

# CALGARY LOCAL



## BY-LAWS

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# **ARTICLE #1**

## **Section 1 – General Conditions**

Nothing that appears in these *By-Laws*, may in any way violate, alter or change certain principles, rights and understandings concerning this Union and its members.

These *By-Laws* are not meant to replace or set aside our *National Constitution*, but rather to supplement them. They are strictly local in intent and purpose and may not be interpreted in such a way as to violate the said *Constitution*; the word Union as herein used refers strictly and only this local.

## **Section 2 – Name and Membership**

1. This Local shall be known as the *Canadian Union of Postal Workers*, Calgary Local.
2. This Local shall have jurisdiction over the Calgary area, determined by the National Union from time to time.

## **Section 3 – Basic Principles**

1. No member of this Local shall be deemed to be more important than another.
2. This Local believes in, and abides by, full democratic ideals whereby all final authority rests with the membership as expressed by vote.
3. The loyalty and support of every member is expected, together with proper conduct and decorum in the transaction of all Union business.
4. No qualified person shall be denied the right of membership except by the due process of the laws governing this Local.
5. The rights and privileges of a member in good standing, may not be removed, set aside, or suspended without a just and fair hearing.

6. Any member who violates the provisions of these *By-Laws* as stipulated in *Article 8* of the *National Constitution* shall be subject to the process imposed in *Article 8* of the *National Constitution*.
7. Any conflict, discipline, suspension or expulsion of a member must conform to the terms of the *National Constitution* including conflict resolution.

## **Section 4 – Organization**

1. The affairs of the Local shall be conducted by means of a regular monthly meeting. Between meeting such business as may be properly conducted, shall be under the jurisdiction of the Executive Board and the Officers acting in their respective fields as defined herein.
2. The Executive Board shall consist of the elected officers.
3. The officers of this Local shall be:
  1. President
  2. First Vice-President
  3. Secretary Treasurer
  4. Second Vice-President
  5. Third Vice-President
  6. Recording Secretary
  7. Lead Shop Steward – Group 1
  8. Lead Shop Steward - Group 2 – Letter Carrier
  9. Lead Shop Steward - Group 2 – Transportation
  10. Lead Shop Steward – Group 3 & 4 – Maintenance
  11. Lead Shop Steward – RSMC
  12. Sergeant-At-Arms
  13. Organizing Officer
  14. Education Officer

These shall be elected in accordance with the laws governing elections.

4. Nominations and elections shall be held for the purpose of choosing delegates for Area Councils and Regional Conferences in accordance with *Article 8* of these *By-Laws*.
5. Salaried officers shall be automatic delegates, except to attend *National Convention*.

## **ARTICLE #2**

### **Section 1 – Requirements**

1. An applicant shall be considered a member when all the following conditions have been met:
  - a. They must meet all requirements as laid down in the *National Constitution*.
  - b. They shall pay an initiation fee of \$5.00, and will receive a lapel pin or Union emblem, as may be required or decided upon from time to time.
  - c. Upon proof of membership, any member of the *Canadian Union of Postal Workers*; regardless of local, shall not be required to pay an initiation fee.
2. Only members in good standing shall have the right to attend meetings or to vote.

### **Section 2 – Duties of Members**

1. By virtue of their membership in this Union, every member is obligated to abide by these By-Laws, the *National Constitution* and such edicts as the Union or Local may issue from time to time.
2. They shall be considered, by such membership, as having given sole authority to this Union to act as their agent in matters pertaining to their employment.
3. They shall, to this Union only, submit any grievance they may have concerning their employment. They shall not enter into discussion or make any private settlement pertaining to such grievance.
4. They shall not, in any way interfere with the officers of this Union in the performance of their duties, nor shall they interfere with the rights of another member.
5. They shall render to any officer or agent of this Union such assistance as may be reasonably asked.
6. They shall not in any way undermine or weaken the strength or authority of this Union.
7. They shall conduct themselves at all times, on Union business or at meetings, in a lawful and proper manner.

8. They shall uphold the principles of unionism, and at no time shall they cross a legally established picket line of this or any Union.
9. They shall follow the rules of order at all meetings.
10. No member shall appear at any Union meeting, at the meeting of any committee, or any Union business in a drunken or intoxicated condition.
11. No member shall bring, invite, or allow to be present anyone other than a member in good standing at any meeting, general or otherwise, wherein Union business is discussed or transacted except with the expressed consent of the Local.

### Section 3 – Rights of Members

Subject to reasonable application (and subject to the right impose broad disciplinary action upon the membership) no provision of these By-Laws, rules of order or action by the Union, its officers or agents shall be administered in such a way as to deprive any individual member of the following rights and privileges.

1. The right to vote.
2. The right to nominate.
3. The right to appeal.
4. The right to attend meetings and to participate fully therein.
5. The right to be heard in any meeting and the freedom to debate. ~~to present arguments, opinions and criticisms.~~ **Remove crossout section and add 'to debate'** Motion
6. The right to information concerning the conduct of the Union.
7. The right to an answer to any question properly put before the meeting.
8. The right to appear in any court of the land, subject to the *National Constitution*.
9. The right to the protection of this Union and the actions by it or its officers on their behalf concerning conditions of employment, grievances, or unjust treatment within its contractual limits. Any member **in good standing** being refused such help by an officer or agent of this Union shall have the right to lay a charge subject to *Article 8* of the *National Constitution*. **add bolded wording**



10. The right to express views, ~~opinions, etc.,~~ concerning candidates for election, referendums or any Union business, subject to the Union's reasonable and established rules. **Remove crossed out section**

## **Section 4 – Dues Waiver**

1. Notwithstanding past practice and in compliance with *Article 1.20* of the *National Constitution*, upon written request of a member, the Calgary Local may allow a member's Union dues and/or assessments to be waived and remain a member in good standing, when the member is not working due to illness, accident, leave of absence without pay, suspension or dismissal imposed by the employer and does not have sufficient resources to support themselves and their family.
2. A member's written request for the above said dues waiver must be presented and approved by the Local's Executive Board before being presented to the membership for adoption. **If adopted, final approval rest with the *National Executive Board*.**

## **Section 5 – Loss of Membership**

1. A member suspended shall surrender all their rights until such suspension is lifted.
2. A member suspended or expelled from this Union may not resume their rights and privileges as a member without complying with the terms and conditions of *Article 1 and 8* of the *National Constitution*.

## **Section 6 – Lifetime Membership – Conditions, Rights, Duties and Privileges**

1. Lifetime membership shall be conferred only upon deserving members subject to the *National Constitution*. An application for Lifetime Membership to be bestowed on a member, will be sent to the National Executive Board, once;
  - a. Is approved by 2/3 majority vote of all members present and voting at a Local executive board Meeting and,
  - b. By 2/3 majority vote of those members present and voting at a Regular Monthly Membership Meeting
2. Lifetime members shall be presented with a scroll suitable to the honour bestowed.

3. Lifetime members shall pay no dues, nor be subject to any levies.
4. At banquets and social functions of the local, Lifetime Members shall as far as circumstances will allow, be seated at the head table and accorded all deference.
5. Lifetime Members shall have all the rights, duties and privileges of membership except where forbidden by law, the *National Constitution* and these *By-Laws*.
6. A Lifetime Member shall forever surrender membership who:
  - a. After just and proper trial is found guilty of an offence against the *National Constitution* or these *By-Laws*.
  - b. Is expelled by unanimous vote of the Members present and voting at a regular monthly meeting upon unanimous recommendation of the **Local** Executive Board, **pending the approval of the *National Executive Board*.**
7. Only retired members with Lifetime membership status shall have the right to attend regular and special meetings of the Local.
8. Only retired members with Lifetime membership status may be given voice at Regular or Special meetings at the passing of the proper motion.

## **Section 7 – Retired Members**

1. All members who retire as members in good standing from Canada Post Corporation shall be eligible for Retired Member Status.
2. Retired members shall be eligible to sit on the Local Pension and Retiree Benefits Committee with all rights and privileges of a committee member.

## **ARTICLE #3**

### **Section 1 – Officers – General**

1. All officers shall be elected for a term of four (4) years.
2. The privileges of holding office shall not be deemed a property right but a personal honor.
3. All Officers, Local Union Representatives and Shop Stewards, in the performances of their duties, shall adhere to the terms of these *By-Laws* and the *National Constitution*.
4. Any action taken by any Officer, Local Union Representative, and Shop Steward in good faith and within the scope of their office, shall not be the basis for any personal liability against them.
5. All Officers, Local Union Representatives and Shop Stewards occupy positions of trust in this Union and shall be accountable to the membership with respect to the performance of their duties and such funds and property as is entrusted to them.

