

Local 20095
(Purolator Local)
Union of Postal Communication Employees
of the
Public Service Alliance of Canada

BYLAWS

As adopted May 04, 2019

Bylaw 1

Precedence

Legislation, the PSAC Constitution, and the UPCE National Bylaws have precedence over the local bylaws set forth in this document. If changes made to any of the above, as applicable, render null and void any provisions of these local bylaws, the remaining provisions shall remain in effect.

Bylaw 2

Name

The name of this Local shall be Local 20095 of the Union of Postal Communication Employees of the Public Service Alliance of Canada. Herein after referred to as “the Local”

“Component” where used in these bylaws shall mean the Union of Postal Communication Employees (UPCE).

“Alliance” where used in these bylaws shall mean the Public Service Alliance of Canada (PSAC).

Bylaw 3

Objectives

Unite our members into a single union that acts on their behalf, regardless of employer, classification, position, vocation, location, or nature of employment.

Subscribe unconditionally to the aims and objectives as outlined in the Constitution of the PSAC, and fully support PSAC in furthering its constitutional responsibility to improve and protect wages and other terms of employment for our members.

Obtain for our members, through democratic means, the best possible standards of wages, salaries and other conditions of employment, and to protect our members’ interests, rights, and privileges.

Cooperate with other PSAC components and unions having similar interests in furthering the welfare of all public service employees.

Cooperate with all other CLC-affiliated unions.

Bylaw 4

Representation

The Local has the right to make representation, through its Executive, to the authorities of Purolator Inc. The President or officially appointed representatives shall discuss matters and issues in the name of the Local. All appointees shall report to the Executive.

Matters which cannot be settled by the Local shall be submitted in a full report to the Component.

Bylaw 5

Membership

Membership in the local shall be in accordance with the Constitution of the Public Service Alliance of Canada.

Bylaw 6

Membership Fees

The amount of monthly dues payable by each member to the Public Service Alliance of Canada shall be determined by the National Triennial Convention.

The amount of monthly dues payable by each member to the Component shall be determined by the Convention of the Union of Postal Communication Employees.

The amount of monthly dues payable by each member to the Local shall be determined by the bylaws of the Local.

Bylaw 7

Local Dues

The Local dues shall be \$6.00 per member, per month and may be revised:

- a) At any General Membership Meeting of the Local at which there is a quorum, by a simple majority vote of the members in attendance, provided a notice of motion has been made;
- b) At any Special General Membership Meeting called for that purpose by a simple majority vote of the members in attendance;
- c) By way of referendum, as authorized by the Executive, by a simple majority of the votes received.

Bylaw 8

Local Executive

The Executive will be composed of at least 1 President, and 2 additional Executive Officers elected at an Annual General Meeting for a 3-year term of office in accordance with the National UPCE bylaws. This election must be held during the calendar year prior to the UPCE National Triennial Convention.

The Executive positions are as follows:

President

Vice-President

*Treasurer / Secretary

Chief Shop Steward

*The Treasurer/Secretary position may be separated into 2 positions by a simple majority vote of the members in attendance at the AGM.

The following shall apply when a position on the Local Executive becomes vacant during the Term of Office:

- a) When the elected Officer has vacated the office, or when the office is deemed to be vacated because, in the opinion of the Local Executive, the Officer will not be returning to it, the following shall apply:
 - i) The Local Executive shall immediately call a General Membership Meeting to fill the vacancy, unless the vacancy occurs within six (6) months of the end of that Officer's Term of Office or there is a compelling reason for not holding an election.
 - ii) In the case where a General Membership Meeting is not called, and the vacated position is that of the President, the Vice-President shall act in the position of President. If the vacated position is any other position on the Executive, other than the President, the Executive may appoint a person to the vacated position.

Bylaw 9

Elections

Section 1

The election of the President, Vice President, Treasurer/Secretary, and Chief Shop Steward will be conducted in consecutive order. The vote for each office will be completed before the next vote is called.

As the election for each office is called, the nominee, the nominator or the seconder to the nomination may speak to the meeting for not more than three minutes.

