

CUPW 730

EDMONTON & AFFILIATES LOCAL BYLAWS

(Revised: November 2022)



1. NAME AND HEADQUARTERS

- 1.1.** The name of the Union shall be the Canadian Union of Postal Workers (C.U.P.W.), Edmonton Local, hereinafter referred to as the Local. The headquarters of the Local shall be located in the City of Edmonton in the Province of Alberta.
- 1.2.** Subject to and in accordance with the provisions of the National Constitution of the C.U.P.W., the following By-laws shall apply to all members of the Edmonton Local.
- 1.3.** The Local shall be affiliated to the Alberta Federation of Labour (A.F.L.) and the Edmonton and District Labour Council (E.D.L.C.).
- 1.4.** The Local is comprised of the members as a whole. It is comprised of a Local Executive Committee which shall consist of members-in-good-standing. At no time shall there be less than eight (8) members on the committee, two (2) of whom must be signing officers of the Local.
- 1.5.** The members, at a regular monthly meeting or at a referendum vote authorized by the members at a regular monthly meeting, are the supreme authority of the Local.

2. LOCAL OBJECTIVES

- 2.1.** To improve the general well-being of the members and in particular, the wages, hours of work and working conditions;
- 2.2.** To promote the fundamental principles of trade unionism and the improvement of conditions of all workers;
- 2.3.** To defend the rights and benefits acquired by the Union;
- 2.4.** To ensure the members realize that the power of the Union rests on their collective strength.

3. ELIGIBILITY FOR MEMBERSHIP

- 3.1.** An employee of Canada's postal system, communications and related services, who does not perform managerial functions, and any employee in the public, semi-public

and private sectors, who does not perform managerial functions, is eligible for membership in the Union under the following conditions:

3.2. The Local shall require, from any new member, an initiation fee of five dollars (\$5.00) except during organization campaigns where the initiation fee shall be the same as that required under the relevant legislation. The initiation fee is the property of the Local. In return, the new member shall receive the following items:

- 3.2.1.** Official receipt
- 3.2.2.** Union pin
- 3.2.3.** Information booklet "New Employee Rights"
- 3.2.4.** The National Constitution
- 3.2.5.** The Local By-Laws
- 3.2.6.** Any other material the Executive deems appropriate.

3.3. An employee shall no longer be a member of the Union when:

- 3.3.1.** Such person is no longer an employee defined under Article 1.04 of the National Constitution;
- 3.3.2.** Such employee resigned from the Union;
- 3.3.3.** Such employee is expelled from the Union in accordance with provisions of Article 8 of the National Constitution;
- 3.3.4.** Such employee is in arrears of three months or more in payment of monthly Union dues and/or assessments;
- 3.3.5.** Such person is no longer an employee in a bargaining unit for which the Union is certified or on behalf of which the Union is seeking certification.

3.4. Any employee who is no longer a member shall lose all rights related to such status. The loss of member status in accordance with the preceding clause is automatic.

3.5. Any employee who has previously been a member-in-good-standing of the Union may be readmitted as a member-in-good-standing provided such employee complies with the provisions of Article 1.04 of the National Constitution and fulfils the other conditions which may be required by the By-laws of the Local.

3.6. All members of the Union enjoy equal rights; including but not limited to: sex, age, occupation, national origin, language, sexual orientation, colour, religion or political belief or affiliation, and this without discrimination.

4. LOCAL OFFICERS AND EXECUTIVE COMMITTEE

4.1. The Local Executive Committee (hereinafter referred to as the Executive Committee) shall consist of ten (10) Executive officers. These officers shall be:

- 4.1.1.** President
- 4.1.2.** Secretary-Treasurer
- 4.1.3.** Grievance Officer
- 4.1.4.** Health & Safety Officer
- 4.1.5.** 1st Vice President – Organizing
- 4.1.6.** 2nd Vice President - Edmonton Mail Processing Plant
- 4.1.7.** 3rd Vice President - Collections & Delivery
- 4.1.8.** 4th Vice President - Rural & Suburban Mail Carriers
- 4.1.9.** 5th Vice President - Garage, Maintenance, Retail & Wickets
- 4.1.10.** Communications Officer

4.2. The Local Officers shall be seventeen (17) consisting of:

- 4.2.1.** Chief Steward EMPP Shift #1
- 4.2.2.** Chief Steward EMPP Shift #2
- 4.2.3.** Chief Steward EMPP Shift #3
- 4.2.4.** Chief Steward of Letter Carriers North Zone (including Ft Saskatchewan)
- 4.2.5.** Chief Steward of Letter Carriers South Zone (including Camrose/Wetaskiwin)
- 4.2.6.** Chief Steward of Letter Carriers Central Zone
- 4.2.7.** Chief Steward RSMC's/Affiliates East Field Zone
- 4.2.8.** Chief Steward RSMC's/Affiliates West Field Zone
- 4.2.9.** Chief Steward RSMC's Edmonton North
- 4.2.10.** Chief Steward RSMC's Edmonton South
- 4.2.11.** Chief Steward MSC's
- 4.2.12.** Chief Steward Wickets and Registration in Edmonton
- 4.2.13.** Chief Steward Maintenance and the Garage
- 4.2.14.** Education Officer
- 4.2.15.** Editor/Recorder
- 4.2.16.** Route Verification Officer Letter Carriers/Mobile Service Couriers
- 4.2.17.** Route Verification Officer Rural and Suburban Mail Carriers

4.3. In order to be eligible as a candidate for a Local Officer position, the nominee must have attended, and maintain at least 3 General Membership Meetings in a year; must be a member-in-good-standing and must be nominated by a member in-good-standing at a General Membership Meeting. In addition to the above, in order to be eligible as a candidate for a Chief Shop Steward position, the nominee must be an active Shop Steward, and have taken the Basic Shop Steward course, minimum 3 day.