### **Section 2 – Executive Board**

1. The Executive Board shall consist of all elected officers as listed in *Article 1 Section 4 Paragraph 3* of these *By-Laws*.
2. The Executive Board may call upon any member to attend a meeting of the Board for purposes of information or advise or help in the conduct of Union business.
3. The Board shall meet at the call of the President, provided that they meet at least once a month and not more than ten (10) days prior to each regular monthly meeting of the Union.
4. In the event that the regular monthly meetings are suspend, in accordance with *Article 6 Section 2 Paragraph 3* of these *By-Laws*. The Executive Board shall meet in both July and December in order to conduct the business and affairs of the Local.
5. Subject to the provisions of these *By-Laws* they shall be responsible for the conduct of all business and affairs of the Local between meetings.

6. Subject to the provisions of these By-Laws and without referral to the Local for debate, they may order the disbursement of such funds as are needed to meet current expenses and obligations.
7. They may lease, purchase, sell or acquire or dispose of any property as may be directed by the Local.
8. An Executive Board Officer must attend fifty percent (50%) of the Executive Board Meetings of the Local held in any consecutive twelve (12) month period in order to maintain their elected position. Failure to meet this requirement shall be sufficient reason for declaring such office vacant. Such office shall be filled by the terms and conditions of *Article 8* of these *By-Laws*. Any Executive Board Officer who is unable to attend an Executive Board meeting because they are required to be on duty with the employer or with the Union may have their absence from an Executive Board meeting ratified by the membership in order to maintain their status and office.
9. An Executive Board Officer must attend fifty percent (50%) of the regular monthly meetings of the Local held in any consecutive twelve (12) month period in order to maintain their elected position. Failure to meet this requirement shall be sufficient reason for declaring such office vacant. Such office shall be filled by the terms and conditions of *Article 8* of these *By-Laws*. Any Executive Board Officer who is unable to attend a regular monthly meeting because they are required to be on duty with the employer or with the Union may have their absence from a regular monthly meeting ratified by the membership in order to maintain their status and office.
10. They shall have the duty to investigate any alleged or suspected breach of duty or trust and take appropriate action if the investigation so warrants.
11. They may do all acts not expressly authorized herein which may be necessary or proper for the protection of the property and for the benefit of this Union and its members.
12. In matters requiring action by the Board, when the Board is not in regular session, the President shall call a special meeting of the Board.
13. A majority of the Board, shall constitute a quorum for the transaction of business at any meeting of the Board.
14. An Executive Board Officer shall report to the Executive Board at the monthly Executive Board meetings in order to keep the Board updated and informed as to their activities as well as bring to the Board's attention all issues and matters of concern.
15. An Executive Board Officer shall report to the membership at the regular monthly meetings.

16. They shall prepare reports, recommendations, etc. for consideration by the Union.
17. The President, First Vice-President, Secretary Treasurer and Second Vice-President shall be the salaried officers.
18. No member that has been elected to the Local's Trustee Committee can sit on the Executive Board.

## **ARTICLE #4**

### **Section 1 – Presidential Duties**

1. They shall be the chief executive officer of this Local and as such preside at all meetings of the Local and the Executive Board.
2. The President shall be responsible for the day-to-day administration of the Local.
3. They shall preserve order at all meetings.
4. They shall enforce the *National Constitution*, these *By-Laws*, and such rules as may be adopted by this Union.
5. They shall see that all officers perform their duties.
6. They shall be an ex-officio member of all committees.
7. They shall decide all questions of order subject only to an appeal to the membership present and voting.
8. They shall enforce all penalties as decided by the Union.
9. They shall be one of the signing officers of this Local and their signature shall be required on all important documents of the Local including cheques.
10. They shall remove or cause to have removed any member who appears in an intoxicated, drugged, or disorderly manner at any meeting wherein they preside.
11. They shall call a meeting of the Executive Board prior to all General Membership meetings of the Local to prepare reports, recommendations, etc., for consideration by the membership.
12. They shall see that all committees submit a monthly report.
13. They shall see that the books of this Local are regularly audited and a report of the same is made.
14. They shall be the chief spokesperson of this Local in matters concerning labour relations with management.

15. They shall perform such duties as the Union or Executive Board may assign from time to time.
16. They shall be the chief representative of this Local in all dealings with outside persons or parties and News Media.
17. They shall on taking office, or as soon as possible thereafter, see that all chairpersons of all-important committees are appointed.

## **Section 2 – Presidential Powers and Privileges**

1. The President, First Vice-President, Secretary Treasurer and Second Vice-President shall be the principle executive officers of the Local and together shall have charge of its affairs between meetings.
2. The President shall have the authority to interpret these *By-Laws* and to decide all questions of law thereunder between meetings of this Local.
3. They shall have the right to decide all questions of order subject to an appeal to the membership present and voting.
4. They shall have the right to vote in all elections or referendums.
5. They shall have the right to appoint members to chair meetings and preserve order therein.
6. They shall have the right to temporarily suspend from office any Officer, Union Representative or Shop Steward for unseemly conduct or dereliction of duty as outlined in *Article 8.38, 8.39 and 8.40 of the National Constitution*.
7. They shall be empowered to call a special meeting of the Local or Executive Board.
8. They shall have charge of all officers and employees of this Local.

## **Section 3 – Presidential Limitations**

1. They shall not have the right to vote in any regular meetings at which they preside, except in the case of a tie when they shall cast the deciding vote.

2. They shall not conclude any agreement of any kind on behalf of this Union with management or any outside parties without making a report to and receiving the consent of the Local.
3. They shall not discuss any grievances with management without at least one other member of the Grievance Committee in attendance.
4. They shall submit to the **Union**, on demand, an accounting of any or all of their actions in the discharge of their duties.

#### **Section 4 – First Vice-President**

1. The First Vice-President shall have the duty of assuming the office of President in their absence and come under all of the conditions as prescribed for the President.
2. They shall be a signing officer of the Local.
3. They shall chair and co-ordinate the activities of the Health and Safety Committee.
4. They shall implement and maintain an adequate filing system for Health and Safety.
5. They shall co-chair the Local Joint Health and Safety Committees and shall attend joint meetings or they shall have the right to appoint members to co-chair meetings and preserve order therein.
6. They shall work with and assist the Education Committee and Grievance Committee on matters dealing with Health and Safety, WCB, and rehabilitative or modified duties.
7. They shall be responsible to ensure that minutes are taken of committee meetings, and that complaints about health hazards within in the Local, accident reports and any other matters pertaining to health and safety are dealt with by the committee.
8. They shall be responsible for concerns arising from rehabilitation positions, modified and light duties.
9. They shall be responsible for handling WCB claims and appeals.
10. They shall be a member of the Local's Organizing Committee and of the Legislative Committee and direct their work.
11. They shall perform such duties as the President may assign to him/her.



## Section 5 – Secretary Treasurer

1. The Secretary Treasurer shall have charge of the Local seal, all records, all documents, papers, files, and etc. They shall require a receipt for such whenever any are loaned or otherwise taken from under his/her their direct control. A record of all transactions shall be kept. The seal may not be loaned.
2. They shall keep a nominal record, which will be a record of all members, including their names, addresses etc. and shall submit it to the National Office as may be required.
3. They shall be responsible to see that all notices of meetings, special notices, and etc. are properly posted or otherwise given in such a way that all members be made aware of such **ONE WEEK IN ADVANCE** for regular meetings and **AS SOON AS POSSIBLE** for special meetings.
4. They shall receive all monies payable to the Union and see that they are properly deposited to the credit of the Union.
5. They shall submit for the approval of the Local a financial report covering a two-month period.
6. They shall prepare and submit for audit an annual report and statement of all financial transactions and itemized statement. They shall see that copies of the auditors' report are made and one given to each member in attendance at the **September** Local meeting.
7. They shall keep a complete record of all financial transactions and such papers as are needed to prove them.
8. They shall draw up all cheques for signature.
9. They shall be duly and properly bonded and shall see that their successor is bonded before handling over their office to them.
10. Their signature, together with the President, or in the absence of the President the First Vice-President shall be required on all documents, records of minutes, cheques, and etc.
11. They shall, together with the President, the Vice-Presidents and the Chief Shop Stewards, have charge of all labour issues involving the Union.
12. The Secretary Treasurer shall keep the sum of one hundred (\$100.00) dollars on hand as "petty cash account." The petty cash account shall be maintained by withdrawals from the General Account.

13. No records properly belonging to the Secretary Treasurer's office shall be destroyed except by express wishes of the Union.
14. The Secretary Treasurer shall prepare ballots for all elections and referendums and shall advise the membership by posted notice when and where the vote shall take place and the time and closure of the ballot box subject to *Article 8* of these *By-Laws*.
15. They shall handle all the ordinary correspondence of the Local.
16. They shall receive the reports of all committees for recording and filing.