The election for each office shall be by secret ballot. A blank ballot will be distributed to all in attendance entitled to vote. Due to the province wide nature of the Local, any member who is entitled to vote who joins the meeting via conference call may vote electronically via email or text message to the PSAC Staff person or Alliance Officer who is conducting the election. Each person entitled to vote shall write on the ballot or send via email or text, the name of the candidate of their choice from among those nominated for the office called. One election shall be held, and separate ballots will be cast for each position with the candidate with the fewest number of votes being dropped from the next ballot.

Election to any office shall be declared on receipt of a simple majority of the ballots cast.

Proxy votes shall not be permitted.

The President of the Component, British Columbia Executive Vice President or any Alliance Executive Committee member shall be entitled to attend all Special and General Membership Meetings with voice but no vote, unless a member in good standing of this local.

Section 2

Election of Delegates, Alternates and Observers to any National or Special Convention, shall be conducted in accordance of this bylaw. Only active members in good standing are eligible. Alternates and Observers who attend shall be required to submit a written report of said function to the membership before any expenses are paid.

Bylaw 10

Duties of Officers

Section 1

The President of the Local shall:

- a) Function as the Chief Executive Officer of the Local and be the official spokesperson on behalf of the Local on any matter of local concern to the Local and/or it's members;
- 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 their duties and the directives and policies established by the Public Service Alliance of Canada, the Union and the Local;
- e) Call at least two (2) General Membership Meetings of the Local annually;
- f) Report on their activities to all Executive and General Membership Meetings of the Local;
- g) Be able to delegate to another executive member;
- h) Be responsible for all consultations with Purolator Inc.;
- i) Be one of the designated signing officers of the Local.

Section 2

The Vice-President of the Local shall:

- a) Have the authority to act as the President during the President's temporary absence or incapacity;
- b) Attend all meetings of the Executive;
- c) Carry out all the duties of their portfolio as assigned by the Local Executive;
- d) Perform any other duties assigned to them by the Local President;
- e) Report on their activities to all Executive and General Membership Meetings of the Local;
- f) Act as a steward and handle grievances when called upon;
- g) Be one of the designated signing officers of the Local.

Section 3

The Treasurer/Secretary of the Local shall:

- a) Receive all monies and ensure that they are deposited in a chartered bank and or credit union in the name of the Local;
- b) Present financial statements of revenue and disbursement to the Local Executive and General Membership Meetings;
- c) Disburse funds on approval of the Local Executive to members who have submitted a duly completed and authorized Local Expense Form;
- d) Be one of the designated signing officers of the Local;
- e) Present the Local's audited Annual Financial Statement to the membership of the Local;
- f) Prepare with the Local Executive the annual budget for approval at the fall General Membership Meeting;
- g) Be responsible for the recording of minutes of all the meetings of the Executive and the Local Membership.

Section 4

The Chief Shop Steward of the Local shall:

- a) Recruit Stewards, as well as organize and coordinate the Stewards Network;
- b) Set up and maintain a communication system amongst the stewards;
- c) Work in close liaison with all Stewards, Executive Officers and Component staff;
- d) Ensure the proper application of the Collective Agreement, Arbitral Awards and Acts and Regulations by management and members of the Local;
- e) Advise Stewards and provide guidance and support in specific technical areas;
- f) Acts as representative and spokesperson of stewards and members when required;
- g) If has not already, attend the Stewards Course as soon as possible after taking office;
- h) Assigns grievances to the shop stewards;
- i) Be prepared to represent members at meetings with the employer throughout the grievance procedure;
- j) Ensures that all Local grievances are properly transmitted to the next level.

Bylaw 11

Executive Meetings

The Executive shall meet in person or via conference call at least 3 times per calendar year or as needed, at the call of the President or upon request by a majority of the Executive. The minimum quorum for any Executive Meeting shall be a minimum of 2 voting Executive Officers of the Local. Minutes shall be taken. The President of the Component, and the British Columbia Regional Executive Vice President or any Alliance Executive Committee member shall be entitled to attend all Executive and General Membership Meetings with voice but no vote.

Bylaw 12

General Membership Meetings

Section 1

The Local shall hold at least two (2) General Membership Meetings each calendar year.

