

**LOCAL 00121: London, Kitchener, Sudbury, Thunder Bay and Windsor**

**RULES**

**Rule 1 Number and Name**

**Section 1**

This Local of the Union of Postal Communications Employees shall be known as U.P.C.E. Local No 00121.

**Section 2**

This Local has been established in conformity with By-Law 7 of the Union of Postal Communications Employees.

**Rule 2 Aims and objects**

- a) To promote cooperation, harmony and unity of purpose among members of this Local.
- b) To speak with a united and responsible voice for all members of this Local in matters affecting their welfare and interest.
- c) To cooperate with other Locals having similar interest for the purpose of furthering the welfare of all public service employees.

**Rule 3 Membership**

**Section 1**

All employees who are eligible to be included in a bargaining unit represented by the Public Service Alliance of Canada and for whom this Local has jurisdiction, are eligible for membership in this Local.

**Section 2**

This Local may nominate candidates for either Honorary or Life Membership, but only The National Executive can confer such Honorary or Life Membership in the Union.

**Section 3**

Upon being granted membership in this Local by the recording in the Union's National Office of an official application for membership form, each member of this Local is deemed to be a member of the Union of Postal Communications Employees and the

Public Service Alliance of Canada, and is deemed also to have agreed to abide by the provisions of this Local's Rules, the By-Laws of the Union, as well as the Constitution of the Public Service Alliance of Canada.

#### **Rule 4 Local dues**

The dues of this Local shall be those dues approved by a simple fifty percent + one (50% plus 1) majority vote of the members in attendance at a regular meeting of the Local in conformity with By-Law 5 of this Union.

#### **Rule 5 Discipline**

##### **Section 1**

In conformity with National By-Law 13, the Executive of this Local has the authority to recommend the suspension or expulsion from membership of any officer, steward or member of this Local for contravening a provision of the National By-Laws, the Constitution of the Public Service Alliance of Canada, or for causes listed under National By-Law 13.

##### **Section 2**

The Executive of this Local shall have the authority to remove from office any Officer or Steward of this Local for contravening a provision of these Local Rules.

##### **Section 3**

Notice of any such decision by the Local Executive shall be mailed forthwith by registered mail to any Officer or Steward of this Local to be removed from Office. Such notice shall contain full particulars of all the allegations made against the Local Officer or Steward. Any Local Officer or Steward affected by the decision may apply within thirty (30) days of such notification for a hearing and, at such hearing, the Local Executive shall reconsider the matter as if it had not been previously dealt with and shall either reaffirm the decision made under Section 2, or reject it. If the hearing reaffirms the original decision, the appellant or appellants shall have the right to appeal to the National Executive of the Union.

#### **Rule 6 Meetings**

##### **Section 1**

This Local shall hold at least one (1) general meeting annually. The date, place and time of such meeting shall take into consideration Rules 9 and 13, and shall be notified to all members of the Local not less than fourteen (14) days in advance.

## **Section 2**

All members of this Local shall be entitled to attend a general meeting, and only members in attendance can vote. No proxy vote shall be allowed.

## **Section 3**

The minimum quorum for any general meeting shall be 50% + 1 of the number of Executive Officers of the Local. For greater clarity, if the Local Executive numbers 6, the required minimum quorum is 4 members. The meeting must be presided over by an Executive Officer.

## **Section 4**

Minutes shall be kept of each Executive and General meeting of this Local. These minutes shall be signed by the Local Secretary, approved by the Local President or other officer who presided at the meeting, and shall be made available to the Executive or the members, as appropriate. When requested copies of the minutes of all meetings of the Local shall be sent to the Regional Vice-President which serves the Region to which this Local belongs, in accordance with National By-Law 7.

## **Rule 7 Election of Local Executive Officers**

### **Section 1**

At least 14 days prior to the date set for the holding of elections of officers of this Local, the Executive shall appoint a nominations and elections chairperson to receive nominations and conduct elections.

### **Section 2**

Only members in good standing of this Local may stand for election as officers.

### **Section 3**

In keeping with National By-Law 7, Section 6, election of officers of this Local shall be held every two (2) years.

