

**C.U.P.W.
VANCOUVER
LOCAL
BY-LAWS**

(amended February 2009)

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ARTICLE 1

NAME, AFFILIATION, COMPOSITION AND AUTHORITY

- 1.1 The name of the Union shall be the Canadian Union of Postal Workers (C.U.P.W.) Vancouver Local, to be chartered to and affiliated with the Vancouver and District Labour Council, the British Columbia Federation of Labour and the Canadian Labour Congress.
- 1.2 The Local is composed of the members as a whole. It is also comprised of the Local Executive Committee and other Committees elected by the Membership.
- 1.3 The highest authority resides with and comes from the Membership as expressed at a Regular General meeting, at a Special Meeting or Annual General Meeting for which proper notice has been given and the Agenda published as per these By-laws or by Referendum Vote.

ARTICLE 2

OBJECTIVES

- 2.1 The objectives of the Union shall be:
 - 2.1 A To improve the general well-being of the Members, in particular the hours of work and working conditions of the Members.
 - 2.1 B To support the fundamental principles of Trade Unionism and the improvement of conditions for all workers.
 - 2.1 C To defend and promote the rights and benefits acquired by the Union.

ARTICLE 3

CONDITIONS OF MEMBERSHIP AND EQUAL RIGHTS

3.1 Eligibility For Membership

All employees of Canada's Postal System, communications and related services, who do not have management authority are eligible for membership. All members of the Union enjoy equal rights without discrimination, including but not limited to sex, age, occupation, ethnic origin, political beliefs or affiliation and sexual orientation or preference; under the following conditions:

- 3.1 A Signs an application for membership card and pays the initiation fee;
- 3.1 B Undertakes to comply with the Constitution and Policies of the Union;
- 3.1 C Be accepted by the Local

3.2 Loss of Status of Member In Good Standing and Reinstatement

A person shall no longer be a member in good standing in the Union when:

- 3.2 A Such person has been suspended from membership in accordance with the provisions of Article 8 of the National Constitution.
- 3.2 B Such person is in arrears of three months or more in the payment of Union dues and/or assessment.
- 3.2 C Such members if performing managerial functions on a temporary basis in a position outside a bargaining unit for which the Union is the bargaining agent.

- 3.3 A person who is not a member in good standing may not exercise any of the rights afforded a member under the National Constitution and the By-laws of the Local or hold office in the Union or Local. The loss of the status of member in good standing is automatic.

3.4 **A person may be reinstated as a member in good standing** when:

3.4 A A suspension imposed has ended.

3.4 B Such person has paid all arrears in Union dues and/or assessments.

3.4 C Such member has ceased to perform managerial functions on a temporary position outside a bargaining unit for which the Union is the bargaining agent.

3.5 The person who wishes to be reinstated as a member in good standing shall notify her/his Local. The Local shall ensure that the conditions provided for in the preceding section have been fulfilled, and the person is reinstated as a member in good standing. However, a member who has lost her/his status as a member in good standing because of his/her suspension from membership in the Union may be reinstated again as a member in good standing prior to the end of her/his suspension under the conditions determined by the Local.

3.6 Loss of Status of Member and Re-Admission

A person shall no longer be a member of the Union when:

3.6 A Such person is no longer an employee as defined under Section 1.04 of the National Constitution.

3.6 B Such person resigns from the Union.

3.6 C Such person is expelled from the Union in accordance with the provisions of Article 8 of the National Constitution.

3.6 D Such person is no longer an employee in a bargaining unit for which the Union is certified or on behalf of which the Union is seeking certification. Any person who is no longer a member shall lose all rights related to such status.

3.7 The loss of member status in accordance with the preceding section is automatic.

3.8 Any person who has previously been a member of the Union may be readmitted as a member provided such person complies with the provisions of Section 1.04 of the National Constitution and fulfills the other conditions which may be required by the By-laws of the Local.

3.9 When the person requesting to be readmitted has been expelled from the Union, such person shall pay a readmission fee as determined by the Local; but this shall be at least \$40.00 and at most \$300.00.

3.10 A Local may, with respect to the readmission of a member, impose any particular condition which it shall deem appropriate. When any particular condition is placed on the readmission of a member, the entire case must be forwarded to the National Executive Board for revision or acceptance.

3.11 Subject to revision by the National Executive Board, readmission of a member is left entirely to the discretion of the Local. However, the Local shall take into consideration the following factors:

3.11 A The reason for which the person ceased to be a member.

3.11 B The person's attitude towards the Union and the Local prior to ceasing to be a member and since the person has been no longer a member.

3.11 C When the person involved has been expelled; the seriousness of the grounds for such expulsion and all extenuating and aggravating circumstances, together with the period elapsed since the person's expulsion.

3.12 When a member *in good standing* is transferred from one Local to another, all her/his rights are maintained and she/he does not have to be admitted or readmitted as a member *in good standing*.

She/he shall however, resign from any position to which she/he was elected or appointed by the members of the Local she/he is leaving.

- 3.13 (A) All members in good standing who have retired are eligible for retired members status. Upon request to the Local Secretary Treasurer, retired members are entitled to receive the local newspaper and shall be exempt from paying dues.
- (B) The Local may recommend to the National Executive Board that a member in good standing, who has retired and has made special contributions to the Union, be granted Lifetime Member status. Upon acceptance by the National Executive Board, the Lifetime Member shall be eligible to attend Local Membership Meetings, with voice at such meetings, to receive the Local newspaper and shall be exempt from paying union dues.

ARTICLE 4

DUES AND INITIATION FEES

- 4.1 Subject to the National Constitution and further ratified by the membership, the initiation fee and monthly dues structure shall be:
- 4.1 A The initiation fee shall be \$5.00 except during organizational campaigns where the amount of initiation fee shall be the same as that required under the relevant legislation. The initiation fee shall remain the property of the Local.
- 4.1 B The National monthly dues for all employees shall be in accordance with the National Constitution.
- 4.1 C The Local monthly dues assessment shall be \$4.50.
- 4.2 Each member shall pay without delay any assessment imposed in accordance with the National Constitution.

ARTICLE 5

LOCAL EXECUTIVE COMMITTEE

- 5.1 The Local Executive Committee shall consist of Table Officers nine (9) and Chief Stewards eight (8).
- 5.1 A The Table Officers shall consist of the President, First Vice-President, Second Vice-President, Secretary-Treasurer, Grievance Officer, Education Director, Health and Safety Director, Recording Secretary/By-laws Chair, and Organization Director/Tyler.
- 5.1 B Chief Stewards shall come from the following areas:
1. VMPP Day Shift/Wickets/Group 1 C&D (one representative);
 2. VMPP Afternoon Shift/Group 1 C&D (one representative);
 3. VMPP Midnight Shift/Group 1 C&D (one representative);
 4. Outside Function (three representatives, at least one of which will come from each outside function, L.C. and M.S.C. However, in the event that a position remains vacant after two consecutive postings, it shall be posted as an Outside Function Group 2 vacancy with no restrictions);
 5. G.L.&T./Glen Drive Facility (one representative);
 6. VPDC Group 1 All Shifts (one representative).