## **Section 6 – Second Vice-President**

1. They shall be responsible for administering the grievance procedure at the first level along with the President.
2. They shall prepare a monthly report on the grievances submitted to the first level and shall make recommendations to the Executive Board pertaining to first level submissions and referrals to the subsequent levels up to arbitration.
3. They shall prepare the reports to the various levels of the grievance procedure and shall be the liaison person with the Regional Grievance Officer and legal counsel along with the President.
4. They shall be responsible for ensuring that all reference material is kept up-to-date.
5. They shall perform such duties as the President may assign to him/her.

## **Section 7 – Third Vice-President**

1. The Third Vice-President shall be responsible for monitoring all measurement exercises and work re-organizing in the Local. This will include working with the membership and stewards to educate them on the Route Measurement process and dealing with the issues arising regarding Route Measurements and Householder payments.
2. They shall prepare for and attend all consultation meetings with the employer regarding the measurement systems and work schedule changes.
3. They shall make recommendations to the grievance committee and shall attend grievance hearings at the request of the President.

4. They shall perform such duties as the President may assign to them.
5. They shall under the direction of the President chair the Local's Route Measurement Committee.

## **Section 8 – Recording Secretary**

1. It shall be the function of the Recording Secretary to attend all meetings of the Executive Board and the Local and keep the minutes of same.
2. They shall submit them to the Secretary Treasurer and the President for signature after their adoption by the Local.
3. They shall keep a record of all committees and the members serving on the same.
4. In the absence of the Recording Secretary the President shall appoint someone to fulfill their duties.

## **Section 9 – Lead Shop Steward – Group 1**

1. They shall be in charge of all stewards in the Group 1, and be responsible to the, Local for organizing their efforts and actions.
2. They shall assist the President and the Second Vice-President in their duties regarding labour relations.
3. They shall be responsible for convening regular Shop Steward meetings as often as authorized.
4. They shall advise the Education Committee of the education and training required by the Shop Stewards.

## **Section 10 – Lead Shop Steward – Group 2, Letter Carriers**

1. They shall be in charge of all Letter Carrier Shop Stewards in Group 2, and be responsible to the Local for organizing their efforts and actions.
2. They shall assist the President and the Second Vice-President in their duties regarding labour relations.

3. They shall be responsible for convening regular Shop Steward Meetings as often as authorized.
4. They shall advise the Education Committee of the education and training required by the Shop Stewards.
5. They shall be a member of the Local's Route Measurement Committee.

### **Section 11 – Lead Shop Steward – Group 2, Transportation**

1. They shall be in charge of all MSC Shop Stewards in Group 2, and be responsible to the Local for organizing their efforts and actions.
2. They shall assist the President and the Second Vice-President in their duties regarding labour relations.
3. They shall be responsible for convening regular Shop Steward Meetings as often as authorized.
4. They shall advise the Education Committee of the education and training required by the Shop Stewards.
5. They shall be a member of the Local's Route Measurement Committee.

### **Section 11 – Lead Shop Steward – Group 3 & 4, Maintenance**

1. They shall be in charge of all Shop Stewards in the Maintenance Section and be responsible to the Local for organizing their efforts and actions.
2. They shall assist the President and the Second Vice-President in their duties regarding labour relations.
3. They shall be responsible for convening regular Shop Steward Meetings as often as authorized.
4. They shall advise the Education Committee of the education and training required by the Shop Stewards.

### **Section 13 – Lead Shop Steward – RSMC**

1. They shall be in charge of all RSMC Shop Stewards and be responsible to the Local for organizing their efforts and actions.

2. They shall assist the President and the Second Vice-President in their duties regarding labour relations.
3. They shall be responsible for convening regular Shop Steward Meetings as often as authorized.
4. They shall advise the Education Committee of the education and training required by the Shop Stewards.
5. They shall be a member of the Local's Route Measurement Committee.

## **Section 14 – Sergeant-At-Arms**

1. The Sergeant-At-Arms shall have charge of the door at all meetings and shall assist the President in maintaining order at all meetings. They may call in the membership for such help as they may need to discharge their duties.
2. They shall under the direction of the President be responsible for the co-ordination of the Newsletter Committee.
3. They perform such duties as the President or the Executive Board shall assign to them from time to time.

## **Section 15 – Organizing Officer**

1. They shall be responsible for co-ordinating and implementing all programs of action that the Local and/or the National Union deem necessary.
2. They shall be responsible in cases of industrial action, to see that all members' names and addresses are up-to-date and break down members into groups for picket duties and etc.
3. They shall perform such duties as the President may assign to them.
4. They shall be the chair of the Organizing Committee.

## **Section 16 – Education Officer**

1. They shall be responsible to formulate and implement education programs within the Local. These programs will be co-ordinated with input from the salaried officers and Chief Shop Stewards.

2. They shall be the chair of the Education Committee.
3. They perform such duties as the President may assign to them.

## **Section 17 – Delegates**

1. Delegates are those members as defined by the *National Constitution*.
2. Delegates of the Local shall attend Area Councils and Regional Conferences.
3. The salaried officers shall be automatic delegates.
4. Delegates must attend a minimum of fifty percent (50%) of regular monthly meetings of the local held in any consecutive twelve (12) month period in order to maintain their delegate status. Any delegate who is unable to attend a regular monthly meeting because they are required to be on duty with the employer or with the Union, or are on maternity/ parental/adoption leave or are on disability leave may have their absence from the meeting ratified by the membership in order to maintain their delegate status.
5. Any delegate who is unable to attend a particular Regional Conference shall inform the Secretary Treasurer prior to the event and on a timely basis in order that an interim replacement can be arranged. Such a replacement shall be determined by the procedures set forth in these By-Laws.
6. All delegates must support the resolutions and policies presented by this Local when voting on resolutions at Regional Conferences, National Convention, and meetings of Labour Councils, Federations of Labour and the Canadian Labour Congress except when the Delegates have registered their dissenting vote on the issue in question.
7. The Delegates list shall be kept current and up-to-date by the Secretary Treasurer.
8. In order to be eligible to qualify to be a delegate to National Convention, the delegate must have participated in fifty percent (50%) of the Local General Membership meetings held within twelve (12) months prior to the meeting where delegates are considered.
9. In the event there aren't enough qualified delegates to select for National Convention after exhausting the qualified alternates; any remaining spots will be filled by a vote for non-qualified delegates and non-qualified alternate delegates.

## **Section 18 – Alternate Delegates**

1. The number of alternate delegates for the Calgary Local shall be determined by the difference between the number of delegates determined by the *National Constitution* and the amount of twenty (20) positions.
2. Alternate delegates shall act as replacements for delegates to Area Councils and Regional Conferences.
3. The order and ranking of the alternate delegates shall be determined by the following:
  1. Date elected.
  2. Ballot upon which they were elected.
  3. Number of votes received.

The number one (1) alternate delegate shall be the first replacement should an elected delegate be unable to attend an Area Council or Regional Conference. Subsequent absences will be filled by alternate delegates in accordance with the order in which they are ranked on the alternate delegate list.

4. Alternate delegates must attend a minimum of fifty percent (50%) of regular monthly meetings of the Local held in any consecutive twelve (12) month period in order to maintain their delegate status. Any Alternate Delegate who is unable to attend a regular monthly meeting because they are required to be on duty with the employer or with the Union, or are on maternity/parental/adoption leave or are on disability leave may have their absence from the meeting ratified by the membership in order to maintain their status.
5. Any Alternate Delegate selected to attend an Area Council or Regional Conference who later discovers that he/she is unable to attend shall inform the Secretary Treasurer prior to the event on a timely basis in order that a replacement can be arranged.
6. All Alternate Delegates must support the resolutions and policies presented by this Local when voting on resolutions at Regional Conferences, National Convention, and meetings of Labour Councils, Federations of Labour and the Canadian Labour Congress except when the Delegate has registered his/her dissenting vote on the issue in question.
7. The Alternate Delegate list shall be kept current and up-to-date Secretary Treasurer.

## **Section 19 – Representatives of Union**

Be it understood that all members filling elected positions in the Calgary Local are representatives of Union.

