

CANADIAN UNION OF POSTAL WORKERS

WINDSOR LOCAL 630



LOCAL BY-LAWS

2023 - 2027

November 2023

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ARTICLE 1

NAME AND COMPOSITION

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 Windsor Local 630.

1.2 The name of the Union shall be the Canadian Union of Postal Workers, Windsor Local, hereinafter referred to as the "Local".

1.3 The Local shall be affiliated with the Ontario Federation of Labour and the Windsor and District Labour Council.

1.4 The Local is composed of the members as a whole, including a Local Executive Committee which shall consist of members in good standing. At no time shall there be less than three members on the Local Executive Committee.

1.5 The members, at a regular monthly meeting or by a 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 the members and, particular, their wages, hours of work and working conditions;
- (b) to promote the fundamental principles of trade unionism and the Improvement of conditions of all workers, as per preamble page 1.02 of the National Constitution policies;
- (c) to defend the rights and benefits acquired by the Union; and
- (d) to ensure that members realize that the power of the Union rests on their collective strength.

ARTICLE 3

ELIGIBILITY FOR MEMBERSHIP

- 3.1** An employee who does not perform managerial functions is eligible for Membership in the Union under the following conditions:
- (a) if the member signs an application for membership card;
 - (b) if the member undertakes to comply with the Constitution, local by-laws and Policies of the Union;
 - (c) if the member pays the initiation fee, subject to section 9.27 of the National Constitution, and;
 - (d) if the member is accepted by the Local.

EQUAL RIGHTS

- 3.2** All members of the Union enjoy equal rights without discrimination.

RIGHTS AND DUTIES OF MEMBERS

- 3.3** Being a member in good standing enables the member to:
- (a) attend general and special meetings of the Union;
 - (b) vote at general and special meetings of the Union;
 - (c) vote on referenda;
 - (d) represent the Union or Local as a delegate;
 - (e) hold office in the Union;

- (f) exercise any other rights afforded under the Constitution and by-laws of the Local.

Each member shall comply with the Constitution and policies of the Union and with the By-laws of the Local. Members shall pay monthly union dues as provided. Members shall also pay without delay any assessment imposed in accordance with the Constitution.

LOSS OF STATUS OF MEMBER IN GOOD STANDING AND REINSTATEMENT

- 3.4** Conditions relating to the loss of membership status and reinstatement in the Union shall be as outlined in sections 1.08 through 1.21 in the National Constitution.

RETIREEES

- 3.5** Outlined in sections 1.22 to 1.25 in the National Constitution.

ARTICLE 4

DUES AND INITIATION FEES

- 4.1** Dues to the Local shall be fixed by membership decision and provision for Same included in the by-laws, except that in no case may such dues be less Than those set out by the National Constitution.
- 4.2** The Local shall require from any new member an initiation fee of \$5.00. The Initiation fee is the property of the Local. During organizing campaigns, the Initiation fee will be the same as that required under the relevant legislation.
- 4.3** The local shall require from all members a local assessment of \$10.00 per Month (article 9.27 of the National Constitution).
- 4.4** Each member shall comply with the National Constitution, policies of

the Union and the by-laws of the Local. Members shall pay monthly union dues and any assessment imposed in 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 seven (7) officers. These officers shall be:

President
1st Vice-President
2nd Vice-President
Secretary-Treasurer
External Grievance Officer
Internal Grievance Officer
Recording Secretary

5.2 The Executive Committee shall:

- (a) be responsible for the direction and administration of the Local in line with the orientation decided by the members according to the Constitution, the resolutions adopted at regular membership meetings or the mandates via referenda;
- (b) have the obligation to enforce the National Constitution;
- (c) be responsible for all representations before the employer;
- (d) be responsible for all public statements of the Union at the local level;
- (e) receive and study all reports and other matters concerning the welfare of the Union duly referred to it;
- (f) be solely responsible for making recommendations to members and taking decisions in line with the Constitution and policies of the Union unless otherwise stated in the Constitution;
- (g) be obligated to meet prior to a regular membership meeting;
- (h) work to spread the most complete understanding possible of the