4.4. The Local Officers shall not be part of the Executive Committee and shall hold no vote on the Executive Committee. The Local Officers shall work to support the Executive and

Membership. All Local Officers and the Executive shall undertake their duties with co-operation, communication, collaboration and solidarity.

- 4.5.** The Local Officers shall provide reports to their respective Executive Committee member, who shall present the reports to the Executive Committee.
- 4.6.** All Local Officers shall be elected by the general membership.
- 4.7.** 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 of office. Any Officer of the Local or a Shop Steward who performs managerial functions on a temporary basis in a position outside the bargaining unit for which the Union is the bargaining agent shall automatically lose their office in the Union.
- 4.8.** A majority of the voting members of the Executive Committee will be required as a quorum for the transaction of any business at the Executive Committee meeting.
- 4.9.** No person shall hold more than one office, but any officer of the Local may act as a Shop Steward.
- 4.10.** The position of any officer of the Local or the chairperson of any committee of the Local shall be declared vacant by the Executive Committee should the person absent themselves from three (3) consecutive meetings of the respective committee without satisfactory reason. The presiding officer will give notice that the office will be declared vacant at the end of the third meeting.
- 4.11.** Any vacancy of an Officer of the Local or separately elected chair of any committee shall be announced at the first GMM following the creation of the vacancy. Such a vacancy shall be filled in the manner provided for in Article 5. In the event that one of the incumbent officers is elected to fill a vacant office, the successor to the subsequent vacancy will be elected by implementing the procedure in Article 5.
- 4.12.** Should a temporary absence on the Executive occur, another member of the Executive shall be appointed, by the executive, to assume his or her duties.
 - 4.12.1.** Any absence longer than 3 weeks will be defined as a long-term temporary absence.
 - 4.12.2.** Payment of "top-up" under Article 7.13 would apply to all long-term absences unless otherwise provided for in the by-Laws.
 - 4.12.3.** Short term temporary absences may be paid under 7.13 at the discretion of the Executive Committee.

4.13. If the Executive decides that the length of an executive absence and the current executive workload necessitates that executive duties be temporarily covered, an election of a member in good standing as a temporary executive officer, will be held at the next general membership meeting, providing 7 days' notice is given to the membership.

5. ELECTIONS

5.1. The Executive Committee and the Local Officers shall be elected by the membership for a three (3) year term subject to the procedures herein:

5.2. In order to be eligible as a candidate for the Local Executive Committee, the nominee must have attended at least 50 % of the meetings in the preceding year; and must be nominated by a member-in-good-standing.

5.3. An Election Committee composed of five (5) members (a chairperson and four (4) members) shall be elected at the September General Meeting. (For a 2-year term) Four (4) alternates shall also be elected. In the event of a vacancy, alternates shall succeed in order of election to the vacancy and new alternates shall be elected at the next General Meeting.

5.3.1. Any member of the election committee must remain neutral and impartial. This means that no member of the committee can nominate, endorse or pass out any campaign material for any candidate.

5.4. Nominations and acceptances must be submitted to the Election Committee by the close of the office on the fourth Friday in February.

5.4.1. If no nominations for a position are received by the close of nominations, the floor will be opened for nominations, only for those positions with no nominations, at the election meeting. Elections to take place at this meeting.

5.5. Each candidate will be provided time to make a short presentation to the General Membership Meeting prior to election, as determined by the Executive.

5.6. The Election Committee shall be responsible for:

5.6.1. Making up of the ballots

5.6.2. Accounting for the ballots

- 5.6.3.** The chairperson shall be responsible for carrying out the procedure of the election.
- 5.6.4.** The chairperson or alternate decided by the Election committee shall have exclusive custody of the ballot box.
- 5.7.** Payment of lost wages for the Election Committee, postage and other incidental expenses incurred during the elections shall come from the General Fund of the Local.
- 5.8.** Elections for the Executive Committee shall take place on the day of the April General Membership Meeting.

 - 5.8.1.** A Mail-in ballot shall be conducted from members in good standing not working in Edmonton, Sherwood Park, St Albert.

 - 5.8.1.1.** Ballots shall be sent to the Shop Steward or designate at least one week in advance.
 - 5.8.1.2.** Each member shall receive one ballot and two envelopes. Once the member has marked his or her ballot, it shall be place in the smaller envelope and sealed. This is then place in the larger envelope and sealed. The member then signs and prints his or her name on the envelope.
 - 5.8.1.3.** Ballots are returned to the Shop Steward or designate who then returns them to the Election Committee no later than the Friday before Election day.
 - 5.8.2.** Balloting for all other members in good standing in the Local shall take place in the union office, or other designated place specified by the election committee. An opportunity to advance vote will be arranged by the election committee.

