



**55th ANNUAL CONVENTION
OF
CUPE NOVA SCOTIA**

May 27th ~ May 30th, 2018

**Delta Halifax
&
Casino Nova Scotia**

2018 PRE-CONVENTION CALL



2018 Pre-Convention Call

October 20, 2017

Hello Sisters and Brothers,

Please find enclosed the Pre-Convention Call and Registration materials for the **55th Annual Convention** of **CUPE Nova Scotia**, which will be held **May 27th to May 30th, 2018** at the **Delta Halifax & Casino Nova Scotia**.

*The convention hall is in the Casino, it is connected to the hotel via a series of pedways (see map attached).

Hotel reservations and special arrangements are the sole responsibility of the delegates and/or their sponsoring Local. Rooms have been blocked off for a limited time at the hotel at a special rate for delegates, contact the hotel at:

Delta Halifax
Scotia Square, 1990 Barrington Street, Halifax, NS, B3J 1P2
Phone: (902) 425-6700

CONVENTION SCHEDULE Sunday May 27th, 2018

- **4:00pm REGISTRATION BEGINS**
- **5:45pm HOW YOUR CONVENTION WORKS** CUPE Union Development has designed this session for new and returning delegates alike to brush up on the rules of parliamentary procedures and how our CUPE Convention works. Location will be announced at registration.
- **7:00pm CONVENTION BEGINS**

The Convention is scheduled to run all day or until all Convention business is completed on Wednesday, May 30th, 2018 so your Local delegates should make appropriate arrangements for a full day's attendance.

We encourage all Locals affiliated to CUPE Nova Scotia to attend and participate in our upcoming 55th Annual Convention however whether attending or not we still strongly encourage those Locals to submit **Resolutions** and **Constitutional Amendments** for consideration at Convention. Remember, they must be submitted on time and in clear language format.

Locals are reminded that a **Solidarity Convention Assistance Fund** is available through CUPE Nova Scotia and is particularly geared to those Locals who, for various reasons, would not be able to send delegates due to financial restraints, etc. The applications for Convention Assistance are to be forwarded to Sister Sandra Trenchard, Secretary-Treasurer CUPE Nova Scotia by **March 15th, 2018** at the following address:

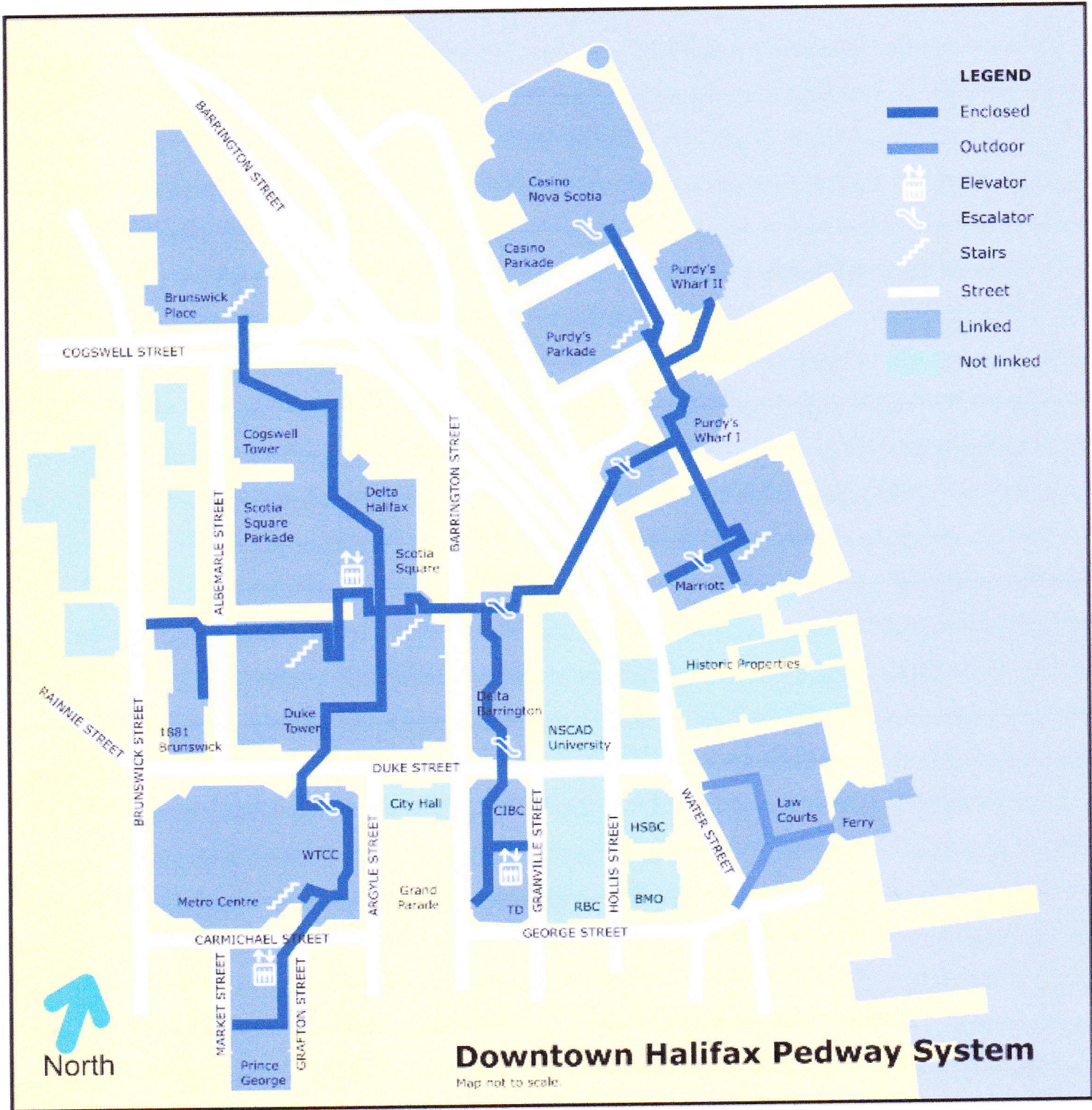
Sandra Trenchard
19 Gerard's Lane
Sydney, Nova Scotia, B1P 3H8
(902) 564-1051 (home) (902) 304-9821 (cell)
sandratrenchard@hotmail.ca