- 5.2 The Executive Committee shall be responsible for the direction and administration of the Local in line with the orientation decided by the members according to the National Constitution, the resolutions adopted at Regular or Special meetings as defined by these By-laws, or the mandates via referendum, and:
- 5.2 A Have the obligation to enforce the National Constitution.
 - 5.2 B Be responsible for all representations before the employer.
 - 5.2 C Be responsible for all public statements of the Union at the Local level.
 - 5.2 D Receive and study all reports and other matters concerning the welfare of the Union duly referred to it.
 - 5.2 E Be the only one responsible to make recommendations to the members or to take decisions in line with the National Constitution and Policies of the Union unless otherwise stated in the National Constitution.
 - 5.2 F Have the obligation to meet prior to a Regular Membership Meeting.
 - 5.2 G Work to spread the most complete understanding possible of the Union's Policies, the nature of the Union's struggles, and all other matters concerning the Union and the Trade Union movement in general.
 - 5.2 H Shall be responsible for the implementation of the Union's Policies in matters of organization, preparation of strike structures, recruiting or any other organizational campaign launched by the National Executive Board.
 - 5.2 I Establish and maintain communications between the members and the main organisms of the Union.
 - 5.2 J Be responsible for the Local educational programme.
 - 5.2 K Inform the members and promote Union education through bulletins, communiqués, and any other adequate means.
 - 5.2 L Be responsible for the orientation, preparation and distribution of all publications intended for members.
- 5.3 All Table Officers shall be elected by the general membership and shall be members of the Executive Committee.
- 5.4 All members of or nominees to the Executive Committee must be members in good standing on the dates of nomination and election and remain in good standing during their term of office.
- 5.5 The quorum for a Local Executive meeting shall be 50% plus one of the Local Executive Committee members currently holding office.
- 5.6 No person shall hold more than one Executive position.
- 5.7 **Executive Access**
- 5.7 A Any member or group of members may address the Executive Committee.
 - 5.7 B The time limit for each presentation shall be ten (10) minutes per member or group.
 - 5.7 C The Executive Committee may elect to limit the number of presentations at each Executive Meeting to three (3). Scheduling shall be on a first applied, first granted basis.

5.8 **Committee Reports**

- 5.8 A When a Committee wishes to circulate a written report to the membership, the report must first be presented to the Executive Committee.
- 5.8 B After reviewing the Committee's Report, the Executive Committee will either:
- (i) circulate the report without a comment or recommendation; or
 - (ii) circulate the report with a separate sheet listing any comments on the report, and/or any specific or general recommendation(s).
- 5.8 C At no time does the Executive Committee have the right to block circulation, or alter, or edit any Committee's Report. However, reports that could be considered slanderous and/or libelous for legal reasons must be clearly identified as not being an official union publication.

ARTICLE 6

DUTIES OF THE EXECUTIVE COMMITTEE

6.0 **Line of Authority**

The line of authority of the Local's Table Officers shall be:

President, First Vice-President, Second Vice-President, Secretary-Treasurer, Grievance Officer, Education Director, Health and Safety Director, Organization Director/Tyler, Recording Secretary/By-laws Chair.

6.1 **The Local President shall:**

- 6.1 A Be the senior officer of the Local.
- 6.1 B Be an elected Full-Time Officer and voting member of the Executive Committee
- 6.1 C Have the responsibility for the enforcement of the National Constitution and Policies of the Union.
- 6.1 D Be responsible for the grievances in her/his Local.
- 6.1 E Be responsible for Local Union-Management meetings.
- 6.1 F Implement the decisions of the members assembled at a General Meeting, Special Meeting, or by Referendum.
- 6.1 G Have the right to look into any matter falling under the jurisdiction of the Union at the Local level and take measures to ensure that all Local Officers and members comply with the obligations and duties of their positions.
- 6.1 H Interpret the By-laws of her/his Local and her/his interpretation shall be maintained unless it is contested and such contest is supported by the majority of the Local Executive Committee or by the majority of the members assembled at a General Membership Meeting.
- 6.1 I Take initiatives for the good and welfare of the Union on matters not provided for in the Local By-laws subject to the approval of the members.
- 6.1 J Shall have the authority to appoint an acting Shop Steward subject to the ratification of the Executive Committee.
- 6.1 K Shall be ultimately accountable for the provision and content of Union education in the Local in order that the Union orientation and issues relating to the Collective Agreement be properly communicated to and understood by the membership.

- 6.1 L Chair the meetings of the Local Executive Committee, any Committee not having a designated Chairperson and all Membership Meetings and Special Meetings.
- 6.1 M Impose, as a policy of the Union, the rule according to which no Local Officer may meet alone with a representative of the employer to discuss Union matters.
- 6.1 N Ensure the implementation of the Union's Policies in all representations before the employer at the Local level.
- 6.1 O Be responsible for public relations at her/his Local level.
- 6.1 P Report to the members on the decisions and recommendations of the Local Executive Committee.
- 6.1 Q Keep the Executive Committee informed on all activities between Local and National headquarters of the CUPW.
- 6.1 R Shall be a recognized signing officer of the Local.
- 6.1 S The President or his/her designate shall be an ex officio member of all committees except for the Discipline, Women's and Trustee Committees.
- 6.2 **The First Vice-President:**
 - 6.2 A Shall be an elected Full-Time Officer and voting member of the Executive Committee.
 - 6.2 B Shall work with and assist the President in the performance of her/his duties and wherever possible accompany the President in meetings with postal management.
 - 6.2 C In the event the President is unavailable, the First Vice-President shall act in her/his stead.
 - 6.2 D Shall assist the Grievance Officer in all matters relating to the grievance procedure. The First Vice-President shall be responsible, in coordination with the Second Vice-President, for filing Staffing grievances.
 - 6.2 E Shall be a recognized signing officer of the Local.
- 6.3 **The Second Vice-President:**
 - 6.3 A Shall be an elected Full-Time Officer and voting member of the Executive Committee.
 - 6.3 B In the event that the President and the First Vice-President are unavailable, the Second Vice-President shall act in her/his stead.
 - 6.3 C Shall be responsible for coordinating all W.C.B. appeals in the Local.
 - 6.3 D Shall be a member of the Local Health and Safety Committee.
 - 6.3 E Shall be responsible for monitoring Staffing in the Local.
 - 6.3 F Shall work with, and assist the Grievance Officer and the Education Director on matters of Health and Safety.
 - 6.3G Shall be a recognized signing Officer of the Local.
- 6.4 **The Secretary-Treasurer shall:**
 - 6.4 A Be an elected Full-Time Officer and voting member of the Executive Committee.
 - 6.4 B Be responsible for all official documents of the Local.
 - 6.4 C Be responsible to sufficiently train the Organization Director/Tyler to enable this officer to act as the designated replacement.

- 6.4 D Be responsible for all the Local's correspondence and shall convey it to the Executive Committee and the General Membership Meetings.
- 6.4 E Prepare notices of all General Membership Meetings and Special meetings and arrange to distribute and post such notices at least (10) ten days prior to such meetings.
- 6.4 F Be entrusted with the funds of the Local, approve all cheques to be signed for expenses authorized under the National Constitution, or by resolutions passed at meetings, deposit immediately all monies she/he receives on behalf of the Local and sign cheques along with the President, or in her/his absence, the First Vice-President or the Second Vice-President.
- 6.4 G Be responsible for bookkeeping records of the Local and keep them ready for submission to the Local's Trustees.
- 6.4 H Prepare a financial statement annually and present such statement at the Annual General Meeting of the Local. Copies of such statement shall be distributed to all members present at these meetings.
- 6.4 I Not issue any cheques in payment of any account not provided for in the budget or authorized by the By-laws or the National Constitution, unless approved by the majority of the Executive Committee. Such payment shall be subject to ratification at the next General Meeting of the membership of the Local.
- 6.4 J Not pay any money without a bill or signed voucher.
- 6.4 K Present a report on the state of the Local's finances to General Membership Meetings.
- 6.4 L Submit, every two months, a financial report to her/his National Director, showing the credit balance at the beginning of the period, and the general fund credit balance at the end of the period.
- 6.4 M Be responsible for submitting the Local's financial report to the National and Regional Offices, as per the requirements of the National Constitution.
- 6.4 N Ensure that an up-to-date mailing list of the membership is maintained.
- 6.4 O Establish and maintain an efficient system for the secretariat and treasury.
- 6.4 P Establish and maintain an efficient system for the membership control and monitor the check-off.
- 6.4 Q Be responsible for per capita tax on all members in good standing, including those members not on check-off who pay dues locally.