Union's policies, the nature of the Union's struggle and all other matters concerning the Union and the Trade Union movement in general;

- (i) be responsible for the implementation of the Union's policies in matters of Organization, preparation of strike structures, recruiting, or any other Organizational campaign launched by the National Executive Board;
- (j) have the right to recommend that a particular grievance be referred to Arbitration, as per the provisions of section 9.10 (n) of the National Constitution;
- (k) establish and maintain communications between the members and the main organisms of the Union;
- (l) be responsible for the local education program;
- (m) inform the members and promote union education through bulletins, Communiques and any other means;
- (n) be responsible for the orientation, preparation and distribution of all Publications intended for members;
- (o) assist worker organizer(s) in organizing campaigns. Expenses incurred by the Local shall be reimbursed as per the provisions of section 9:10 (o) Of the National Constitution;
- (p) be responsible for the servicing of the members within any newly organized bargaining unit;
- (q) be responsible for ensuring that newly purchased or leased union offices are fully accessible and that union events are held in accessible venues;
- (r) be responsible for constituting the Local Legislative, Organizational, Grievance, Education, Women's, Human Rights and Local Conflict Committees. If any of these committees cannot be established, the responsibility of these committees becomes the jurisdiction of the Local Executive Committee;
- (s) establish and Pension and Retirees Benefits Committee, where the number of retired members with retired member or lifetime member status makes it feasible;
- (t) ensure that a member of the Executive Committee visits RSMC members at their workplace at least once a year.

- 5.3** All local officers shall be elected by the general membership and shall be Members of the Executive Committee. All persons elected as full-time officers to the local shall be elected by the general membership and shall be members of the Executive Committee.
- 5.4** All elected members and the Executive Committee must be members in good standing on the date of election and remain in good standing during their term in office.
- 5.5** Election of local officers shall take place every 4 years at the regular membership meeting during the month of June, commencing in 2019. For the purpose of offsetting the elections of 1st Vice President, Secretary Treasurer and Internal Grievance Officer, the first mandate will occur in June 2021 to elect the offices of President, 2nd Vice President, External Grievance Officer and Recording Secretary.
- 5.6** A minimum of 4 voting members of the Executive Committee will be required as quorum for the transaction of any business at an Executive Committee meeting.
- 5.7** No person shall hold more than one office, but any member of the Executive Committee may replace a steward in their absence.
- 5.8** Vacancies on the Executive Committee, other than the position of President, shall be filled in a democratic manner by election from eligible members at the next general membership meeting after the position becomes vacant. In the case of a vacancy in the position of President, this shall be filled by the first vice-president.

ARTICLE 6

DUTIES OF EXECUTIVE COMMITTEE MEMBERS AND UNION STEWARDS

6.1 The Local President

- (a) shall be the senior officer of the Local;
- (b) shall be an elected officer and voting member of the Executive Committee;
- (c) shall have the responsibility for the enforcement of the Constitution and policies of the Union;
- (d) shall be responsible for grievances in their Local;
- (e) shall be responsible for local union-management meetings;
- (f) shall implement the decisions of members assembled at general membership meetings or by referendum;
- (g) shall 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 duties and obligations of their position;
- (h) shall interpret the by-laws of the Local. The President's interpretation shall be maintained unless it is contested by the majority of members of the Local Executive Committee or by the majority of members assembled at a General Membership Meeting;
- (i) shall take initiatives for the good and welfare of the Union on matters not provided for in local by-laws, subject to the approval of members;
- (j) shall coordinate the work of all local officers;