Please advise Sister Trenchard if your Local would like to contribute any items for the Convention Kits. At past Conventions, Locals have been very kind in donating things such as pens, pins, notepads, gum, etc. and we hope your Local would consider doing this again this year.

Your presence and participation will help make the Convention a productive and enjoyable experience for everyone and on behalf of the CUPE Nova Scotia Executive Board I look forward to seeing you there!

Yours in Solidarity,

Dave Dort
Recording Secretary CUPE Nova Scotia
902-237-0125
edavedort@hotmail.com





2018 Convention Financial Information

October 20, 2017

Hello Sisters and Brothers,

The **55th Annual Convention** of **CUPE Nova Scotia** will be held **May 27th to May 30th, 2018** at the **Delta Halifax & Casino Nova Scotia**.

I encourage affiliated Locals to register early, if possible, in order that we may better accommodate the numbers expected. Further, it is recommended that Locals/Delegates make their hotel reservations for accommodations as early as possible as the hotel will book up quickly.

CONVENTION FEES (per Article 10:04 CUPE NS Constitution):

-Each Delegate/Alternate shall be required to pay \$125.00 which must accompany the Registration Form. (those registering less than 20 days prior to Convention shall pay a registration fee of \$150.00)

-Each Observer shall be required to pay \$75.00.

-A Banquet fee of \$50.00 shall be paid by any person other than a registered Delegate/Alternate, Official Guest or Staff.

PER CAPITA TAX FEES/SPECIAL ASSESSMENTS:

Local Unions should note that both CUPE National and CUPE Nova Scotia per/capita tax fees and special assessments must be paid according to the Constitutions of each for Local Unions to be in good standing. Please ensure your Local is in good standing with both organizations by checking with your Local Union Treasurer. Locals need to have paid the CUPE Nova Scotia Special Assessments according to **Article 7:01(b)** which was approved by delegates at the 2016 Convention.

Article 7.01(b) - The revenue of CUPE Nova Scotia shall be derived from a Per Capita Tax to be paid by all persons paying dues to an affiliated Local. The Per Capita Tax shall be \$1.00 per member per month and shall be payable monthly. Per Capita Tax shall be

paid by member Locals not later than the fifteenth (15th) day of each month following the date the Tax becomes payable, according to the provisions of this Article. Any Local three (3) months in arrears in payment of Per Capita Tax or Special Assessment will no longer be in good standing with CUPE Nova Scotia and can only be reinstated after the arrears are paid in full, but not to exceed six (6) months Per Capita. The special assessment as outlined in Article 7:01(c) must be paid in full for the year preceding convention. Payment of the special assessments as outlined in Article 7:01(c) shall not exceed the period of one year.

Article 10:02 -

(a) To be entitled to representation in Convention, a Local must have paid Per Capita Tax and Special Assessments on its total membership. Such payments must be received 14 days prior to Convention. The membership, upon which the Per Capita Tax or Special Assessment payment for the last quarter of the calendar preceding Convention is made, shall be used for the purpose of determining delegate representation at Convention.

(b) To be recognized as a delegate and to offer for election, the delegate must be a member in good standing of a Local that is under a signed Collective Agreement, and paying Per Capita to CUPE Nova Scotia at the opening of Convention.

REPRESENTATION:

Representation shall be in accordance with the Constitution of CUPE Nova Scotia. A Local Union shall have paid Per Capita and Special Assessments on its total membership; such payments to have been received by the start of Convention. District Councils and Sectoral Coordinating Committees shall have paid their Annual Affiliation Fees prior to Convention. District Councils and Sectoral Coordinating Committees shall be entitled to send two delegates to Convention and these delegates must be members in good standing of an affiliated Local of CUPE Nova Scotia to stand for office.

