



2023 Convention Call

59th ANNUAL CONVENTION of CUPE NOVA SCOTIA

Sunday, MAY 28th – Wednesday, May 31st, 2023

**Membertou Trade & Convention Centre
Address: 50 Maillard St, Membertou, NS B1S 3W3
Phone: (902) 562-6826**



2023 Convention Call

February 9th, 2023

Hello Sisters and Brothers, Comrades and Friends,

Please find enclosed the Convention Call and Registration materials for the **59th Annual Convention of CUPE Nova Scotia Division**, which will be held from **May 28th through May 31st, 2023** at **The Membertou Trade and Convention Centre**. Hotel reservations and special arrangements are the sole responsibility of the delegates and/or their sponsoring Local.

Convention Schedule Sunday, May 28th, 2023

- 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 registration form found in your Convention Call ***MUST*** be filled out completely and properly. CUPE Nova Scotia needs the following information for all delegates and alternates: Name, Phone Number, Email Address, Full Mailing Address, Area Office the Local is serviced by and if a delegate self identifies as per the form found within this Convention Call for those who wish to participate in the Diversity Caucus and the Young Worker Caucus. An indication of which Area Office your Local is serviced out of can ensure you have the ability to vote in the Southern and Central Area VP Elections, or the Northern Area VP by-election.

Any delegate who wishes to have electronic copies of the convention documents must indicate that on the registration form. CUPE Nova Scotia will have printed copies for all.

The Convention is scheduled to start on the evening of Sunday, May 28th. Convention will continue until all business is completed on Wednesday, May 31st, 2023, so your Local delegates should make appropriate arrangements for a full day's attendance. A full schedule will be made available prior to the start of Convention and will be contained within the Convention documents.

We encourage all Locals affiliated to CUPE Nova Scotia to attend and participate in our upcoming 59th Annual Convention, and we 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. Please reference the Resolution and Amendment insert contained in this Convention Package.

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 have delegates participate due to financial restraints, etc. The applications for Convention Assistance are to be submitted by March 28th, 2023 to:

Donna Van Kroonenburg
Secretary-Treasurer
120 Meadowland Avenue, Bible Hill, NS B2N 6J9
Phone: 902-893-2524 (h), 902-890-6026 (c)
Email: superjavin@hotmail.com

The Division is hoping to be able to provide prizes for events, speakers and contests like in the past. At past Conventions, Locals have been very kind in donating things such as pens, pins, notepads, water bottles, etc. and we hope your Local would consider doing this again this year. Please let Brother Alan Linkletter (alanlinkletter@icloud.com) know if your Local would like to do so this year!

As in the past, your presence and participation will help make the Convention a productive and enjoyable experience for everyone. On behalf of the CUPE Nova Scotia Executive Board, we look forward to seeing you participate!

Yours in Solidarity,

Chris Melanson
Recording Secretary
CUPE Nova Scotia 902-818-7767
cmelanson@hotmail.com



2023 Convention Financial Information

February 9th, 2023

Hello Sisters and Brothers,

The **59th Annual Convention** of **CUPE Nova Scotia** will be held **May 28th through May 31st, 2023** at **The Membertou Trade and Convention Centre**.

I encourage affiliated Locals to register early, if possible, in order that we may better accommodate the numbers of delegates expected.

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 late registration fee of \$150.00) **Banquet fee is included in the registration cost for delegates and alternates. Banquet fee for guests is \$65.00*
- **Each Observer** shall be required to pay \$75.00.

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)**.

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 no later than the fifteenth (15) 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 application for Convention Assistance is circulated with this Convention Call per Article 9:08(d) of the Constitution. Applications **must be received by March 28th, 2023** 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 or Family Care Services during Convention hours. Please fill out the Request Form **no later than 30 days prior to Convention (April 28th, 2023)** so that proper arrangements can be made to provide for this.

