



UNION OF POSTAL COMMUNICATIONS EMPLOYEES
SYNDICAT DES EMPLOYÉS DES POSTES ET COMMUNICATIONS
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Local 70180

**Union of Postal Communications
Employees**

of the

Public Service Alliance of Canada

BY-LAWS

As adopted December 11, 2014

Table of Contents

As adopted December 11, 2014	1
BY-LAW 1	4
NAME	4
BY-LAW 2	4
AIMS AND OBJECTIVES	4
BY-LAW 3	5
REPRESENTATION	5
BY-LAW 4	6
MEMBERSHIP	6
BY-LAW 5	6
MEMBERSHIP FEES	6
BY-LAW 6	7
LOCAL DUES	7
BY-LAW 7	7
FISCAL YEAR	7
BY-LAW 8	7
LOCAL EXECUTIVE	7
BY-LAW 9	8
ELECTIONS	8
BY-LAW 10	10
PART TIME OFFICER	10
BY-LAW 11	11
DUTIES OF OFFICERS	11
BY-LAW 12	15
EXECUTIVE MEETINGS	15
BY-LAW 13	15
GENERAL MEMBERSHIP MEETINGS	15
BY-LAW 14	17
ORDER OF BUSINESS	17
BY-LAW 15	17

COMMITTEES.....	17
BY-LAW 16	18
STANDING COMMITTEES	18
BY-LAW 17	18
FINANCE.....	18
BY-LAW 18	19
FINANCIAL REPORT REVIEW	19
BY-LAW 19	19
PERSONAL EXPENSES.....	19
BY-LAW 20	20
POLITICAL ACTION COMMITTEE:	20
BY-LAW 21	20
STEWARDSHIP	20
BY-LAW 22	21
DISCIPLINE	21
BY-LAW 23	22
AMENDMENTS TO BY-LAWS	22
BY-LAW 24	23
GENERAL.....	23

BY-LAW 1

NAME

Section 1

- The name of this Local shall be Local 70180 of the Union of Postal Communications Employees of the Public Service Alliance of Canada. Herein after referred to as "the Local".
- "Component" where used in these By-Laws shall be construed to mean the Union of Postal Communications Employees. (U.P.C.E.).
- "Alliance" where used in these By-Laws shall be construed to mean the Public Service Alliance of Canada. (P.S.A.C.).

BY-LAW 2

AIMS AND OBJECTIVES

Section 1

To unite all employees of the Canada Post Corporation in a single organization capable of acting on their behalf by soliciting the membership of such employees in all classifications and locations of employment within the Corporation.

Section 2

To support fully the Public Service Alliance of Canada in furtherance of its constitutional responsibility for the improvement and protection of wages, salaries and other terms of employment of all employees in the Federal Government and employees of the Canada Post Corporation.

Section 3

To obtain through democratic means for all employees of the Canada Post Corporation the best possible standards and wages, salaries and other conditions of employment, and to protect the interests, rights and privileges of all such employees.

Section 4

To subscribe to the aims and objectives outlined in the Constitution of the Public Service Alliance of Canada.

Section 5

To cooperate with other Unions and Alliance Components having similar interests, for the purpose of furthering the welfare of all public service employees.

Section 6

To cooperate with all other C.L.C. affiliated unions at Canada Post Corporation with common interests, to defend and promote the wellbeing of all Canada Post Corporation employees.

BY-LAW 3

REPRESENTATION

Section 1

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

Section 2

The Local shall process all grievances involving members and the Local.

Section 3

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

BY-LAW 4

MEMBERSHIP

Section 1

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

Section 2

The receipt, either directly, or from the Component, of a signed P.S.A.C. Application for Membership Form shall constitute evidence of membership for

- a) Issuance of an identification card;
- b) Granting of all rights and privileges of membership as outlined by the P.S.A.C. Constitution;
- c) Representation to any Convention of that Component of the Alliance to which the individual member concerned belongs;
- d) Representation to any Convention of the Alliance.

BY-LAW 5

MEMBERSHIP FEES

Section 1

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

Section 2

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

Section 3

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

BY-LAW 6

LOCAL DUES

Section 1

The Local dues shall be a minimum of \$7.00 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.