## Section 20 – Shop Stewards

1. In order to safeguard Union interest, the Executive Board, with the approval of the membership may appoint Shop Stewards.
2. The Executive Board shall review annually the list Local Shop Stewards and present a revised list for approval by the membership.
3. The Executive Board shall have the power to prevent a Shop Steward from representing members of a bargaining unit until the matter has been ruled upon at the next regular monthly meeting.
4. Shop Stewards are the link between the Local Executive Board and the membership. They shall work under the direction of the LeadShop Steward(s) to maintain Union principles and ensure a strong Union presence in the workplace.
5. Shall promote the policies of the Union and enforce the *National Constitution* and the decisions of the members taken at convention through a referendum or at a regular monthly meeting.
6. Shall enforce the *Collective Agreement*.
7. They shall be available to any member who may have a grievance and shall advise such member of their rights. They shall seek to have any justified grievance settled in a manner prescribed by the Union. They shall make a report to the Grievance Committee of any grievances and their action on the matter.
8. They shall bring to the attention of the person concerned any violation of Union principles as such member may make. If the violation is repeated, they shall draw it to the attention of the Chief Shop Steward(s) and a report of the violation shall be given to the next Union meeting.
9. They, shall watch that no members' rights are violated or negated by management and they shall, where such violation occurs, make a report of it to the Grievance Committee who shall decide if it should be processed as a regular grievance.
10. Shall regularly inform the members of decisions of a regular monthly meeting, the activities of the Union, the Union publications and any other item of interest for the Union and the wellbeing of the members.
11. a) The Stewards shall meet once each month under the guidance of the Education Committee to report on their duties, to acquaint one another with mutual problems and to help resolve difficulties encountered.



b) Meetings may be held more frequently only on the prior approval of the membership.

## **ARTICLE #5**

### **Section 1 – Committees – General**

1. Committees shall choose from amongst themselves a member to chair the Committee unless otherwise stated in these By-Laws.
2. The committee chairperson may choose additional members to assist the committee.
3. A committee may be appointed to handle business not requiring executive action provided such business is specifically stated upon its inception.
4. No committee shall exceed its terms of reference. Terms of reference for a committee shall be established as soon as possible after the formation of said committee.
5. Each committee chairperson shall make a monthly report to the membership at the regular monthly meeting. It shall be accepted without debate and any business arising from such reports shall be part of New Business.
6. Any committee requiring finances may apply by putting forward a motion to the Executive Board to be voted on through the regular process
7. Any committee can be disbanded and any member or members of such a committee can be removed from their committee by the Executive Board for just cause, subject to appeal to a General Membership Meeting.

### **Section 2 – Grievance Committee**

1. The Grievance Committee shall consist of the President, Second Vice-President, Third Vice-President, the Lead Shop Stewards and advocates.
2. The Grievance Committee shall process all grievances submitted to them. They shall require that the grievance shall be submitted on a standard grievance form.
3. The Grievance Committee shall edit the grievance and prepare it for submission through the regular channels.
4. The Grievance Committee must report the disposition of any grievance to the griever upon request together with the reasons for action taken in each particular instance.
5. While the Grievance Committee shall process all grievances, the final responsibility for grievances shall rest with the President.

6. The aggrieved party shall not enter into processing except at the call of the Grievance Committee and they may not at any time discuss any part of the grievance with anyone except the processing officers.
7. This Union reserves the right to initiate and process any matter as a grievance on its own authority and as a Union grievance. The Union shall not be bound by the interpretation of management.
8. The Local Grievance Committee's function shall be to study the results of the grievances and arbitration and make recommendations to the Local Executive Committee.

### **Section 3 – Education Committee**

1. Shall consist of the President, First Vice-President, Secretary Treasurer, Second Vice-President, Third Vice-President, the Lead Shop Stewards and the Education Officer.
2. The Education Officer shall be the Chair of the Education Committee.
3. Shall help prepare and implement a Local education program.
4. Shall help co-ordinate Union education at the Local level.
5. The Education Committee shall be responsible for the education and training of Shop Stewards, Union activists and as providing labour orientated courses to the general membership.

### **Section 4 – Women's Committee**

1. Shall consist of all interested women members.
2. Shall study issues and concerns affecting women.
3. Shall work to develop a greater awareness of women's issues at the Local level.
4. Shall make recommendations to the Local Executive Committee:
  - 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 the membership on equality issues facing women.
  - c. The situation of women in the workplace and ways to improve it.

5. The Local Women's Committee shall maintain an ongoing communication with the National Women's Committee regarding matters which are of concern to the Women's Committee of the Union.

## Section 5 – Trustee Committee

1. The Local Trustee Committee shall be elected as per *Article 8* of the Calgary Local By-Laws.
2. They shall have the right to a detailed accounting of any financial transaction carried out by this Local or in its name.
3. They shall be responsible for the inspection of the finances and assets of the Local and shall ensure that such expenditures are made in accordance with these By-Law and the *National Constitution*.
4. ...
  - a. Require of Officers responsible for financial transactions and empowered to sign cheques, a fidelity bond in the amount of \$10,000.00 which is paid by the Local;
  - b. ...
    - i. Select, upon ratification by the Local Executive Board, an accountant~~(s)~~ for the purpose of auditing all financial operations of the Local.
    - ii. See that the audit is conducted in February of the year following the Executive Board Elections (as per *Article 8, Section 1*). Such audit will encompass the six (6) month period beginning July 1 through December 31.
    - iii. Ensure that the report of the accountant~~(s)~~ is submitted to the Local Executive Board and presented to the membership at the second regular monthly meeting following the Local's receipt of the audit.
  - c. Inspect all treasury books, generally supervise Local assets, examine expenditures to check whether they are in accordance with the *National Constitution, By-Laws* and in accordance with the resolutions and decisions ratified by the Local membership.
  - d. Inspect all accounts, assets and records of the Union, including such funds as raised by raffle, donation, and special levy or by any other means, at least every six (6) months. They shall prepare a written report on their findings and make recommendations to the Local Executive Board as well as to the general membership of the Local regarding their inspection.
  - e. While inspecting the Local's accounts, be each provided per diem as per the *National Constitution*
5. No member that has been elected to the Local's Executive Board can sit on the Trustee Committee.

## **Section 6 – Local Pension and Retiree Benefits Committee**

1. Shall consist of both active members and retired members, with Retired Members, or Lifetime Member status and Active members shall comprise this committee.
2. This committee should consist of at least four (4) members, two (2) of which may be Retired Members.
3. The function of this committee shall be to study legislation covering pension plans the administration of retiree benefits and pension plans contained within *Collective Agreements* covering members and retirees, pension plans and retiree benefits in other unions, and collective agreements.
4. Shall make recommendations to the Local Executive Committee on:
  - a. The administration of pension plans and retiree benefits,
  - 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.

## **Section 7 – Calgary and District Labour Council Committee**

1. Members of this committee shall become the Local's delegates to the Calgary and District Labour Council.
2. The number of members of this committee shall be determined by the Calgary and District Labour Council.
3. The-delegates shall report at each regular monthly meeting.
4. The committee shall be elected for a term of four (4) years.

## **Section 8 – Calgary Local Environment Committee**

1. Shall be an open committee. In that participation, including voting, in committee meetings and events shall be open to all who wish to participate.
2. Shall elect a chairperson who will be responsible for calling meetings.

3. The committee shall study issues and concerns affecting the environment and make recommendations to the Local Executive on:
  - a. Raising awareness of environmental issues,
  - b. Promoting good environmental stewardship,
  - c. Promoting respect for biodiversity,
  - d. Minimizing adverse effects on the environment,
  - e. Promoting conservation and wise use of all resources,
  - f. Minimizing energy use through conscientious operations and management practices,
  - g. Minimize waste generation through the four (4) R's of good environmental stewardship (Reduce, Reuse, and Recycle Responsibly),
  - h. Encourage all members of CUPW to become more environmentally aware,
  - i. Recommend standing policies and guidelines for the day to day operation of CUPW facilities that will guide CUPW officers and members towards the fundamental principles outlined herein,
  - j. Do an audit of the Local's Union office of present environmental practices to determine how to be more efficient and environmentally friendly.
4. The Environment Committee shall, through the Local, maintain an ongoing communication with the Regional and National levels of the Union concerning such issues.

## **Section 9 – Organizing Committee**

1. Shall work under the direction of the First Vice-President.
2. The Organizing Officer shall be the chair of the Organizing Committee.
3. Shall work in collaboration with the Local Executive Board, Regional Executive Committee and the 1<sup>st</sup> National Vice-President.
4. Functions shall include the recruiting of activists and members as well as providing the Local with information regarding National contract negotiations.
5. Shall be responsible for programs of actions and other activity sanctioned by the Local membership or the Regional or National office.
6. Shall deal with any other organizational campaign launched by the National and Local Executive Board(s).

## **Section 10 – Legislative Committee**

1. Shall work under the direction of the 1<sup>st</sup> Vice-President.
2. Shall work in collaboration with the National Grievance Officer and the National Director to obtain legislative amendments.