6.5 **The Grievance Officer:**

- 6.5 A Shall be an elected Full-Time Officer and voting member of the Executive Committee.
- 6.5 B Shall prepare, arrange, and oversee the hearing of all grievances at the first level.
- 6.5 C Shall maintain an up-to-date grievance filing system.
- 6.5 D Shall chair at least six (6) Grievance Committee Meetings per year to deal with matters relating to the grievance procedure.
- 6.5 E Shall maintain a liaison between the Local and Regional Grievance Officer.
- 6.5 F Shall report to the Executive Committee.

6.6 The Education Director:

- 6.6 A Shall be an elected officer and voting member of the Executive Committee and shall also be the chair of the Education committee.
- 6.6 B Shall in conjunction with the Education Committee coordinate and prepare educational materials and seminars for the membership.
- 6.6 C Shall work in conjunction with the Regional and National Education Officers.
- 6.6 D Shall be the spokesperson for the Publications Committee on the Executive Committee and shall be a member of the Publications Committee.

6.7 The Health and Safety Director:

- 6.7 A Shall be an elected officer and voting member of the Executive Committee and shall be the Chairperson of the Health and Safety Committee.
- 6.7 B Shall coordinate the activities of the Health and Safety Committee.
- 6.7 C Shall report to the Executive Committee.

6.8 The Organization Director and Tyler:

- 6.8 A Shall be an elected officer and voting member of the Executive Committee.
- 6.8 B Shall maintain the membership attendance book for Executive Committee, General Membership and Special Meetings.
- 6.8 C Shall maintain a monthly listing of members eligible to run for office in the Local, as set out in Article 9.
- 6.8 D Shall check membership credentials at all General Membership and Special Meetings.
- 6.8 E Shall maintain order at meetings as requested from the Chair.
- 6.8 F Shall audit attendance at meetings to see that a quorum is maintained.
- 6.8 G Shall chair the Organization Committee.
- 6.8 H Shall receive sufficient training from the Secretary-Treasurer to act as the designated replacement for this Officer.

6.9 The Recording Secretary/By-Laws Chair:

- 6.9 A Shall be an elected officer and voting member of the Executive Committee.
- 6.9 B Shall take the minutes of all Executive Committee, General Membership and Special Meetings of the Local.
- 6.9 C Shall be the Chair of the By-laws Committee.

6.10 Chief Stewards:

- 6.10 A Shall be elected officers and voting members of the Executive Committee.
- 6.10 B Shall be members of the Grievance Committee.
- 6.10 C Shall report and consult with the Second Vice-President regarding Health and Safety matters for their shift or work area.
- 6.10 D Shall accompany the President or First Vice-President into management meetings, when requested by the President or First Vice-President.

- 6.10 E Shall work in conjunction with the Grievance Officer on the preparation and hearing of grievances at the first level and arbitration, when required.
- 6.10 F Shall attend appropriate monthly Shop Steward meetings, and shall make reports to the Shop Steward meetings and the Executive Committee.
- 6.10 G All Chief Stewards shall be given the opportunity to assist the Grievance Officer in the preparation and processing of grievances. The Chief Stewards shall be booked off on an equitable and rotating basis not to exceed a collective total of thirty (30) days per fiscal year.

ARTICLE 7

THE LOCAL SHOP STEWARD

- 7.1 A Is the link between the Local Executive Committee and the members.
- 7.1 B Shall work under the leadership of her/his Chief Steward.
- 7.1 C Shall maintain and document information on the complaint procedure, grievances, all disciplinary matters and any violation of members' rights.
- 7.1 D Shall welcome and sign up new members, inform them of Union services and benefits.
- 7.1 E Promotes the Policies of the Union and enforces the National Constitution and the decisions of the members taken at Convention, through a referendum or at a General Membership Meeting.
- 7.1 F Ensures a strong Union presence at the work place.
- 7.1 G Enforces the Collective Agreement.
- 7.1 H Promotes the objectives of the Union and those of the Labour Movement in general.
- 7.1 I Regularly informs the members of the decisions of a General Membership Meeting, the activities of the Union, the Union Publications and any other items of interest for the Union and the well-being of the members.
- 7.1 J Keeps the Local President advised on all problems, complaints and grievances among the membership.

ARTICLE 8

COMMITTEES AND DUTIES OF COMMITTEES

- 8.1 **Standing Committees:**
 - 8.1 A Grievance Committee
 - 8.1 B Legislative Committee
 - 8.1 C Health and Safety Committee
 - 8.1 D Balloting Committee
 - 8.1 E Trustee Committee
 - 8.1 F Organizing Committee
 - 8.1 G Discipline Committee
 - 8.1 H Education Committee
 - 8.1 I By-laws Committee
 - 8.1 J Publications Committee

- 8.1 K Finance Committee
- 8.1 L MSC Route Evaluation Committee
- 8.1 M Letter Carrier Walk Evaluation Committee
- 8.1 N Householder Verification Committee
- 8.1 O Human Rights Committee
- 8.1 P Women's Committee

8.2 **Duties of Committees:**

- 8.2 (1) The Committees should study the issues submitted by the Local Executive Committee or by the General Membership Meeting. They must report to the Executive and the General Membership Meeting but only the Executive Committee is authorized to make recommendations to the members.
- 8.2 (2) New Committee members shall be given an orientation session outlining the requirements of their particular committee and where specific skills are required, will be trained as soon as possible after being elected.
- 8.2 (3) Any member who does not attend three (3) consecutive meetings will be replaced by election at the next General Membership Meeting unless the absence is approved by the Executive Committee.

8.3 A **Grievance Committee**

- 8.3 A (1) Shall consist of the Grievance Officer, First Vice-President, and the Chief Stewards.
- 8.3 A (2) Shall work with and assist the Local Grievance Officer and the First Vice-President in the performance of their duties.

8.3 B **Legislative Committee**

- 8.3 B (1) The responsibility for this Committee will fall under the jurisdiction of the Local Executive Committee.
- 8.3 B (2) This Committee works in collaboration with the National Grievance Officer and the National Director to obtain legislative amendments.

8.3 C **Health and Safety Committee**

- 8.3 C (1) Shall consist of a minimum of nine (9) members. Nine (9) to be elected from the membership; additional members may be appointed as the Health and Safety Director deems necessary to ensure proper representation from each Group on each of the three (3) designated Health and Safety Committees. The appointment is subject to the ratification of the Executive Committee.
- 8.3 C (2) The Glen Drive Vehicle Maintenance Facility shall have a Health and Safety Committee comprised of at least two (2) designated Union representatives.
- 8.3 C (3) The duties of the Local designated Committee members are to represent the members in the area of Health and Safety.

8.3 D **Balloting Committee**

- 8.3 D (1) The Balloting Committee shall consist of eight (8) members who shall elect a chairperson from amongst themselves.
- 8.3 D (2) The Balloting Committee shall supervise the following elections and votes:

1. Elections which are held at membership meetings;
2. Referendum votes which are held at membership meetings;
3. *Annual Elections of Full-Time officers, Table officers and Chief Shop Stewards;*
4. Run-off elections as necessary;
5. Shop Steward elections as authorized by the Local Executive.