 - 5.8.2.1.** The election location shall be open for a minimum of six hours. Only the Election Committee and scrutinizers' will be permitted to remain in the election location during this time.
 - 5.8.2.2.** Balloting will cease one hour prior to the General Membership Meeting.
 - 5.8.2.3.** In counting the votes for a given office, the ballots are arranged in piles according to the first preferences-one pile for each candidate. The number of ballots in each pile is then recorded for the election committee report. These piles remain identified with the names of the same candidates throughout the counting procedure until all but one is

eliminated.

5.8.2.4. If more than half of the ballots show one candidate indicated as first choice, that choice has a majority in the ordinary sense and the candidate is elected. But if there is no such majority, candidates are eliminated one by one, beginning with the least popular, until one prevails, as follows:

- 5.8.2.4.1.** The ballots in the thinnest pile that is, those containing the name designated as first choice by the fewest number of voters are redistributed into the other piles according to the names marked as second choice on these ballots.
- 5.8.2.4.2.** The number of ballots in each remaining pile after this distribution is again recorded. If more than half of the ballots are now in one pile that candidate is elected. If not, the next least popular candidate is similarly eliminated, by taking the thinnest remaining pile and redistributing its ballots according to their second choices into the other piles, except that, if the name eliminated in the last distribution is indicated as second choice on a ballot, that ballot is placed according to its third choice.
- 5.8.2.4.3.** Again the number of ballots in each existing pile is recorded, and, if necessary, the process is repeated by redistributing each time the ballots in the thinnest remaining pile, according to the marked second choice or most preferred choice among those not yet eliminated until one pile contains more than half of the ballots, the result being thereby determined.
- 5.8.2.4.4.** The election committee's report consists of a table listing all candidates, with the number of ballots that were in each pile after each successive distribution.
- 5.8.2.4.5.** If a ballot having one or more names not marked with any numeral comes up for placement at any stage of the counting and all of its marked names have been eliminated, it should not be placed in any pile, but should be set aside.
- 5.8.2.4.6.** If at any point two or more candidates are tied for the least popular position, the ballots in their piles are redistributed in a single step, all of the tied names being treated as eliminated.
- 5.8.2.4.7.** In the event of a tie in the winning position which would imply that the elimination process is continued until the ballots are reduced to two or more equal piles the election should be resolved in favor of the

candidate that was strongest in terms of first choice (by referring to the record of the first distribution).

5.9. Elections for the CUPW Assoc, will take place at the September G.M.M

5.9.1. Commencing with the April 1999 annual meeting, the elected President, Vice-President and Secretary-Treasurer will form the Board of Directors, along with 3 other elected members-in-good-standing. The 3 elected members are to be elected for a 2 year term at each even year annual meeting.

5.10. In order to be declared elected, a candidate must receive 50 % + 1 of the votes cast for their position.

5.11. Any individual who is not a member-in-good-standing must have their membership-in-good-standing established prior to the election meeting to be eligible to vote.

5.12. Election Transition

5.12.1. Starting in 2021, and repeating every three (3) years, the following positions shall be elected to a three (3) year term:

- President
- Health and Safety Officer
- 2nd Vice President
- 4th Vice President
- 5th Vice President
- Communications Officer

5.12.2. Starting in 2022, and repeating every three (3) years, the following positions shall be elected to a three (3) year term:

- Grievance Officer
- Secretary Treasurer
- 1st Vice President
- 3rd Vice President

5.13. Elections of Local Officers

5.13.1. The Local Officers shall be elected at a General Membership Meeting as follows:

Starting in 2021, and repeating every three (3) years, the following positions

shall be elected to a three (3) year term:

- 5.13.1.1.** Chief Shop Steward EMPP Shift #2
- 5.13.1.2.** Chief Shop Steward of Letter Carriers North Zone (including Ft Sask)
- 5.13.1.3.** Chief Shop Steward of Letter Carriers Central Zone
- 5.13.1.4.** Chief Shop Steward RSMC's/Affiliates East Field Zone
- 5.13.1.5.** Chief Shop Steward RSMC's Edmonton North
- 5.13.1.6.** Chief Shop Steward of Wickets and Registration in Edmonton
- 5.13.1.7.** Education Officer
- 5.13.1.8.** Route Verification Officer LCs/MSCs

Starting in 2022, and repeating every three (3) years, the following positions shall be elected to a three (3) year term:

- 5.13.1.9.** Chief Shop Steward EMPP Shift #1
- 5.13.1.10.** Chief Shop Steward EMPP Shift #3
- 5.13.1.11.** Chief Shop Steward of Letter Carriers South Zone (including Camrose & Wetaskiwin)
- 5.13.1.12.** Chief Shop Steward of MSCs
- 5.13.1.13.** Chief Shop Steward RSMC's/Affiliates West Field Zone
- 5.13.1.14.** Chief Shop Steward RSMC's Edmonton South
- 5.13.1.15.** Chief Shop Steward of Maintenance and the Garage
- 5.13.1.16.** Editor/Recorder
- 5.13.1.17.** Route Verification Officer RSMCs

5.13.2. Successful candidates will be sworn in and take office as the last order of business at the Election Meeting.

5.14. In the event of a vacancy on the Executive Committee or of any Officer of the Local, a replacement will be elected at the second (2nd) GMM following the creation of the vacancy. Notice of the vacancy shall be announced at the first (1st) GMM following the creation of the vacancy and again in the GMM Notice for the GMM at which the election will occur. Such election shall be by nomination(s) from the floor.

