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TORONTO LOCAL

BY-LAWS

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CANADIAN UNION OF POSTAL WORKERS

TORONTO LOCAL BY-LAWS

ARTICLE 1: **NAME, EQUAL RIGHTS, COMPOSITION AND AIMS**

- 1.1 Subject to and in accordance with the provisions of the National Constitution of the Canadian Union of Postal Workers, the following by-laws shall apply to all Members of the Toronto Local.
- 1.2 The name of the Union shall be the Canadian Union of Postal Workers, hereinafter referred to as the "Local".
- 1.3 The Local shall be affiliated to the Ontario Federation of labour, The Labour Council of Metropolitan Toronto and the Brampton and Mississauga and District Labour Council.
- 1.4 The Local is composed of the Members as a whole. It is comprised of a Local Executive, which shall consist of 19 Members in good standing.
- 1.5 The Members, at a regular monthly Meeting or by referendum vote, authorized by the Members at a regular monthly Meeting, are the supreme authority of the Local.

ARTICLE 2: **OBJECTIVES**

- 2.1 The objectives of the Local shall be:
 - (a) To improve the General well being, of all Members, and in particular, the wages, hours of work and working conditions.
 - (b) To promote the fundamental principles of trade unionism and the improvement of conditions of all workers.
 - (c) To defend the rights and benefits acquired by the Union.

ARTICLE 3: **MEMBERSHIP**

- 3.1 An employee of Canada's Postal System, Communications and related services, who does not perform managerial functions is eligible for Membership in the Union under the following circumstances:
 - (a) Signs an application card for Membership and;
 - (b) Signs a copy of the obligation of the Canadian Union of Postal Workers as written in the National Constitution;

- (c) Undertakes to comply with the Constitution and policies of the Union;
- (d) Pays an entrance fee of \$5.00, subject to Art. 9.27 of the national constitution;
- (e) Is accepted by the Local;
- (f) All Members of the Union enjoy equal rights, and this is without discrimination, regardless of sex, age, occupation, National Origin, language, sexual orientation, colour, religious or political beliefs or affiliation;

3.2 A person shall no longer be a Member in good standing of the Union when:

- (a) Such person has been suspended from Membership in accordance with the provisions of Article 8 of the National Constitution;
- (b) Such person is in arrears of three months or more in payment of Union dues and/or assessment;
- (c) Such person has applied or qualified for a managerial position or is performing managerial functions on a temporary basis, or managerial training or related courses; in concurrence with Art. 1.07 of the National Constitution;
- (d) 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 By-laws of the Local or hold office in the Union or the Local.

3.3 The loss of the status of Member in good standing is automatic.

3.4 A person may be re-instated in good standing when:

- (a) The suspension imposed has ended.
- (b) Such person has paid all arrears of the Union dues and/or assessments;
- (c) Such person has withdrawn his/her application or ceased to be eligible to fill a managerial position or has ceased to perform Managerial functions on a temporary basis, or to attend any management training courses, in concurrence with the National Constitution, Article 1.09(c);

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

- 3.6** The loss of status of Member and re-admission. A Person shall no longer be a Member in the Union when:
- (a)** Such Person is no longer an employee as defined under Section 1.04 of the National Constitution;
 - (b)** Such Person resigns as a Member of the Union as defined in Art 1.07(b) of the National Constitution;
 - (c)** Such Person is expelled from the Union in accordance with the provisions of Article 8 of the National Constitution;
 - (d)** Such Person is. in arrears of six months or more in the payment of monthly Union dues and/or assessments;
 - (e)** 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 obligations which may be required by the By-laws of the Local.
- 3.9** When the Person requested to be readmitted as a Member has been expelled from the Union, such personal shall pay a re-admission fee as determined by the Local. This shall be at least \$40.00 and at most \$300.00.
- 3.10** The Local may, with respect to the re-admission of a Member, impose any particular condition which it shall deem appropriate. When any particular condition is placed on the re-admission 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, re-admission of a Member is left entirely to the discretion of the Local. However, the Local shall take into consideration the following factors:
- (a)** The reason for which the person ceased to be a Member;
 - (b)** The person's attitude toward the Union and the Local prior to ceasing to be a Member since such person is no longer a Member;
 - (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 of time elapsed since the persons expulsion.

- 3.12** When a Member is transferred from one Local to another, all their rights are maintained and they do not have to be admitted or readmitted as a Member. They shall, however, resign from any position to which they were elected or appointed by the Members of the Local they are leaving.

ARTICLE 4: DUES AND INITIATION FEES

- 4.1** Initiation and dues to the Local shall be fixed by the Membership decision, in no case may such initiation or dues be less than that Set out by the National Constitution:
- (a) Any proposed increase in dues over and above the amount specified by the National Constitution shall only be approved as a result of a referendum vote of the entire Membership. For such increase to be approved, 50 percent plus one of those casting ballots must signify their approval.
- 4.2** The Local shall required from any new Member an initiation fee of \$5.00. The initiation fee is the property of the Local.
- 4.3** Each Member shall comply with the National Constitution and policies of the Union and they Buy-laws of the Local. They shall also pay monthly Union dues a provided. They shall also pay without delay any assessment imposed with accordance with the National Constitution.

ARTICLE 5: LOCAL EXECUTIVE COMMITTEE

- 5.1** The Local Executive Committee (hereinafter referred to as the "Executive Committee") shall consist of the following Full time Officers:
- (a) President,
- (b) 1st. Vice-President,
- (c) 2nd. Vice-President,
- (d) 3rd. Vice-President,
- (e) 4th. Vice-President,
- (f) 5th. Vice-President,
- (g) Secretary-Treasurer

- 5.1** The following Part Time Officers shall also be part of the Executive Committee:
- (h)** Assistant Secretary-Treasurer,
 - (i)** Recording Secretary,
 - (j)** Eleven (11) Chief Shop Stewards (Article 6- Local By-laws).
- 5.2** The Executive Committee shall be responsible for the administration of the affairs of the Local. The Executive Committee shall be responsible for the enforcement of the National Constitution and By-laws for the Local and the policies established therein.
- 5.3** All Local Officers shall be elected by the General Membership and shall be a Member of the Executive Committee. All persons appointed by the Local to give service to the Members on a full time basis shall also be elected by the General Membership and shall be Members of the Executive Committee.
- 5.4** All Local Officers and the Executive Committee must be in good standing on the date of election and remain in good standing during their term of office.
- 5.5** The Local Executive shall be elected for a three year term.
- 5.6** A minimum of ten (10) voting Members of the Executive Committee will be required as a quorum for the transaction of any business at the Executive Committee Meeting.
- 5.7** No person shall hold more than one office, but any Member of the Executive Committee could replace a Shop Steward in his absence.
- 5.8** Vacancies of the Local Executive Committee shall be filled as prescribed by Article 8 of the Local By-laws.

ARTICLE 6: DUTIES OF THE EXECUTIVE COMMITTEE MEMBERS AND UNION STEWARDS

6.1 The Local President shall:

- (a)** Be the Senior Officer of the Local;
- (b)** Be an elected Officer and voting Member of the Executive Committee. The President shall only vote in case of a tie vote on any Committee Meeting or other Meeting s/he may chair,
- (c)** Have the responsibility for the enforcement of the Constitution and policies of the Union.
- (d)** Be responsible for grievances and appeals in his/her Local.