Convention Local representation is as follows, **Article 10:01:**

1 - 50 members	-	may have up to (2) delegates
51 - 75 members	-	may have up to (3) delegates
76 - 100 members	-	may have up to (4) delegates
101 - 200 members	-	may have up to (5) delegates
201 - 300 members	-	may have up to (6) delegates
301 - 400 members	-	may have up to (7) delegates
401 - 500 members	-	may have up to (8) delegates

Locals with more than 500 members shall be allowed two (2) additional delegates for each additional 250 members or major portion thereof. District Councils and Sectoral Coordinating Committees shall be entitled to send two (2) delegates to Convention. These members must be Per Capita Tax members of an affiliated Local of CUPE Nova Scotia to stand for Office.

CUPE NS SOLIDARITY CONVENTION ASSISTANCE FUND:

Locals are reminded that a **Solidarity Convention Assistance Fund** is available through CUPE Nova Scotia and is particularly geared to those Locals who, for various reasons, would not be able to send delegates due to financial restraints, etc. The applications for Convention Assistance must be received by **March 15th, 2018** to qualify.

Article 9:08 (a), a Convention Assistance Fund, herein after known as the "CUPE Nova Scotia Solidarity Convention Assistance Fund" to assist smaller Locals who would otherwise not be able to attend Convention will be established from donations collected each year at Convention.

CHILD CARE ASSISTANCE:

CUPE NS is committed to assisting those Delegate/Alternates attending Convention with Child Care needs. Please fill out the Child Care Request Form no later than 30 days prior to Convention to qualify.

Article 9:09, \$5.00 of the delegate registration fee shall be used to offset child care expenses incurred by Convention delegates as follows:

(a) CUPE Nova Scotia shall provide child care or family care services during Convention hours provided sufficient need has been indicated by way of the Convention Call. In the event that there is insufficient need to warrant the provision of child care or family care services, delegates whose children or family members accompany them to the Convention or delegates who incur child care expenses for children who do not accompany them, shall qualify for child care expenses pursuant to **9:09(b)**

(b) Within two (2) months of the close of Convention, delegates, through their Local Union, may apply to CUPE N.S. for reimbursement of child care expenses to a maximum of \$40.00 per day, per delegate for a maximum of four (4) days. The Secretary-Treasurer shall establish a standard form with guidelines for reimbursement, to be provided to all Local Unions as part of the Convention Call.

(c) Total costs shall be limited to \$2000.00 per Convention. Any unused portion shall be returned to the General Fund.

Yours in Solidarity,

Sandra Trenchard
Secretary-Treasurer CUPE Nova Scotia
(902) 564-1051 (home) (902) 304-9821 (cell)
sandratrenchard@hotmail.ca



CONVENTION REGISTRATION FORM

Please supply the name and telephone number(s) of the delegate(s) your Local is registering so they may be contacted if they are chosen for a Committee at Convention. Please indicate if you would like a hard copy or an electronic copy of the Convention Book and if you require a convention bag. Thank you.

PLEASE **PRINT** THE FOLLOWING INFORMATION:

CUPE LOCAL NAME AND NUMBER: _____

(If you are sending an Alternate or Guest, please indicate so on the Registration Form)

DELEGATE NAME	PHONE NUMBER	✓ HARD COPY	✓ USB COPY	✓ CONVENTION BAG

NOTE: PLEASE USE BACK OF SHEET OR PHOTOCOPY BLANK REGISTRATION FORM IN THE EVENT YOU NEED TO ADD ADDITIONAL DELEGATES.

Signature of Local Union President: _____

Signature of Local Union Secretary: _____

PLEASE FORWARD COMPLETED REGISTRATION FORM TOGETHER WITH THE REGISTRATION FEE OF \$125.00 PER DELEGATE TO:

Sandra Trenchard
19 Gerard's Lane
Sydney, Nova Scotia, B1P 3H8
(902) 564-1051 (home) (902) 304-9821 (cell)
sandratrenchard@hotmail.ca

PLEASE MAKE CHEQUES PAYABLE TO: CUPE NOVA SCOTIA

Those registering less than 20 days prior to Convention shall pay a registration fee of \$150.00 as per Article 10:04. Observers shall pay a fee of \$75.00. A Banquet Fee of \$50.00 shall be paid by any person other than a registered Delegate/Alternate, Official Guests or CUPE staff.



2018 Resolutions & Constitutional Amendments

October 20, 2017

Sisters and Brothers,

The 55th Annual Convention of CUPE Nova Scotia starts **Sunday, May 27th, 2018** at **7:00 pm**, and ends **Wednesday May 30th, 2018**.

We would encourage as many Locals as possible to submit **Resolutions** and **Constitutional Amendments**. Resolutions are intended to give the Division Executive Board and its' Committees direction in the next term while Constitutional Amendments are designed to improve upon the CUPE Nova Scotia Constitution. We promote a clear language format.