- (k) shall have the authority to appoint such committees as are necessary and which are not provided for elsewhere in these by-laws, to be approved at the next general membership meeting;
- (l) shall be an ex-officio member of all committees;
- (m) shall chair the meetings of the Local Executive Committee, the permanent committees and any other committee, as well as membership meetings;
- (n) shall impose, as a policy of the Union, the rule according to which no local officer may meet alone with a representative of the employer to discuss union matters;
- (o) shall ensure the implementation of the Union's policies in all representations before the Corporation at the local level;
- (p) shall be responsible for public relations at their local level;
- (q) shall report to members on the decisions and recommendations of the Local Executive Committee;
- (r) shall keep the Executive Committee informed on all activities between the Local, Regional and National offices of CUPW;
- (s) in the event that no Union Steward is elected by the membership, shall have the authority to appoint Union Stewards in the best interest of the membership, subject to the approval of the Executive Committee;
- (t) shall co-sign all cheques drawn on the account of the Local;
- (u) shall appoint a Tyler at General Membership meetings;
- (v) will take on the role of any elected officer of the Union when absent from their elected position;
- (w) shall be the sole party able to amend all other Local portfolios, including but not limited to the following:

6.2 The 1st Vice-President

- (a) shall be an elected officer and voting member of the Executive Committee;

- (b) shall assist the Local President in the performance of their duties;
- (c) shall replace the President in their absence, in which case the First Vice-President shall exercise full power;
- (d) shall chair meetings in the absence of or at the request of the President;
- (e) shall sign cheques along with the Secretary-Treasurer in the President's absence;
- (f) in the event of a vacancy in the office of President, shall become the President of the Local for the unexpired portion of the term of office of the President;
- (g) shall be a member of the Organization Committee and of the Legislative Committee and direct their work;
- (h) shall be responsible for the implementation of all education and organization programs in the Local in conjunction with the Executive Committees;
- (i) shall oversee local Health and Safety Committees in conjunction with the 2nd Vice President;
- (j) shall be the liaison between the Local and RSMC Members.

6.3 The 2nd Vice-President

- (a) shall be an elected officer and voting member of the Executive Committee;
- (b) shall be the co-chairperson of the Retirement Committee/Community Events Committee, reporting all finances of this committee to the local Secretary Treasurer;
- (c) in conjunction with the First Vice President, Second National Vice President and Regional Education Organizational Officer (REOO), shall be responsible for the implementation of all education and organizational programs in the local;
- (d) shall be the Co-Chairperson of the local website;

- (e) shall oversee the Health & Safety Committees including the 1st Vice-President.

6.4 The Local Secretary Treasurer

- (a) shall be an elected officer and voting member of the Executive Committee;
- (b) shall be responsible for all official documents of the Local;
- (c) shall be responsible for all communications to local officers;
- (d) shall be responsible for the Local's correspondence and shall convey it to the Executive Committee and the General Membership Meetings;
- (e) shall prepare notices of all General Membership Meetings and arrange to Distribute and post such notices at least ten (10) days prior to such meetings;
- (f) shall keep a record of the discussions of the Executive Committee and General Membership Meetings;
- (g) shall be responsible for the attendance book for all purposes;
- (h) shall be entrusted with the funds of the Local, approve all cheques to be signed for expenses authorized under the Constitution, the resolutions passed at meetings, deposit immediately all monies they receive on behalf of the Local and sign cheques along with the President, or, in their absence, the Vice-President;
- (i) shall be responsible for bookkeeping records of the Local and keep them ready for submission to the Local's Trustees at least once per fiscal year;
- (j) shall prepare a financial statement twice yearly (July and January) and Provide such statements at a regular membership meeting of the Local. Copies of such statements shall be distributed to all members present at these meetings;
- (k) shall not issue any cheques in payment of any account not provided for in the budget 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;