- (e) Be responsible for the Local Union Management Meetings;
- (f) Implement the decisions of the Members assembled at the General Membership Meetings or by referendum vote.
- (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;
- (h) Interpret the Local By-laws of their Local anti his/her interpretation shall be maintained unless it is contested and such contest is supported by the majority of the Members of the Local Executive Committee or by the majority of the Members at a General Membership Meeting.
- (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.
- (j) Coordinate the work of all Local Officers;
- (k) Have the authority to appoint such Committees as are necessary anti which are not provided for elsewhere in these By-laws, such appointments to be approved by the next General Membership Meeting.
- (l) Be an ex-officio Member of all Committees.
- (m) Chair the Meetings of the Local Executive Committee, the permanent Committees anti any other Committee as well as Membership Meetings.
- (n) Impose as 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.
- (o) Ensure the implementation of the Union's policies in all representations before the employer at the Local level.
- (p) Be responsible for public relations at his/her Local level.
- (q) Report to the Members on the decisions and recommendations of the Local Executive Committee;
- (r) Keep the Executive Committee informed on all activities between the Local and National Headquarters of the C.U.P.W.
- (s) In the event that no Union Steward is elected by the Membership, have the authority to appoint Union Stewards in the best interest of the Membership, subject to the approval of the Executive Committee;
- (t) Co-sign all cheques drawn on the account of the Local;
- (u) The President shall visit all staff and locations where Members of the Toronto

Local are employed as often as possible, or when required to do so by the Steward body;

6.2 The Local 1st. Vice-President Shall:

- (a) Be an elected Officer and voting Member of the Executive Committee;
- (b) Assist the Local President in the performance of their duties;
- (c) Replace the President on their absence, in which case they shall exercise full power;
- (d) Chair in the absence or at the request of the President.
- (e) Sign cheques along with the Secretary-Treasurer in the President's absence.
- (f) In the event of a vacancy in the office of President the 1st. Vice-President shall assume the office of the President with full power and authority, until an election can be held for the position of President, within (3) three months, as per Article 8 of the Toronto Local By-laws.
- (g) Be responsible for the implementation of all Education programs in the Local in conjunction with the Executive Committee.
- (h) Be a Member of the Education Committee;
- (i) Be responsible for representing Members of the Union under the Worker's Compensation Act.
- (j) Co-ordinate with the National Health and Safety Committee Representative, the exchange of information and minutes.

6.3 The Local 2nd. Vice-President shall:

- (a) Be an elected Officer and voting Member of the Executive Committee;
- (b) Assist the Local President in the performance of their duties;
- (c) Be the presiding Officer in the absence of the Local President and 1st. Vice-president, in which case they shall exercise full power;
- (d) Chair at the request of the President;
- (e) Be a Member of the Grievance Committee and direct their work;
- (f) Be responsible, wider the authority of the Local President for the administration of grievances in the Local;

6.4 The Local 3rd. Vice-President shall:

- (a) Be an elected Officer and voting Member of the Local Executive Committee;
- (b) Assist the Local 2nd Vice President in the performance of their duties.
- (c) Be the presiding Officer in the absence of the Local President, Local 1st. Vice-President and Local 2nd Vice-President in which case they shall exercise full power.
- (d) Chair at the request of the President;
- (e) Be a Member of the Grievance Committee;
- (f) Be responsible, wider the authority and direction of the Local President, for assisting the 2nd Vice-President in the administration of grievances in the Local.

6.5 The Local 4th. Vice-President shall:

- (a) Be an elected Officer and voting Member of the Local Executive Committee;
- (b) Be responsible, wider the authority and direction of the Local President for the implementation of all Organization;
- (c) Serve as the benefits Officer of the Local;
- (d) Shall be the presiding Officer in the absence of the President, the 1st., 2nd and 3rd Vice-President, in which case they shall exercise full power.
- (e) Chair at the request of the President;
- (f) Be a Member of the Organization Committee

6.6 The Local 5th. Vice-President shall:

- (a) Be an elected Officer and voting Member of the Executive Committee;
- (b) Assist the President on evaluation of all employer programs, restructures and other related matters.
- (c) Be the presiding Officer in the absence of the President, the 1st., 2nd., 3rd. and 4th. Vice-Presidents, in which case they shall exercise full power;
- (d) Chair at the request of the President;

6.7 The Local Secretary-Treasurer Shall:

- (a) They shall be an elected Officer and voting Member of the Executive Committee;

- (b)** Be responsible for all communications to Local Officers and shall convey them to the Executive Committee and the General Membership Meeting.
- (c)** Be responsible for all correspondence in the name of the Local
- (d)** Be responsible for all official documents of the Local and will establish an adequate filing system for the Secretariat and the Treasury.
- (e)** Be responsible for the supervision of the Local's office staff.
- (f)** Be responsible for all minutes of Meetings of the Local Executive Committee and any Membership Meetings of the Local, such minutes to be recorded in a bound book and all the pages will be numbered consecutively.
- (g)** Prepare notices of all General Membership Meetings and arrange to distribute and post such notices at least seven days prior to such Meetings.
- (h)** Be responsible for the attendance book for all purposes.
- (i)** Be responsible for bookkeeping records to the Local and keep them ready for submission to the Local's Trustees at least once per fiscal year.
 - (1)** the Local employ the services of a professional accountant to perform all aspects of the financial accounting required by the Local, for maintaining its funds and assets, including the Local's responsibility for the preparation and submission of the bi-monthly financial reports and the annual financial statement/audit.
- (j)** Be authorized signatory of all cheques issued on behalf of the Local. In the absence of the Secretary-Treasurer, the 1st. Vice-President and the Assistant Secretary-Treasurer may co-sign cheques.
- (k)** Receive all revenues from all sources on behalf of the Local and deposit same immediately to the credit of the Local in a chartered bank or Credit Union where possible, approved by the General Membership Meeting.
- (l)** Be responsible for maintaining the check-off records of the Membership and keep an up to date mailing list of the Membership.
- (m)** Prepare a financial statement twice Yearly (July and January) and present such statements at a regular Meeting of the Local Copies of such statements shall be distributed to all Members present at these Meetings.
- (n)**
 - (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 Membership Meeting of the Local;
 - (ii)** Submit to the Executive Committee Meeting two (2) months prior to the fiscal year, a budget. Such budget shall be a comprehensive statement of all expenditures and revenues for the past year It shall also contain a

detailed statement of all expenditures and revenues for the coming year from whatever source.

- (iii) The proposed budget shall contain a detailed and comprehensive statement of all expenditures for the past year and a statement of all expenditures for the coming years.
- (o) Not pay any money without a bull er signed voucher;
- (p) Present all expenses payable and the revenue to the Local at each Executive Committee Meeting. This statement shall include a detailed statement of the current bank balances of all accounts of the Local and any expenditures or revenues pursuant to these accounts. The Statement will list the normal information including the following information in relation to shop steward wages and expenses, committees (standing and special) and travel: The members name, the union activity, the number of hours spent on the union activity, the date of such activity and the travel involved, if any and the amount paid to the member.

This information will be presented to the membership at General Membership Meetings via the bills and accounts, and to the trustee committee or finance committee upon request.

- (q) The fiscal year for the Local shall be from July 1st. to June 30th. of the following year. A financial report shall be prepared and sent to the National Secretary-Treasurer within sixty (60) days following the end of the fiscal year. A copy of such report shall be sent to the National Director.
- (r) File, every two months, a financial report to their National Director. Such financial reports shall show the credit balance at the beginning of the period, receipts and expense during the period and General fund credit balance at the end of the period.
- (s) Forward the per capita tax quarterly for each Member not on check off who is in good standing and also a list of suspended or expelled Members to the National Secretary-Treasurer.
- (t) Is responsible for per capita tax on all Members in Good Standing, including those Members not on check off who pay dues Locally. Pay to the appropriate Labour Council per capita tax based on the following formula: to the Brampton Mississauga Labour council shall pay per capita tax on the total number of Members of Gateway and Area West Stations. Pay the per capita tax on the total number of Members at South Central and South Area Stations to the Metro Toronto Labour council.
- (u) Is responsible for the nominal list of the Membership in the Local.
- (v) Be responsible for maintaining the Local's copies of Post Office manuals and all other pertinent materials, and further, shall send to all Shop Stewards of the Toronto Local any contractual amendments, changes or interpretations of the collective agreement.

- (w) Keep and maintain the record of attendance of Shop Stewards Committee Meetings. Failure to receive a record of attendance of a Shop Steward's Meeting within seven (7) days of the Meeting taking place shall be reported to the President. They shall keep and maintain a record of attendance of Shop Stewards at Shop Steward Committee Meetings and they shall keep a record of the time the Meeting opens and adjourns. The Secretary-Treasurer shall report to the President the absence of any Shop Steward for two consecutive regular Shop Steward's Committee Meetings.
- (x) Be responsible for providing copies of correspondence pertaining to the business and affairs conducted at Shop Steward's Meetings. They shall also provide copies of letters, both received in the Union Office and emanating from the Union Office. These copies shall be provided to the Chief Shop Stewards in advance of the regular Shop Steward Committee Meetings.
- (y) Refer copies of all correspondence pertaining to the affairs of committees, Shop Steward Committees, Standing Committees, or Special Committees to the Chairperson or Chief Shop Steward of said Committees, at their earliest opportunity. The correspondence herein referred to pertain to both letters written to the Local concerning Committee affairs and to letter emanating from the Local Executive Committee pertaining to any Committee.
- (z) Cause to be posted on all bulletin boards, a notice containing details of the time, date, place along with the details of the business to be dealt with at the Special Meeting. This notice is to be posted not later than seventy-two (72) hours in advance of the day on which the Meeting is to take place.

