

## *UPCE30120 Local Bylaws*

### BY-LAW - NAME

This organization shall be known as Local 30120 Union of Postal Communications Employees, UPCE, of the Public Service Alliance of Canada, PSAC, herein referred to as the Local.

### BY-LAW 2 - AIMS & OBJECTIVES

Section 1 -The Local shall subscribe to and accept as Its governing documents the Constitution of the Alliance, and the By-Laws of the Component.

Section 2 -The Local shall fully support the PSAC in the furthering of its Constitutional responsibility for the Improvement and protection of wages, salaries, and other terms of employment of all employees of Canada Post Corporation.

Section 3 -To cooperate with other Unions and PSAC Components having similar Interests, for the purpose of furthering the welfare of all public service employees.

### BY-LAW 3 - MEMBERSHIP

The membership shall consist of those members of the Alliance who are governed by the Component.

### BY-LAW 4- MEMBERSHIP DUES

Section 1 -The membership dues of the Local shall be the amount of the per capita fee and dues required by the Constitution of the Alliance, the by-laws of the component, and an additional amount as determined by the Local.

Section 2 -The local may increase Local membership dues by a simple fifty percent plus one (50%+1) majority vote of the membership present at the meeting, providing a notice of motion was put forth at the previous meeting and the notice of motion also appears on the next meeting notice posted at least twenty (20) days in advance of said meeting.

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### BY-LAW 5-LOCAL DUES

That the Local portion of dues be shall be \$3.75 paid to the Local.

### BY-LAW 6 -FINANCES

Section 1 -the Local shall keep financial records and shall produce an audited financial statement. Such statement shall be approved by the members assembled at the Annual General Meeting. The fiscal year of this Local shall be from January 1st to December 31".

Section 2 - 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 3 -The signing officers of this Local shall be any two (2) of the following: President or Vice President in combination with the Secretary/Treasurer.

Section 4 -Any resolution on expenditures exceeding \$500.00 dollars shall be posted in general terms at least two weeks prior to Its possible ratification.

Section 5 - Funds of the Local, except for petty cash fund not to exceed \$100.00 dollars, shall be held in a chartered bank or savings institution, or in a short term Government of Canada Bond, approved by the Executive, in the name of the Local.

Section 6 -This Local shall send its audited financial statements for the previous year in a format prescribed in Annex "A" of the Local rules to the National Office by March 1st each year in accordance with National By-Law 7

Section 7 -The honorarium for the President, Vice-President and the Secretary/Treasurer shall be two hundred dollars (\$200) dollars per year.

Section 8 - Honorariums in amounts not to exceed one hundred dollars (\$100) may be recommended by the Executive and If approved, may be granted to any member of the Local.

Section 9 -Subject to prior approval, all expenses incurred by Local Officers and Shop Stewards In the performance of their duties of this Local, shall be paid by the Local. Where salary loss has occurred, payment will be paid at their current hourly wage.

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Section 10 - A hospitality fund will be given to a member who attends a conference or convention representing the Local. Such funds not to exceed \$50.

Section 11 - A per diem of \$12.50 shall be given to any member in good standing attending any weekend course or seminar given by the PSAC.

Section 12 - A per diem allowance of eighty (\$80) shall be given to any member in good standing, of this Local who is deemed to be on official authorized Union business on a day of rest.

### BY-LAW 7 - MEETINGS

Section 1 -The Local shall hold at least one (1) general meeting annually to be held in November. This meeting shall be held in accordance with the National by-laws 9 and 13 for the purpose of receiving annual reports, presentation of budget, and consideration of any other Local business. Members shall be notified no less than ten (10) days in advance.

Section 2 -All members of the Local shall be entitled to attend a general meeting. Only members in good standing and in attendance may vote. No proxy vote will be allowed.

Section 3 -Quorum for any General Meeting shall be fifty percent plus one (50%+1) of the number of Executive Officers of the Local. The meeting must be presided over by an Executive Officer.

Section 4 -A simple majority of the Local Executive shall constitute a quorum for a meeting of the Executive

Section 5 -The Union's National Executive shall be ex-officio members of this Local with voice but without vote.

Section 6 -A special meeting may be called by the Local President or, upon the written request of the majority of the Local Executive, or upon petition of ten (10) or more members of the Local, and only the matter(s) for which the meeting was called shall be discussed. The petition, request or notice shall include the business to be discussed.

Section 7 - Minutes of all meetings shall be kept, signed by the Local Secretary, approved by the Local President or other Executive Officer presiding over this meeting, and shall be made available to the Executive or the members as appropriate. When requested, all minutes of the Local shall be forwarded to the Regional Vice-President who serves the region in which this Local belongs, in accordance with National by-law 7.

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Section 8 -The PSAC Rules of Order shall apply at all meetings.

BY-LAW 8 -AUTHORITY AND RESPONSIBILITY OF THE 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 to the Local executive
- c) Establish any committee necessary to assist the Executive in their discharge of its responsibilities to the membership
- d) Provide for the selection of stewards and govern their activities
- e) Deal with local employer representatives regarding all matters and decisions affecting the membership of this Local
- f) Appoint an auditor who shall audit the Local finances and report to the Executive prior to the Annual General meeting

Section 2 -The Local Executive shall hold regular meetings to conduct the business of the local. No less than three (3) meetings shall be held in the fiscal year and the minutes shall be recorded. A simple majority of the Local executive shall constitute a quorum for such meetings.