- 8.3 D (3) The Balloting Committee shall meet to develop a plan for conducting the *Annual Elections*, including the possibility of a run-off election. To ensure both cost effectiveness and the smooth conduct of the elections, the labour of paid officers, shop stewards and volunteers will be utilized where these individuals are not themselves candidates in contested elections for Table Officer positions. This plan shall be submitted to the Local Executive Committee as soon as possible prior to the date of the Plant Gate Elections for discussion, amendment, adoption and implementation.
- 8.3 D (4) The Balloting Committee shall supervise the counting of ballots, and at no time shall less than three (3) members count ballots.

8.3 E **Trustee Committee**

- 8.3 E (1) Shall consist of three (3) members and one (1) alternate. The three members shall elect their Chairperson. The alternate shall only attend Trustee Committee meetings as replacement for an unavailable Trustee Committee member. An alternate Trustee is not eligible to be a replacement Chairperson. When a vacant position exists on the Trustee Committee, the alternate shall automatically become a member and the vacant alternate position shall be posted.
- 8.3 E (2) Shall not hold any executive position during their term of office.
- 8.3 E (3) Shall be responsible for the inspection of all finances and assets and financial administration of the Local notwithstanding Article 8.3 E(5) of the Local By-laws.
- 8.3 E (4) Shall meet to examine the financial records of the Local every three (3) months, to verify if the expenses are in accordance with the By-laws and with the decisions adopted by the Executive Committee and/or a General Membership Meeting. They shall upon completion submit a written report to the Executive Committee on all examinations. The report and Executive replies are to be submitted to the Next General Membership Meeting. The Executive Committee shall not have the authority to change or alter the report in any way. The first examination to be held at the end of the fiscal year or at the discretion of the chairperson of the Trustee Committee.
- 8.3 E (5) Each time a Secretary-Treasurer leaves office, the Trustees shall meet immediately to perform a review of that office. Enough time shall be allotted to the Trustees to do a thorough job. The Trustees must present their report to the next Executive Committee Meeting. The report must then be presented to the next General Membership Meeting.
- Where the Trustees find significant discrepancies or numerous errors they shall present them to the Executive Committee with a recommendation to have the accounts audited by either a Chartered Accountant firm or a Certified General Accountant firm.
- 8.3 E (6) Any additional examination may be called for by a simple majority at a Membership Meeting or at the discretion of the National Secretary-Treasurer.
- 8.3 E (7) (a) Shall supervise elections within the Local when the membership so requests.
 (b) Shall carry out the election of the Balloting Committee.
 (c) If necessary, shall be drawn upon to fill the minimum complement for carrying out an election.

- 8.3 E (8) Shall recommend to the membership a firm of Chartered Accountants to audit the books and accounts of the Local.
- 8.3 E (9) Shall require that the Local hold sufficient insurance to protect itself against reasonable risk of loss from dishonesty.
- 8.3 E (10) Any member who does not attend two (2) consecutive Trustee meetings without proper notification to the Committee will be removed from their position, unless the absence is approved by the Local Executive Committee.
- 8.3 E (11) The term of office shall be for two years.

8.3 F **Organizing Committee**

- 8.3 F (1) Shall work under the responsibility of the Local Executive Committee in conjunction with the Regional Executive Committee and the National First Vice-President. Its duties shall be to recruit members and prepare strike structures. It shall be responsible for any other organization campaign launched by the National Executive Board or the Local membership.
- 8.3 F (2) Shall consist of eight (8) members in good standing elected from the general membership.

8.3 G **Discipline Committee**

- 8.3 G (1) Shall consist of two (2) members and two (2) alternates elected by the membership of the Local for a term of two (2) years. One (1) member and one (1) alternate shall be appointed by the Local Executive Committee for a one (1) year term. The member appointed by the Executive shall be the Committee Chairperson. When the designated Chairperson cannot serve, the alternate appointed by the Executive shall be designated as the Chairperson.
- 8.3 G (2) Shall follow the guidelines set out in Article 8 of the National Constitution regarding discipline.
- 8.3 G (3) Shall be responsible for informing the Secretary-Treasurer of any member expelled or under suspension from the CUPW.
- 8.3 G (4) Shall be solely responsible for any files concerning discipline matters.

8.3 H **Education Committee**

- 8.3 H (1) Shall consist of eight (8) members in good standing elected from the membership at large.
- 8.3 H (2) Shall work in conjunction with the Education Director.
- 8.3 H (3) Shall maintain an up-to-date system of educational materials related to the CUPW and the Trade Union movement for all bargaining units in the Local.

8.3 I **By-Laws Committee**

- 8.3 I (1) Shall consist of five (5) members, three (3) of whom are elected from the membership and one (1) member appointed by the Executive Committee. The Appointee shall have experience in Constitutional matters.
- 8.3 I (2) The Recording Secretary/By-laws Chair shall be the fifth member of the Committee and shall be the Chair of Committee Meetings.
- 8.3 I (3) Shall be responsible for reviewing any proposed repeals or amendments to these By-laws prior to submission to the membership by the Executive Committee in accordance with Article 15 of the By-laws and the National Constitution.

- 8.3 I (4) Shall meet at the request of the President to review any notices of motion that would amend or repeal the By-laws. A report on the Committee's review shall be provided to the next scheduled Executive Committee Meeting.

8.3 J Publications Committee

- 8.3 J (1) Shall consist of eight (8) elected members and the Education Director.
- 8.3 J (2) Shall produce official publications of the Local "Postal Worker" at least four (4) times a year and special issues as required.
- 8.3 J (3) Shall be responsible for the publication of "Update" – its frequency to be determined by the Committee.
- 8.3 J (4) Shall have a system of rotation of duties where a maximum of three (3) members may claim loss of wages per issue.
- 8.3 J (5) Shall have a Chair elected by the Committee.

8.3 K Finance Committee

- 8.3 K (1) Shall consist of all Table Officers on the Local Executive Committee.
- 8.3 K (2) Shall be chaired by the Secretary-Treasurer.
- 8.3 K (3) Shall meet quarterly or more frequently at the discretion of the Executive Committee to review the budget and shall report to the Local Executive Committee.

8.3 L MSC Route Evaluation Committee

- 8.3 L (1) It shall consist of a minimum of four (4) members elected from the membership. Additional members may be appointed as necessary by the President, in consultation with the Executive Committee.
- 8.3 L (2) The Committee shall elect a Chairperson from amongst themselves.
- 8.3 L (3) The Committee shall review MSC schedules as required.

8.3 M Letter Carrier Walk Evaluation Committee

- 8.3 M (1) It shall consist of a minimum of four (4) members elected from the membership. Additional members may be appointed as necessary by the President, in consultation with the Executive Committee.
- 8.3 M (2) The Committee shall elect a Chairperson from amongst themselves.
- 8.3 M (3) The Committee shall review Letter Carrier walks as required.

8.3 N Pension and Retirees Benefits Committee

- (1) Shall consist of volunteer active members and retired members or lifetime members.
- (2) Shall work under the direction of a Full-time Officer who shall be appointed by the Local Executive Committee.
- (3) Shall study pension plan legislation and the administration of pension plans and retiree benefits contained within the Collective Agreements of other Unions.
- (4) Shall make recommendations to the Local Executive Committee on:
- a) the administration of pension plans and retiree benefits within the Local;
 - b) proposals for negotiating improvements and changes required for pension plans and retiree benefits;
 - c) the education of the membership and retirees on pension plans, retiree benefits and retirement issues.