## **Section 11 – Human Rights and International Solidarity Committee**

1. Shall study issues and concerns affecting people of colour, disabled people, lesbians, gays, transgender people, and Indigenous people. (LGBTQIA2+)
2. Shall make recommendations to the Local Executive Committee on:
  - a. The involvement of people of colour, disabled people, lesbians, gays, transgender people, and Indigenous people in the Union with the goal of full participation of such people in all levels of the Union. (LGBTQIA2+)
  - b. The education of the membership on equality issues facing people of colour, disabled people, lesbians, gays, transgender people, and Indigenous people. (LGBTQIA2+)
  - c. The situation of people of colour, disabled people, lesbians, gays, transgender people, and Indigenous people in the workplace and ways to prove it. (LGBTQIA2+)
  - d. Fighting racism, homophobia, transphobia, and discrimination through education.
- ~~3.~~ Shall maintain an ongoing communication with the National Human Rights Committee.
- ~~4.~~ Shall study issues and concerns surrounding the increased need for international solidarity between workers and their organizations around the world.
5. Shall work with coalitions and organizations on international, national, regional and local levels that are working to defeat capitalistic globalization.
6. Shall participate, as much as possible in international working class solidarity activities.

## **Section 12 – By-Laws Committee**

1. Following each National Convention the committee shall meet and review the Local's *By-Laws*.
2. Shall submit to the membership, by way of notice(s) of motion all changes to the Local's *By-Laws* in order to comply with *Article 9.03* of the *National Constitution*.

3. Shall, with-in six (6) months of the distribution of copies of the new *National Constitution*, submit to the National Office a revised copy of the Local's *By-Laws*.

### **Section 13 – Election Committee**

1. Shall consist of five (5) persons who have been elected at the Local's Union Representative election meeting following the National Convention.
2. Shall decide amongst themselves who shall be the committee chairperson.
3. Shall consist of three (3) alternates who have been elected at the Local's Union Representative election meeting following the National Convention.
4. The Election Committee shall have charge of the Executive Board election, Special election meetings, Executive Board mid-term elections and run-off elections, subject only to the by-laws governing Local elections, the *National Constitution* and *Bourinot's Rules of Order*.
5. Where no members are willing to serve on the Election Committee or where no committee members are willing to carry out the duties of the election chairperson, the President, in consultation with the Vice-Presidents and the Secretary Treasurer, shall obtain the services of an officer from another local union to act as election chairperson. The cost of this service shall be borne by the Local. Such officer shall be obtained from a member of the Canadian Labour Congress.

### **Section 14 – Route Measurement Committee**

1. The 3<sup>rd</sup> Vice-President, under the direction of the President, shall chair the committee.
2. The Lead Shop Steward – Letter Carriers and RSMCs shall be a member of the Route Measurement Committee.
3. Shall assist in the standardization of work measurement systems in the Local and make recommendations to the Local Executive Board.
4. Shall work with the Local's Education Committee to provide training for observers for volume counts and restructure exercises.
5. Shall establish and maintain a list of trained Union observers to assist with volume counts and restructure exercises.



6. Shall identify and appoint observers for volume counts and restructure exercises.
7. Shall assist members who have problems with work load measurements.
8. Shall research and document route measurement problems for consultations, negotiations and the grievance procedure.
9. Shall review grievances and arbitrations on the work measurement systems.
10. Shall work with the Local's Education Committee to develop and provide education seminars on the work measurement systems.

## **Section 15 – Health & Safety Committee**

1. Shall work under the direction of the 1<sup>st</sup> Vice-President.
2. Shall meet on a regular basis.
3. Shall be responsible for dealing with health and safety matters that affect the membership.
4. Shall review complaints about health hazards within the workplace, accident reports and any other matters pertaining to health and safety.
5. Shall receive and review monthly reports of the National Grievance Officer on concerns raised, and the results achieved at each meeting of the National Joint Health & Safety Committees.
6. Shall work with the Local's Education Committee to develop and provide training for the membership and activists on health and safety issues and concerns.
7. Shall establish and maintain a list of all members willing to sit as members of the Local Joint Health & Safety Committee (LJH&SC) as outlined in the *Canadian Labour Code – Part 2*.
8. Shall make recommendations to the Executive Board as to who should be the workplace representatives on the Local Joint Health & Safety Committees.
9. Shall work with the Local's Education Committee to develop and provide education and guidance to the Union members sitting on the Local Joint Health & Safety Committees.
10. Shall receive and review all Local Joint Health & Safety Committee minutes.

11. Shall make recommendations to the Local Health & Safety Committee on issues and concerns of the Local pertaining to the health and safety of the membership. **Tabled – Co-chair to sit on committee**

## **Section 16 – Newsletter Committee**

1. The President shall be the Editor of the newsletter.
2. The Sergeant-At-Arms, under the direction of the President, shall be responsible for the coordination of the newsletter.
3. The Newsletter Committee shall assist the Editor and the Sergeant-At-Arms in the collection of information and articles for the Local newsletter.
4. The Newsletter Committee shall be responsible for the production and distribution of the Local Newsletter.

## **Section 17 – Conflict Resolution and Mediation Committee**

1. Shall consist of two (2) persons who have been elected at the Local's Union Representative election meeting following the National Convention.
2. Shall consist of one (1) alternate who has been elected at the Local's Union Representative election meeting following the National Convention.
3. Training in alternative conflict process is mandatory. (Solidarity Skills Levels 1 &2)
4. This Committee's function shall be to assist members involved in conflict situations prior to charges being pursued in the disciplinary process.

## **Section 18 – Social Steward Committee**

1. Shall work under the direction of the First Vice-President.
2. Chair will be elected by the Social Stewards.
3. Training in Social Steward is mandatory.

## **Section 19 – Strike Committee**

1. The Chair will be the Organizing Officer under the guidance of the President.
2. They shall have the responsibility of preparing the Local for and conducting all strike action.

## **Section 20 – Other Committees**

Other committees, including but not limited to the Childcare Committee and Social Committee shall be constituted in accordance with the *National Constitution, Local By-Laws*, and the *Collective Agreements* where applicable.

## **ARTICLE #6**

### **Section 1 – Types of Meetings**

1. Meetings shall be of two kinds: Special and Regular.
2. Regular Meetings shall be held monthly as provided herein.
3. Special Meetings shall be called for a special purpose.
4. There shall be **NO SMOKING** during the order of business of Union meetings.

### **Section 2 – Regular Meetings**

1. Regular meetings shall be held monthly at a regular time and place as designated by the Executive Board and subject to the approval of the Local. The August General/regular monthly meeting shall be held no later than the third (3<sup>rd</sup>) Sunday in August. They shall start on time.
2. The time and/or place of the meeting shall only be changed ~~only~~ after adequate and reasonable notice to the membership.
3. The July and December meetings may be suspended by the executive Board during which time Union Business shall be directed by the Board.
4. Members present at regular meetings shall have the right to express their views, arguments, and opinions upon any business properly put before the Local.
5. No member, at any meeting, may engage in or instigate any conduct or action detrimental to the proper and regular conduct of Union business.
6. If, in the opinion of the Chair, a meeting becomes so disorderly as to prevent the proper deliberations of the issues before the meeting, they shall on their own authority, adjourn the meeting, without debate. There shall be no appeal to such action.
7. All meetings, whether Special or Regular, shall be conducted according to the rules adopted by the Union.
8. A quorum for either a Regular or Special meeting shall be fourteen (14) members.

### **Section 3 – Special Meetings**

1. Special Meetings may be called for an expressed purpose only. Such purpose is to be prominently displayed on the poster advising the membership that a Special Meeting is being held.
2. Only such subjects or subject as is stated on this notice shall be dealt with at this meeting.
3. They shall be called by the Executive Board or on the application of not less than fifteen (15) members of whom at least twelve (12) must attend the meeting.
4. When a Special Meeting is called for by the written request of members, it shall be held within ten (10) days of receipt of such request.
5. The Executive Board should endeavor to call a Special Meeting before referendum votes are taken in order to inform the members of the issues at stake.

### **Section 4 – Order of Business**

1. The order of business for the meeting shall be as follows, with the exceptions as herein stated:
  - a. Opening of and calling to order the meeting by the Chair. Installation of Officers.
  - b. Reading of the First Nations Protocol and Territory Acknowledgement and Harassment Policy
  - c. The acceptance of the minutes of the previous meeting.
  - d. Presentation of correspondence.
  - e. Application for membership.
  - f. Reports of Executive Board Officers.
  - g. Report of Committees.
  - h. Reports of Delegates
  - i. Reports of Stewards.
  - j. Unfinished Business.
  - k. New Business.
  - l. Good and Welfare of the Local-
  - m. Adjournment.
2. The order of business of any meeting may be suspended by the Chair while any disorderly conduct is dealt with.
3. Any charges being disposed of or any suspension or reinstatements shall take precedence over all other business.