RESOLUTIONS:

Resolutions shall be in the hands of the CUPE Nova Scotia Recording Secretary **20 days** (May 7, 2018) prior to the Convention start of May 27th, 2018 as per Article 9:03(a).

To be accepted, Resolutions and Constitutional Amendments shall conform to the Constitution of CUPE N.S., be type-written and signed by two appropriate Officers of the affiliated Local, District Council, Sectoral Coordinating Committee or a Committee of CUPE Nova Scotia.

CONSTITUTIONAL AMENDMENTS:

Constitutional Amendments shall be in the hands of the CUPE Nova Scotia Recording Secretary **60 days** (March 28, 2018) prior to the Convention start of May 27th, 2018 as per **Article 9:03(b)**.

Please forward all **signed** Resolutions and Constitutional Amendments to:

Dave Dort
Recording Secretary, CUPE Nova Scotia
271 Brownlow Avenue, Dartmouth, NS, B3W 1W6
Fax: 902-455-5915



**CUPE NOVA SCOTIA
ANNUAL DIVISION CONVENTION**

CHILD CARE REQUEST

I WILL REQUIRE CHILD CARE FOR (PLEASE INDICATE):

- SUNDAY, May 27, 2018**
- MONDAY, May 28, 2018**
- TUESDAY, May 29, 2018**
- WEDNESDAY, May 30, 2018**

NAME:

ADDRESS:

TELEPHONE:

(work)

(home)

CHILD'S NAME:

AGE:

**HEALTH PROBLEMS/
MEDICATION/ALLERGIES:**

Child care will be provided from 9:00 am to 5:00 pm. Please refer to the CUPE Nova Scotia Constitution for further details and to ensure you understand the obligations of each party.

NOTE: Applications received later than 30 days prior to the Convention start date will not be considered and be voided from receiving assistance. Applicants must send completed request forms by the deadline to:

Sandra Trenchard
19 Gerard's Lane
Sydney, Nova Scotia, B1P 3H8
(902) 564-1051 (home) (902) 304-9821 (cell)
sandratrenchard@hotmail.ca



CUPE NOVA SCOTIA SOLIDARITY CONVENTION ASSISTANCE FUND

GUIDELINES

1. An amount equal to the donations received from Locals at the Division Convention each year will be allocated to the Solidarity Convention Assistance Fund, to assist smaller Locals to attend the next CUPE Nova Scotia Division Convention.
2. Local Unions will be eligible to apply for assistance towards the cost of sending one delegate only. Locals accepting assistance from the Fund will not be eligible to send any other delegates (including an alternate delegate).
3. Local Unions applying for assistance from the Fund must meet all established criteria to be declared an eligible Local.
4. Eligible Locals will be entitled to receive:
 - a. equal shares of available monies; or
 - b. reimbursement of the following expenses:
 - (i) 100% of eligible travel costs (as per CUPE N.S. Expense Policies) to and from the location where the Convention takes place;
 - (ii) 100% of receipted accommodation costs to a maximum of three (3) nights (not to exceed the "Special Convention" single room rate plus tax in an approved Convention hotel);
 - (iii) 100% of lost wages and benefit costs to a maximum of three (3) days;
 - (iv) 100% of meal per diem as per CUPE N.S. Expense Policy; and
 - (v) 100% of registration fee.

ELIGIBILITY CRITERIA

All the following conditions must be met:

1. The Local must have an income-related Union Dues structure in conformity with Article B.4.3 of the CUPE National Constitution.
2. At the time of application, the Local Union must be in compliance with the constitutional provisions governing Per Capita Tax obligations to the National Union.
3. At the time of application, the Local Union must be in compliance with the constitutional provisions governing Per Capita Tax obligations to CUPE Nova Scotia.
4. Trustees Reports for the 12-month period January to December prior to Convention must be included with the application.
5. The Local Union must provide the Division Secretary-Treasurer with copies of the Local's monthly financial reports, duly adopted at General Membership Meetings, three months prior to February 1st of the Convention year.
6. Over the 12-month period, from January to December of the year prior to the Convention, the average financial assets of the Local Union must be less than two (2) times the cost of sending a delegate to Convention. The cost of sending a delegate to Convention shall be based on the estimated cost to the Local of the delegate's lost wages and benefits, established Convention hotel rate, travel cost, per diem and registration fee. For newly-established Locals, financial assets will be averaged from the month of the Local's first Per Capita Tax payment to February of the Convention year.
7. First consideration will be given to Local Unions that have not received assistance to prior Conventions.
8. Applications for assistance must be made on an official application provided by the Division Secretary-Treasurer, signed by the Local Union President and Secretary or Treasurer, and received by the Division Secretary-Treasurer no later than **March 15th** of the Convention year. **All required documentation must be received by this date for applications to be considered.**

.ms/cope491



CUPE NOVA SCOTIA SOLIDARITY CONVENTION ASSISTANCE FUND

Did you know?