### **Section 4**

All elections in this Local shall be by secret ballot and decided by simple majority of the total votes cast by members in good standing of this Local.

## **Section 5**

In the event of more than two (2) candidates for an Office in this Local, the candidate receiving the least number of votes on the first ballot shall be dropped from the ballot whenever a clear majority of votes cast is not accorded any candidate. This procedure shall continue on each succeeding ballot for the Office until a candidate receives the necessary majority.

## **Section 6**

All ballots shall be destroyed at the termination of an election.

## **Section 7**

In the event that any elected Officer of this Local for any reason is unable or unwilling to complete her term of office, the remaining members of the Executive will as soon as possible call an election for the purpose of filling the vacancy.

## **Section 8**

The results of all elections shall be notified to all members of this Local immediately after the results are known, by the Executive. Copies of all such notifications shall be sent to the National Office of this Union and the Regional Vice-President which serves the Region to which this Local belongs.

## **Section 9**

All Officers of this Local shall take office at the conclusion of the meeting at which they have been elected.

## **Section 10**

The Oath of Office shall be administered to all Officers of this Local as soon as possible following their election. (Refer to National By-Laws for Oath of Office)

## **Section 11**

On vacating their positions, Officers and Stewards of this Local shall immediately deliver to their successor all documents, including but not limited to financial, administrative and legal documents, monies, or other properties of this Local.

## **Rule 8 Local Executive**

### **Section 1**

The Executive of this Local shall consist at least of a President, a Vice-President, and either a Secretary-Treasurer or a Secretary and a Treasurer.

### **Section 2**

The Union's National Executive shall be ex-officio members of this Local's Executive with voice but without vote.

### **Section 3**

- a) Following his/her election any member of this Local's Executive who has not attended a Local Officers' Advanced Training course or equivalent shall attend one at the earliest possible opportunity.
- b) Following his/her election or appointment any Local Shop Steward who has not attended a stewards' course shall attend one at the earliest possible opportunity.

## **Rule 9 Authority and Responsibilities of Local Executive**

### **Section 1**

The Executive of this Local shall:

- a) administer the affairs of the Local between annual meetings of the membership;
- b) establish a Local Grievance Committee that shall report regularly through their Local Executive.
- c) establish whatever committees as are necessary to assist the Executive in the discharge of its responsibilities towards the membership;
- d) provide for the selection of stewards and govern their activities;
- e) deal with Local management officials regarding all matters and decisions affecting the membership of the Local;
- f) appoint, one (1) month prior to the annual general meeting, an auditor who shall audit the books of the Local and report in writing to the Local Executive one (1) week prior to the date set for the said meeting.

## **Section 2**

The Executive of this Local shall hold regular meetings to conduct the business of the Local. No less than three (3) meetings shall be held throughout a fiscal year, and minutes or proceedings of all meetings shall be recorded. A simple majority of the Local Executive shall constitute a quorum for a meeting of the Local Executive.

## **Section 3**

The President of this Local shall be ex-officio member of all committees of this Local.

## **Section 4**

The Executive of this Local shall have the authority to make such regulations as are necessary for the proper carrying out of the Rules of the Local, and may amend or evoke such regulations. A copy of all such regulations or amendments shall be forwarded to the Regional Vice-President and the National Office of this Union immediately following their approval. All such regulations shall be fully consistent with these Rules, the UPCE National By-Laws, and with the Constitution of the Public Service Alliance of Canada. All such regulations shall have the same force and effect as the Rules from which they flow. All Local Regulations shall be numbered and dated and shall be communicated to the members as soon as possible, and in no case later than thirty (30) days after they are made.

## **Rule 10 Duties of Officers of the Local Executive**

### **Section 1**

The President of the Local shall:

- a) function as the Chief Executive Officer of the Local;
- b) preside at all meetings of the Local;
- c) interpret the Rules and Regulations of the Local for the administration and management of the Local;
- d) ensure that the Local Executive carries out its duties and the directives and policies established by the Public Service Alliance of Canada, the Union and the Local;
- e) call at least one (1) general meeting of the Local annually as specified in National By-Law 7;
- f) report on their activities to all general meetings of the Local.