8.3 O **Householder Verification Committee**

- 8.3 O (1) It shall consist of three (3) members elected from the membership.
- 8.3 O (2) The Committee shall elect a Chairperson from amongst themselves.
- 8.3 O (3) The Committee shall monitor and investigate all issues relating to householders.

8.3 P **Human Rights Committee**

- 8.3 P (1) The Local Human Rights Committee shall study, report and make recommendations to the Vancouver Local Executive on:
 - (a) the involvement of people of colour, differently abled people, lesbians and gays, transsexual, transgender, bisexual, deaf or hard of hearing, and aboriginal people in the Local;
 - (b) the education of the Local membership on equality issues facing people of colour, differently abled people, lesbians and gays, transsexual, transgender, bisexual, deaf or hard of hearing, and aboriginal people;
 - (c) the situation of people of colour, differently abled people, lesbians and gays, transsexual, transgender, bisexual, deaf or hard of hearing, and aboriginal people in the post office and ways to improve it;
 - (d) fighting racism, homophobia, transphobia, and discrimination against differently abled people.
- 8.3 P (2) Shall maintain an ongoing communication with the National Human Rights Committee regarding matters which are of concern to the Local Human Rights Committee.
- 8.3 P (3) Shall be able to book-off up to eight (8) volunteer members for monthly meetings with loss of wages. The priority in these book-offs should go to people of colour, differently abled people, lesbians and gays, transgender, bisexual, deaf or hard of hearing, and aboriginal people. Any dispute regarding book-offs shall go to the Local Executive.

8.3 Q **Women's Committee**

- 8.3 Q (1) The Women's Committee shall be an open standing Committee to deal with the status of women in the workplace, Union and society.
- 8.3 Q (2) In September of each year, the Women's Committee shall meet and elect a Coordinator. The Coordinator shall be allowed to book-off up to eight (8) members permitting for loss of wages. Any dispute regarding book-offs shall go to the Local Executive. The Coordinator shall be ratified by the Local Executive and at the subsequent General Membership Meeting.
- 8.3 Q (3) The Local Women's Committee's functions shall be to study issues and concerns affecting women and shall made recommendations to the Local Executive Committee on:
 - (a) involvement of women in the Union with the goal of full participation of women in all levels of the Union;
 - (b) the education of membership on equality issues facing women;
 - (c) the situation of women in the Work Place and ways to improve it.

8.4 **Ad-Hoc Committees**

- 8.4 A The establishment of an Ad-Hoc Committee requires a motion at a General Membership Meeting, passed by a simple majority.
- 8.4 B Such a motion shall state:
 - (i) the rationale for the Committee;
 - (ii) the composition of the Committee;

- (iii) the terms of reference and the authority of the Committee;
- (iv) the required financial obligations of the Committee.

8.4 C In the event of an emergency, the Executive Committee is empowered to establish Ad-Hoc Committees. These actions must be brought to the next General Membership Meeting for ratification.

8.5 Duties of Delegates

8.5 A Delegates to conferences, conventions, and seminars shall present a report of such events. Where there are two or more delegates they shall elect a spokesperson from amongst themselves to present their report. The report may be verbal at a General Membership Meeting or written in the POSTAL WORKER. Verbal reports shall be given at the next General Membership Meeting whenever possible and written reports given to the Publications Committee or the next edition of the POSTAL WORKER.

ARTICLE 9

NOMINATIONS, ELECTIONS AND VOTING PROCEDURE

9.0 Annual Election

Elections for full-time officers, table officers, chief stewards and shop stewards shall be held annually as outline in articles following. Elections shall be conducted at member's worksites.

9.1 Full-Time Officers

- 9.1 A The election of the President, Second Vice-President and the Grievance Officer shall take place in Odd Numbered years, and shall be by secret ballot of the membership.
- 9.1 B The election of the Secretary-Treasurer and the First Vice-President shall take place in Even Numbered years, and shall be by secret ballot of the membership.
- 9.1 C Nominations and acceptances must be submitted by December 15th of the appropriate year.
- 9.1 D Candidates must be a member in good standing and must have attended at least three (3) of the General Membership Meetings in the twelve (12) months prior to and inclusive of the close of nominations. Subject to Article 9.10 A.
- 9.1 E Candidates who hold an executive position and are seeking election in another executive position *prior to the expiry* of their term, must tender their written resignation. Such resignation must accompany their written nomination and acceptance. Effective date of the resignation shall be at least one week prior to voting on the contested position.
- 9.1F The term of office for all Full-time Officers shall be two years.

9.2 Table Officers

- 9.2 A The election of the Education Director and the Recording Secretary/By-laws Chair shall take place in Odd Numbered years, and shall be by secret ballot of the membership.
- 9.2 B The election of the Health and Safety Director and the Organization Director/Tyler shall take place in Even Numbered years, and shall be by secret ballot of the membership.
- 9.2 C Nominations and acceptances must be submitted by December 15th of the appropriate year.
- 9.2 D Candidates must be a member in good standing and must have attended at least three (3) of the General Membership Meetings in the twelve (12) months prior to and inclusive of the close of nominations. Subject to Article 9.10 A.

9.2 E Candidates who hold an executive position and are seeking election in another executive position *prior to the expiry* of their term, must tender their written resignation. Such resignation must accompany their written nomination and acceptance. Effective date of the resignation shall be at least one week prior to voting on the contested position.

9.3 Chief Stewards

9.3 A Shall be elected by and from the members in their own shift or work area, as outlined in Article 5.1 B.

9.3 B Nominations and acceptances must be submitted by December 15.

9.3 C These elections shall take place at the same time as elections for Table Officers, as per Article 9.6.

9.3 D Candidates must be a member in good standing and must have attended at least three (3) of the General Meetings in the twelve (12) months prior to and inclusive of the close of nominations. Subject to Article 9.10 A.

9.3E The term of office for all Chief Stewards shall be two years.

9.4 Shop Steward Body

9.4 A Candidates must be a member in good standing and be off probation.

9.4 B Candidates for Shop Steward will be elected by the members in their work area.

9.4 C The work area will be defined by the Executive Committee, taking into account the best representation possible.

9.4 D There will be no limit on the number of Shop Stewards in any work area.

9.4 E Nominations for Shop Steward will be accepted at any time. The term of office shall be two years from the date of the Shop Steward election.

9.4 F To be elected a nominee must have received 35% of the votes cast.

9.5 Election of Committees and Delegates

For the purpose of this article, the word "election" shall also mean nominations and acceptances, and elections; unless otherwise stated. Further, "term of office" for delegates and/or committee members shall continue until the next election is held as per this section. Whenever possible, elections shall be posted in the month previous, and opened for nominations at that meeting, with the nominations being reopened and elections held in the following month.

9.5 A The election of delegates to the National Convention of the Union shall be in accordance with section 3.05 of the National Constitution.

(a) Each local is entitled to be represented by one delegate for the first one hundred members or less, and by one delegate for each additional one hundred members or majority part thereof.

(b) Each delegate, in order to be elected to National Convention, must have attended the Pre-Convention Regional Area Council meeting and the Pre-Convention Regional Conference. A member may be excused from this requirement by the Local and the National Director only for performing Union Business, sickness, bereavement leave or truly exceptional circumstances.

(c) Delegates shall be elected at a General Membership Meeting to be held on a Sunday at 1:00 p.m.

(d) Alternate Delegates shall be elected in the event any delegates are unable to attend or become ineligible to attend the National Convention.

9.5 B The election of delegates to a Special Convention of the Union shall be in accordance with section 3.43 of the National Constitution.