Section 3 - The President of the Local shall be ex-officio 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 revoke such regulations. A copy of all regulations and amendments shall be forwarded to the Regional Vice President and the National office of this Union following their approval. All regulations shall be fully consistent with the UPCE National and the PSAC by-laws, Rules and Regulations, and constitutions. All such shall have the same force and effect as the rules from which they flow.

Section 5 - For the purpose of efficiency and for the ease of operations of the Local, the position of Secretary/Treasurer may be divided into two positions, Secretary and Treasurer, and the election procedures set forth In these by-laws shall apply.

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BY-LAW 9 -AMENDMENTS TO BY LAWS

Section 1 - a two-thirds (2/3) majority of the members present are needed to ratify a by-law or amendment.

Section 2 - all amendments ratified shall become effective Immediately

Section 3 -any resolutions for the alteration, addition or deletion of by-laws shall be submitted at a general meeting, posted until the next general meeting at which time it will be voted upon.

BY LAW 10 - ELECTION OF LOCAL OFFICERS

Section 1 -Officers shall be elected by secret ballot at a general meeting to be held in November

Section 2-All terms of office shall be for a period of three (3) years

Section 3 - Only members in good standing may stand for election as an officer of this Local executive

Section 4 -The Executive of the Local shall consist of at least a President, Vice-President and either a Secretary/Treasurer or a Secretary and a Treasurer and Chief Shop Steward, all of whom shall be elected separately by members in good standing at a general meeting or meeting only for elections.

Section 5 -All elections shall be by secret ballot and decided by a simple majority of 50% (fifty percent) + one (1) of votes cast by members in good standing of this Local

Section 6 - Proxy votes will not be permitted

Section 7 -When a vacancy occurs within the elected Executive, a notice to fill such vacancy shall be given at the next general meeting of the Local and an election to fill such vacancy to be held at the next subsequent meeting. During the interim period, the executive may provisionally appoint a replacement.

Section 8 -All ballots shall be destroyed at the end of the election

Section 9 -The election results shall be notified to all members of this Local following the meeting, by the new Executive. Copies of the election results shall be sent to the National Office and the Regional Vice-President.

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Section 10 - Officers and stewards of this Local shall deliver to their successor all documents, including but not limited to, financial, administrative and legal documents, monies, and/or any other properties of this Local

Section 11 -All Elected Executive Officers of the Local are required to complete Basic Grievance training and Talking Union Business (TUB) provided by the PSAC within six (6) months of being elected to a position.

**BY-LAW 11-QUORUM**

Section 1 - A quorum at an Executive meeting shall not be less than three (3) of the elected officials or 50% of the Executive plus one (1)

Section 2 -A quorum at any general meeting shall be 50% + 1of the number of Executive officers of the Local for total members. The meeting must be presided over by an Executive Officer.

**BY-LAW 12- DUTIES OF LOCAL OFFICERS**

**The local President shall;**

Section 1 - be the official spokesperson on behalf of this Local on any matter of Local concern to this Local and/or its members

Section 2 -shall preside at all meetings at the Local

Section 3 - has the right to participate at any meeting or gathering of members of this Local

Section 4 - interpret the Rules and Regulations of the Local for the administration and management of the Local

Section 5 -interpret the local by-laws

Section 6 -ensure the Local Executive carries out its duties and the directives and policies established by the PSAC, the Union and the Local

Section 7 -call at least one (1) annual general meeting of the Local

Section 8 - report on all activities to all members at the general meetings

Section 9 - have the right to delegate responsibilities and duties whenever and wherever required

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Section 10 -be responsible for the day-to-day functions of the Local and the carrying out of its objectives

Section 11-be a member ex-officio of all committees of the Local

Section 12 -sign all minutes of Executive and general meeting prior to being posted

Section 13 -be entitled to one (1) day off per month, wages paid by the local, to attend to Local business as required for a total of twelve (12) days per year.

**The Local Vice-President shall;**

Section 1-attend all meetings of the Local

Section 2 -report on all activities to members at all general meetings of the Local

Section 3 - represent this Union In discussions with the employer and Team leaders regarding matters of the members of this Local and/or Union

Section 4 -have the authority to act as the Local President during the President's temporary absence or incapacity

Section 5 -perform such duties as may be assigned to them by the Local President

**The Local Secretary shall;**

Section 1-attend all meetings of the Local

Section 2 - be responsible for keeping minutes of all meetings of the Executive and the Local membership and shall deposit with the Regional Vice President copies of all minutes

Section 3 -attend to all administrative correspondence between the Local and the National office, other Locals and the Regional Vice-President

Section 4 - initiate changes in membership and forward any changes to the National office and to the Regional Vice---President

Section 5 -forward all grievance copies to the National office and the Regional Vice-President

Section 6 - keep an updated list of all Local members and contact information

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**The Local Treasurer shall;**

Section 1 - receive all monies and ensure they are deposited in a chartered bank/credit union in the name of the Local

Section 2 - send the Local's audited financial statement, in a format prescribed in Local rules, for the previous year to the National office by March •of each year

Section 3 - present to Local's financial statement to the membership at the Annual General meeting

Section 4 - be one of the designated signing officers of the Local

Section 5 - disperse 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 at a Local meeting

Section 6 - present the financial records to the Local Executive upon request or to the membership at the general meeting upon request.

APPROVED AT THE MEETING HELD ON JUNE 24<sup>TH</sup>, 2010

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President

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Vice President

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Secretary/Treasurer