6.8 The Assistant Secretary-Treasurer Shall:

- (a) Be a part time elected Officer and voting Member of the Executive Committee;
- (b) Be responsible to the Secretary-Treasurer;
- (c) Perform such duties as may be assigned to them by the Secretary-Treasurer and shall assist them whenever and wherever possible;
- (d) In the absence of the Secretary-Treasurer, shall perform all duties pertaining to the office of the Secretary-Treasurer. In the case of a vacancy in the position of the Secretary-Treasurer, shall assume the duties of Secretary-Treasurer until the Union elects a Secretary-Treasurer to fill the vacancy.
- (e) Be considered to have the full duties and responsibilities of Shop Steward function on their staff their station.

6.9 The Recording Secretary Shall:

- (a) Be a part time elected Officer and voting Member of the Executive Committee;

- (b) Perform such duties as the Secretary-Treasurer may assign.
- (c) Be considered to have the full duties and responsibilities of Shop Steward and shall perform Shop Steward functions on their staffing/or station;
- (d) Keep a record of the discussions of the Local Executive Committee

6.10 The Chief Shop Stewards:

- (a) There shall be Eleven (11) Chief Shop Stewards:
 - 1) One to represent South Central
 - 2) One to represent Gateway West, International, TEO Gateway, TEO Vista/AMF, RVU, NECF, and Courtneypark
 - 3) One to represent Gateway East, WPDH, Kestrel
 - 4) One to represent South Area Wickets
 - 5) One to represent West Area Wickets
 - 6) One to represent South Area Letter Carriers
 - 7) One to represent West Area Letter Carriers
 - 8) One to represent South Area M.S.C.'s
 - 9) One to represent West Area M.S.C.'s
 - 10) One to represent Mechanics
 - 11) One to represent R.S.M.C.'s

All Chief Shop Stewards shall be Part time Executive Officers and shall be voting Members of the Executive Committee.

- (b) Chief Shop Stewards shall be elected by the General Membership to represent the division for which they work.
- (c) Chief Shop Stewards shall be responsible for determining that all Shop Stewards carry out their duties in a responsible manner. Any evidence or indication that a Shop Steward is neglecting their duties, is irresponsible in their actions, or their conduct in such that they may bring discredit on this Local or National Union, shall be reported, in writing, to the President immediately.
- (d) It shall be the responsibility of each Chief Shop Steward to present, in the form of a motion, at the Executive Committee Meeting any motion which has been passed at a Meeting of the Shop Stewards body.
- (e) Each shop steward body shall meet at least once per month. The meeting will be scheduled during the first complete week of each month and prior to the Local Executive Committee Meeting. Each shop steward body will determine the date and time of their meeting, provided it complies with the above noted stipulations. The Chief Shop Stewards will notify the Executive Committee of future meetings of their respective shop steward body.

- (f) The Chief Shop Stewards shall within seven (7) days of the date of their Shop Stewards Meeting provide the Secretary-Treasurer with a statement, in writing, detailing the names of those Shop Stewards who attended the Meeting and the starting time and finishing times of said Meeting.
- (g) The Chief Shop Stewards shall be responsible for explaining to their Shop Stewards any contractual amendments, changes or interpretations of the collective Agreement.
- (h) It shall be the responsibility of the Chief Shop Stewards to assist their Shop Stewards in processing grievances in his/her division if requested to do so by the Stewards.,
- (i) For any facilities that do not operate (or that cease to operate) during the shifts stipulated above, their Chief Shop Steward shall represent all other facilities in their division that do operate. If any new shift(s) is (are) added to any facility in any of the above divisions, that division's Chief Shop Steward will represent said new shift(s), in addition to the rest of their division.

6.11 The Shop Stewards:

- (a) All Members in a Local have the right to be represented by Shop Stewards, the number to be determined by the Local Executive Committee Meetings.
- (b) The Shop Stewards must police the collective agreement and implement the policies of the Union. They shall promote the objectives of the Union and those of the Labour movement in General. As advisors for the workers, they shall, in all cases defend the interest of the Members they represent.
- (c) They shall keep the Chief Steward or the Local President advised at all times on all problems, complaints and grievances among the Membership.
- (d) The Shop Steward shall assist any Member in the handling and processing of their grievance. The Shop Steward shall, if necessary, contact their Chief Steward for advice and assistance.
- (e) Designated number of stewards:
- (f) (1) As a General rule, steward positions will be designated on the basis of group, facility and shift and in facilities such as letter carrier depots housing multiple stations, on the basis of Station.

On a specific need basis, the responsible Chief Shop Steward may recommend for Executive consideration and approval that stewards may be added on an as-needed basis. This approval will cause the immediate implementation. The next General Membership Meeting will confirm this implementation.

- (f) (2)** For Group 2 (Letter Carriers), there shall be (2) steward per Station.

For Group 2 (MSC'S) boused at (West Trans) and (WPDH) there shall be (3) stewards for each shift in each unit (i.e.; light vehicle, medium vehicle and (TTU) where such multiple units exist.

In facilities that house a single Station (e.g. Toronto K, etc.), where clerks and MSC'S are present; all groups will be combined for the purpose of selecting shop stewards for that facility.

In facilities that house more than (1) Station; each Station shall elect it's own Stewards, and all Groups assigned to such a designated Station shall be combined for such purposes.

Where clerks in a multi-Station facility are assigned to the facility and not to a particular Station, they shall elect their own stewards. Alternatively they may decide which Station they wish to belong to, and join with that Station for the purposes of participating in the election process.

- (f) (3)** Gateway and SCLPP, NECF and Vista: For Group 1 members at SCLPP there shall be (12) stewards for each of the 3 shifts. For Group 1 members East Gateway and West Gateway there shall be twelve (12) for each of the 3 shifts. For group 1 members at Vista there shall be 2 Shop Stewards per shift and NECF shall have two (2) Shop Stewards per shift WPDH and BECF shall have three (3) Shop Stewards per shift. Each location that has part-time weekends will be allowed one additional shop steward position for this group of workers.

For Group 1 temporary workers at Gateway there shall be two (2) Shop Steward positions created for each of the 3 shifts which are shift 1, shift 3 and weekends.

- (f) (4)** Groups 3, and 4 shall elect three (3) steward in South Central per shift. Group 3 and 4 at Gateway shall elect three (3) Shop Stewards per shift (as a result of BMF and WLPP combined) All other facilities containing Groups 3 and 4 shall elect 1 Shop Steward per shift.

- (g) (i)**Should an election be necessary to fill a steward position that becomes vacant, the President shall ensure that such an election will be held within sixty (60) days of the position becoming vacant.

(ii)Unfilled positions may be filled at any other time by volunteer members from the Group/facility/shift/ unit concerned by being nominated by another member from the group to be represented, and the name shall be submitted in writing to the Secretary-Treasurer.

(iii)Members of the group concerned shall be notified by means of a posted bulletin issued by the Secretary-Treasurer, announcing that a volunteer has come forward to fill the vacancy.

- (g) (iv) If no other member from the group submits his/her name in nomination to the Secretary-Treasurer within (10) days of the bulletin being posted, the volunteer will assume the office. Positions filled in this manner shall be deemed to be held until the next annual election.

(v) At their first meeting of their new term in April, each Shop Steward Body will elect, from themselves, a Health and Safety Committee composed of three (3) delegates and three (3) alternates. In the case of Group 1 Stewards, when ever possible, it shall be the duty of the Stewards to elect or acclaim a delegate from each of the three (3) shifts and an alternate from each shift. The newly elected delegates and alternates will then elect a Committee co-chair from the three (3).