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 NS 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,

Donna Van Kroonenburg
Secretary-Treasurer, CUPE Nova Scotia
120 Meadowland Avenue, Bible Hill, NS B2N 6J9
Phone: 902-893-2524 (h), 902-890-6026 (c)
Email: superjavin@hotmail.co



2023 Resolutions & Constitutional Amendments

February 9th, 2023

Sisters and Brothers,

The 59th Annual Convention of CUPE Nova Scotia **starts Sunday, May 28th, 2023 and finishes Wednesday, May 31st, 2023** at the conclusion of Convention business. This year it is being held at The Membertou Trade and Convention Centre.

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 7th, 2023)** prior to the Convention start of May 28th, 2023 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 29th, 2023)** prior to the Convention start of May 28th, 2023 as per **Article 9:03(b)**.

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

Chris Melanson
Recording Secretary, CUPE Nova Scotia
271 Brownlow Avenue, Dartmouth, NS, B3W 1W6
Fax: 902-455-5915 Phone: 902-818-7767



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, 2023**.

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 29th, 2023**.

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

Submitted By:

Local #: _____

OR

CUPE NS Committee Name: _____

CUPE Nova Scotia Will:

Because:

Signatures: (*THIS IS REQUIRED)

_____ **OR** _____

(2 Local Executive Members)

(2 CUPE NS Committee Members)



CUPE Nova Scotia Constitutional Amendment Form

Submitted By:

Local #: _____

OR

CUPE NS Committee Name: _____

CUPE Nova Scotia Will:

Because:

Signatures: (*THIS IS REQUIRED)

OR

(2 Local Executive Members)

(2 CUPE NS Committee Members)



CUPE Nova Scotia Memorial Form

At CUPE Nova Scotia Convention we always ask delegates to come to the floor and announce the name of a member or members from their Local that have passed away in the year between Conventions. This year we are asking all locals to provide the information beforehand in an effort to prepare a video memorial for members that have passed away during the last two years.

We do this to both remember and honour those members. This also provides a record of those members to be included into the Convention minutes.

A moment of silence is observed.

Recognizing that not all Local's attend Convention and to provide written record to the CUPE NS Executive Board in advance of Convention, we ask that the **CUPE NS Memorial Form** be filled out and submitted. All name(s) received of members who have passed away will be read at Convention.

Submitting Local Number: _____

Member's Name(s): _____

Please return to the CUPE Nova Scotia Recording Secretary no less than 20 days before the start of CUPE Nova Scotia Convention, May 7th, 2023.

Chris Melanson
Recording Secretary, CUPE Nova Scotia
271 Brownlow Avenue, Dartmouth, NS, B3W 1W6
Fax: 902-455-5915
Phone: 902-818-7767



CUPE NOVA SCOTIA SOLIDARITY CONVENTION ASSISTANCE FUND

APPLICATION FORM

Local Union Number: _____ Province: _____

Contact Person (name and Title): _____

Mailing Address: _____

Telephone (work): _____ (home) _____ (work) _____

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 (per National rate) \$ _____
- 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, 2023. March 29th, 2023 is the application deadline.

Signature of President

Signature of Treasurer

Date



**CUPE NOVA SCOTIA
ANNUAL DIVISION CONVENTION
CHILD CARE REQUEST**

I WILL REQUIRE CHILD CARE FOR (PLEASE INDICATE):

- SUNDAY, May 28, 2023
- MONDAY, May 29, 2023
- TUESDAY, May 30, 2023
- WEDNESDAY, May 1, 2023

NAME:

ADDRESS:

TELEPHONE:

(work)

(home)

CHILD'S NAME:

AGE:

Reimbursement of child care may be requested, no later than two (2) months from the close of Convention, to a maximum of \$40.00 per day, per delegate for a maximum of four (4) days in the event child care is not provided on-site at Convention.

Please send completed forms to:

Donna Van Kroonenburg
Secretary-Treasurer, CUPE Nova Scotia
120 Meadowland Avenue, Bible Hill, NS B2N 6J9
Phone: 902-893-2524 (h), 902-890-6026 (c)
Email: superjavin@hotmail.com



Please be aware that some delegates are sensitive to chemicals, including those found in aftershaves, perfumes, shampoos and all scented products.

**PLEASE REFRAIN FROM USING
SCENTED PRODUCTS DURING OUR
CONVENTION!**

Thank you for your cooperation!