That CUPE Nova Scotia Division has a **Solidarity Convention Assistance Fund** that may help send a delegate from your Local to our Division Convention?

That, if your Local qualifies, CUPE Nova Scotia Division may reimburse your travel costs, hotel accommodations, per diem, Registration Fee and lost wages?

That, if your Local does not have funds to send a delegate to the Division Convention they can apply to the "Solidarity Convention Assistance Fund" for assistance?

Then take the time to read the CUPE Nova Scotia Solidarity Convention Assistance Fund guidelines and criteria and if you think your Local qualifies, just complete the application form and send it by **March 15th, 2018** to:

Sandra Trenchard
19 Gerard's Lane
Sydney, Nova Scotia, B1P 3H8
(902) 564-1051 (home) (902) 304-9821 (cell)
sandratrenchard@hotmail.ca

Locals will be notified by March 28th if their application qualifies for assistance.



CUPE NOVA SCOTIA SOLIDARITY CONVENTION ASSISTANCE FUND

APPLICATION FORM

Local Union Name and Number: _____ Province _____

Contact Person (name and title) _____

Mailing Address _____

Telephone (work) _____ (home) _____ (fax) _____

1. What is your Local Union's dues structure? _____
2. What are the average monthly Union dues paid by the members of your Local? \$ _____
3. The last per capita tax payment made to CUPE National and CUPE NS by your Local is for which month? National _____ CUPE NS _____
4. Is your Local's Trustees Report for the 12-month period (Jan - Dec) prior to Convention on file with the National Secretary-Treasurer? yes no
Please include a copy with this application.
5. Based on current costs, what would be the estimated cost to your Local Union of sending a delegate to the Division Convention?
 - travel to/from (km x 0.51 cents) \$ _____
 - hotel accommodation (3 nights x \$ per night) \$ _____
 - per diem/meal allowance (4 days x \$ per day) \$ _____
 - Registration Fee \$ _____
 - lost wages & benefit costs (3 days x \$ per day) \$ _____
 - TOTAL ESTIMATED COST:** \$ _____
6. What are the average financial assets of your Local for the 12-month period January to December prior to Convention year? \$ _____

Please enclose copies of the financial statements adopted by your Local's membership for 3 months prior to March 1st, 2018. March 15th, 2018 is the application deadline.

Signature of President

Signature of Treasurer

Date



CUPE NS CONVENTION

Special Meal Request Form

Please list any special meal requests/needs for delegates attending the banquet. Please explain in detail the reasoning for such a request and what the request or need is for.

We will do our best to accommodate individual delegates with special requirements within reason. Please note that we need to have 20 days' notice of any request to plan with the hotel, therefore we need this information no later than May 7th, 2018.

Please provide the delegate(s) name(s) and contact information and exactly what is being requested and the reason.

Name

Contact Info/Phone Numbers

Special Request(s)/Needs:

Mail to:

CUPE NS Secretary-Treasurer
Sandra Trenchard
19 Gerard's Lane, Sydney, Nova Scotia, B1P 3H8
Phone: 902-564-1051 (h), 902-304-9821 (c)
Email: sandratrenchard@hotmail.ca



MIKE McNEIL

CUPE ATLANTIC WEEKLONG SCHOOL SCHOLARSHIP

The Mike McNeil Atlantic Weeklong School Scholarship is awarded by CUPE Nova Scotia. The Scholarship will cover the cost of the registration fee for a single room for the purpose of attending the CUPE Atlantic Weeklong School.

Individuals planning enrollment in the 2018 Atlantic Weeklong School may make application for this scholarship.

Eligibility:

Union members in good standing with a local union affiliated to CUPE Nova Scotia. Preference will be given to a local who has not previously received a scholarship for the weeklong school.

Decisions:

The decisions of the CUPE Nova Scotia Awards Committee will be final. CUPE Nova Scotia assumes no responsibility for applications or supporting documents lost, misdirected, or otherwise not received by the deadline. It is the applicant's sole responsibility to ensure that the application is made correctly, legibly and in a timely manner. **Late submissions will not be considered.**

Confidentiality:

Member data is highly confidential and must be treated as such. CUPE Nova Scotia will always keep confidential the affairs of the membership. The names of the successful applicant may be published in official publications and/or the web site of CUPE Nova Scotia.

Applications **MUST** be received no later than **APRIL 15th, 2017** and be sent to:

CUPE Nova Scotia Awards Committee
271 Brownlow Avenue
Dartmouth, NS
B3B 1W6
Fax: 902-455-5915

All inquiries regarding the scholarship should be directed to:

Mary Jessome
CUPE Nova Scotia Award Committee Chair
Email: maryejess@hotmail.com Phone: 902-574-1380



Mike McNeil
CUPE Atlantic Weeklong School Scholarship
APPLICATION FORM

1. Name of Submitting Local:

2. Name of Member Registered to attend the Weeklong School:

Last Name	First Name	Middle Initial
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3. Address:

Street and Number	City/Town	Province	Postal Code
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4. Telephone Number:

Home	Work	Other
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5. Has your local attended the Atlantic Region Weeklong School in the past?