ARTICLE 7: FINANCE

7.1 Salaries

- (a) All Full Time Officers of the Executive Committee will be paid at the rate of "Union Representatives", as per article 7.29 of the National Constitution.
- (b) All Part Time Officers of the Executive will be paid a supplement of \$2400.00 per year of \$200.00 for each completed month of office. Effective April 1, 2004.
- (c) When a part-time officer is required to replace a full-time officer for any reason, the part-time officer shall receive a top up allowance equal to the difference between their regular wages and those earned by the full-time officer as per article 7.1 (a) of the Toronto Local By-Laws.

7.2 Union Funds

- (a) Union funds must be used for Union purposes only,
- (b) The Local Executive Committee shall be authorized to make adjustments in the budget during the fiscal year subject to approval at the next General Membership Meeting.
- (c) Supplement or expense allowance to be determined by the Local may be paid to the Local Executive Committee or Committee Members;
- (d) Per them shall be in accordance with Section 7.43 of the National Constitution;
- (e) The Local shall not pay any Special allowance in any form whatsoever, nor pay wages to official delegates attending the National Convention;
- (f) The Local shall pay expenses incurred by the full time Officers in the performance of the duties and all expense must be covered by bills or vouchers. They shall be allowed \$100.00 petty cash, to be replenished at the first of each month, and all expenditures are to be covered by bill or voucher.

- (g)** The Local shall provide the maximum insurance coverage available to indemnify the Local against the payment of salary in the event of sickness or accident. Payment of salary shall continue for the same period of time that insurance payments are made.
- (h)** They shall receive the same benefits as a Member of our bargaining unit, including any salary increases. They shall also receive any other benefits which may be accrued to a senior POL 5 as a result of employment
- (i)** **(1)**Effective April 1st. 1984, sick leave credits shall be credited to the person concerned if they return as a member of the bargaining unit for which the union is certified.
(2)If this Officer is still in the bargaining unit, their credits can be drawn upon in the future, if the Officer becomes ill and does not have sufficient sick leave credits accumulated with the employer to cover their time off.
- (j)** **(1)**The Local shall pay to the Executive Members a mileage allowance of (42) forty-two cents per kilometre for the use of their own automobiles in connection with Union business.
(2)A log book will be maintained at the Local Office with a separate section for each Executive Officer in which any charges for travelling and parking shall be recorded. It shall include the following: date, destination, purpose, kilometre and parking fees, if any. all receipts for parking must be submitted before a cheque is issued.
(3)Claims against this account shall be for Union purposes only. Claims will not be honoured for the following: travel to and from work for full time Officers on regular days. Travel to and from General or Mass Meetings for all Executive Officers.
- (k)** The signing Officers shall each be bonded in the amount of ten thousand dollars (\$10,000.00) and the premium shall be paid by the Union. It shall be the responsibility of the incoming Secretary-Treasurer to see that such bonds are issued and in the possession of the Local as soon as possible. An Officer who is not bonded shall not be authorized to sign a cheque in excess of one thousand dollars (\$1,000.00).
- (l)** The bank shall be informed that they will not honour a cheque of more than ten thousand dollars (\$10,000.00) unless it is signed by three (3) signing Officers. A cheque in excess of ten thousand dollars (\$10,000.00) shall require the signature of three (3) signing Officers and the approval of the General Membership Meeting.
- (m)** A petty cash account in the amount of one hundred dollars (\$100.00) for the use of the Seven (7) full time Officers on a day to day basis will be established. Any amount disbursed from this fund shall be covered by receipt or voucher and it shall be the Secretary-Treasurer's responsibility to insure that this fund is adequately safeguarded. This fund is to be balanced on the last day of each month and on the first day of each month it is to be replenished to its original amount of one hundred dollars (\$100.00).

- (n) (i) Any Member who is required by the Union to be absent on Union business, from Canada Post Corporation, on leave without pay, shall be indemnified by the Union against the loss of income which may result from the failure of the Corporation to pay their share of the Superannuation Plan or any other shared cost plan covered by the terms and conditions of our employment with the Corporation;

(ii) In conjunction with the above, all of the Stewards in the Toronto Local of CUPW shall have the alternative choices as follows:

OPTION 'A': The Steward may choose to take Union Leave with pay from the Corporation, in accordance with Article 26.07 (b) of the collective agreement, and in such a case shall not have any deductions made from their pay cheques, but the Corporation shall bill the Local for that Stewards wages for the day in question.

(iii) In conjunction with the above, and in recognition that some Stewards are part time or Temporary Members of the union and are required like their full time counterparts, to stay for the entire duration of Meetings of official union business, the Local shall not discriminate in reimbursing for wages lost as a result of working on behalf of the Union the number of hours worked by the Member, and the hours paid out shall be the same for both full time and part time Members.

- (o) Those Meetings specifically called as all day Meetings shall be reimbursed for a full days pay.
- (p) It shall be the responsibility of the Executive Committee to see that the Local is indemnified, by means of insurance, against financial loss resulting from Fire (and the supplementary hazards covered wider the fire insurance policies), Theft, Burglary, Robbery, Public Liability (This refers to Office premises occupied by the Union being used away from the Union Office). Workers Compensation coverage will be provided by the Local Union to cover anyone other than a Union Member employed by the Union.
- (q) All full time Officers must take their annual leave entitlement during the current fiscal year. To this end, the Local Executive shall establish a schedule of annual leave period, ensuring that the services to the Membership are maintained. If, for any reason, an Officer was not able to use their annual leave credits during the fiscal year, the Local Executive, shall in consultation with the Officer involved, reschedule the said leave as soon as possible; but this is to be within three (3) months of the end of the fiscal year. If this leave is not taken within the said period, the credits shall be liquidated.

ARTICLE 8: NOMINATIONS AND ELECTIONS

- 8.1 (a)** At the October General Membership Meeting every three years an election Committee comprised of (3) three Members will be nominated and elected from amongst the Members present. The Election Committee will immediately caucus and elect a Chairperson from among their number, the Committee shall report the name of the Chairperson to the General Membership Meeting, the same to be entered into the minutes. This Committee shall serve until the completion of the Local Executive Committee elections.
- (b)** If as a result of illness, or any other reason, any Member or Members of the Committee cannot be present to perform their duties, the President shall forthwith convene a Meeting of the Executive Committee which shall, by majority vote, select the Member or Members required to properly constitute the Committee.
- (c)** The Committee Members shall be reimbursed in accordance with the Local wages provisions of Article 7 of these By-laws.
- (d)** The Chairperson of the Committee will submit a comprehensive and detailed budget to the Local Executive Committee for their approval. This will be submitted to the President prior to the Executive Committee Meeting in the month of November. The election committee shall contact the law firm and develop a plan and the procedures for the Executive elections. The committee will report back to the President and Local Executive how the election will be conducted by the independent third-party in a timely fashion in advance of the election to allow for discussion, amendment and adoption by the Executive, and implementation by the committee through the independent third-party. The election committee chairperson shall submit weekly reports to the local executive, through the Secretary Treasurer, on the conduct of the election process. The Election Committee shall submit a Monthly report to the General Membership Meeting.
- (e)** Any issue that is not covered by the By-laws regarding the Local Election process will be resolved by a ruling of the President.
- 8.2 (a)** No Member of the election Committee is eligible to run for office in the Executive elections.
- (b)** Members of the Committee cannot take part in any candidate's campaign in any way, shape or form.
- (c)** There shall be no voting by proxy. The Chairperson of the Committee shall not have a vote except in the event of a tie, in which case the chairperson shall cast the deciding ballot.

8.3 Duties of the Election Committee:

- (a) Contacting the Law Firm and/or third-party company who will conduct the election. The third-party will be responsible for the printing of the ballots. The election committee will report back for ratification to the Local Executive the plan to carry out the election.
- (b) All ballots used for the purpose of elections are to indicate the name of the candidates, including surname and first name.
- (c) Observe the conducting of the votes
- (d) Observe the counting of the counting of the ballots.
- (e) Notifying the Secretary-Treasurer or in their absence, the President, within two hours of the completion of counting of ballots, the results of the election.

8.4 (a) The nomination for the election to all offices on the Executive Committee shall take place at the December General Membership Meeting every three (3) years.