4. Disciplinary actions shall have the next precedence.
5. If disciplinary action should become necessary during any meeting, business shall stand suspended until the matter is dealt with.
6. The President may suspend business – on a mandatory vote – if and when special matters demanding immediate attention are brought before the Union.

## **Section 5 – Rules of Order**

1. Bourinot's Rules of Order shall be the standard reference.
2. Except as provided for in Section 6, any motion for which a notice of motion has been given shall have precedence over all others and the Chair shall call for it at the beginning of New Business.
3. The Chair shall state the issue at stake and read the motion and amendments immediately before calling for the vote.
4. When the Chair has called for a vote, no debate or remarks shall be allowed except where a mistake has been made and then the mistake shall be corrected and the vote shall proceed.
5. All rulings of the presiding officer on procedure which are not challenged at the time become final and un-appealable upon adjournment.
6. Motions passed at any meeting which have the effect of repeating an action from month to month, shall be valid for no more than one (1) year, except where otherwise specified in these by-laws.

## **Section 6 – Notice of Motion**

The following procedure shall be required to bring a notice of motion before the Union.

1. A notice of motion shall be handed to the Secretary Treasurer in writing and signed by the mover and the seconder. It shall be posted by the Secretary Treasurer no later than one (1) week prior to the monthly regular Union meeting.
2. At the next regular monthly meeting after the motion is posted, the Secretary Treasurer shall read the motion to the meeting at the opening of New Business. Questions

concerning the intent and purpose of the motion shall be in order, but no debate will be entertained by the chair.

3. At the regular monthly meeting following the motions first reading; it shall be read again and then open for debate and vote.
4. A motion brought before the meeting by notice of motion shall require a two-thirds (2/3) majority of those present and voting in order to be passed.
5. A motion shall be required where any changes in these By-Laws is considered or for the levy of any special assessment on the membership.

## **ARTICLE #7**

### **Section 1 – Finances – General**

1. The financial affairs of the Union shall be handled by deposit to and withdrawals from an account with and accredited banking institute.
2. All cheques issued by this Union shall be subject to a time limit for validity. All cheques issued shall be required to be cashed not later than the end of the month following their issue.
3. The Secretary Treasure shall draw all the cheques for issue and shall date them as to the time of issue and the expiration of validity.
4. There shall be three (3) recognized signing officers for this Union. They shall be the President, Secretary Treasure and the First Vice-President. The First Vice-President may sign cheques only in the absence of the President or Secretary Treasurer.
5. The signing officers shall be responsible for proper handling of Union financing.
6. They shall be fully and duly bonded and they shall not become signing officers until such bond is posted and in the hands of the Trustees. The Union shall pay the cost of the bonds.
7. It shall require the signature of any two (2) of the signing officers to validate a cheque.
8. The fiscal year shall be from the 1<sup>st</sup> of July to the 30<sup>th</sup> of June inclusive, and the yearly statement shall be due at the September meeting.
9. Whenever money is raised by raffle, donation, and special levy or by any means for any purpose concerning this Union a verbal statement of the results of it shall be given to the Union in meeting. A written report shall be given to the Trustees. Such funds so raised shall become Union funds and shall be deposited in an account other than the General account.
10. Money raised and deposited in special accounts and remaining there at the end the year shall be put in the General account subject to the discretion of the Union.



11. Executive Expense	(per Year)
a. President.....	\$1,200.00
b. First Vice-President.....	\$1,200.00
c. Secretary Treasurer.....	\$1,200.00
d. Second Vice-President.....	\$1,200.00
e. Third Vice-President.....	\$ 400.00
f. Recording Secretary.....	\$ 400.00
g. Lead Shop Steward – Group 1 .....	\$ 400.00
h. Lead Shop Steward – Group 2 – Letter Carrier.....	\$ 400.00
i. Lead Shop Steward – Group 2 – Transportation.....	\$ 400.00
j. Lead Shop Steward – Group 3 &4 – Maintenance ...	\$ 400.00
k. Lead Shop Steward – RSMC.....	\$ 400.00
l. Sergeant-At-Arms.....	\$ 400.00
m. Organizing Officer.....	\$ 400.00
n. Education Office.....	\$ 400.00
<del>o. Executive Vice President.....</del>	<del>\$ 400.00</del>

- i. The Executive Expense shall be paid quarterly. (March 31<sup>st</sup>, June 30<sup>th</sup>, September 30<sup>th</sup>, and December 31<sup>st</sup>)
  - ii. In order to qualify for the quarterly payment of the Executive Expense an elected Executive Board officer must have attended two (2) of the three (3) regular scheduled Executive Board meeting held in the applicable three (3) month period. Any Executive Board officer who is unable to attend an Executive Board meeting because they are required to be on duty with the employer or with the Union may have their absence excused for the purpose from an Executive Board Expense.
  - iii. Any executive board position between E (Third Vice-President) through N (Education Officer)
12. All officers, agents or delegates shall be entitled to their reasonable expenses incurred in the performance of their duties as provided for in these By-Laws. Or subject to membership vote.
13. Any donations for other than Union purpose cannot be considered except by a notice of motion.
14. In the event of any member in good standing passing away, the Local shall forward a wreath of flowers or an appropriate token to the Bereaved at a cost not to exceed \$100.00.

15. Members attending any course or seminar organized by the Local shall be allowed per diem as per the *National Constitution*.
- a. Any member who lives outside the corporate limits of the *City of Calgary* and who drives into Calgary in order to attend said course or seminar, on their regularly scheduled day of rest, shall be paid a travel expense equal to the distance travelled multiplied by fifty cents (\$.50) cents per kilometre.
  - b. In the event of car/vehicle pooling the afore-mentioned travel expense shall only be paid to one (1) member, that member being the owner/operator of the vehicle used to attend the course or seminar.
16. Members attending Local Shop Stewards courses or Local Education seminars shall be reimbursed for receipted child care or elder care expenses at a cost not exceed one (1) hundred dollars (\$100.00) per day per family.
17. Expenses for Union lawyers, newsletter, office rent and meeting hall shall be approved by a vote of the membership from time to time.
18. Any Union member incurring a loss of wages when required to attend a Shop Steward or Executive Board meeting shall be reimbursed by the Local.
19. A Shop Steward who both lives and worked outside the corporate limits of the *City of Calgary* and who drives into Calgary in order to attend a scheduled Shop Stewards meeting, on his/her regularly scheduled day of rest, shall be paid a travel expense equal to the distance traveled multiplied by fifty cents (\$.50) per kilometer.
- In the event of car/vehicle pooling the afore-mentioned travel expense shall only be paid to one (1) Shop Steward. The Shop Steward being the owner/operator of the vehicle used to attend the meeting.
20. A Shop Steward who upon request of the Calgary Local Union office, is required to conduct Calgary Local Union business in another work location separate from their work location shall be paid a travel expense equal to the distance travelled multiplied by fifty cents (\$.50) per kilometre. Payment of said expense is subject to confirmation of request and documentation of said travel.
21. All expenditures must be authorized by the general membership except where otherwise laid down in these *By-Laws* and the *National Constitution*.
22. The hiring of lawyers and payment of legal fees shall be the subject of full disclosure and debate.

23. Office and shop stewards who are defendants in criminal or civil suits as the result of carrying out their duties in accordance with these *By-Laws* or the *National Constitution*, shall be provided with legal counsel at the expense of the Local.
24. The payment of legal fees of Officers and Shop Stewards who are the plaintiffs in criminal or civil issues, shall be subject to the *By-Laws* as laid out herein.
25. ...
  - a. Expenditures for goods and/or services in excess of two thousand (\$2,000.00) dollars must be approved by a two thirds (2/3) majority of those present and voting.
  - b. Expenditures for goods and/or services in excess of five thousand (\$5,000.00) dollars shall require a notice of motion and must be approved. By a two thirds (2/3) majority of these present and voting.
  - c. Expenditures for goods and/or services in excess of ten thousand (\$10,000.00) dollars must be authorized by referendum vote. Such referendum vote shall be the subject of full debate at a regular or special meeting and must be approved by the majority of those present and voting.

## **Section 2 – Salaried Officers**

1. Salaried positions shall not be obtained by appointment.
2. Salaried Officers shall be elected in accordance with *Article 8* of these *By-Laws*.
3. Salaried Officers shall obtain the full salary of an EIM-10 (PST-9) regardless of their post office classification.
4. Salaried Officers shall obtain all fringe benefits obtained by their employee classification.
5. Salaried Officers shall participate at Union expense in the Group Health Insurance Plan for National Officers.
6. Salaried officers shall obtain expense allowance appropriate to their position, as laid down elsewhere in these *By-Laws*.
7. Funds voted by referendum or otherwise set aside for the payment of salaried officers shall be used for no other purpose.
8. Such funds shall be accounted for in a fund separate from any other fund.