5.15. Election of Officers shall be the first order of business at the Election Meeting. The normal business of the April General meeting may proceed while ballots are counted, with the exception that items of "New Business" other than excusing members from meetings and waiving of dues, "Unfinished Business" and "Elections" still may not proceed until the members and alternates of the Committee have finished their work.

- 5.16.** For all other elections not specifically provided for in these By-laws, the following procedures will apply:
- 5.16.1.** Notice for election must form part of the General Meeting notice.
 - 5.16.2.** Candidates and their nominators must be members-in-good standing.
 - 5.16.3.** In the event that a member nominated is not present at the time of election, he/she must have indicated, in writing, their willingness to stand for election. This procedure shall be noted on the notice of the General Meeting.
- 5.17.** Election for delegates to the E.D.L.C. shall be for one (1) year terms and shall take place at the February General Meeting.

6. DUTIES OF THE EXECUTIVE COMMITTEE, OFFICERS, AND STEWARDS

- 6.1.** The Executive Committee shall 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 meetings or the mandate via referendum. The Executive Committee, subject to the duties and responsibilities provided hereinafter shall:
- 6.1.1.** Have the obligation to enforce the National Constitution;
 - 6.1.2.** Be responsible for all representations before the employer;
 - 6.1.3.** Be responsible for all public statements of the Union at the Local level;
 - 6.1.4.** Receive and study all reports and other matters concerning the welfare of the Union duly referred to it;
 - 6.1.5.** Be the only one responsible to make recommendations to the members or make decisions in line with the Constitution and policies of the Union unless otherwise stated in the Constitution;
 - 6.1.6.** Have the obligation to meet at least once each month, or as called by the President, or at the request of 1/3 of the Executive the President shall call a meeting;

- 6.1.7.** 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;
- 6.1.8.** Shall 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 N.E.B.;
- 6.1.9.** Establish and maintain communications between the members and the main organs of the Union;
- 6.1.10.** Be responsible for the Local education program;
- 6.1.11.** Informs the members and promotes Union education through bulletins, communiqués and other adequate means;
- 6.1.12.** Be responsible for the orientation, preparation and distribution of all publications intended for the members;
- 6.1.13.** Be a member of the Strike Committee;
- 6.1.14.** Be responsible for preparing and posting of meeting notices for committees under their respective jurisdiction.

6.2. Duties of the President

- 6.2.1.** Functions as the Chief Executive Officer of the Local and will be a full-time officer, and shall be a member of the Regional Resolutions Committee.
- 6.2.2.** The President will preside at all meetings of the Local and the Executive Committee, preserve order, enforce the National Constitution of the C.U.P.W, the By-laws of the Local, and be generally responsible for the affairs of the Local subject to the direction of the Executive Committee and the General Membership.
- 6.2.3.** The President will have the authority to interpret and decide, in disputes regarding the Local By-laws, policies and regulations, until it is appealed by two (2) bona fide members through a General Membership Meeting (GMM) and that appeal is upheld by a GMM.
- 6.2.4.** The President shall sign all official documents on behalf of the Local and shall be a co-signer, with the Secretary- Treasurer, of all cheque' s and financial papers.

- 6.2.5.** The President has the responsibility 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 obligations and duties of their respective duties.
- 6.2.6.** The President is an ex-officio member of all committees, except for the Elections Committee.
- 6.2.7.** The President will be the official spokesperson for the Local whenever a statement is required to the communications media or other occasions.
- 6.2.8.** The President shall be responsible for ensuring that all affiliated offices receive sufficient levels of service.
- 6.2.9.** The President will automatically be a delegate from the Edmonton Local to the respective Area Council.
- 6.2.10.** The President will take initiatives for the good and welfare of the Union on matters not provided for in the Local By-laws, subject to the approval of the members.
- 6.2.11.** The President shall have the authority to appoint such committees as are necessary and which are not provided for elsewhere in these By-laws, such appointments to be approved at the next GMM.
- 6.2.12.** The President 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.
- 6.2.13.** The President shall report to the members on the decisions and recommendations of the Local Executive Committee.
- 6.2.14.** The President shall keep the Executive Committee informed on all activities between the Local and National Headquarters of the C.U.P.W.
- 6.2.15.** The President shall have the right to delegate duties to other members of the Executive Committee.
- 6.2.16.** The President shall be bonded to an amount set by the Executive Committee.
- 6.2.17.** The President shall chair the Consultation and Grievance Committee.