9.5 C Area Council Delegates will be elected for a three year term at the September General Meeting following National Convention to be held on a Sunday at 1:00 p.m.

Candidates must be a member in good standing and must have attended at least three (3) of the General Meetings in the twelve (12) months prior to and inclusive of the close of nominations. Subject to Article 9.10A

In the circumstance where the positions for Delegate and/or Alternate Delegate remain unfilled, nominations for the remaining positions shall be opened to all members in good standing to complete the election of Area Council Delegates and Alternates.

Alternate Delegates shall be elected from among the unsuccessful candidates for Delegate in accordance with their vote in the Area Council Election. The Local shall maintain a minimum complement of ten (10) Alternate Delegates throughout the three year term of Area Council.

In order to maintain delegate status, members must have attended three (3) or more General Membership Meetings in the twelve (12) months preceding each subsequent September. Delegates who lose their status shall be replaced by the next eligible alternate.

9.5 D At the March General Meeting the following Committees will be elected: Balloting, Health and Safety, Education, Organization, and Publications.

9.5 E At the September General Meeting the following Committees will be elected: MSC Route Evaluation, Letter Carrier Walk Evaluation, Householder Verification, By-laws, Trustees (in odd numbered years) and Discipline (in even numbered years), and delegates to the Vancouver and District Labour Council.

9.5 F Vacancies remaining after the elections under Articles 9.5 D and 9.5 E shall be filled by elections at the next General Membership Meeting. Any positions which remain vacant may be filled by appointment by the Executive Committee, with the exception of the Trustee and Discipline Committees.

9.5 G Elections of delegates to the Convention of the BC Federation of Labour will take place when called by the Federation. Subject to ratification by the membership, and giving consideration to the Local's financial resources, the Executive Committee will determine the number of Delegates to send to the Convention. However, this number shall never be less than one (1), nor more than the amount permitted according to the BC Federation of Labour's Constitution.

9.5 H Election of delegates to the Convention of the Canadian Labour Congress will take place when called by the Congress. Subject to ratification by the membership, and giving consideration to the Local's financial resources, the Executive Committee will determine the number of delegates to send to the Convention. However, this number shall never be less than one (1), nor more than the amount permitted according to the Canadian Labour Congress's Constitution.

9.5 I All candidates for elections specified in this Article must be members in good standing.

9.6 **Voting Procedures**

9.6 A Election notices must be posted a minimum of ten (10) days prior to an election.

9.6 B All voting for elected positions shall be by secret ballot and ballots shall be deposited in a sealed and labeled ballot box.

9.6 C Members shall be eligible to vote upon verification of eligibility. Those not on the list will receive a ballot upon producing proof of membership. Should the member not be able to substantiate membership, said ballot shall be placed in an envelope with her/his name on it and sealed to be checked later by the Balloting Committee.

- 9.6 D For the purpose of voting *in Annual Elections*, the Balloting Committee may designate several voting locations with different voting times in order to ensure that all members are able to vote.
- 9.6 E 9.6 E1 Advance Polls for all Full-Time Paid Officers elections shall be held on one (1) day during the week prior to the election, at the Union Hall.
- 9.6 E2 The hours of the Advance Poll shall be set by the Balloting Committee, ensuring that all shifts have access to voting.
- 9.6 F Balloting shall be conducted by at least two (2) members in good standing of the Local. These members shall work under the direction of the Balloting Committee, and shall have prior approval of the Balloting Committee Chairperson.
- 9.6 G Each candidate has the right to scrutinize the counting of the ballots or she/he may appoint a member in their place. If so, it must be in writing to the Chairperson of the Balloting Committee.
- 9.6 H Candidates for Area Council shall be allowed one (1) minute to speak at a General Membership Meeting. Candidates for all other elected positions shall be allowed three (3) minutes to speak at a General Membership Meeting.
- 9.6 I Candidates for positions of Table Officers may submit material addressing their candidacy, to a special issue of the *POSTAL WORKER*, to be published one (1) week before the Advance Poll.
- 9.6 J (1) In all elections, except Shop Steward elections, a majority vote is required and candidates shall be declared elected subject to Article 3.29 of the National Constitution, and shall then take office at the conclusion of the meeting at which they were elected.
- (2) When three (3) or more candidates run for a position on the Executive and the leading candidate receives less than one-half of the valid ballots, a run-off election shall be held between the two leading candidates.
- 9.6 K Ballots shall be destroyed only after authorization by the membership at a General Membership Meeting.

9.7 **By-Elections**

9.7 A **Full-Time Paid Officers, Table Officers and Chief Stewards**

- 9.7 A (1) If a vacancy occurs a notice shall be posted immediately.
- (2) Nominations and acceptances in writing shall be received up to and including the day of election.
- (3) The notice of vacancy and call for nominations must be posted for a minimum of 20 days before an election can be held.
- (4) An election to cover the interim period of time until the next *Annual Election* shall take place at the next General Membership Meeting subject to 9.7 A (3) and shall be voted on by all members in attendance at the meeting.
- (5) [previously 9.7A(4)] An election to cover the remainder of the term of office shall take place as part of the next *Annual Elections*, if applicable.

9.7B **Election of Delegates**

- 9.7 B (1) If a vacancy occurs, it shall be filled at the next General Membership Meeting.

- 9.8 In elections where there is more than one (1) position to be filled, it is necessary for the number of votes cast on each ballot to equal exactly the number of positions to be filled, otherwise the ballot shall be deemed to be spoiled.
- 9.9 Candidates in elections for positions on the Executive Committee have the right to view and examine, at the Union Office, the membership lists of those who voted.

- 9.10A In the application of Articles 9.1 D, 9.2 D, and 9.3 D, the following shall apply: The member shall be considered in attendance if they are absent due to authorized participation in a Union activity.
- 9.10B If a meeting is cancelled due to lack of a quorum, such meetings shall still be considered as a meeting that members were eligible to attend, and any members who were in attendance shall be considered to have attended said meeting.

ARTICLE 10 MEETINGS

10.1 Monthly and Annual General Meetings

- 10.1 A The Local shall have eleven (11) monthly meetings per year; December being the only month without a General Membership Meeting.
- 10.1 B Whenever possible, General Membership Meetings shall be held alternately on the fourth (4th) Tuesday at 7:00 p.m., and on the fourth (4th) Sunday at 1:00 p.m.
- 10.1 C The Annual General Meeting shall be held prior to the September General Membership Meeting and shall deal with the presentation of the audited financial statements of the previous fiscal year and the selection of the auditors for the current fiscal year.
- 10.1 D To have interpreters for our hard of hearing and deaf members for each and every General Membership Meeting.
- 10.1 E The Agenda shall be:
- (1) Reading of new members
 - (2) Reading of the previous meeting's minutes
 - (3) Business arising out of the minutes
 - (4) New Business
 - (5) Nominations and elections
 - (6) Financial Report
 - (7) Executive Committee motions
 - (8) Unfinished business
 - (9) Correspondence
 - (10) Executive and Committee Reports
 - (11) Good and Welfare
 - (12) Adjournment
- 10.1 F All bulletins for General Membership Meetings shall be posted a minimum of ten (10) days prior to the meeting and shall include the Agenda and any Notices of Motion.
- 10.1 G **Notices of Motion**
- (1) Notices of Motion must be presented and duly recorded at a General Membership Meeting, then discussed and debated at the subsequent General Membership Meeting(s), or at a Special Meeting(s), provided a minimum of ten (10) days notice of the Special Meeting(s) is given.
 - (2) Notices of Motion shall be sufficiently clear as to indicate the nature and intent of the motion.
 - (3) Introduction of Notices of Motion shall be called for at New Business by the Chairperson, but this does not restrict the right of members to introduce Notices of Motion at other points during the meeting.