YES NO

6. Have you or your local received the Atlantic Region Weeklong School scholarship in the past?

YES NO

7. Why would you like to participate in the Atlantic Region Weeklong School?

8. What is the financial position of the local? Please note you may be required to submit supporting financial documents.

I certify that the foregoing statements and information is complete to the best of my knowledge and hereby give authorization to CUPE Nova Scotia to verify any information given on this application.

Signature of Applicant: _____ **Date:** _____



CUPE NOVA SCOTIA Rocky Jones Bursary

CUPE Nova Scotia \$1,000.00 Rocky Jones Bursary application for 2018 academic year.

- Eligibility:**
1. A student that is an African Nova Scotian or an Indigenous Nova Scotian.
 2. Applicants must be graduating or have graduated from a Nova Scotia High School and entering their first year of post-secondary education.
 3. Applicant must be a member, child of, or legal ward of a member in good standing of a local union affiliated to CUPE Nova Scotia.

Application must be complete and on the prescribed form and must be received not later than February 15th, 2018. Please note that only the winning applicant will be notified. We thank all applicants for their interest.

Decisions of the CUPE Nova Scotia Awards Committee will be final. CUPE Nova Scotia assumes no responsibility for applications or supporting documents lost, misdirected, or otherwise not received by the deadline. It is the applicant's sole responsibility to ensure that the application is made correctly, legibly and in a timely manner. Late submissions will not be considered. Consideration will be given to first time recipients.

Confidentiality: Member data is highly confidential and must be treated as such. CUPE Nova Scotia will at all times keep confidential the affairs of the membership. The names of the successful applicants may be published in official publications and/or web site of CUPE Nova Scotia.

Applications **MUST** be sent to:

CUPE Nova Scotia Awards Committee
271 Brownlow Avenue
Dartmouth, NS
B3B 1W6
Fax: 902-455-5915

All inquiries regarding the bursary should be directed to:

Mary Jessome
CUPE NS Awards Committee Chair
Email: maryejess@hotmail.com Phone: 902-574-1380



**CUPE Nova Scotia
Rocky Jones Bursary
APPLICATION FORM**

1. Name of Applicant:

Last Name	First Name	Middle Initial
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2. Address:

Street and Number	City/Town	Province	Postal Code
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3. Telephone Number:

Home	Work	Other
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4. Name of Post-Secondary Institution you will be attending, name of degree or diploma and what year you are entering.

5. List volunteer community organizations, cultural and/or student activities or athletics you are involved in.

6. A letter of reference from a Principal, Counselor, student support worker, or community member in good standing must be submitted with this application.

7. One of the following must be submitted with the completed application form:

A written essay explaining why you are interested in obtaining this Bursary and explaining how Dr. Jones' activism inspires your future plan of study.

OR

A YouTube video, infographic, visual art or song on the topic noted above. Songs must be submitted on a CD labeled with your name.

8. I am an African Nova Scotian Student YES _____ NO _____
 I am an Indigenes Nova Scotian Student YES _____ NO _____

I certify that the foregoing statements and information is complete to the best of my knowledge and hereby give authorization to CUPE Nova Scotia to verify any information given on this application.

Signature of Applicant: _____ **Date:** _____



CUPE NOVA SCOTIA
HIGGINS INSURANCE SCHOLARSHIP



CUPE Nova Scotia Higgins Insurance Scholarships are awarded by CUPE Nova Scotia. Two scholarships valued at \$1000.00 each are available annually.

Individuals planning enrollment at an accredited post-secondary institution in the 2018-2019 academic year may make application. The successful applicant will be required to provide proof of registration.

- Eligibility:**
1. Union members in good standing with a local union affiliated to CUPE Nova Scotia; *and*,
 2. Sons, daughters, or legal wards of a member in good standing of a local union affiliated to CUPE Nova Scotia.

Basis of awards shall be the applicant's financial need and current and ongoing volunteerism/social activism in his/her community.

Application must be complete and on the prescribed form and must be received by the CUPE Nova Scotia Awards Committee not later than Feb 15th 2018. Supporting documents must be provided with the form for the application to be considered.

Decisions of the CUPE Nova Scotia Awards Committee will be final. CUPE Nova Scotia assumes no responsibility for applications or supporting documents lost, misdirected, or otherwise not received by the deadline. It is the applicant's sole responsibility to ensure that the application is made correctly, legibly and in a timely manner. Late submissions will not be considered. Consideration will be given to first time recipients.

Confidentiality: Member data is highly confidential and must be treated as such. Members of the Higgins Insurance Committee confirm that they will always keep confidential the affairs of the membership. The names of the successful applicants may be published in official publications and/or web site of CUPE Nova Scotia and Higgins Insurance.