- (l) shall not pay any money without a bill or signed voucher;
- (m) shall not pay any money towards matters unless provided for in the Local by-laws or National Constitution;
- (n) shall present all expenses payable at each Executive Committee meeting;
- (o) shall present a report on the state of the Local's finances to General Membership Meetings;
- (p) shall submit, every two (2) months, a financial report to their National Director, showing the credit balance at the beginning of the period, receipts and expenses during the period and the general fund credit balance at the end of the period;
- (q) as the fiscal year of the Local shall be from July 1st to June 30th of the following year, shall prepare a financial report and send it 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 of the region;
- (r) shall keep an up-to-date mailing list of the membership;
- (s) shall establish an adequate filing system for the secretariat and treasury;
- (t) shall establish and maintain an efficient system for the membership control and check-off;
- (u) shall forward the per capita tax for each member not on check-off who is In good standing, along with a list of suspended or expelled members to the National Secretary-Treasurer;
- (v) shall be responsible for the per capita tax on all members in good standing, including those members not on check-off who pay dues locally;
- (w) shall be responsible for the nominal list of the membership in the Local.

6.5 The External Grievance Officer

- (a) shall be an elected officer and voting member of the Executive;

- (b) shall be responsible for their respective grievances (including RSMC's) through the Local Grievance Committee. No grievance shall be filed without the Local Grievance Committee.

6.6 The Internal Grievance Officer

- (a) shall be an elected officer and voting member of the Executive;
- (b) shall be responsible for their respective grievances (including RSMC's) through the Local Grievance Committee. No grievance shall be filed without the Local Grievance Committee.

6.7 The Recording Secretary

- (a) shall be an elected officer and voting member of the Executive;
- (b) shall be responsible for all official minutes of meetings of the Executive Committee and membership meetings of the Local. Minutes shall be recorded in a bound book with pages numbered consecutively;
- (c) shall be responsible for for filing all correspondence sent by and received by the Local;
- (d) shall assist the Grievance Officers in the performance of their duties, as required.

6.8 The Local Shop Steward

- (a) is the link between the Local Executive Committee and the members of their work shift;
- (b) promotes the policies of the Union and enforces the Constitution and the decisions of members taken at Convention, through a referendum or at a general meeting;
- (c) ensures a strong Union presence on their work shift;
- (d) enforces the Collective Agreement;

- (e) promotes the objectives of the Union and those of the labour movement in general;
- (f) regularly informs the members of decisions made at General Membership Meetings, the activities of the Union, Union publications and other items of interest concerning the Union and members' well-being;
- (g) always defends the interests of members they represent;
- (h) keeps the Local President informed of all problems, complaints and grievances within the membership;
- (i) MUST ATTEND at least 50% of monthly Shop Steward meetings, whether held in person, by video conference or monthly liaison conference calls;
- (j) shall ensure they are following the direction of the Local Executive;
- (k) must communicate members' concerns with their respective Grievance Officer;
- (l) shall be appointed by the Local Executive Committee and removed by a majority vote if they fail to maintain portfolio requirements. All members of the Local have the right to be represented by a Shop Steward. The number of Stewards shall be determined by the Local Executive Committee, subject to approval at a General Membership Meeting.

6.9 The Local Joint Health & Safety Committee Representative

- (a) is the link between the Local Executive Committee and the members of their workplace;
- (b) promotes the policies of the National Joint Health & Safety Policy Committee;
- (c) ensures a strong Health & Safety presence in their workplace;
- (d) enforces the Collective Agreement, in particular Article 33;
- (e) promotes the objectives of the Union and those of the Labour movement in general;

- (f) regularly provides Health & Safety updates to the Local and presents Health & Safety reports at General Membership Meetings;
- (g) always defends the interests of members they represent;
- (h) keeps the Local President, 1st and 2nd VP's advised of all Health & Safety initiatives;
- (i) MUST ATTEND at least 50% of scheduled LJHSC representative meetings, whether held in person, by video conference, or monthly liaison calls;
- (j) shall ensure they follow the direction of the Local Executive;
- (k) must communicate and follow up with members in their workplace to address their concerns;
- (l) shall be appointed in the following manner: After notifying the Local in writing of their interest, the Local Executive Committee shall consider their application. Successful candidate(s) will be appointed by the President. A member may be removed by a majority vote of the Local Executive Committee if they fail to maintain portfolio requirements
- (m) All members of the Local have the right to be represented by Health & Safety Representatives, the number to be determined by Article 33.03 of the Collective agreement.