- (b) In order to be eligible to run as a candidate for election to the Local Executive Committee, the nominee must be a Member in good standing in the Toronto Local. They must also have attended 50 per cent of the monthly General Membership Meetings during the 12 months prior to nominations.
- (c) The Secretary-Treasurer shall notify' all nominees for election to the Executive Committee of their eligibility within five days of the December Meeting.

- (d) The written acceptance of nominations for office must be submitted, in person at the December General Membership Meeting or received by the Secretary treasurer prior to the December General Membership Meeting.

8.5 (a) The third-party who will be conducting the Local Executive Elections will be instructed to hold a minimum of twenty (20) meetings at a minimum of twenty (20) locations in the month of February ensuring one in the west end and one central of the Toronto Local. The locations and dates for, said meetings to be approved by the Local Executive Committee. Each location should allow voting for a minimum of 16 hours to allow for maximum participation of our membership.

- (b) The meetings should all commence prior to February 20. The third-party conducting the election will conduct the count and the results will be submitted to the Election Committee. The Election Committee will immediately report the results to the Secretary-Treasurer and then take possession of the counted ballots.

- (c)

- (d)** **(i)** Should a run-off election be required, only the top two candidates from the first ballot shall be eligible to run for the second and final ballot.
(ii) Such election shall be conducted following the same guidelines and rules used during the first round of voting. These meetings to conduct the votes are to be completed by the second week in March. These elections to be conducted as 8.5 (a) and 8.5 (b)
- (e)** Should a "Bi-election" be required to fill an Toronto Local Executive Committee position that may become vacant or was vacant at the beginning of a three year term, these positions shall be filled by elections through a series of Special Meetings called for the sole purpose of electing Officers for the Toronto Local Executive. These Meetings which shall be arranged and conducted by an election Committee shall be governed by the following section of article 8 of these Bylaws (8.1 (b), (c), (e), all of 8.2, all of 8.3, 8.4 (b), 8.5 (e) (i), 8.7(h) and 8.8.
- (f)** Should an Executive Officer be unable to perform their duties for a known period of three (3) months or more, on a temporary basis, then a temporary replacement for that Officer shall be elected at the very next General Membership Meeting.

8.6 General Rules

- (a)**
- (b)**
- (c)**
- (d)**
- (e)**
- (f)** The Chairperson of the Election Committee shall be booked off work for the full period of February through to the conclusion of the elections in order to be available to answer any questions from Members or to deal with problems.
- (g)** Only those Members who are listed as Members in good standing shall be eligible to vote. However, prior to the election, between the October General Membership Meeting and the date of the votes, the election Committee shall post a bulletin to all Members asking that they sign Membership applications or contact the Union Office in order to correct their Member in bad standing status.
- (h)** Each candidate in the election to the Executive Committee shall be allowed to have one scrutineer to observe the counting of the ballots. However, scrutineers shall not be entitled to the payment of lost wages by the Local.

- 8.7** The Secretary-Treasurer shall, within 72 hours of the election Committee's Report, cause to be posted on all bulletin boards, the results of the election.

8.8 The term of Office for the Executive Committee shall be from April 1 to the following March 31 every three (3) years.

8.9 Shop Steward Elections

- (a)** Written nominations accompanied by a written acceptance for the position of Shop Steward must be received by the Secretary Treasurer not later than 72 hours before the day on which the February General Membership Meeting is to take place. Nominations and acceptances must be made by a Member working on the same staff at the same work location or by the President of the Local. Nominations for Shop Steward throughout the remainder of the term must also be made by a member working on staff at the same work location or by the President of the Local.
- (b)** Where elections are necessary for the position of Shop Steward, these elections shall be conducted by a Special Election Committee to consist of the Chief Steward or someone appointed by the President to replace the Chief Steward if they are not available and two Members who are not candidates from the staff concerned elected by the Chief Stewards. These people will be the Election Committee, they shall be responsible for running the election, counting the ballots and they shall be entitled to lost wages where warranted. Further, each candidate shall have the right to appoint one scrutineer to observe that the election is being carried out fairly and properly. They shall not be paid lost wages but the union shall provide leave without pay forms where necessary.
- (c)** Elections for Shop Stewards shall take place prior to the second Sunday in the month of March. Such election shall be conducted for each staff at a site in close proximity to the plant or station where the staff is located or on site.
- (d)** Within 72 hours of the holding of an election for Shop Stewards, the Secretary-Treasurer shall cause to be posted, on the appropriate bulletin boards, the results of the election.
- (e)** Where more than one Shop Steward is to be elected on any one staff, or in any Postal Station, those eligible to vote may cast a ballot for either one or more candidates but not exceeding the number to be elected.
- (f)** In the case of a tie vote, in the election of Shop Stewards there shall be a recount and if necessary, a further election.
- (g)** The term of office shall be one(l) year - April 1 - March 31.
- (h)** Should a vacancy occur among the Shop Stewards body, the Secretary-Treasurer shall cause to be posted, as soon as possible, a bulletin requesting written nominations. The written nominations must be accompanied by a statement in writing, from the nominee accepting the nomination.

- (i) A vacancy occurs during the last 90 days of the term of the Shop Stewards body, the President shall appoint any Member who in the President's judgment, shall best serve the interest of the Members and who is willing to serve, subject to the conditions imposed by article 6.1 (s).

Shop Steward election dates shall be scheduled with meaningful consideration that all part-timers in each section of an installation have a chance to vote on a date that they are scheduled to work.

Temp Casual workers shall be allowed to enter the installation in order to vote in Shop Steward elections, despite if they have been called in to work on the date of the election or not.

ARTICLE 9: MEMBERSHIP MEETINGS AND SPECIAL MEETINGS

- (a) The General Membership Meeting shall be held four (4) meetings every 3rd. Tuesday at 7:00 p.m., four (4) meetings every 3rd. at 12:00 Noon and four (4) meetings every 3rd. Saturday, time to be decided by Local Executive Committee. These Meetings shall be held at the Union office
- (b) The Local Executive Committee shall meet at least once per month, prior to the General Membership Meeting.
- (c) There will be a Union Stewards Meeting once a month, prior to the monthly Executive Committee Meeting.
- (d) Notice to all regular Membership Meetings shall be posted on all bulletin boards within the jurisdiction of the Local, at least seven (7) days prior to the date of the Meeting.
- (e) A joint Meeting of the Executive Committee and the Shop Stewards Body shall take place as soon as possible following the election of Shop Stewards.
- (f) A Special Meeting of the Executive Committee may be held either on the call of the President, or on written request of any three Members of the Executive Committee.
- (g) Ten (10) Members of the Executive Committee shall constitute a quorum.

- (h) Special Meetings may be called by the President at their discretion or by written request of fifty (50) Members who must submit such request in writing over their signature. Thirty-five (35) of the signatories to such a petition must be present before such a Meeting can be convened.
- (i) The President shall enforce the provision of section (h) by reading the names from the petition at the time the Special Meeting is to take place but before the Meeting is convened.
- (j) No business shall be transacted at such a Special Meeting other than the business for which such Special Meeting has been called.
- (k) The Secretary-Treasurer shall cause to be posted, on all bulletin boards, a notice containing details of the time, date, place, along with the details of business to be dealt with at the Special Meeting. This notice is to be posted not later than seventy-two (72) hours prior to the date that the Meeting is to take place.
- (l) All Executive Officers will attend all General Membership Meetings unless officially excused by the Executive Committee. They shall sign their title after their name for the purposes of recording their attendance.
- (m) Thirty-Five (35) members in good standing shall constitute a quorum of a General Membership Meeting.
- (n) The signing of the attendance book shall be supervised by a Tyler appointed by the President at the beginning of the Meeting. The Tyler shall be responsible, that no one, except persons entitled to such privilege, are admitted to our Meetings, and will assist the Chairperson in keeping order at General Membership Meetings, and will conduct quorum and standing vote counts at the request of the Chairperson.

ARTICLE 10: **RULES AND PROCEDURES**

- 10.1 (a)** At the commencement of each Meeting, Members entering the hall shall be required to sign an attendance register and failure by a Member to do so will result in his/her being officially absent for the purposes of the records of the Local.
- 10.1 (b)** Members must stay for the duration of the meeting. Members will be required to sign out at the end of the meeting. Those meetings in which a member has signed in and out are eligible to be counted towards "Number of Meetings" for the selection of Regional and National Delegation.