6.2.18. The President shall also be the president of the Board of Directors of the CUPW Association.

6.3. Duties of the Secretary-Treasurer

- 6.3.1.** The Secretary-Treasurer shall be the Chief Financial Officer and a full-time officer of the Local, and shall be a member of the Regional Resolutions Committee.
- 6.3.2.** The Secretary-Treasurer shall have full charge of the official records and all equipment of the Local.
- 6.3.3.** The Secretary-Treasurer will receive all dues, fees, and other monies to the Local and keep a correct and true account of same.
- 6.3.4.** The Secretary-Treasurer will be responsible for the Local's correspondence and shall convey it to the Executive Committee and the GMM.
- 6.3.5.** The Secretary-Treasurer will be responsible for the distribution of bulletins, notices and other information within the Local.
- 6.3.6.** The Secretary-Treasurer shall prepare notices of all GMMs and arrange to distribute and post such notices at least three (3) days prior to a regular GMM and seven (7) days prior to a Special GMM.
- 6.3.7.** The Secretary-Treasurer shall be responsible for bookkeeping records of the Local and keep them ready for submission to the Local's Trustees at least three (3) times per year.
- 6.3.8.** The Secretary-Treasurer shall not pay any money without a signed bill or voucher.
- 6.3.9.** The Secretary-Treasurer shall at each GMM of the Local present a written financial statement which will become part of the minutes. The financial statement shall show the opening and closing balances of all accounts, monies and bonds being held by the Local. It shall also include information on:
 - 6.3.9.1.** Money spent for the month;
 - 6.3.9.2.** Money spent to date in the fiscal year;
 - 6.3.9.3.** The amount budgeted;

- 6.3.9.4.** Any additional and or transferred funds from the original budget shall be reported in writing. This report shall be sent to the National Director in accordance with Article 9.47 of the National Constitution.
- 6.3.10.** The Secretary-Treasurer shall not pay any money towards matters unless provided for in the Local By-laws and the National Constitution.
- 6.3.11.** The Secretary-Treasurer shall submit, every two (2) months, a financial report to the National Director showing the credit balances at the beginning of the period, receipts and expenses during the period and the General Fund credit balance at the end of the period.
- 6.3.12.** The Secretary-Treasurer shall submit all books, vouchers, receipts, etc. for an audit each year by a registered firm of chartered accountants engaged by the Executive Committee in time to present to the September GMM.
- 6.3.13.** The Secretary-Treasurer shall keep an up-to-date mailing list.
- 6.3.14.** The Secretary-Treasurer shall establish an adequate filing system for both the Secretariat and the Treasury.
- 6.3.15.** The Secretary-Treasurer shall establish and maintain an efficient system for the membership control and dues check-off.
- 6.3.16.** The Secretary-Treasurer shall forward the per capita tax quarterly for each member not on the check-off who is in good-standing and also a list of suspended or expelled members to the National Secretary Treasurer.
- 6.3.17.** The Secretary-Treasurer shall deposit all monies received in a Credit Union or Unionized banking facility to the credit of the Local.
- 6.3.18.** The Secretary-Treasurer shall forward, without delay, all By-law changes to National Office for approval. Upon approval, the Secretary-Treasurer shall update the Local By-laws accordingly. Should the bylaw be, or not be, approved by National, the Secretary-Treasurer shall inform the membership of which bylaw change was denied or approved, and the reasons provided by National (if any), at the GMM.
- 6.3.19.** The Secretary-Treasurer shall be responsible for the nominal list of the membership and shall make available, to the stewards at each installation, a list of Rand and/or members-not-in-good-standing for their installation.

- 6.3.20. The Secretary-Treasurer shall be responsible for directing of the hired staff of the Local.
- 6.3.21. The Secretary-Treasurer shall chair the Budget Committee and the Bylaws Committee.
- 6.3.22. The Secretary-Treasurer shall be bonded in an amount set by the Executive Committee.
- 6.3.23. The Secretary-Treasurer shall also be the Secretary-Treasurer of the Board of Directors of CUPW Association.

6.4. Duties of the Grievance Officer

- 6.4.1. The Grievance Officer is a full-time Officer of the Local, and shall be a member of the Regional Resolutions Committee.
- 6.4.2. The Grievance Officer will be responsible for all grievances at Level One with the assistance of the Grievance Committee, including the preparation of rebuttals and providing the necessary back-up materials for all subsequent levels.
- 6.4.3. The Grievance Officer will have the authority to use the expertise of the Local for arbitration hearings.

6.5. Duties of the Health & Safety Officer

- 6.5.1. The Health & Safety Officer shall be a full-time Officer of the Local, and shall be a member of the Regional Resolutions Committee.
- 6.5.2. The Health & Safety Officer shall chair and co-ordinate the activities of the Health & Safety Committee, and shall have the right to delegate duties to other members of the committee.
- 6.5.3. The Health & Safety Officer shall implement and maintain an adequate filing system for Health & Safety, with the assistance of the Secretariat.
- 6.5.4. The Health & Safety Officer shall co-chair the Joint Health & Safety meetings and shall attend Joint meetings.
- 6.5.5. The Health & Safety Officer shall work with and assist the Education and Grievance Committees on matters dealing with Health & Safety, W.C.B., and rehabilitation or modified duties.

