ORDER

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

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

SECTION 16 - AMENDMENT

- (a) These by-laws are always subordinate to the CUPE Constitution (including Appendix "B") as it now exists or may be amended from time to time, and in the event of any conflict between these by-laws and the CUPE Constitution the latter shall govern. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.
(Articles 9.2(c), 12.3, & B.5.1)
- (b) These by-laws shall not be amended, added to, or suspended except upon a majority vote of those present and voting at a regular or special membership meeting following seven days' notice at a previous meeting or at least sixty days written notice.
(Article B.5.1)
- (c) No change in these by-laws shall be valid and take effect until approved by the National President of CUPE. The validity shall date from the letter of approval of the National President.
(Articles 13.3 & B.5.1)

APPENDIX "A" TO THE BY-LAWS OF LOCAL 3014, CUPE - RULES OF ORDER

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

Appendix "A" Continued

12. Every member, while speaking, shall adhere to the question under debate and avoid all personal, indecorous, or offensive language, as well as any poor reflection on the Local or member thereof.
13. If a member, while speaking, is called to order, he shall cease speaking until the point is determined; if it is decided he is in order, he may again proceed.
14. No religious discussion shall be permitted.
15. The President shall take no part in debate while presiding, but may yield the chair to the Vice-President in order to speak on any question before the Local, or to introduce a new question.
16. The presiding officer shall have the same rights as other members to vote on any question. In case of a tie, he may in addition give a casting vote, or, if he chooses, refrain from breaking the tie, in which case the motion is lost.
17. When a motion is before the Local, no other motion shall be in order except (1) to adjourn (2) to put the previous question (3) to lay on the table (4) to postpone for a . definite time (5) to refer (6) to divide or amend, which motions shall have precedence in the order named. The first three of these shall be decided without debate.
18. A motion for the previous question, when regularly moved and seconded, shall be put in this form: "Shall the main question be now put?" If it is adopted, the President shall proceed to take the vote on the resolution and amendments thereto (if any) according to their priority. If an amendment or an amendment to an amendment is adopted, the original resolution, as amended, shall be put to the Local.
19. A motion to adjourn is in order except (1) when a member has the floor, and (2) when members are voting.
20. A motion to adjourn, having been put and lost, shall not be in order again, if there is further business before the Local, until fifteen minutes have elapsed.
21. After the presiding officer declares the vote on a question, and before the Local proceeds to another order of business, any member may ask for a division. A standing vote shall then be taken and the Secretary shall count same.
22. If any member wishes to challenge (appeal) a decision of the chair, he must do so at the time the decision is made. If the challenge is seconded, the member shall be asked to state briefly the basis for his challenge. The Chairperson may then state briefly the basis for his decision, following which the Chairperson shall immediately and without debate put the question: "Shall the decision of the chair be sustained?" A majority vote shall decide except that in the event of a tie the chair is sustained.

Appendix "A" Continued

23. After a question has been decided, any two members who have voted in the majority may, at the same or next meeting, move reconsideration thereof.
24. No member shall enter or leave a meeting during the reading of the minutes, the initiation of new members, the installation of officers, or the taking of a vote; and no member shall be allowed to leave without the permission of the Vice-President.
25. The Local's business, and proceedings of meetings, are not to be divulged to any persons outside the Local or the Canadian Union of Public Employees.

APPENDIX "B" TO THE BY-LAWS OF LOCAL 3014, CUPE

ARTICLE II OF THE CUPE CONSTITUTION

ARTICLE 11 – OBJECTIVES

2.1 The Union has as its objectives:

- (a) The organization of workers generally, and in particular all workers in the public service of Canada.
- (b) The advancement of the social, economic and general welfare of active and retired employees.
- (c) The defence and extension of the civil rights and liberties of public employees and the preservation of free democratic trade unionism.
- (d) The improvement of the wages, working conditions, hours of work, job security and other conditions affecting all employees including retirees' pension benefits.
- (e) The promotion of efficiency in public service generally.
- (f) The promotion of peace and freedom in the world, and the co-operation with free and democratic labour movements throughout the world.
- (g) The total utilization of our nation's natural and human resources primarily for the satisfaction of human need.
- (h) The elimination of sexual and racial harassment, or harassment based on sexual orientation, wherever it exists.

2.2 The objectives of the Union are to be accomplished through the following methods:

- (a) Establishing co-operative relations between employers and employees.
- (b) Promoting required desirable legislation.
- (c) Conducting an educational program designed to enlighten the general public with respect to the problems of public employees.
- (d) Organizing and supporting central and provincial bodies of public employees for dealing with matters peculiar to a particular area or province and for assisting in the organizational efforts of this Union.
- (e) Co-operating the Canadian Labour Congress, its chartered federations and labour councils, its affiliates and its departments in furthering the general well-being of the whole labour movement.