- (4) In the event that Notices of Motion cannot be discussed (as in the case of no quorum) the Notices of Motion must be posted again for the subsequent meeting.
- (5) Notices of Motion may be presented at a Special Meeting, provided there is sufficient time to post the Notices of Motion for the required ten (10) days minimum.

10.1 H Should a meeting be cancelled due to the lack of a quorum, the Local Executive Committee shall be empowered to conduct the normal business of the Local for that meeting, except for Notices of Motion.

10.2 **Special Meetings**

10.2 A Special Meetings shall be called:

- 10.2 A (1) On the initiative of the President.
- (2) At the request of 2/3 of the Executive Committee.
- (3) At the written request of at least fifty (50) members in good standing in which it must be stated the objectives of the meeting.

10.2 B Whenever possible bulletins shall be posted ten (10) days prior to a Special Meeting.

10.2 C No business shall be considered at any Special Meeting except that for which the meeting was called.

10.3 **Joint Shop Steward and Executive Meetings**

10.3 A Shall normally be held in March, May, September and November.

10.3 B Additional meetings must be called:

- (1) On the initiative of the President.
- (2) At the request of 2/3 of the Executive Committee.
- (3) At the request of ten (10) Shop Stewards.

10.3 C Decisions made at these meetings shall be subject to ratification at the next General Membership Meeting.

10.4 **Shop Steward Meetings**

Shop Steward Meetings shall be held in the months of January, February, April, June, July, August, October and December. The Shop Steward Meetings in the VMPP and the VPDC will be held during shift time to increase participation and recruitment of Stewards and with a one-hour book-off. The Shop Steward Meeting for Group 2 Stewards shall be held on the second Wednesday of the month in the evening. Shop Stewards attending this meeting shall be entitled to an Honorarium equal to one hours pay or loss of wages if they are scheduled to work at this time. Whenever possible (ten) 10 days notice shall be given of Shop Stewards Meetings.

10.5 **Quorum**

10.5 A Quorum for General Membership and Special Meetings shall be thirty (30) members.

10.5 B In Meetings where a quorum is required, and said quorum is not obtained within fifteen (15) minutes of the posted starting time of the meeting, said meeting shall be cancelled.

ARTICLE 11 FINANCES

11.1 **General**

11.1 A The signing officers of the Local shall be President, Secretary-Treasurer, First Vice-President and Second Vice-President. Any two of these may sign cheques on behalf of the Local.

- 11.1 B The accounts of the Local shall be audited by a Chartered Accountant Firm at the end of the Fiscal Year in time for the September General Meeting.
- 11.1 C The Executive Committee shall have the authority to approve unbudgeted for financial expenditures of up to three thousand dollars (\$3,000) that shall be submitted to the next General Membership Meeting for ratification.
- 11.1 D A membership meeting shall have the authority to approve donations of up to one hundred dollars (\$100) without a Notice of Motion. Amounts exceeding one hundred dollars (\$100) shall require a Notice of Motion.
- 11.1 E(1) The Local Executive Committee shall have the power to borrow money and secure that borrowed money with the assets of the Vancouver Local, subject to the provisions of section 11.1E(2).
- 11.1 E(2) The powers of the LEC to borrow money as provided for in the preceding section shall only be exercised in the following cases and under the following conditions:
- a) the decision to obtain a loan or credit must be approved by two thirds (2/3) of the members of the Local Executive Committee; and
 - b) shall be subject to ratification at the next General Membership Meeting; and
 - c) a loan or credit be obtained to finance the purchase, maintenance, repairs or restoration of real property.

11.2 **Loss of Wages**

(Loss of wages shall also mean replacement of wages lost at the Post Office excluding overtime.)

- 11.2 A All meetings where loss of wages are paid shall be held when the least number of members are on duty with the exception of the Executive Meetings. These provisions also do not apply to # 1 shift, weekends, or holidays.
- 11.2 B Shop Stewards, Executive and Standing Committee Meetings shall be paid Loss of Wages.
- 11.2 C Members attending extended meetings where loss of wages are paid shall be paid for their normal hours worked.
- 11.2 D Delegates to Area Council Conferences and Seminars shall be entitled to Loss of Wages while attending, providing they cannot change their day of rest to coincide with the said function.
- 11.2 E Members booked-off for six (6) hours or more on authorized Union Business be provided a ten hour window between the end of a members' shift and the start of their participation in a Union function or the end of their participation in a union function and the start of a members' shift.
- 11.2 F Loss of Wages chits shall be submitted to the Union within one (1) month of the period in which reimbursement is requested.
- Loss of Wages reimbursement shall be paid on the last Thursday of each month.
- 11.2 G Loss of Wages reimbursed shall include:
- (1) Regular rate of pay
 - (2) Cost of living
 - (3) Rest period allowance.

11.3 **Canada Post Pension Plan**

Where applicable, the Union shall pay the employer's share of Canada Post Pension Plan and shall also be accountable for lost vacation leave and sick leave.

11.4 **Night Workers' Recovery Leave**

Night Shift members shall be entitled to recovery leave of one (1) day per four (4) month period if they work more than thirteen (13) days for the Union during the four-month period upon which the recovery leave is based and they provide the Union with copies of their appropriate leave forms, and a copy of Management's denial of recovery leave, if deemed necessary by the Union.

11.5 **Childcare**

Members attending Executive meetings, Standing Committee meetings, Local Educational Seminars or special circumstances as approved by the Local Executive Committee, shall be eligible for reimbursement of childcare expenses for those hours outside their scheduled working hours, up to a maximum of sixty dollars (\$60.) per family per day, upon presentation of a receipt and documentation. A maximum of seventy-five dollars (\$75.) per family per day may be reimbursed for care of dependants with special needs.

11.6 **Part-Time Workers**

Part-time paid hours be topped up to a maximum of eight (8) hours per day or forty (40) hours per week at the appropriate wage scale for participating in any Union function requiring a book-off for a full day attendance.

11.7 **Temporary Workers**

Temporary workers shall be paid up to eight (8) hours wage loss at the applicable rate for work shifts that were available to them. Per diem compensation as per National Constitution shall be paid when wage loss is not applicable to a temporary worker. A delegate/attendee participating in a Union activity shall be paid the per diem when other postal workers were entitled to wage loss.

11.8 **Full-Time Paid Officers**

11.8 A Shall each be required to work full-time in the interests of the Local and shall receive in wages 122.5% of the PO Level 5 maximum rate of pay only, divided and paid over twenty-six (26) pay periods and the monies received through the COLA clause.

11.8 B Shall be reimbursed for transportation expenses incurred by officers in the performance of their duties with the provision that the transportation expense form is properly completed within two (2) months of the expenditure.

11.8 C The share payable by the employer in respect to Canada Post Pension Plan, Death Benefits, Disability Insurance and any other plan as negotiated within the Collective Agreement shall be taken upon by the Union. The Employee's share shall be paid by the Officer concerned. The Union shall assume the full amount of Medical-Surgical Insurance and Hospitalization Insurance.

11.8 D Respecting remuneration received, the Officers agree to waive the forty (40) hour work week in respect to overtime payments and overtime for statutory holidays.

11.8 E Except where provided for in these By-laws, Officers shall have the same benefits as those provided for a PO Level 5.