- 6.5.6. The Health & Safety Officer shall be responsible to ensure that minutes are taken of committee meetings and that all complaints about health hazards within the Local, accident reports and any other matters pertaining to health & safety are dealt with by the committee.
- 6.5.7. The Health & Safety Officer shall be responsible for concerns arising from rehabilitation positions, modified duties and light duties.
- 6.5.8. The Health & Safety Officer shall be responsible for handling W.C.B. claims and appeals.

6.6. Duties of the 1st Vice-President (Organizing)

- 6.6.1. The 1st Vice-President shall replace the President in that person's absence.
- 6.6.2. In the event of the President's office becoming vacant, the Vice-President shall fulfill the duties of that office until a successor is elected in accordance with the procedures in Article 5 of these By-laws.
- 6.6.3. The 1st Vice-President will chair the Strike Committee, the Organizing Committee, and the Legislative/Political Education Committee.
- 6.6.4. The 1st Vice-President must be bonded in an amount set by the executive Committee and will be a signing officer of the Local.
- 6.6.5. The 1st Vice-President has the right to attend all Non-Executive Committee meetings with voice, but shall only vote if acting in the office of the President in the latter's absence. Lost wages to attend these meeting shall be subject to the executive Committees Prior approval.
- 6.6.6. The 1st Vice-President shall also be the Vice-President of the Board of Directors of the CUPW Association.

6.7. Duties of the 2nd Vice-President (Edmonton Mail Processing Plant)

- 6.7.1. The 2nd Vice President shall be the representative for the Edmonton Mail Processing plant (EMPP). There shall be three (3) Chief Stewards in the EMPP to assist, one (1) chief steward per shift in the EMPP. The 2nd Vice President shall undertake their duties with co-operation, communication, collaboration and solidarity.
- 6.7.2. The 2nd Vice President shall be responsible for reporting to the Executive Committee the state of their jurisdiction(s) including updates on grievances, Health and Safety concerns, consultations, steward meetings, activities,

concerns raised by the Chief Stewards, and any work floor issues.

- 6.7.3.** The 2nd Vice President will assume the duties of any vacant Chief shop Steward position under their jurisdiction, until the position has been filled.

6.8. Duties of the 3rd Vice-President (Urban Collections & Delivery)

- 6.8.1.** The 3rd Vice President shall be the representative for Urban Collection and Delivery (C&D). To assist, there shall be three (3) Chief Stewards of Letter Carriers, one each for North (including Ft Saskatchewan Urban Group 2 members), Central and South (including Camrose & Wetaskiwin Urban Group 2 members) Zones, one (1) Chief Steward of MSC's, as well as one (1) Route Verification Officer Letter Carrier/MSC. The 3rd Vice President shall undertake their duties with co-operation, communication, collaboration and solidarity.
- 6.8.2.** The 3rd Vice President shall be responsible for reporting to the Executive Committee the state of their jurisdiction(s) including updates on grievances, Health and Safety concerns, consultations, steward meetings, activities, concerns raised by the Chief Stewards, and any work floor issues.
- 6.8.3.** The Route Measurement Committee C&D will be required to report to the 3rd Vice-President.
- 6.8.4.** The 3rd Vice President will assume the duties of any vacant Chief shop Steward position under their jurisdiction, until the position has been filled.

6.9. Duties of the 4th Vice-President (Rural and Suburban Mail Carriers)

- 6.9.1.** The 4th Vice President shall be the representative for all RSMC's, and Group 1 members in Affiliate Offices. To assist, there shall be four (4) Chief Stewards of RSMC's, one each for Affiliates East Field and Affiliates West Field Zones, and two for RSMC's in Edmonton North, and Edmonton South, as well as one (1) Route Verification Officer RSMC. The 4th Vice President shall undertake their duties with co-operation, communication, collaboration and solidarity.
- 6.9.2.** The 4th Vice President shall be responsible for reporting to the Executive Committee the state of their jurisdiction(s) including updates on grievances, Health and Safety concerns, consultations, steward meetings, activities, concerns raised by the Chief Stewards, and any work floor issues.
- 6.9.3.** The Route measurement Committee RSMC's will be required to report to the 4th Vice President.

6.9.4. The 4th Vice President will assume the duties of any vacant Chief shop Steward position under their jurisdiction, until the position has been filled.

6.10. Duties of the 5th Vice-President (Garage, Maintenance, Registration and Wickets)

6.10.1. The 5th Vice President shall be the representative for the areas of The Garage, Maintenance, Wickets and Registration in Edmonton. To assist, there shall be two (2) Chief Shop Stewards, one for The Garage and Maintenance (Groups 3 and 4), and one for Wickets and Registration (Group 1) in Edmonton. The 5th Vice President shall undertake their duties with co-operation, communication, collaboration and solidarity.

6.10.2. The 5th Vice President shall be responsible for reporting to the Executive Committee the state of their jurisdiction(s) including updates on grievances, Health and Safety concerns, consultations, steward meetings, activities, concerns raised by the Chief Stewards, and any work floor issues.

6.10.3. The 5th Vice President will assume the duties of any vacant Chief shop Steward position under their jurisdiction, until the position has been filled.