The first shall be in the spring at which time the Financial Report must be presented to the membership and shall be considered the Annual General Meeting. The financial statements will be signed by the Local President and the Treasurer/Secretary and forwarded to the National Component office.

The other meeting shall be in the fall in order to present the proposed budget for the upcoming fiscal year. The Budget must be adopted by the membership prior to January 1. The proposed budget must be adopted by a two-thirds (2/3) majority of the members in attendance. The ratified budget will be forwarded to the National Component office.

The membership shall be notified of regular General Membership Meetings not less than fourteen (14) calendar days in advance.

Members may attend in person or via conference call. If a conference line is required, members wishing to utilize it must notify a member of the local executive at least five (5) calendar days in advance of the meeting.

Section 2

A Special General Membership Meeting may be called by the Executive or upon request of ten (10) members in good standing of the Local. A special General Membership meeting shall only deal with matters for which it is called, unless agreed by a two-thirds (2/3) majority vote of those persons present consider other matters of an urgent or necessary nature. The membership shall be notified of Special General Membership meetings not less than fourteen (14) calendar days in advance.

Section 3

The minimum quorum for any General Membership Meeting or Special General Membership Meeting shall be 50% + 1 of the number Executive Officers of the Local. The meeting must be presided over by an Executive Officer.

Section 4

The President of the Component, the British Columbia Regional Executive Vice President or any Alliance Executive Committee member shall be entitled to attend all Special and General Membership Meetings with voice by no vote.

Bylaw 13

Committees

The Executive shall be empowered to appoint standing or special committees, such committees should be composed of both Executive members and members at large. All standing and special committees shall be composed of not less than three (3) members.

Bylaw 14

Stewardship

Shop Stewards may be appointed by the Local Executive in each worksite as allowed by the Collective Agreement and as required. Where the membership has requested it, a shop steward may be elected by the local members in the worksite. Only members in good standing may serve as stewards.

Stewards elected, or appointed, are required to avail themselves of the training course(s) sponsored by the Alliance or other such body as approved by the Local Executive. The Executive is given the opportunity to attend such courses.

Bylaw 15

Finance

Section 1

Signing Officers

The signing officers of the Local shall be the Treasurer and the President, the Vice-President or the Chief Shop Steward shall be the third signing officer.

Section 2

Expenditures

The Local shall not enter into any contractual undertaking or agreement without prior approval by the membership. Any expenditure not covered within the budget shall be brought forward to the membership for prior approval.

Section 3

Loss of Wages

- a) The President will be paid loss of wages from the Local when on leave from work for Local Union business, and during regular business hours;
- b) The Local Executive Officers will be paid loss of wages when on leave from work for Local Union business, and during regular hours when previously approved by the President;
- c) Any other payment of wages shall be by approval by the majority of the local executive.

Section 4

Reimbursement of Expenses

Elected or appointed officials of the Local shall be reimbursed reasonable expenses incurred in the discharging of their duties, in accordance with the UPCE travel and allowance policies, upon submission of a claim, in a format prescribed by the Local Executive, to the Treasurer, provided that such expenses have not or cannot be claimed through another organization.

Section 5

Travel and Training Expenses

Individual travel or training course expenses in excess of five hundred dollars (\$500.00) requires membership approval prior to incurring any expenses.

Section 6

In the event the Local ceases to function, all funds and assets held in the name of the Local shall be transferred to the Component, or its successor, where they shall be held in trust pending re-activation of the Local.

Bylaw 16

Financial Review

The financial reports will be prepared by the Treasurer and reviewed and approved by the Local Executive. The reports will be subsequently presented at the Spring Annual General Meeting, to be approved by a majority of the membership and filed with the UPCE National Office in accordance with the UPCE National bylaws.

Bylaw 17

Discipline

All discipline shall be conducted in accordance with the PSAC Constitution and the UPCE National Bylaws.

Bylaw 18

Amendments and Approvals

The bylaws may be amended by a two-thirds (2/3) majority vote at any meeting of the membership, provided fourteen (14) calendar days written notice of the proposed change(s) has been provided to the membership.

Unless expressly provided otherwise in these bylaws, all decisions requiring a vote shall be decided by a simple majority.