9. During any industrial action where the whole general membership of the Local ceases to receive pay, allowances and fringe benefits, salaried officers shall likewise cease to receive pay, allowances and fringe benefits.
10. In accepting a salaried position, Officers recognize that it is among their duties to represent the Union during and beyond the normal working hours of the membership, and they shall do so without other recognition or reward than is laid down within these *By-Laws*.

### **Section 3 – Other Lost Wages and Expenses**

All lost wages incurred for education purpose (Shop Steward Course, etc.) will only be paid if approved a Union meeting.

## **ARTICLE #8**

### **Section 1 – Elections – General**

1. ...

- a. Executive Board Elections shall be held every other year during the third (3<sup>rd</sup>) week of September.
- b. All Executive Board elections are for a four (4) year term of office unless otherwise stated in these *By-Laws*.
- c. One half (1/2) of the Executive Board shall be elected in the following four (4) year cycle, unless otherwise stated by these *By-Laws*.

#### **Group A (Year 1)**

- President
- Second (2<sup>nd</sup>) Vice-President
- Chief Shop Steward – Group 1
- Sergeant-At-Arms
- Chief Shop Steward – Group 2 – Letter Carrier
- Chief Shop Steward – Group 2 - Transportation
- Organizing Officer

#### **Group B (Year 3)**

- First (1<sup>st</sup>) Vice-President
  - Secretary Treasurer
  - Third (3<sup>rd</sup>) Vice-President
  - Chief Shop Steward – Group 3 & 4 – Maintenance
  - Chief Shop Steward – RSMC
  - Recording Secretary
  - Education Officer
- d. Thereafter, the order shall be repeated: Group A and Group B for each subsequent bi-annual Executive Board election.
  - e. The election held bi-annually in September shall be known as the Executive Board Elections. They shall be in the sole charge of the Elections Committee as laid down herein.
    - i. Where an office vacated during its term, it shall be filled by a mid-term election and the position obtained shall expire at the end of the scheduled term.

2. ...
  - a. Election to the following positions shall be held every four (4) years according to the terms laid down herein, except where an office is vacated during its normal term.
    - Trustees & Alternate Trustees
    - Delegates
    - Alternate Delegates
    - All Committees
  - b. This election held every four (4) years at the third Union meeting following the National Convention shall be known as the Union Representative Election meeting. It shall be in the sole charge of the Election Committee as laid down herein.
  - c. The Union Representative Election meeting is a Special Meeting.
  - d. All elected positions for Union Representatives shall be a four (4) year term, except that when an office is vacated during its normal term, the following shall apply:
    - i. Where a Local Union Representative position is vacated permanently, it shall be filled by a mid-term election.
    - ii. Where a Delegate position is vacated on an interim basis, the terms and conditions of *Article 4, Section 18* of these *By-Laws* shall apply.
  - e. Mid-term elections shall be held at the next regular monthly meeting after a twenty (20) day notice of election shall have been posited by the Secretary Treasurer. Such notice shall be posted with seven (7) days after the office is vacated.
3. If a full time officer position is not up for election, the election shall be held at a General Membership meeting.
4. No member shall run for more than one (1) Executive Board position in the same election.

## **Section 2 – Eligibility**

1. All members in good standing shall be for nomination except as laid down herein.
2. Where the position of President falls vacant, it shall be filled temporarily by the First Vice-President. The election for the vacant President's position shall be held in accordance with *Article 8 Section 1(e)*, *Article 8 Section 1 Paragraph 3* and *Article 8 Section 6* of these *By-Laws*.

3. Members standing the position of First Vice-President must affirm when accepting nomination that they are willing to accept temporarily the position of President in the even it should fall vacant.

### **Section 3 – Nominations**

1. Candidates for office or positions may be nominated for election through the following procedures:
  - a. In the case of Executive Board positions to be determined during the Executive Board election:
    - i. By submitting in writing, the name of the candidate together with his/her written acceptance to the Secretary Treasurer. In this case, the nomination may be delivered in person or by any other form of security mail (i.e.: registered, priority courier, etc.) and in all cases must be received by the Secretary Treasurer prior to the regular monthly meeting immediately preceding the Executive Board Election.
    - ii. Any member in good standing may be nominated for more than one position providing the procedures as set forth in this Article are complied with. To be elected a candidate must achieve fifty percent plus one (50%+1) majority of the votes cast and shall accept the highest ranked position won. If, in accepting the highest ranked position won, a candidate must forgo a lower ranked position won that lower position will be re-opened to election for a run-off election.
    - iii. If no clear majority of fifty percent plus one (50%+1) is achieved on the first ballot, the candidates with the least number of votes will be dropped from the ballot and the two (2) candidates with the most votes will proceed to a run-off election.
  - b. In the case of all other selected positions filled by mid-term elections as set out in these *By-Laws*:
    - i. Nominations maybe made by members from the floor of the meeting.
    - ii. By submitting in writing, the name of the candidate, together with his/her acceptance to the Secretary Treasurer. In this case, the nomination must be signed by two (2) nominators. It may be delivered in person or by any form of security mail (i.e.: registered, priority courier, etc.)
2. Nominations for office or position will be accepted up to the close of nominations for the office or position as set forth in these *By-Laws*.

3. Each candidate for office or position must signify his/her willingness to serve. This shall be done verbally if the candidate is present, or in writing if not in attendance.
4. Any candidate defeated on a previous ballot may accept nomination for another office or position providing such nomination conforms to the procedures as laid down in these *By-Laws*.

## **Section 4 – Election Process**

1. No member of the Executive Board who is seeking election to the Executive Board shall be eligible to serve on the Election Committee.
2. Any member, alternate or appointee on the Election Committee who seeks election to the Executive Board shall relinquish their position on the Election Committee.
3. The Election Committee Chairperson shall be assisted by volunteers, the trustees and the Secretary Treasurer.
4. The Election Chairperson is empowered to appoint assistants should this be necessary. In accordance with the *By-Laws* governing the duties of members, such assistance shall not be refused.
5. No officer may over-rule the decision of the chair.
6. The Election Committee assisted by the Secretary Treasurer and the Trustees shall be responsible for the admission of members into the polling station and Special Election meeting.
7. The Election Committee shall ensure that each member signs the attendance register and is issued with ballots upon entering the meeting hall or polling station.
8. Members are permitted to attend with children who are minors, non-members shall be allowed entry to the special Election meeting.



## Section 5 – Voting Procedures: Executive Board Election & Special Election Meeting

1. A notice shall be posted in each workplace by the Secretary Treasurer twenty (20) days prior to the **August** regular monthly meeting, with regards to Executive Board Elections, and/or twenty (20) days prior to any Special Election meeting. This notice shall notify members that nominations shall be received and elections held for each elected office.
2. The Secretary Treasurer shall post a reminder notice one (1) week in advance of the **August** regular monthly meeting, with regards to the Executive Board Elections held for each listed office.
3. The Secretary Treasurer shall post a reminder notice one (1) week in advance of a Special Election meeting notifying members that nominations shall be received and elections held for each listed office.  
The reminder notice shall state:
  - a. Offices or positions which are up for election
  - b. Date, time and place of elections
4. One (1) week in advance of the Executive Board elections the Secretary Treasurer shall post in every workplace a notice which shall list the following:
  - a. The names of nominees and the offices or positions for which they are standing.
  - b. The date, time and places for balloting.
5. Voting by Mail:
  - a. Mail in ballots shall be conducted for the Executive Board Election, Local Referendums and any other purpose which the Executive deems appropriate.
  - b. Mail in ballots shall be provide for members in good standing who **BOTH** live and work outside the corporate limits of the City of Calgary.
  - c. The Secretary Treasure and the Chair of the Election Committee will ensure that the necessary ballots and return envelopes are mailed to each eligible member as soon as possible after the August General Membership Meeting.
  - d. Each eligible member shall receive one ballot for each contested office and two (2) envelopes. The completed ball shall be placed in the smaller envelope and sealed. The member shall then **SIGN AND PRINT** their name on the smaller envelope and seal it inside the outer envelope to be mailed to the Local.
  - e. Return ballots will remain under the charge of the Secretary Treasurer until the final day of the election.
  - f. On the final day of the election the Secretary Treasurer shall deliver these ballots to the Chair of the Election Committee. The Election Chairperson shall in the presence of the committee members, the Secretary Treasurer, scrutineers, candidates, or other members present; open the outer envelopes, verify that the names printed and signed on the inner envelope was eligible for a mail in ballot.