Applications should be directed to:

CUPE Nova Scotia Awards Committee
271 Brownlow Ave
Dartmouth NS
B3B 1W6
Fax: 902-455-5915

All inquiries regarding the scholarship should be directed to:

Mary Jessome
Awards Committee Chair Email:
maryejess@hotmail.com
Phone: 902-574-1380



APPLICATION FORM

PART ONE: Information Pertaining to Applicant

1. Name of Applicant:

Last Name

First Name

Middle Initial

2. Address:

Street and Number

City/Town

Province

Postal Code

3. Telephone Number:

Home

Work

Other

4. Post-secondary Institution Attending:

5. What degree/diploma do you plan to attain?

6. What academic year are you entering:

1st

2nd

3rd

4th

Other

If other, please explain: _____

7. How do you intend on financing your education? Check all applicable.

Student Financial Assistance

Family Support

Self

Other

** Other - scholarships, bursaries, grants or awards, other funding arrangements.*

Please indicate the amounts of each: _____



CUPE NOVA SCOTIA
HIGGINS INSURANCE SCHOLARSHIP



PART TWO: Information Pertaining to CUPE Nova Scotia Member - please complete whether you as a member or your dependent is the applicant.

1. Member's Name:

Last Name	First Name	Middle Initial
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2. Address:

Street and Number	City/Town	Province	Postal Code
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3. Telephone Number:

Home	Work	Other
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4. CUPE Local Number: _____

5. Sector and Classification: _____

6. Relationship to Applicant: _____

I certify that the foregoing statements and information is complete to the best of my knowledge and hereby give authorization to CUPE Nova Scotia to verify any information given on this application.

Signature of Applicant: _____ Date: _____

8. Include an outline of your involvement in unpaid volunteer activities by providing a typewritten resume and cover letter describing your volunteerism/social activism, the length of service and time commitment.

9. Include a reference letter completed by an individual who is familiar with your volunteer or activism activities with full contact information included but is not related.

I certify that the foregoing statements and information is complete to the best of my knowledge and hereby give authorization to CUPE Nova Scotia to verify any information given on this application.

Signature of Applicant: _____ Date: _____



2018 CUPE Nova Scotia Annual Steward of the Year Award

The CUPE Nova Scotia Education Committee in partnership with the CUPE Nova Scotia Executive Board is pleased to encourage affiliated Locals to nominate someone they feel deserving of the CUPE Nova Scotia Steward of the Year Award.

This Award will be presented at the CUPE Nova Scotia Annual Convention. **Completed Nomination Forms MUST be received by March 15th, 2018 to be considered.** No late nominations will be considered.

We are looking for a Steward who you believe to be a Champion Steward in your workplace. Examples of a Champion Steward may include, but not be limited to, a Steward who:

- Encourages members to speak up for themselves with the Employer by educating members on their rights;
- Ensures that workplace issues are handled in accordance with the collective agreement;
- Raises awareness about the rights of workers in accordance with legislation; and
- Follows through on concerns during the grievance process, in a timely fashion and keeps members updated throughout the process.

To nominate a Steward from your Local please complete the attached CUPE Nova Scotia Steward of the Year Nomination Form and submit to:

CUPE Nova Scotia Awards Committee
271 Brownlow Avenue, Dartmouth, NS, B3W 1W6
Fax: 902-455-5915

REMEMBER: All completed nominations **MUST be received by March 15th, 2018.**



2018 CUPE Nova Scotia Annual Steward of the Year Award

Nomination Form

Date: _____

Local: _____

1. Name of Nominee:

2. Address:

3. Telephone Number(s):

Email Address: _____

4. Occupation: _____

5. Years as a CUPE Member: _____

6. Years as a Shop Steward: _____

7. Please give a brief explanation of why you feel the Shop Steward you are nominating should be considered as Steward of the Year. If you need more space use the back of this sheet.

Signed:

Print name: _____

Print name: _____

NOTE: All completed nominations **MUST be received by March 15th, 2018** to be considered. **No late nominations will be considered** so please ensure this form is received at our office before the deadline.



14TH ANNUAL BARBARA KOWALSKI LITERACY AWARD - 2018

NOMINATIONS FOR THE CUPE NOVA SCOTIA PROVINCIAL LITERACY AWARD

Do you know a CUPE member or Local Union that champions workplace literacy and clear language? Get your nomination in by **March 15th, 2018** as CUPE Nova Scotia will present its 14th Annual Provincial Literacy Award for an individual and Local Union at the 2018 Provincial Convention.

What do we mean by "Literacy"?

Literacy is the ability to read, write, work with numbers, problem solve, communicate and think critically at whatever level is basic to the task at hand. Literacy empowers us to:

- ❖ assert our rights and build our Union
- ❖ act as full citizens and change society
- ❖ question, evaluate, and envision
- ❖ develop our knowledge and potential at work, at home, and in our community

What is "Clear Language"?