6.11. Duties of the Education Officer

6.11.1. The Education Officer shall report to the President and shall undertake their duties with co-operation, communication, collaboration and solidarity.

6.11.2. The Education Officer shall chair the Education Committee.

6.11.3. The Education Officer shall ensure that a basic steward course be made available to all members before becoming a steward.

6.11.4. The Education Officer shall implement and maintain an adequate filing system for education with the assistance of the Secretariat.

6.11.5. The Education Officer shall work in conjunction with the President and all other committees of the Local to ensure the membership is properly educated on their rights under the Collective Agreement, Constitution, Local By-laws and legislation that applies to them by virtue of their employment and membership in the Union.

6.11.6. The Education Officer shall be responsible for posting educational opportunities from the Local, Regional and National Offices on the Local's Web Page and in the bulletin that goes out to the work centers. This must be done with ample time to allow the membership to apply for these educational opportunities. Such postings must be approved by the President.

- 6.11.7.** The Education Officer shall present all applications for educationals to the education committee for the selection process and will ensure that all applicants are Members-In- Good-Standing. The Education Officer, with the Education Committee, must, as part of the selection process, ensure that applicants meet the requirements of courses that they apply for, before selecting them for such course.

6.12. Duties of the Communications Officer

- 6.12.1.** The Communications Officer shall work directly with the Local President and Local Secretary-Treasurer and shall undertake their duties with co-operation, communication, collaboration and solidarity.
- 6.12.2.** The Communications Officer shall chair the committee responsible for the production of the Local's publication and, in accordance with the policy set out hereinafter, shall be responsible for the collecting of information and articles for the publication.
- 6.12.3.** The Communications Officer shall be allowed a maximum of ten (10) days leave with pay (book offs) per month to complete the duties of the position.
- 6.12.4.** The Communications Officer shall be responsible for the reproduction of the Locals publication, which shall be issued prior to each General Membership Meeting, assist with all local email list-serve upkeep, local website and social media updates and any content creation as directed by the local office, and perform administrative duties as listed:
 - 6.12.4.1.** Answer phone calls and forward to proper fulltime officer or executive officer.
 - 6.12.4.2.** Open Mail; Stamp, sort and distribute to appropriate fulltime officer. Ensure that all cheques received are stamped "For Deposit Only".
 - 6.12.4.3.** Process Change of Status Forms (COS)
 - 6.12.4.4.** Update change of address in the APPEX system and mailing list for both the Inside Out and the regular mail out of bulletins. Ensure that Members are only receiving one mail out.
 - 6.12.4.5.** Make up New Members Kits, Maternity Kits. (There should always be some made and ready to give if a member calls or comes into the office.
 - 6.12.4.6.** Prepare mail out

6.12.4.7. Process new Members by doing the following:

6.12.4.7.a Have new members fill out membership card and collect Initiation fee of \$5.

6.12.4.7.b Stamp or mark on membership card that the initiation fees have been paid

6.12.4.7.c Fax the letter from Canada Post to Canada Post.

6.12.4.7.d Give each new member a pocket calendar and new members' kit.

6.12.4.7.e Welcome new member and provide the standard verbal orientation.

6.12.4.8. Process New membership cards by doing the following:

6.12.4.8.a Input into APPEX and send original cards to the National office.

6.1.4.9. Do Inside Out Mailing (once a month). Print off labels, fold, stuff, stamp and seal. Arrange for pick up by Canada Post. (leave extra labels before going on vacation)

6.1.4.10. Make sure photocopier/fax is running smoothly

6.12.5 The policy for the local newsletter is as follows:

6.12.5.1.The newsletter may also publish items of general interest or concern to Postal workers and working people everywhere, in keeping with the intent of this clause. All articles submitted are considered to be the opinion of the writer, and not necessarily the official views of the Local. Where any article is deemed to be unsuitable for publication in the Local Newsletter, an appeal may be made to the newsletter committee, then the Executive Committee, and finally the General Membership Meeting, demanding publication of said article.

6.12.5.2 All materials for publication and distribution to the membership must be presented to the Local President for approval prior to publication.

6.12.6 The Communications Officer will keep a complete, correct and impartial record of the minutes, or proceeding of all meetings of the Local and Executive Committee.

6.12.7 The Communications Officer will ensure that the minutes are up-to-date and ready to present at the next General Membership Meeting (GMM).

6.12.8 The Communications Officer shall make available to the Secretary-Treasurer, or his/her designate. A typed copy of the minutes of the General Membership Meeting (GMM) so that a copy may be attached to the agenda of the current

General Membership Meeting (GMM).

6.12.9 The Communications Officer will keep a separate and complete file of proposed By-laws changes at the Secretary's-Treasurers disposal.