ARTICLE 7

FINANCE

- 7.1** The Local must prepare and submit to a General Membership Meeting a budget estimate at the beginning of each fiscal year and, for this purpose, the Local may be assisted by the Regional Executive Committee.
- 7.2** The Local shall use Union rebate funds for union purposes only, such as:
 - (a) the payment of per capita to Labour Council;
 - (b) local education seminars;

- (c) salaries for full-time officers. This will include the old language from 7.2 (c) and amend 15% to 25% of the highest PO5 wage, effective March 2021;
- (d) payment of salaries (leave for union business);
- (e) postage;
- (f) telephone, internet, fax;
- (g) administrative fees to financial institutions;
- (h) rent;
- (i) expenses for Committee meetings;
- (j) special campaigns approved by the National Executive Board;
- (k) bereavement tribute for members of the Local;
- (l) financial support for the trade union movement;
- (m) rental of meeting rooms;
- (n) legal fees;
- (o) office maintenance;
- (p) local printing fees;
- (q) printing supplies and office equipment;
- (r) all other expenses approved by the National Executive Board;
- (s) members performing work for the Local will be reimbursed in accordance with the National Constitution and subject to the approval of the Local Secretary-Treasurer.

ARTICLE 8

NOMINATIONS AND ELECTIONS

- 8.1** In order to be eligible as a candidate for election to the Local Executive Committee, the nominee must be a member in good standing of the Local. They must also have attended at least 50% of General Membership meetings they were eligible to attend during the year prior to nomination.
- 8.2** The nomination for election to office will take place at a General Membership Meeting the month prior to that which is specified in section 5.5 of these by-laws.
- 8.3** No member of the Election Committee is eligible to run for office.
- 8.4** There shall be no voting by proxy and the Chairperson of the Election Committee has the right to vote. In the event of a tie vote a second vote shall be held, which will be the deciding one.
- 8.5** The candidate receiving at least fifty percent (50%) plus one (1) vote shall be declared elected.
- 8.6** The election of delegates to the National Convention of the Union shall be in accordance with section 3.5 of the National Constitution.
- (a) Each local is entitled to be represented by one (1) delegate for the first one hundred (100) members or less, and by one (1) delegate for each additional one hundred (100) members or majority part thereof.
 - (b) Each delegate, in order to be elected to National Convention, must have attended the Pre-Convention Regional Conference. A member may be excused from this requirement by the Local and the National Director only for performing union business, sickness, bereavement leave or truly exceptional circumstances.
 - (c) Delegates shall be elected at a General Membership Meeting.
 - (d) Alternate delegates shall be elected in event any delegates are unable to attend or become ineligible to attend the National Convention.
- 8.7** The election of delegates to a Special Convention of the Union shall be in accordance with section 3.43 of the National Constitution.

- (a) Each Local shall be entitled to one (1) delegate for the first one hundred (100) members or less and by one (1) delegate for each additional one hundred (100) members or majority fraction thereof.
- (b) Delegates shall be elected at a General Membership Meeting held at least thirty (30) days before the Special Convention.
- (c) Paragraphs (a) and (b) do not apply if the delegates to the next National Convention have already been elected, in which case these delegates act as delegates to the Special Convention.

8.8 Elections for any position in the local will comply with Article 8 with changes as required.

8.9 The order of election shall read:

1. President
2. 1st Vice-President
3. 2nd Vice-President
4. Secretary-Treasurer
5. External Grievance Officer
6. Internal Grievance Officer
7. Recording Secretary
8. Two (2) Trustees
9. Discipline Committee - two (2) members.