BY-LAW 7

FISCAL YEAR

Section 1

The fiscal year of this Local, for audit purposes, shall be from January 1 through December 31.

Section 2

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.

BY-LAW 8

LOCAL EXECUTIVE

Section 1

There shall be an Executive, elected at a General Membership Meeting. The Term of Office for each position shall be 3 years and elections should be held 6 months prior to National Triennial convention.

Section 2

The Executive shall be composed as follows:

- President
- 1stVice President
- One Vice President
- Treasurer / Secretary
- Chief Shop Steward

Past President with voice but no vote. (Optional at the choice of the Past President, and assuming he/she is a member in good standing)

Section 3

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 Officers Term of Office or there is a compelling reason for not holding an election.
 - ii. In the case where, for reasons given in Section 3(a) (i) of this By-Law, a General Membership Meeting is not called, and the vacated position is that of the President, the 1s 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.

BY-LAW 9

ELECTIONS

Section 1

The election of President, 1st Vice President, 2nd Vice President, Treasurer/Secretary, Chief Shop Steward shall be conducted in consecutive order.

Section 2

Election of Delegates, Alternates, and Observers to any National or Special Convention, shall be conducted in accordance of this By-Law. Only active members who have attended 50% of all Membership Meetings in the previous 12 month period 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.

Election of Delegates, Alternates, and Observers to any Regional Bargaining Conference or any other National function of U.P.C.E. shall be conducted in accordance of this By-Law. Only active members who have attended 50% of all Special and General Membership Meetings 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.

Section 3

The vote for each office shall be completed before the next vote is called.

Section 4

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.

Section 5

The election for each office shall be by secret ballot. A blank ballot paper shall be distributed to all in attendance entitled to vote. Each person entitled to vote shall write on the ballot the name of the candidate of their choice from among those nominated, for the office called.

Section 6

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

Section 7

One election shall be held and separate ballots will be cast for each position with the candidate receiving the fewest number of votes being dropped from the next ballot.

Section 8

In the event of a tied vote which prevents the declaration of a candidate(s) a new vote will be taken as described herein.

Section 9

In the event of a tie vote, the Chairperson shall immediately take a second ballot without recess or adjournment. If this results in a second tie vote, the Chairperson shall call a short recess before taking a third vote.

Section 10

Proxy votes shall not be permitted.

Section 11

The President of the Component, Ontario Regional 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 member in good standing of this local.

BY-LAW 10

PART TIME OFFICER

Section 1

- a) The position of Part Time Officer of Local 70180 shall be an executive member, in rotation with all executive members.
- b) The Part Time Officer will be paid loss of wages.

BY-LAW 11

DUTIES OF OFFICERS

Section 1

The President

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 its members;
- b) Preside at all meetings of the Local;
- c) Have the right to participate at any meeting or official gathering of members of the local;
- d) Interpret the Rules and Regulations of the Local for the administration and management of the Local;
- e) 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;
- f) Call at least two (2) General Membership Meeting of the Local annually as specified in Local By-law 13;
- g) Report on their activities to all Executive and General Membership Meetings of the Local;
- h) Attend the Local Officers Advanced Training Course (L.O.A.T.) as soon as possible after taking office;
- i) Be able to delegate to wherever, whenever, to another executive member;
- j) Be responsible for all consultations with CPC, that is to say preparation for, representation at, and reporting of to both the Executive and the Membership.

Section 2

The 1st Vice-President

The 1st Vice-President of the Local shall:

- a) Have the authority to act as President during the President's temporary absence or incapacity;
- b) Attend all meetings of the Local Executive;
- c) Carry out all the duties of their portfolio(s) as assigned by the Local Executive;
- d) Perform such other duties as may be assigned to them by the Local President;
- e) Chair committees as assigned by the Local President;
- f) Attend committee meetings of the Local Executive when appointed to do so;
- g) Report on their activities to all Executive and General Membership Meetings of the Local;
- h) In general, be responsible to the Local Executive and perform such duties as may be required by the Local Executive,
- i) Attend the Local Officers Advanced Training course (L.O.A.T.) as soon as possible after taking office,
- j) Handles grievances