## **Section 2**

The Vice-President of this Local shall have the authority to act as the Local President during the President's temporary absence or incapacity.

## **Section 3**

The Vice-President of this Local and the other members of the Local Executive shall:

- a) attend all meetings of the Local Executive;
- b) perform such other duties as may be assigned to them by the Local President;
- c) attend committee meetings of the Local Executive when appointed to do so;
- d) report on their activities to all general meetings of the Local;
- e) in general, be responsible to the Local Executive and perform such duties as may be required by the Local Executive.

## **Section 4**

The Secretary-Treasurer of this Local shall:

- a) be responsible for the keeping of minutes of all the meetings of the Executive and the Local membership and, in accordance with National By-Law 7, shall deposit with the Regional Vice-President which serves the region to which the Local belongs, a copy of the proceedings of all meetings;
- b) attend to all administrative correspondence between the Local and the National Headquarters, other Locals and the Regional Vice-President;
- c) initiate changes in membership, as well as advising the National Office and the Regional Vice-President of any action otherwise affecting members of the Local such as forwarding copies of grievances initiated by members, etc.;
- d) receive all monies and ensure that they are deposited in a chartered bank and/or credit union in the name of the Local;
- e) present monthly statements of revenue and disbursement to the Local Executive;
- f) disburse funds only as directed by the Local Executive or as approved by a two thirds (2/3) majority of the votes cast by the members of the Local;
- g) be one of the designated signing officers of the Local;

- h) present the Local's audited annual financial statement to the membership of the Local.

## **Rule 11 Stewards**

### **Section 1**

Only members in good standing of this Local may be selected as stewards.

### **Section 2**

Those to be selected as stewards of this Local must indicate that they are willing to assume and carry out all duties and responsibilities of a steward, and that they will attend a steward's course at the earliest opportunity if they have not already done so.

### **Section 3**

Those selected will be considered as acting stewards of the present Local for as long as they have not taken a shop steward's training course.

### **Section 4**

On application by a majority of the members concerned and on presentation in writing to the Local Executive of the reasons, stewards of this Local may be suspended or dismissed by the Local Executive.

## **Rule 12 Information to Members**

The Executive of this Local, on a regular basis throughout their term of office, will provide information in writing to keep all members informed on matters affecting the Local.

## **Rule 13 Financial Procedures**

### **Section 1**

This Local shall keep financial records and shall produce an audited annual financial statement. Such statement shall be approved by the members assembled at the Annual General Meeting. The fiscal year for this Local shall be January 1 to December 31.

### **Section 2**

This Local shall send its audited financial statements for the previous year, in a format prescribed in Annex "A" of these Local Rules, to the National Office by March 1 each year in accordance with National By-Law 7.



### **Section 3**

The annual audit of this Local's financial records shall be conducted by a person or persons not on the Local Executive.

### **Section 4**

The signing officers of this Local shall be any two (2) of the following: President or Vice President in combination with the Secretary-Treasurer or Treasurer.

### **Section 5**

All cheques and money orders shall be made payable to: "U.P.C.E. Local No 00121.

### **Section 6**

Petty cash may be kept by the Secretary-Treasurer of this Local, and vouchers must be kept to cover any expenditures and submitted to a meeting of the Local Executive for their endorsement.

### **Section 7**

Any extraordinary or unusual expense proposed by this Local's Executive shall require the prior approval of a two-thirds (2/3) majority of the votes cast by the members of the Local, assembled at a general meeting.

### **Section 8**

The Secretary-Treasurer and/or other officers of this Local may be bonded with a recognized bonding company in an amount to be determined by the Local Executive.

### **Rule 14 Conflict**

Nothing in these Rules or in the Regulations produced under authority of these Rules shall conflict with the National By-Laws or the Constitution of the Public Service Alliance of Canada.

### **Rule 15 Additions**

Additions to these Rules may be made by the Local and such additions shall not conflict with these Rules. The provisions of the By-Laws of this Union or the Constitution of the Public Service Alliance of Canada. Amendments to these Rules may be made by the Local Executive of the Union under the authority of Section 5 of the National By-Law 7.