- (1) Officers shall be entitled to the same benefits regarding sick leave as a PO Level 5.
- (2) Accumulated and unused sick leave credits shall not be payable in cash upon leaving office. Sick leave credits shall be held in a sick leave account until used.
- (3) Upon return of the Officer to a position in the bargaining unit, their sick leave credits shall be granted to the Officer under the same conditions as provided for by the Collective Agreement and the employer's policies regarding sick leave.
- (4) Where a member makes an application for sick leave under 11.3 E(3), the member must first have used the sick leave credits held by the employer.

- (5) Where an Officer returns to the bargaining unit and is re-elected to an Officer position, their sick leave account shall be available under the terms in 11.8 E(1), 11.8 E(2).
- (6) Where an Officer is elected or appointed to a full-time position at the Regional or National level, their sick leave credits shall be available if they do not have sufficient sick leave credits available at the Regional or National level.
- (7) Where an Officer is reimbursed for sick leave; by the Employer after a successful grievance; by an Insurance claim; by a WCB Claim or Court Judgment, they shall reimburse the local within thirty (30) days of receiving reimbursement.
- (8) Sick leave credits earned after December 31, 1987 by Officers or former Officers may be credited to the members sick leave account. Such credits shall be subject to 11.8 E(1), 11.8 E(2), 11.8 E(3), 11.8 E(4), 11.8 E(5), 11.8 E(6), 11.8 E(7).

11.8 F Annual Leave shall be accumulated as per the Collective Agreement. In addition Officers shall have one (1) extra week annual leave in consideration of 11.8 D of these By-laws.

- 11.8 G
- i) The Local Executive Committee, in conjunction with the officers shall establish a schedule of annual leave periods from (January 1 to December 31) ensuring that service to the membership is maintained;
 - ii) The Local Executive committee shall, insofar as possible, require the Officers to use their annual leave credits;
 - iii) Annual leave not used during the calendar year it is earned must be used or paid out during the following calendar year. If the Leave is not used in the course of that year, it shall be paid out as of December 31st at the rate it was earned.
 - iv) Notwithstanding the above the Local Executive may approve carry-over beyond one vacation leave year due to exceptional circumstances.

11.8 H deleted

11.9 Allowances

(A) Per Diem

- 1) Members elected to the Convention of the BC Federation of Labour or Convention of the Canadian Labour Congress, as per Articles 9.5(G) and 9.5(H), shall be entitled to per diem meal allowances at a rate consistent with 7.43 of the National Constitution.
- 2) Members attending other events sanctioned by the Local shall be entitled to per diem meal allowances consistent with 7.43 of the National Constitution upon prior approval by the Local Executive Committee and/or General Membership Meeting.

(B) Out of Town Accommodations

Members attending out of town events sanctioned by the Local shall be entitled to reimbursement for actual hotel costs (including applicable taxes) consistent with the amount specified in 7.43 of the National Constitution upon prior approval of the Local Executive Committee and/or General Membership Meeting. Such reimbursement shall be paid within 1 week of the submission of receipts to the Local Secretary-Treasurer.

(C) Mileage

A Union member in good standing who has been authorized by a Full-Time Officer, Committee Chair, Local Executive Committee or General Membership Meeting to use their personal motor vehicle shall be entitled to an allowance *rate determined by Revenue Canada*. Submission for reimbursement must be made on a Local Expenses and Mileage form which indicates point of departure, destination and distance traveled.

(D) Parking/Transportation

Union members in good standing, who are required to work on behalf of the membership and incur expenses for parking or transportation in the course of their duties, shall be reimbursed for these expenses in accordance with the policy set out by the local executive.

This policy shall be revised by the Local Executive Committee from time to time, and shall be made available via the Local Secretary-Treasurer.

To pay the transportation and parking for retired CUPW members who help with Union duties.

11.10 Standing Committee Budgets and Expenditures

All Standing Committees shall formulate and present budgets to the Finance Committee before the beginning of each Fiscal Year. The Finance Committee shall report the expenditures of these Committees in quarterly reports to the Executive Committee. None of these Committees can make expenditures without prior approval of the Executive Committee. Emergency expenditures of not more than two hundred dollars (\$200) may be approved by two (2) signing Officers of the Local and shall be reported to the next Executive Committee meeting.

ARTICLE 12**DISCIPLINE**

- 12.1 In all cases referring to discipline trials and appeals, Article 8 of the National Constitution shall be adhered to.

ARTICLE 13**GENERAL**

- 13.1 A Members shall honour all picket lines duly authorized or established by the Union and shall further participate and encourage trade union principles.
- 13.1 B Any member refusing to conduct themselves in accordance with the rules and procedures that govern this Local shall be escorted from the meeting.
- 13.1 C These By-laws shall supersede any previous By-laws.
- 13.1 D These By-laws may be repealed or amended at a General Meeting with a 2/3 majority vote after due notice to the membership (see Notice of Motion).
- 13.1 E Bourinots Rules of Order shall govern assembly and materials explaining these rules shall be made available to the membership.
- 13.1 F There shall be no smoking at all duly held meetings of the Local.
- 13.1 G *All union events are to be held in accessible venues.
Further, any newly purchased or newly leased union office must be fully accessible.*

ARTICLE 14**COVERAGE OF ABSENCES AND VACANCIES**

- 14.1 14.1 A In the event of an absence of five (5) days but not more than ten (10) days, of one of the full-time paid officers, one of the non full-time officers of the Executive Committee shall be appointed to work in the Local office to assist the remaining officers. These appointments will be for one week periods. This will provide training for other Executive Members. These appointments will be on a rotating basis.

- 14.1 B For absences of less than five (5) days, the Executive may elect to apply the principle of 14.1 A to assist the Local Officers.
- 14.2 14.2 A In the event of a vacancy in the position of President, the First Vice-President shall assume the position until the election is completed. The Education Director shall assume the duties of the office of First Vice-President until the First Vice-President resumes his/her position.
- 14.2 B In the event of a vacancy in the position of First Vice-President, the Education Director shall assume the duties of the office until the election is completed.
- 14.2 C In the event of a vacancy in the position of Second Vice-President, the Health and Safety Director shall assume the duties of the office until the election is completed.
- 14.2 D In the event of a vacancy in the position of Secretary-Treasurer, the Organization Director/Tyler shall assume the duties of the office until the election is completed.
- 14.2 E In the event of a vacancy in the position of Grievance Officer, the Executive Committee shall select from within the eight (8) Chief Stewards, an individual who shall on an equitable and rotating basis assume the duties of the office until the election is completed. The person shall work under the direction of the First Vice-President. These appointments shall be for one (1) week periods.
- 14.3 14.3 A In the event of an absence of more than ten (10) days, but less than eight (8) weeks, the officer designated in Article 14.2 shall assume the position until the incumbent officer is able to resume her/his duties.
- 14.3 B In the event that the Grievance Officer is absent for a period of more than eight (8) weeks, the Executive Committee is empowered to select a temporary replacement until the incumbent officer is able to resume his/her duties.
- 14.3 C In the event of an absence of more than eight (8) weeks, the member designated to replace the absent officer shall receive the pay and benefits of a full-time Officer as per Article 11.8, until the incumbent officer is able to resume his/her duties.
- 14.4 In the event the officer designated in Article 14.2 does not assume the duties, the Executive Committee is empowered to select a temporary replacement.

ARTICLE 15

REVIEW OF BY-LAWS

- 15.1 The By-laws of the Vancouver Local shall come up for review following each National Convention. This review, compiled by the By-laws Committee, shall be completed within six (6) months following the date of receipt of copies of the National Constitution by the Local.
- 15.2 Upon completion of their review, the By-laws Committee shall submit a report to the Local Executive Committee.
- 15.3 Upon completion of a By-law review, the new Vancouver Local By-laws, approved by National Office, shall be published.