8.10 Nominations and balloting will take place using the standard procedure as follows:

- (a) Nominations are called at the General Membership Meeting one month prior to elections.
- (b) List of nominees shall be read twice, first in descending order and then in ascending order. Candidates will indicate whether or not they are standing for election when the list is read.
- (c) If there is more than one (1) candidate for a position, the Election Committee shall distribute ballots for a secret vote.
- (d) The candidate receiving at least fifty percent plus one (50% + 1) shall be elected.
- (e) If, when ballots are counted, no candidate receives fifty percent plus one

(50% + 1) vote, the candidate with the lowest total drops out and the balloting continues until there is a winner.

- 8.11** (a) Should a member of the Local Executive Committee seek election to a position in line with this section, they will be deemed to have resigned their present position effective the date of election and their current position shall be filled in line with section (b) below.
- (b) At the first General Membership Meeting following the vacancy in the position of any Local Executive Committee member, nominations will be Held. Within thirty (30) days of nominations, elections will be held.

Should a General Membership Meeting not be scheduled within thirty (30) days of the date of vacancy, a Special meeting shall be called for that purpose.

- 8.12** Elected candidates will be sworn in before the end of the meeting in accordance with the procedure set forth in the National Constitution. All elected positions assume office immediately, allowing up to a 30 day transition period for training with outgoing officers.
- 8.13** Vacancies shall be filled at a by-election (Article 5 of the Local by-laws). Should there be no quorum at a by-election, or should there be a failure to elect a candidate to fill a vacancy, the Executive shall appoint a member in good Standing to fill the position for the remainder of the term.

ARTICLE 9

MEETINGS

- 9.1** There will be a General Membership Meeting once a month as a general rule and every two (2) months where this is practicable, but no less than six (6) times per year.
- 9.2** Notice of all membership meetings, regular or special, shall be posted on all notice boards within the jurisdiction of the Local at least ten (10) days prior to the date of the meeting.
- 9.3** A quorum of 10 members, as decided by the Local, is necessary for any

meeting. There will be a fifteen (15) minute grace period at the start of each meeting for attendance purposes, after which time no member may enter.

- 9.4** Attendance book signing shall be supervised by the Recording Secretary at the beginning of the meeting.
- 9.5** A special membership meeting may only deal with the subject matter for which it is called.
- 9.6** Members on maternity leave or parental leave shall be considered as having attended General Membership Meetings or Special Meetings when:
 - (a) They offer their regrets in advance in writing to the Local Executive Committee (LEC);
 - (b) They confirm the amount of time they will be on maternity or parental leave.

The Local Executive Committee will acknowledge receipt and provide attendance credit for the period in question.

ARTICLE 10

RULES AND PROCEDURES

- 10.1** At the commencement of each meeting, members shall be required to sign an attendance register. Failure to do so will result in their being officially absent for the purpose of the records of the Local.
- 10.2** The President, or in their absence, the designated presiding officer, shall open the meeting at the appointed time.
- 10.3** The presiding officer shall declare the meeting open by making the following announcement:

“Brothers and Sisters, we are about to open this meeting of the Windsor Local of the Canadian Union of Postal Workers. If there is anyone present not entitled to remain, they will please retire. The officers are requested to take their places and the Recording Secretary will take their position.”
- 10.4** The agenda for regular membership meetings shall be as follows:

- (a) Reading of the Union's policy on harassment as found in D-5 of the National Constitution;
- (b) Acceptance and initiation of candidates for membership according to the National Constitution;
- (c) Indigenous reading;
- (d) Moment of silence;
- (e) Adoption of minutes of the previous regular membership meeting. Minutes of any special meeting will be made available;
- (f) Reading of correspondence by the Secretary-Treasurer and Executive Committee recommendations to be dealt with individually;
- (g) Financial report will be made available;
- (h) Reports of officers and committees;
- (i) Elections and Election Committee, when appropriate;
- (j) Unfinished business;
- (k) New business;
- (l) Adjournment.