The inner envelope shall then be opened and the ballot placed in the correct ballot box.

- g. All mail in ballots must be received at the Union Office no later than 5:00pm (17:00hours) on the final date of the election.
6. Objections to any nomination shall be presented to the Election Chairperson who shall make a ruling based on the evidence presented. For this reason the Secretary Treasurer shall ensure that the attendance book, minutes and nominal roll are present.
7. All elections shall be by secret ballot.
8. Set of numbered ballots shall be used and they shall be prepared by the Election Committee.
9. The Secretary Treasurer shall have on hand a check list of all members entitled to vote.
10. Members shall be eligible to vote upon verification of eligibility. Those not on the list shall receive a ballot upon producing proof of membership. Should a member not be able to substantiate membership, said ballot shall be placed in an envelope with his/her name on it and sealed, to be checked later by the Election Committee.
11. The ballot boxes will remain in sight of the membership at all times.
12. It shall be the members' privilege to reject a ballot he/she believed to be marked and have it replaced; or the Election Chairperson shall call for a different number ballot to be used.
13. It shall be the duty of the Election Chairperson to destroy any rejected ballots.
14. No voting by proxy, advance poll or absentee balloting shall be permitted.
15. For the purpose of voting in Annual Elections, the Election Committee may designate several voting locations with different voting times in order to ensure that all members are able to vote.
16. The order of elections of Union Representatives shall be as follows:
  - a. Trustees – three (3) positions and two (2) alternates.
  - b. Delegates – the number of positions as determined by the *National Constitution*.
  - c. Alternate Delegates – the number of positions shall be determined by the difference between the number of delegates determined by the *National Constitution* and the amount of twenty (20) positions.
  - d. Disciplinary Committee – two (2) positions and two (2) alternates
  - e. Conflict Committee

- f. Health and Safety Committee
  - g. Election Committee – five (5) positions and three (3) alternates
  - h. Women’s Committee
  - i. Human Rights & International Solidarity Committee
  - j. Route Measurement Committee
  - k. Organizing Committee
  - l. Calgary & District Labour Council Committee
  - m. By-Laws Committee
  - n. Local Pension & Retiree Benefits Committee
  - o. Legislative Committee
  - p. Newsletter Committee
17. Except in the case of the Executive Board Election and Run-off Election, the Election Chairperson shall call three (3) times for nominations, after which nominations will be declared closed.
18. Each candidate shall be called upon and declared that he/she will serve if elected. Written acceptance will be read by the Election Chairperson for those positions being determined when the candidate is not present.
19. ...
- a. For Special Election meetings shall vote by writing or printing the name of their chosen candidate on the appropriate ballot and depositing it in the ballot box.
  - b. For Executive Board elections a good ballot is one clearly indicated, by a check mark (v) or an X. Only one candidate as the member’s choice. A spoiled ballot is one that has anything written on the ballot, has more than one (1) box marked or has been torn and/or altered in such that it does not show candidates’ names.
20. The Election Committee shall count the ballots and present their findings the Election Chairperson.
21. All spoiled ballots will be submitted to the Election Chairperson who will make a final ruling. Spoiled ballots do not constitute votes and therefore are not to be included in the total number of votes cast.
22. The Election Chairperson shall announce the successful candidate. As well, the Election Chairperson shall announce the total number of ballots cast, the number of spoiled ballots and the number of votes for each candidate.
- a. For Executive Board elections, the Election Chairperson shall provide the Secretary Treasurer with the names of the successful candidates so that a bulletin may be produced for the membership announcing the results.
  - b. For Special meetings, the Election Chairperson shall announce the successful candidate. As well, the Election Chairperson shall announce the total number of

votes cast, the number of spoiled ballots, and the number of votes for each candidate.

23. In as such free elections and the secret ballot are a most prized possession, anyone found tampering with the ballot box or ballots in any way or in any way attempting to influence the results of an election during an election meeting shall render his/herself liable to expulsion from the Union. In all cases each member shall be required to deposit their own ballot in the ballot box for each vote.
24. Nomination speeches or election speeches for candidates for Executive Board positions shall be permitted at the regular monthly meeting immediately preceding the Executive Board election meeting. Such speeches shall be entertained after all items on agenda have been dealt with and must not exceed five (5) minutes.
25. All candidates are permitted and indeed, are encouraged to submit a brief resume to be included in the Local newsletter or a special election bulletin prior to the Executive Board election meeting.
26. Executive Board Members, officers of the *Local*, and all other members of the *Local* shall be encouraged to participate in the democratic process in the Union and the *Local* shall utilize all of its resources to achieve this goal.
27. All Officers elected in the Executive Board elections shall assume their duties on the first day of **October** following the election.
28. All *Local Union Representatives* shall assume their positions at the next Union meeting.
29. 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 Election Committee, and shall have prior approval of the Election Committee.
30. Each candidate has the right to appoint a scrutineer – any member in good standing who is not involved in the election process - to be present for the counting of the ballots If so, it must be in writing, to the Chairperson of the Election Committee, twenty-four (24) hours prior to the counting of said ballots. Payment of wages for said scrutineer shall be the responsibility of the candidate.
31. In all elections, a majority vote is required and candidates shall be declared elected subject to *Article 3.29* of the *National Constitution*. When three (3) or more candidates run for a position on the Executive and the leading candidate receives less than one-half (-1/2) of the valid ballots, a run-off election shall be held between the two (2) leading candidates.

## Section 6 – Mid-Term Elections and Run-Off Elections

1. Notices for Mid-Term and Run-Off Executive Board Elections shall be posted in the same fashion as for Special Election meetings.
2. ...
  - a. The President shall have charge of the Mid-Term Union Representatives Election and all other elections not specified in these *By-Laws*.
  - b. The President or Election Chairperson shall call for four (4) volunteers to assist in controlling the election.
  - c. The President or Election Chairperson is empowered to appoint assistants should this be necessary. In accordance with the *By-Laws* governing the duty of members, such assistance shall not be refused.
3. ...
  - a. For Mid-Term Executive Board Elections and Run-Off elections, the preparation and issuing of ballots shall be the same as for Executive Board elections.
  - b. For Mid-Term Union representatives and all other elections not specified in these *By-Law*, the preparation and issuance of ballots shall be the responsibility of the Secretary Treasurer.
4. An officer elected at a Mid-Term election shall be sworn in and shall take office immediately after the election.

## Section 7 – National Convention

1. The number of Calgary Local delegates to the National Convention are as defined in the *National Constitution*.
2. Eligibility to attend National Convention is as defined in the *National Constitution* and these *By-Laws*.
3. The election of Calgary Local delegates to the National Convention shall be as defined in the *National Constitution* and these *By-Laws*.

4. In order to be elected as a Calgary Local delegate to the National Convention an eligible candidate must be in attendance at the election meeting or have submitted in writing to the Secretary Treasurer their intention to stand for election.
5. Any member elected as a Calgary Local delegate to the National Convention who later discovers that he/she is unable to attend the convention shall inform the Secretary Treasurer prior to the event and on a timely basis in order that a replacement can be arranged.
6. Such replacements shall be selected from a list of unsuccessful candidates from the *Local's* election of delegates to the National Convention.
  - i. The number of votes each candidate received during the election process.
  - ii. The ballot upon which they were dropped from the election process. The longer he/she remains on the ballot higher his/her ranking.The number one (1) replacement will fill the first vacancy occurring should an elected delegate to the National Convention be unable to attend. Subsequent vacancies will be filled in accordance with the order in which a member appears on the replacement list.
7. Local resolutions for Convention must be submitted in accordance with the *National Constitution*.
8. All Local resolutions for Convention must be presented for ratification or rejection by the membership attending a meeting, following the Area Council and prior to the Regional Conference. This meeting may be either a regular monthly meeting or a Special meeting.
9. All delegates to Convention shall support the resolutions and policies presented by the Local when voting on resolutions at National Convention except when the delegates has registered his/her dissenting vote on the resolution and issue in question.
10. All delegates to Convention shall support the resolutions and policies presented and voted upon at the Regional Conference when voting on resolutions at National Convention except when he/she has registered his/her dissenting vote on the resolution and issue in question at the Regional Conference.
11. The Local may decide to send observers to the National Convention in accordance with the *National Constitution* and these *By-Laws*.
12. Observers must be selected from the list of unsuccessful candidates from the Local's election of delegates to the National Convention. The order with which an observer must be selected shall be in accordance with replacement ranking as stipulated in paragraph 6 (six).

13. A motion is required in order for the Calgary Local to send observers to the National Convention. The motion must be brought forward at a regular monthly meeting and must be approved by two thirds (2/3) majority of those present at voting.