10.2 The President, or in his/her absence, the designated presiding Officer, shall open the Meeting at the appointed time.

10.3 The presiding Officer shall declare the Meeting open, making the following announcement; Brothers and Sisters we are about to open this Meeting of the Toronto Local C.U.P.W. If there is anyone here not entitled to remain they will please retire. The Officers are requested to take their respective positions and the Tyler will take their position.

10.4 The agenda for regular General Membership Meetings shall be as follows:

- (a)** Roll call of Officers
- (b)** Acceptance and initiation of candidates for Membership, according to the National Constitution.
- (c)** Reading and adoption of minutes of previous regular Membership Meetings and minutes of any Special Meeting.
- (d)** Reading of correspondence by the Secretary-Treasurer and Executive Committee recommendations
- (e)** Bills and accounts
- (f)** Reports of Officers, Committees and delegates as appropriate
- (g)** Nominations and elections.
- (h)** Notices of motion
- (i)** Unfinished business
- (j)** New business
- (k)** Adjournment

10.5 Rules of Order

- (a)** No Member may speak unless they are recognized by the chair
- (b)** A Member must stand when they have the floor
- (c)** No Member shall be allowed to speak more than three (3) minutes on any motion

- 10.5 (d)** No Member may speak more than once on an issue, until all Members have had an opportunity to speak once
- (e)** The only time a Member may interrupt or speak is on a point of order.
- (f)** The Chairperson shall decide all points of order and every Member must take their seat when called upon to do so by the Chairperson. Any Member questioning the ruling of the Chairperson may appeal to the Meeting
- (g)** Any Member appealing the ruling of the Chair shall remain standing and state the reasons for the appeal.
- (h)** The Chairperson shall relinquish the Chair and state the reasons for their ruling.
- (i)** The presiding Officer shall put the question, "Shall the ruling of the chair be sustained" and it shall require a simple majority to sustain the chair.
- (j)** These rules are subject to provisions of the National Constitution and all other points of procedure shall be covered by Bourinots Rules of Order
- (k)** The Chairperson of any Meeting shall have only one vote and that vote shall only be exercised in case of a tie, in which case the Chairperson shall break the tie.
- 10.6** There shall be no proxy voting at any Meeting of the Local.

ARTICLE 11: DELEGATIONS

- 11.1** The President of the Local shall lead all delegations, if elected.
- 11.2** Local delegates to the Labour Council of Metropolitan Toronto and the Brampton and District Labour Council, will be nominated and elected every two (2) years at the November General Membership Meeting. They will commence serving as delegates at the start of the appropriate Labour Council's delegate year and serve the full two year mandate.
- 11.3** The Executive will convene a Special Membership Meeting prior to each O.F.L. convention and each C.L.C. convention to discuss and establish policy and to formulate and submit by the appropriate mein to said convention. These Meeting shall be held 60 days prior to the convening of said convention. Local delegates to said convention shall be nominated and elected at this Meeting.
- 11.4** Notwithstanding the applicable provision of the National Constitution. Any Member of the Local, to be eligible as a delegate or an alternate to an Area Council and/or Regional Conference of the C.U.P.W. must have attended the majority of General Membership Meetings in a 24 month period beginning with the first month after the previous National Convention.

- 11.5** If the full complement of eligible delegates and alternates to the Area Council, Regional Conference and National convention of C.U.P.W. is not fulfilled, the Secretary-Treasurer will then go down the list of those with the majority of meetings in the 24 month period beginning with the first month after the previous National Convention until the full complement of delegates have been elected 23 meetings and 22 meetings and so on until the full complement of delegates has been elected.
- 11.6** The remainder quota of delegates shall be elected at a regular Membership Meeting from a list of eligible Members drawn up the by Secretary-Treasurer. The alternates for these delegates shall be the runner up in order of votes received.
- 11.7 (a)** Any delegate to National Convention will have the option to file an activity report to the Membership of this Local within 120 days of the close of Convention.
- (b)** It will be the responsibility of the Executive committee to make such reports available to the Membership within 150 days of the dose of Convention.
- 11.8** A member of the Toronto Local, who is on Union Business, including an appointment as a National Committee member, appointment to a National Negotiating Committee, appointed to assist a National Negotiating Committee, appointed to work for the National Union as a T.T.A. or an Alternate National union Representative, shall be deemed to having attended any and all meetings, which s/he could not attend as a result of the foregoing appointments.
- 11.9** *Any C.U.P.W. member shall have the right to a full credit for any General Meetings during the period of maternity or parental leave, provided the individual offers their regrets to the Local Executive Committee in advance.*

ARTICLE 12: COMMITTEES OF THE TORONTO LOCAL

- 12.1** There shall be two types of Committees in addition to Shop Steward Committees and Election Committees, Special Committees and Standing Committees.
- 12.2 (a)** Special Committees, other than those appointed by the President will be elected at either a General Membership Meeting or Special Meeting. All Special Committees elected or appointed shall be for the purpose of dealing with specific matter. The terms of office for such Committees shall be established in writing at the time such Committees are formed.
- (b)** Special Committees shall not disband until they have made a report to the General Membership Meeting and it is recorded in the minutes of said General Membership Meeting;
- (c)** If after any issue has been referred back to a Committee on two successive occasions with instructions of the same intent and substance bearing no results agreeable to the majority in attendance at the General or Special Meeting, that the Committee follow the instructions given to it by the General or Special Meeting.

12.3 Standing Committees

1. Legislative and Policy Committee
2. Trustee Committee
3. Organization Committee
4. Finance Committee (Executive)
5. Education Committee
6. Grievance Committee (Executive)
7. Disciplinary Committee
8. Postal Journal Committee
9. Ways and Means Committee
10. Union Counsellors Committee
11. Women's Committee
12. Social Welfare Committee
13. Anti-Racism Committee
14. Human Rights Committee
15. Route Measurement Committee
16. Temporary Worker Committee
17. Youth Committee
18. Pension and Retiree Benefit Committee
19. Local Joint Health and Safe Committee.

All members who sits on any of the Committees outlined in article 12.3 cannot miss more than three (3) meetings within the term of office without being excused by the Chairperson of the individual committee. AM member who does so, will automatically forfeit their position on said committee. That vacancy will be posted for the next General Membership Meeting.

12.4 (1)Legislative and Policy Committee

- (a) The Legislative and Policy Committee shall consist of the Members of the Executive Committee and the Stewards of the Local.
- (b) The Legislative and Policy Committee shall meet at least twice a year and shall work in conjunction with the National Director and the National Chief Steward in connection with seeking legislative changes.
- (c) The Legislative and Policy Committee shall only discuss legislative and policy matters and make reports to the Membership Meetings.

12.5 (2)The Trustee Committee

- (a) The Trustee Committee shall consist of five (5) Members in good standing who have attended at least 50 percent of the Meetings in the previous 12 months.

- (b) Nominations and acceptances for the positions of Trustee shall be made at the February General Membership Meetings.
- (c) Election of five (5) Trustees shall take place at the March General Membership Meeting.
- (d) They shall elect a Chairperson.
- (e) The term of office to be three (3) years. July, August and September records to be examined by December. October, November and December records to be examined by March. January, February and March records to be examined by June. April May and June records to be examined by September.
- (f) The Trustees shall meet and examine the books of the Local every three (3) months to verify if the expenses are in accordance with they By-laws and with he decisions adopted by the Executive Committee and/or the General Membership Meetings.
- (g) The Chairperson of the Board of Trustees may call any additional Meetings at his/her discretion with a report submitted at the next General Membership Meeting and the Secretary-Treasurer may also call Meetings.
- (h) Any Member who does not attend two (2) consecutive Meetings will be replaced, by election at the next General Membership Meeting, unless the absence is approved by the Local Executive Committee.
- (i) In order to meet the liabilities incurred in the performance of the duties of the positions of Trustees, each Trustee shall receive a \$100. 00 per annum to be paid in equal installments after each six (6) month report.
- (j) At each September meetings, all financial records over seven (7) years old will be disposed of.

12.6 (3)Organization Committee

- (a) This Committee shall work under the responsibility of the Local Executive Committee in conjunction with the Regional Executive Committee and the 1st. National Vice-President. It's duties shall be to recruit Members and prepare strike structures. It shall be responsible for any organization campaign launched by the National Executive Board.
- (b) The Committee shall elect a Co-ordinator and Secretary.
- (c) During any strike or industrial action in which the Local is involved, the coordinator of the Organization Committee shall have the right to attend all Local Executive Committee Meetings with no voice and no vote.