- ❖ language that readers can understand
- ❖ design that makes documents easy to read and easy to use

For more information on the CUPE Literacy Project go to www.cupe.ca/www/literacy

The Executive of CUPE Nova Scotia are looking for literacy champions. There will be two awards: one for an individual member and one for a Local Union who has promoted workplace literacy and clear language. A literacy champion might:

- ❖ encourage other CUPE members to learn
- ❖ model lifelong learning by following their own learning tools
- ❖ raise awareness on literacy and clear language within the Union and workplace
- ❖ help build the Union through literacy and clear language

The member(s) may have participated in a literacy program or helped start one in their Local, or promoted worker education in some other way. The Local Union must have participated in a literacy program and helped build a Union-centred education program in the workplace, or they may have promoted worker education in some other way. There are many ways to be literacy champions. Champions will be CUPE members in good standing. CUPE staff is not eligible for the award.

To nominate an individual and/or a Local Union please send in writing the name of your nominee with contact information for them. Tell us in writing why he/she or they are a literacy champion in one hundred (100) words or less and send it by mail or fax to:

CUPE Nova Scotia Awards Committee
271 Brownlow Avenue, Dartmouth NS, B3W 1W6
Fax: 902-455-5915



**BARBARA KOWALSKI ANNUAL LITERACY
AWARD
NOMINATION FORM**

Individual or Local Union you are nominating:

Name: _____ Local Union Number: _____
 Mailing Address: _____
 Telephone: Day: _____ Evening: _____
 E-Mail: _____ Years as a CUPE Member: _____
 Occupation: _____

Your name and contact information:

Name: _____ Local Union Number: _____
 Mailing Address: _____
 Telephone: Day: _____ Evening: _____
 E-Mail: _____ Fax: _____

This nomination is supported by: _____	
_____	_____
Local President's Signature	Please Print
and	
_____	_____
Local or Division Executive Member's Signature	Please Print

Please tell us why you are nominating this member or Local Union for the CUPE Provincial Literacy Award. Think of examples from the first page, and add your own.

What has the member or Local Union done to promote workplace literacy and clear language within the Union or workplace?

How has the member or Local Union influenced other members and the Union?

Please describe how the member or Local Union has helped strengthen the Union through his/her literacy and clear language activism?

How has the member or Local Union been involved in the Union?
(if you are nominating a group of members, please list each person)

	Current Role	Past Role (identify years)	Comments
Local Union			
CUPE Division			
Other (describe)			

Other Comments:



Criteria for CUPE Nova Scotia Occupational Health & Safety Award

The CUPE NS Occupational Health and Safety Award is presented annually at the CUPE NS Convention to an individual who has made a significant contribution to health and safety.

This may be through education, awareness or actions that made a difference.

The candidate for the Award:

- Must be a member of a Local affiliated with CUPE NS.
- Must be a CUPE member in good standing.
- Must be nominated by a co-worker or by the Local Executive.
- Has made a significant improvement in health and safety in their workplace.
- Cannot be a member of the CUPE NS OH&S Committee within the previous two years before nomination.
- Is an activist who promotes health and safety and does their best to work towards protection of their co-workers.

Name of Nominee: _____

Local Union: _____ Workplace: _____

Mailing Address: _____

Telephone:
Home _____ Work _____

Occupation: _____

How many years has the nominee been a CUPE member? _____

What has the nominee done? _____

How was it achieved? _____

Where? _____

When? _____

Name, address, phone number and email of nominator:

Nominations must be received by March 15th, 2018.

To make a nomination, please complete this form and mail or fax to:

**CUPE Nova Scotia Awards Committee
271 Brownlow Avenue, Dartmouth, NS, B3W 1W6
Fax: 902-455-5915**



CUPE NOVA SCOTIA

Resolutions and Constitutional Amendments

Important Info

RESOLUTIONS

- The process of submitting Resolutions is found at Article 9:03(a) in the CUPE NS Constitution
- Resolutions must be in the hands of the CUPE NS Recording Secretary no later than 20 days before convention starts, this year that date is **May 7th, 2018**.

CONSTITUTIONAL AMENDMENTS

- The process of submitting Constitutional Amendments is found at Article 9:03(b) in the CUPE NS Constitution
- Constitutional Amendments must be in the hands of the CUPE NS Recording Secretary no later than 60 days before convention starts, this year that date is **March 28th, 2018**.

- To be accepted, both Resolutions and Constitutional Amendments shall conform to the CUPE NS Constitution, must be type-written and signed by two (2) appropriate Officers of the affiliated Local, District Council, Sectorial Coordinating Committee or a Committee of CUPE NS.



CUPE Nova Scotia Resolution Form

Resolution # _____

Submitted By:

Local #: _____

OR

Committee Name: _____

CUPE Nova Scotia Will:

Because:

Signatures:

OR

(2 Local Executive Members)

(2 CUPE NS Committee Members)



CUPE NS Constitutional Amendment Form

Constitutional Amendment # _____

Submitted By:

Local #: _____

OR

Committee Name: _____

CUPE Nova Scotia Will:

Because:

Signatures:

OR

(2 Local Executive Members)

(2 CUPE NS Committee Members)