10.5 Rules of Order:

- (a) A member wishing to speak shall raise their hand until they are recognized by the Chair. Upon being recognized, they shall state their name and speak only to the point at issue or they shall be ruled out of order by the Chair.
- (b) No member shall interrupt a speaker except on a point of order.
- (c) No member shall speak more than once on the same subject while there is another member, who has not spoken, seeking to be recognized.
- (d) A member who has not spoken on an issue may move "that the question be now put to the meeting". Such a motion is not debatable and, if seconded and carried, the business before the meeting at that time shall be voted upon without further debate. If the motion is not carried, debate

on the original issue will continue.

- (e) These rules are subject to the provisions of the National Constitution and all other points or procedures shall be covered by Bourinot's Rules of Order.

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 automatically be a delegate to all delegations.
- 11.2** To be eligible to represent the Local, a member must be in good standing and must have attended at least fifty percent (50%) of the regular meetings they were eligible to attend in the previous twelve (12) months.
- 11.3** The remainder of the quota of delegates shall be elected at a regular membership meeting from a list of eligible members, drawn up by the Secretary-Treasurer. Alternates for these delegates shall be the runners-up in order of votes received.

ARTICLE 12

COMMITTEES

- 12.1** There shall be Legislative, Organization, Education, Grievance, Women's, Human Rights and Conflict Committees and whatever other committees are considered necessary, to be set up as per the National Constitution. Terms of Reference shall be established by the Local Executive Committee.
- 12.2** Where these committees cannot be established, the responsibilities of any of these committees become the jurisdiction of the Local Executive Committee.
- 12.3** The committees should study the issues submitted by the Local Executive Committee or by general meetings. They must report to the Local Executive

Committee and to a General Membership Meeting. Only the Local Executive Committee is authorized to make recommendations to the membership.

- 12.4** The Local shall set up a Pension and Retiree Benefits Committee. This committee shall consist of both active members and members with Retired or Lifetime Member status. This committee shall work under the direction of one of the Local Officers.

The Union will help retirees to develop, promote and organize a National Organization of CUPW retirees.

ARTICLE 13

TRUSTEES

- 13.1** Trustees shall consist of two (2) members in good standing who have attended at least fifty percent (50%) of the meetings they were eligible to attend in the previous twelve (12) months.
- 13.2** Trustees shall meet and examine the books of the Local at regular intervals but at least once a year, to verify that expenses are in accordance with the by-laws and decisions adopted by the Local Executive Committee and/or the General Membership Meeting.
- 13.3** The Chair of the Board of Trustees may call any additional meetings at their discretion, with a report submitted at the next General Membership Meeting. The National Secretary Treasurer may also call such meetings.

ARTICLE 14

CONFLICT RESOLUTION AND DISCIPLINE

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

ARTICLE 15

GENERAL

- 15.1** Per Capita tax and assessments shall be held as a standing appropriation and shall require no motion of the Local to pay the same.
- 15.2** The Local shall not submit any resolutions with regard to Federal legislation to any Labour Council or any Government body, if such legislation would have any effect on the members, unless such proposed resolution is in keeping with resolutions already approved by the Union at National Convention, or, if not so, unless 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.
- 15.3** 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 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.
- 15.4** 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, specifically:
- (a) a list of new employees and new members;
 - (b) a list of employees who have left the bargaining units;
 - (c) a list of persons who are no longer members of the Union;
 - (d) 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;
 - (e) a list members who are no longer in good standing for failing to pay Union dues and/or assessments;
 - (f) a list of temporary workers.
- 15.5** Any officer of the Local shall make it their particular duty to comply with and implement National policies adopted by the Convention or by members through a referendum vote and the decisions of the National Executive Board.

ARTICLE 16

LOCAL BY-LAWS

- 16.1** Proposed by-laws for the Local shall be submitted to the National Executive Board where they will be examined for any conflict with the National Constitution. Any such conflict will be brought to the attention of the Local for amendment or deletion.

- 16.2** After any required deletions or amendments are made to the Local's draft, it shall be re-submitted to the National Executive Board.