- (d) There will be at least six (6) members of this committee to serve for a term of one year. The committee maybe expanded by the Chief Shop Stewards if the committee so deems it necessary, giving consideration to the geographical locations that are not represented by the original six (6). The additional members required will be elected at a meeting of the committee.
- (e) Nominations to be at the February General Membership Meeting and the elections at the March General Membership Meeting.

12.7 (4)Finance Committee

- (a) The Local Executive Committee shall be the Finance Committee.
- (b) It shall be their duty to draft an annual budget. After the adoption of the proposed budget, the Committee shall meet regularly for the specific purpose of determining whether the Local's revenue and expenditures bear a comparable relationship to the budget. In order to enable the Committee to perform this function properly, the Secretary-Treasurer shall provide the Committee with a quarterly statement listing the income and expenditures in relation to the budget.

12.8 (5)Education Committee

- (a) The Education Committee will consist of twelve (12) Members. It shall be the responsibility of the Committee to work under the direction of the Local Executive Committee. The Regional Officer and the 2nd. National Vice President to carry out the Educational programs of the C.U.P.W.
- (b) Nominations for this Committee will be in February and the elections in March.
- (c) The term of office to be for one (1) year.
- (d) They shall elect a co-ordinator and a Secretary from its Members.
- (e) The Vice-President shall be an automatic Member of this Committee.

12.9 (19)Local Health Joint and Safety Committee

- (a) Local The term of office is two (2) years beginning on May 1, 2020 and every two (2) years thereafter.
- (b) Committee members/alternates will be elected by the membership from the location where they work.
- (c) These elections will take place on site, on a date during the month of April at the beginning of each term.

- (d) Nominations and acceptances must be in prior to the end of March at the end of each term.
- (e) Any vacancy that may occur during the term of office will be covered by an alternate until it is posted and filled as outlined above.
- (f) If a member/alternate changes work locations, the position will be considered vacant and filled in accordance with the process outlined above.
- (g) Newly elected Committee members/alternates will select a Co-Chair from amongst themselves.

12.10 (6)Grievance Committee

- (a) There shall be a Grievance Committee consisting of the Members of the Local Executive Committee. The Committee shall insure that National Policy with regards to grievances is carried out within the Local.
- (b) The Committee shall meet at least once quarterly.

12.11 (7)Local Disciplinary Committee

- (a) Each Local shall constitute a Local Disciplinary Committee composed of three (3) members. Two of the persons composing the Local Disciplinary Committee shall be elected by the General Membership Meeting. The third person is appointed by the Executive of the Local and shall act as Chairperson of the Committee. The three members of the Local Disciplinary Committee shall hold office for a term of two (2) years.
- (b) Should a vacancy occur within the Local Disciplinary Committee or should a member be unable to act, the vacancy will be filled by following the procedure laid down in the previous section. If the General Membership Meeting or the Local Executive Committee refuses or neglects to appoint a member or members to the Local Disciplinary Committee, they will be appointed by the National Director of the region.

12.12 (8)Postal Journal Committee

- (a) The Editorial Board for the Postal Journal of Canada shall be a Committee of eight (8) Members.
- (b) The Coordinator of the Education Committee shall be an automatic Member of the Editorial Board of the Postal Journal Committee. The editor of the Postal Journal Committee shall be elected from amongst the eight (8) Members. There shall be a Secretary elected from its Members.

- (c) The Committee will be responsible for the collection and editing of all articles submitted for the Postal Journal and that it will meet once per month or before each issue of the paper.
- (d) The President of the Local, who is an ex-officio Member of said Committee, has the right to take decisions of the Committee which they may dispute to a Local Executive Committee Meeting for ratification or otherwise, and that this decision be submitted to the next General Membership Meeting for ratification.
- (e) The nominations for the Committee shall be at the February General Membership Meeting and elections in March. The term is for one (1) year.
- (f) The editions of the Postal Journal, once preceded, by mass distributed at shift change times at the plants and to be mailed to our Members in the Postal Stations.

12.13 (10) Union Counsellor Committee

- (a) The Union Counsellor Committee shall be composed of at least three (3) but up to five (5) Members with eligibility restricted to accredited Union Counsellors and that a Member of the Education Committee be an ex-officio Member of this Committee.

12.14 (13) Anti-Racism Committee

- (a) This Committee shall consist of five (5) Members and its duties shall be to examine the causes of Racism in the Toronto Local area and make recommendations to combat this divisive problem.
- (b) Nominations for this committee shall be at the February General Membership Meeting and elections in March for a term of one (1) year.

12.15 (11) Women's Committee

- (a) The Local Women's Committee shall be composed of ten (10) Members elected by the General Membership Meeting in the month of April every year. Nominations at the March General Membership Meeting.
- (b) The Committee shall meet on a monthly basis, one Meeting per month.
- (c) The President may, at their discretion, call additional Meetings of the Committee, as may be required.
- (d) The Committee shall work to promote and develop a wider understanding, sensitivity and awareness of women's issues amongst the Local Membership.
- (e) The Committee shall have all of the Local's resources at its disposal in printing bulletins and articles for Local Publications dealing with women's issues.

- (f) The Committee, as all Committees, shall work under the direction of the Local Executive Committee.
- (g) All sisters that hold a full-time executive position in the Toronto Local are automatic members of the Local Women's Committee and will be over and above the regular complement of members as outlined in Article 12.15 (a)

12.16 (9)Ways and Means Committee

- (a) The Ways and Means Committee shall consist of seven (7) Members.
- (b) Nominations to be at the February General Membership Meeting, the election at the March General Membership Meeting.
- (c) The term will be for one (1) year.
- (d) It will attempt by various means to raise money to provide social and recreational functions for the Local. All disbursements will be decided by the Committee. Any money raised shall be used solely for this purpose and shall be kept separate from the Union funds. The Secretary-Treasurer will ensure that the books are balanced once per year and a report giving to the General Membership Meeting.
- (e) The Committee shall elect a Coordinator, a Secretary and a Treasurer from amongst its Members.

12.17 (12)Social Welfare Committee

- (a) The Committee shall consist of three (3) rank and file Members to be elected annually.
- (b) The Committee will be mandated with two (2) primary goals.
 - (i) The organizing of social events for the Membership.
 - (ii) The raising and disbursement of funds, to be used for the welfare of the Membership, in particular, Members who have been unjustly discriminated against by Canada Post and not limited to, but mainly discharged workers.

12.18 (14)Human Rights Committee

- (a) The Local Human Rights Committee shall consist of six (6) elected members, with at least one (1) member from each of the four (4) designated working groups.
- (b) Nominations for this committee shall be at the February General Membership Meeting and elections at the March meeting for a term of one (1) year.

- (c) The Committee shall make recommendations to the Local Executive Committee on:
 - (i) the involvement of people of colour, disabled people, transgender, lesbians and gays, and aboriginal people in the Union with the goal of full participation of such people in all levels of the Union,
 - (ii) the education of the membership on equality issues facing people of colour, disabled people, transgender, lesbians and gays, and aboriginal groups;
 - (iii) the situation of people of colour, disabled people, transgender, lesbians and gays, and aboriginal people in the post office and ways to improve it,
 - (iv) fighting racism, homophobia, transphobia, and discrimination against people with disabilities.

- (d) The Local Human Rights Committee shall maintain an ongoing communication with the National Human Rights Committee regarding matters which are of concern to the Human Rights Committees of the Union.

12.19 (15)Route Measurement Committee

- (a) The Route Measurement Committee shall consist of five (5) Group 2 (external) members elected annually at a General Membership Meeting, as well as the two (2) members appointed to the National Route Measurement Committee for the Toronto Region.

- (b) It shall be the responsibility of the Committee to work under the direction of the 5th. Vice-President (Route Measurement Officer) to develop education programs, schedules for observers, verification of volume count data and route restructures, verification of bar chart data, etc.

- (c) The Committee shall draw from the reports of, and in turn report to, the monthly meetings of the external Shop Stewards' bodies.