CUPE NS Diversity Caucus Information

CUPE NS welcomes and embraces diversity. Under our constitution a diversity caucus member must self-identify as a worker from any of the following equity groups: disabled people, members of the LGBTQ2SI+ community, Indigenous and Workers of Colour.

To assist CUPE NS members with identifying as an equity member, we request that members with any recognized disability, lesbian, gay, bisexual, transgender, transsexual, two spirited, queer or intersexed person, workers of colour, and indigenous people consider self-identification and participate in this caucus. CUPE NS believes and promotes a welcoming, diverse, inclusive environment where everyone feels safe to express their true self.

Information surrounding the date and time of the Diversity Caucus will be circulated to all in the coming weeks.

Thank you!



2023 CONVENTION REGISTRATION FORM

PLEASE PRINT THE FOLLOWING INFORMATION:

CUPE LOCAL NUMBER:

AREA OFFICE LOCAL IS SERVICED OUT OF:

**This Registration Form must be filled out completely and properly to ensure your Local's delegates can participate. Incomplete forms will not be accepted.*

*** Only those delegates requesting electronic Convention documents will have them provided to them, all will receive paper documentation upon registration at Convention.*

Signature of Local Union President and/or Local Union Secretary:

Local Union President

Local Union Secretary

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

Donna Van Kroonenburg
120 Meadowland Avenue, Bible Hill, NS B2N 6J9
Phone: 902-893-2524 (h), 902-890-6026 (c)
Email: superjavin@hotmail.com

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.*

** Banquet Tickets are available for \$65.00*

NOTE: PLEASE COPY THE BLANK REGISTRATION FORM IN THE EVENT YOU NEED TO ADD ADDITIONAL DELEGATES.

CUPE NS Convention Registration:

Name: _____

Mailing Address: _____

Email: _____ Phone: _____

_____ Delegate _____ Alternate _____ USB/flash drive

_____ Young Worker _____ Member of Diversity Group (details in convention call)

_____ Central Area _____ Southern Area

_____ Food Allergies (Please List: _____)

CUPE NS Convention Registration:

Name: _____

Mailing Address: _____

Email: _____ Phone: _____

_____ Delegate _____ Alternate _____ USB/flash drive

_____ Young Worker _____ Member of Diversity Group (details in convention call)

_____ Central Area _____ Southern Area

_____ Food Allergies (Please List: _____)

CUPE NS Convention Registration:

Name: _____

Mailing Address: _____

Email: _____ Phone: _____

_____ Delegate _____ Alternate _____ USB/flash drive

_____ Young Worker _____ Member of Diversity Group (details in convention call)

_____ Central Area _____ Southern Area

_____ Food Allergies (Please List: _____)

CUPE NS Convention Registration:

Name: _____

Mailing Address: _____

Email: _____ Phone: _____

_____ Delegate _____ Alternate _____ USB/flash drive

_____ Young Worker _____ Member of Diversity Group (details in convention call)

_____ Central Area _____ Southern Area

_____ Food Allergies (Please List: _____)



February 9, 2023

To **CUPE NS Affiliated Local Presidents and Secretary-Treasurers:**

In prior years, CUPE Nova Scotia has faced some challenges with regards to collecting the "Special Assessment Fee", the annual fee as set out in our constitution as follows:

Article 7:01 (c) All affiliated locals of CUPE Nova Scotia shall pay an annual fee of \$1.00 per member per year on the average annual Local membership by December 31st to finance a "Public Relations Fund". All said funds will be used to finance continuing cost-share campaigns with CUPE Nova Scotia Division and/or CUPE National to promote CUPE Nova Scotia, CUPE Nova Scotia's affiliated Local's and its membership.

This letter is notice that the fund is due the end of the year.

If you are unsure whether your local is outstanding for this fund, please feel free to contact me at any of the numbers or the email listed below.

In solidarity,

Donna Van Kroonenburg
Secretary-Treasurer, CUPE Nova Scotia
120 Meadowland Avenue, Bible Hill, NS B2N 6J9
Phone: 902-893-2524 (h), 902-890-6026 (c)
Email: superjavin@hotmail.com