Section 3

The 2nd Vice-President

The 2nd Vice-President of the Local shall:

- a) Attend all meetings of the Local Executive;
- b) Carry out all the duties of their portfolio(s) as assigned by the Local Executive;
- c) Perform such other duties as may be assigned to them by the Local President;
- d) Chair committees as assigned by the Local President;
- e) Attend committee meetings of the Local Executive when appointed to do so;
- f) Report on their activities to all Executive and General Membership Meetings of the Local;
- g) In general, be responsible to the Local Executive and perform such duties as may be required by the Local Executive.
- h) Verifies members' status of all those attending meetings of the Membership;
- i) Ensures that, as a minimum, minutes of meetings from the current and previous year will be available at General Membership Meetings;
- j) Attend the Local Officers Advanced Training Course (L.O.A.T.) as soon as possible after taking office,
- k) Verifies members' status of all those attending meetings of the Membership;

Section 4

The Treasurer / Secretary

The Treasurer of this 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) In conjunction with the Local Executive has the authority to invest surplus funds in short- term interest bearing certificates;
- c) Present financial statements of revenue and disbursement to the Local Executive and General Membership Meetings;
- d) Be responsible for the administration of all payroll operations;
- e) Disburse funds only as directed by the budget or as approved by a two-thirds (2/3) majority of the votes cast by the members of the Local voting at a meeting;
- f) Be one of the designated signing officers of the Local;
- g) Present the Local's audited Annual Financial Statement to the membership of the Local;
- h) Prepare, in conjunction with the Local Executive, the annual budget for approval at October General Membership Meeting;
- i) Attend the Local Officers Advanced Training Course (L.O.A.T.) as soon as possible after taking office,
- j) Be responsible for the recording of minutes of all the meetings of the Executive and the Local Membership;

Section 5

The Chief Shop Steward

The Chief Shop Steward of the Local shall:

- a) Recruit Stewards, as well as organize and coordinate the Stewards Network;
- b) Sets up and maintains a communication system amongst the stewards;
- c) Work in close liaison with all Stewards, Executive Officers and Chairpersons of committees and Component staff;
- d) Ensures the proper application of the Collective Agreement, Arbitral Awards, and Acts and Regulations by management and members of this Local;
- e) Advises Stewards and provides guidance and support in specific technical areas;
- f) Acts as representative and spokesperson of stewards and members when required;
- g) Chairs steward committee meetings;
- h) Attend the Local Officers Advanced Training Course (L.O.A.T.) as soon as possible after taking office;
- i) Attend the Stewards Course as soon as possible after taking office, j) Assigns grievances accordingly to shop stewards
- j) Be prepared to represent members at meetings with the employer throughout the grievance procedure, at all hours of the day or night;
- k) Ensures that all Local grievances are properly transmitted to the next level;

Section 6

Part Time Officer

Part Time Officer of the Local shall:

- a) Keep Executive members updated on issues of concern to them within their portfolio(s), ensure that they receive all relevant correspondence;
- b) Initiate changes in membership, as well as advising the National Office of any action otherwise affecting members of the Local such as forwarding copies of applications for membership, and distribution of membership cards once they are received from the National Office, etc.;
- c) Maintain a database of the membership addresses both at the work place and at home;
- d) All preparations for General Membership, Executive and Committee Meetings;
- e) Attend to all administrative correspondence between the Local and the National Headquarters and other Locals as well as all other *correspondence*;
- f) Is responsible for the running and maintenance of the Local Office;
- g) Present a report of their activities at all Executive and General Membership Meetings;
- h) In accordance with National By-Law7, shall deposit with the National office a copy of the proceedings of all *meetings*.

BY-LAW 12

EXECUTIVE MEETINGS

Section 1

The Executive shall meet at regular intervals, at least every two (2) months, at the call of the President or upon written request by a majority of the Executive or upon the written request of at least ten (10) members in good standing.

Section 2

The minimum quorum for any Executive Meeting shall be a minimum of 3 of voting Executive Officers of the Local.