- (d) The Committee shall develop strategies to protect the LCRMS and MSCWSS standards as they apply to the Toronto Local, to counter attacks on the job security of external workers and to ensure that adequate staffing levels are maintained.

12.20 (16)Temporary Workers Committee

- (a) This Committee shall consist of six (6) elected members. Nominations for this committee shall be at the February General Membership Meeting and Elections at the March General Membership Meeting for the term of one (1) year.

- (b) The Committee shall make recommendations to the Local Executive Committee on:
 - (i) The involvement of Temp workers in the Union with the goal of full participation of such members in all levels of the Union.
 - (ii) The education of the membership on issues facing temp workers.
 - (iii) Working conditions of Temp workers and ways to improve them.

12.21 (17) Youth Committee

- (a) The Youth committee shall consist of six (6) elected members. Nominations for this committee for this committee shall be at the February General Membership Meeting and elections at the March General Membership Meeting for a one (1) year term.
- (b) The committee shall make recommendations to the Local Executive Committee on
 - (1) The involvement of youth in the Union with the goal of full participation of such members in all levels of the Union.
 - (2) The education of the membership on issues facing youth.
 - (3) The situation of youth in the Post Office and ways to improve it.

12.22 (18) Pension and Retiree Benefits Committee

- (a) This committee shall consist of Six (6) elected members. Nominations for this committee shall be at the February General Membership Meeting and elections at the March General Membership Meeting for the term of 1 year eligibility to MIGS currently employed, Retired Members and Lifetime Members status.
- (b) The Local Pension and Retiree Benefit Committee mandate shall be to study legislation covering pension plans within the Local, the administration of retiree benefits and pension plans contained within the collective agreements covering members and retirees, and pension plans and retirees benefits in all other Union's collective agreements. And it shall make recommendations to the Local Executive Committee.
- (c) The administration of pension plans and retiree benefits within the Local.
- (d) Proposals for negotiating improvements and changes required for pension plans and retiree benefits;
- (e) The Education of the membership and retirees on pension plans, retiree benefits and retirement issues.
- (f) The Local Pension and Retiree Benefits Committee shall work under the direction of the 4th. Vice President.

ARTICLE 13: DISCIPLINE

13.1 Article 8 of the National Constitution shall be used in its' entirety by the Local.

ARTICLE 14: GENERAL PROVISIONS

- 14.1** For the purpose of clarity, it is understood that the word "he" when used in these By-laws referring to Officers or Members of this Local, shall apply and refer to persons of either sex.
- 14.2** Per capita tax and assessments shall be held as a standing appropriation and shall require no motion of the Local to pay same.
- 14.3** The Local shall not submit any resolutions with regard to Federal Legislation to any central Labour Council or to any government body, if such legislation would have any effect upon Postal Workers unless such proposed resolution is in keeping with resolutions already approved by the Union at National Convention, or, such resolution has been approved by the National Executive Committee. Under no circumstances shall a resolution with regard to legislation be approved by a Local for submission to a central Labour body if it has been disapproved by the National Convention or the National Executive Committee.
- 14.4** The Local Shall establish a Membership control system to determine the number of Members and dues paying employees and to control the check-off of the union dues. Union Stewards shall receive any information required to enable them to detect errors and prepare a monthly report to the Local Secretary-Treasurer.
- 14.5** The Local shall send to the National Secretary-Treasurer on a monthly basis any information available with regard to Membership control and check-off of Union Dues and more particularly:
- (a)** A copy of the reports by Union Stewards in regards to casuals.
 - (b)** A list of new employees and new Members.
 - (c)** A list of employees who have left the bargaining unit.
 - (d)** A list of persons who are no longer Members of the Union.
 - (e)** A list of employees and/or Members subject to the check-off system who have not paid union dues indicating the reason for non-payment
 - (f)** A list of Members who are no longer in good standing for failing to pay union dues and or assessment.
- 14.6** Any officer of the Local shall make it their particular duty to comply with the implement National Policies adopted by the National Convention or by the Members through a referendum vote and the decision of the National Executive Board.
- 14.7** Correspondences emanating from the General Membership Meeting shall be dealt with by the responsible officer within a reasonable time

- 14.8** As defined in Article 1.20 of the National Constitution;
- 14.9** When a Member is absent from a General Membership Meeting on Union Business, their attendance shall be recorded with the approval of the Membership. The aforementioned (Union Business) is the only acceptable reason which may be referred to the Membership and recorded as attendance.
- 14.10** Union Representatives shall not participate in any joint venture for profit, or in any way contribute to social functions sponsored by the employer.

ARTICLE 15: CHANGES TO LOCAL BY-LAWS

- 15.1** Any provision of the Local By-Laws which is contrary to the letter or spirit of the National Constitution shall be null and void.
- 15.2** These By-laws shall not be altered or amended except at the General or Special General Membership Meeting of the Union.
- 15.3 (a)** The Notice of Motion to amend or alter the By-Laws must be submitted in writing over the signature of the mover and set forth full details of the proposed amendments. The Notice of Motion must be submitted and read at a General or Special Meeting held prior to the Meeting referred to in article 15.2 above.
- (b)** Before any Special meeting is called to deal with By-Laws, a call for amendments or new By-Laws shall go out to the Membership at least six (6) weeks before this Special Meeting. The proposed By-Law changes shall then be posted at least two (2) weeks before this Special meeting. (These changes will not be required to be read out at any previous meeting, so will cancel that requirement as stated In 15.3(a) and will also nullify article 15.4 for this type of special meeting)
- 15.4** The Notion of Motion must be posted on all bulletin boards at least forty-eight (48) hours in advance of the Meeting which shall consider it.
- 15.5** The Notice of Motion shall require a simple majority vote of the Members present, in favour, in order to become effective.
- 15.6** Consideration of the Notice of Motion may not be deferred from being dealt with at the General Membership Meeting at which it is being dealt with. The absence of the mover of the motion shall not be deemed as sufficient reason to defer consideration and disposition of a Notice of Motion.
- 15.7** Notion of Motion is required for all motions which the President or the Executive or the General Membership Meeting deems is of major importance.

ARTICLE 16: THE POLICY OF THE LOCAL

- 16.1** The policy of the Toronto Local will be that anyone on Education leave will have their dues waived if required provided the courses are not meant to enhance the Corporation.

THE FUNERAL BENEFIT FUND

1. On the death of a Member in good standing of the Toronto Local, Canadian Union of Postal Workers, the sum of one hundred dollars (\$100.00) maybe paid out of this fund within twenty-four (24) hours of death, if possible, to the one named beneficiary by the Member. If the beneficiary as named is deceased, or failing to name a beneficiary, the money shall go to his or her estate.
2. Good standing shall mean that the Member shall not be in arrears three (3) months in payment of his/her Union dues and or any assessment. Such Member has not applied for, or made himself or herself eligible to fill a managerial position and is not performing any managerial function on a temporary basis.
3. A Member who at the time of his or her promotion or retirement has had twenty (20) years of continuous Membership in the Union, will be required to make further payments to the Funeral Benefit Fund and will retain the full benefits thereof.
4. A Member who has not attained twenty (20) consecutive years of Membership upon retirement may elect to continue his/her Funeral Benefit payments until such twenty years (20) of continuous Membership has been attained upon payment of three dollars (\$3.00) per annum. S/he will then come under the provisions outlined in Clause 3.
5. To sustain this fund such money as is needed from the Postal Journal Fund shall be used.
6. All Local By-Laws governing the collection, banking and payment of accounts shall apply to this fund and the President, Local Secretary-Treasurer and Vice President of the Local, which are in office, shall be the board of Trustees of this Fund. Any two (2) of them may be the signing Officers.
7. An audited Financial Statement showing the past year's operation of the fund shall be presented by the Local Auditors at the General Membership Meeting in September, or whenever considered necessary by the Local.
8. The following provisions relating to the Funeral Benefit Fund shall be applicable only in respect to persons who become Members of the Toronto Local, Canadian Union of Postal Workers prior to the first day of November 1973.
9. Such Members shall be entitled to receive the benefits set out herein. Persons who become members of the Toronto Local, Canadian Union of Postal Workers, subsequent to the aforementioned benefits.
10. Any suggested changed in the control, management or benefits shall require a Notice of Motion, the same procedure will apply as that governing the By-Laws of the Toronto Local.