Section 3

The President of the Component, and the Ontario Regional Vice President or any Alliance Executive Committee member shall be entitled to attend all Executive and General Membership Meeting with voice but no vote.

Section 4

In accordance with U.P.C.E. By-Law 6, Section 12, all members in good standing shall have the authority to observe Executive meetings provided they advise the Local President 24 hours in advance.

BY-LAW 13

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 Membership Meeting in conformity with U.P.C.E. Local Rule 13, Section 2. 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 membership shall be notified of regular General Membership Meetings not less than 14 calendar days in advance. The Proposed Budget must be adopted by a two-thirds (2/3) majority of the members in attendance. The reviewed statements will be signed by the local president as well as the treasurer after being presented at a local executive meeting for a unanimous approval by the local executives.

Section 2

A Special General Membership Meeting may be called by the Executive, if such a meeting is deemed to be in the best interest of the Local, or upon request of ten (10) members in good standing of the Local, in which case the membership shall be notified at least fourteen (14) calendar days in advance of the meeting.

Section 3

A Special General Membership Meeting shall deal only with matters for which it is called, unless agreed by two-thirds majority vote of those present consider other matters of an urgent or necessary nature.

Section 4

The minimum quorum for any General Membership Meeting or Special General Membership Meeting shall be 50% + 1 of the number of Executive Officers of the Local.. For greater clarity, if the Local Executive numbers 5 the required minimum quorum is 3, 3 members over and above the number of Executive members present. The meeting must be presided over by an Executive Officer.

Section 5

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

BY-LAW 14

ORDER OF BUSINESS

Section 1

The following shall be the order of business at all Executive, General, Annual, or Special Meetings of the Local, with the P.S.A.C. Rules of Order

1. Call to Order
2. Roll Call of Officers
3. Adoption of the P.S.A.C. Rules of Order
4. Proposed agenda
5. Reading of the minutes of the previous meeting
6. Business arising from the minutes
7. Correspondence
8. Financial reports and bills
9. Reports of Officers and Committees
10. Unfinished business
11. New business
12. Elections (if any)
13. Adjournment.

BY-LAW 15

COMMITTEES

Section 1

The Executive shall be empowered to appoint standing or special committees, such committees should be composed of both Executive members and members at large.

Section 2

All standing and special committees shall be composed of not less than three (3) members.

BY-LAW 16

STANDING COMMITTEES

The Executive, at their initial meeting, shall appoint a Chairperson for each of the following Standing Committees:

- a) Finance Committee
- b) Health & Safety Committee

BY-LAW 17

FINANCE

Section 1

The signing officers of The Local shall be the Treasurer in combination with the President. The 1st Vice-President shall be the third signing Officer.

Section 2

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

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

Section 4

Any moneys not used in the budget will be maintained as a reserve for similar expenditures in future years. Any changes to the reserves will be included in the fall budget for the following year to be approved by the membership at the fall AGM.

Section 5

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.

BY-LAW 18

FINANCIAL REPORT REVIEW

The financial reports will be prepared and then reviewed by each local executive individually. The financial reports will then be tabled at a local executive meeting for discussions and to be approved unanimously by all members of the local executive.

The financial reports adopted by the local executives will be presented at the spring AGM for approval by a majority vote of the membership.

BY-LAW 19

PERSONAL EXPENSES

Section 1

Members elected as representatives of this Local to attend any National Convention or Special Convention of the U.P.C.E. or the P.S.A.C. shall be reimbursed all reasonable expenses incurred while attending such functions, provided that such expenses have not or cannot be claimed through another organization.

Section 2

Elected or appointed officials of The Local shall be reimbursed reasonable expenses incurred in the discharging of their duties, upon submission of a claim, in a format prescribed by the Local Executive, to the Treasurer.

BY-LAW 20

POLITICAL ACTION COMMITTEE:

(Ottawa Area Council / Conseil Régional d'Action Politique de l'Outaouais)

Section 1

Representatives on the Area Council are appointed to serve as liaison from local Components, enabling them to exchange information and to discuss and seek solutions to problems and deal with problems which may be passed to them by the Alliance and/or the Component. The delegate entitlement is based upon the number of members in the Local. The formula for delegate entitlement is as follows:

- a) 2 delegates for the first 500 members;
- b) 1 additional delegate for each additional 500 members or major fraction thereof.

Area Council representatives shall be governed by the provisions of By-Laws drafted by the Area Council. Such By-Laws shall conform to the Constitution of the Public Service Alliance of Canada.

Section 2

Representatives on the PAC are appointed to serve as liaison from local Components, enabling them to undertake political action in order to seek solutions to problems and deal with problems which may be passed to them by the Alliance. The selection is made by the National Office of U.P.C.E., based on recommendations forwarded by the Locals within the PAC jurisdiction.

Section 3

In order to qualify to represent UPCE Local 70180, you need to be an active member in the local.

BY-LAW 21

STEWARDSHIP

Section 1

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

Section 2

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

BY-LAW 22

DISCIPLINE

Section 1

All discipline shall be conducted in accordance with the P.S.A.C. Constitution Section 22 and Regulation 19.

Section 2

The Executive shall have the power to take appropriate disciplinary action against any member proven to have committed any of the offenses listed in sub-sections (a) to (k):

- a) Violating any provisions of the Local By-Laws, the Component By-Laws, or the Constitution of the Public Service Alliance of Canada;
- b) Obtaining membership or soliciting membership by mis-representation;
- c) By any other means than through proper Component channels, advocates or attempts to bring about the withdrawal from the Alliance, its Components, or Local of any member or group of members;
- d) Working in the interests of a rival organization;
- e) Slanders, libels or willfully wrongs an Officer of the Local;
- f) Using abusive language or disturbs the peace of any meeting of The Local;
- g) Using the name of this Local for soliciting funds or advertising without the consent of the members;
- h) Deliberately interfering with an official of this Local, the Component, or of the Alliance in the discharge of their duties;
- i) Any other conduct prejudicial to the good order and discipline of this Local, the Component, or the Alliance;
- j) If a non-designated employee crosses the picket line of his or her own bargaining group; or
- k) Sexually or personally harasses another member.

Section 3

Any and all charges against a member shall be placed in writing, signed by the member or members making the charges, and shall be submitted to the member(s) concerned and the appropriate body for consideration.

Section 4

Any charges which are found to be frivolous or intended to harass, embarrass, or discredit a member or members may result in disciplinary proceedings under Section 22 Sub-section (4)(e) and/or (g) of the Constitution of the Public Service Alliance of Canada.

Section 5

The procedure for the handling of disciplinary charges shall be as follows:

- a) The Local shall establish a committee consisting of three (3) members to investigate the charges, including the receipt of oral and written evidence;
- b) The member(s) charged with misconduct shall be provided a copy of the charges and, both the member(s) making the charge and member(s) charged will be afforded the right to appear before the Committee;
- c) The Committee findings and recommendations shall be submitted to the Local Executive and, if disciplinary action is recommended, the Committee's report shall be placed before a Special or General Membership Meeting of the Local and shall be subject to the acceptance of two-thirds(2/3) majority vote of those members in attendance;
- d) *If the Local meeting accepts a recommendation of removal from office, the Local Executive shall convey that decision to the member or members concerned together with a written notice that an appeal may be submitted to the Component;*
- e) If the Local meeting accepts a recommendation to suspend or expel from membership, the Local Executive shall forthwith advise the Component President in writing together with all relevant documentation. The Component President, after satisfying himself or herself of the seriousness of the offense, shall submit the matter to the National Board of Directors for decision.

BY-LAW 23

AMENDMENTS TO BY-LAWS

Section 1

The By-Laws 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.

BY-LAW 24

GENERAL

Section 1

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

Section 2

Any decision requiring a vote shall be decided by a secret ballot upon adoption of a motion to that effect.

Section 3

Any referendum vote shall be by means of a secret, unsigned ballot.

Section 4

Any member of the Executive who misses three (3) consecutive meeting without just cause will, upon a resolution by the Executive, be removed from office.