6.13. Duties of the Chief Shop Stewards

- 6.13.1.** The Chief Shop Stewards shall lead the Shop Stewards and co-ordinate their efforts and actions in preparing grievances and other job-related actions within their jurisdictions.
- 6.13.2.** The Chief Shop Stewards shall be responsible for informing the Shop Stewards of all up to-date information. This includes ensuring the distribution of material published by the union.
- 6.13.3.** The Chief Shop Stewards shall work to ensure that each facility under their jurisdiction has adequate Union representation and be responsible for floor visits in their areas.
- 6.13.4.** The Chief Shop Stewards shall work with the respective Vice President to call Shop Steward meetings at least once per month and shall appoint a steward to take minutes of each meeting.
- 6.13.5.** The Chief Shop Stewards shall assist the Education Officer and Education Committee in preparing Shop Steward Courses for the Local.
- 6.13.6.** The Chief Shop Stewards shall attend applicable 1st level Grievance Hearings with the guidance of their respective Vice President and the Grievance Officer.
- 6.13.7.** The Chief Shop Stewards shall attend applicable Article 54 meetings with the guidance of their respective Vice President and the Health & Safety Officer.
- 6.13.8.** The Chief Shop Stewards shall attend applicable Consultations, with the guidance of the Executive Committee.
- 6.13.9.** All Chief Shop Stewards of the Local will be members of the Organizing Committee.
- 6.13.10.** All Chief Shop Stewards shall report directly to their respective Vice President and shall undertake their duties with co-operation, communication, collaboration and solidarity.

6.14. Duties of the Route Verification Officers

- 6.14.1.** There shall be a Route Verification Officer for Letter Carriers/MSCs and this officer shall report to the 3rd Vice President and shall undertake their duties with co-operation, communication, collaboration and solidarity.
- 6.14.2.** There shall be a Route Verification Officer for Rural and Suburban Mail Carriers (RSMC's) and this officer shall report to the 4th Vice President and shall undertake their duties with co-operation, communication, collaboration and solidarity.
- 6.14.3.** The Route Verification Officers will co-chair the Route Measurement Committee and be the liaison between their respective Vice President and the Committee.
- 6.14.4.** The Route Verification Officers and the Route Measurement Committee will coordinate the work of the route Measurement Committee.
- 6.14.5.** The Route Verification Officers and the Route Measurement Committee will advise the Executive and the Grievance departments on issues related to Route Measurement.

6.15. The Trustee Committee

- 6.15.1.** The Trustee Committee shall be made up of three (3) members elected at the September GMM in odd numbered years for a 2 year term. One of these three members shall serve as Chairperson. A Trustee shall not hold any executive position in the Local and may not cumulate any other function in conflict with their position.
- 6.15.2.** The Local shall also elect one (1) alternate Trustee, to replace a Trustee in case of prolonged illness, vacation leave or in case of a vacancy as outlined in Section 4.
- 6.15.3.** The Trustees and alternate shall meet and elect a Chairperson within fourteen (14) days following their election.
- 6.15.4.** The Chairperson shall convene a meeting of the Local Trustees at the Union Office during the months of November, March and July.
- 6.15.5.** The Local Trustees may also be convened by the Local Executive, through the Local Secretary-Treasurer.

- 6.15.6.** The Local Trustees shall be generally responsible for the inspections of the finances and assets of the Union.
- 6.15.7.** The Local Trustees shall have the right to require a detailed accounting of any financial transaction carried out by the Union or in its name.
- 6.15.8.** The Local Trustees shall inspect the financial books, generally supervise Union assets, examine expenditures to check whether they are in accordance with the Local By-laws, resolutions adopted at GMMs, and decisions made by the Local Executive, including recommendations to undertake research with regard to the investment of Union funds.
- 6.15.9.** The Local Trustees shall prepare a written report on their findings and recommendations to the Local Executive three times per year. Such reports shall be submitted to the members of the Local Executive at a joint meeting with the Trustees for the purpose of explanation, clarification and discussion.

6.16. Duties of the Local Shop Steward

- 6.16.1.** The Local Shop Steward is the link between the Local Executive Committee and the members of their worksite.
- 6.16.2.** The Local Shop Steward promotes the policies of the Union and enforces the Constitution and the decisions of the members taken at Convention, through a referendum or at a GMM.
- 6.16.3.** The Local Shop Steward ensures a strong Union presence on their worksite.
- 6.16.4.** The Local Shop Steward enforces the Collective Agreement.
- 6.16.5.** The Local Shop Steward promotes the objectives of the Union and those of the Labour movement in general.
- 6.16.6.** The Local Shop Steward regularly informs the members of the decision of a GMM, the activities of the Union, the Union publications and any other item of interest for the Union and the well-being of the members.
- 6.16.7.** The Local Shop Steward acts as an advisor for the members, defends the interests of the members they represent, in all cases.
- 6.16.8.** The Local Shop Steward keeps the Local President advised at all times on all problems, complaints and grievances among the membership.

- 6.16.9.** The Local Shop Steward will be responsible for the completion of accident investigation reports, grievance back-up, health & safety complaints, or any other reports.
- 6.16.10.** In order to be considered for appointment to the role of local shop steward, the member must have completed a three (3) day CUPW basic shop steward course as well as signed the local shop steward code of conduct.

6.16.10.1. CUPW 730 Shop Steward Code of Conduct

On this day, I (the signed) hereby swear to uphold the below expectations and standards as a Shop Steward for the Canadian Union of Postal Workers.

- 1.** To act as the link between the Local Executive Committee and the members of my worksite.
- 2.** To promote a strong Union presence in my worksite and enforce the Collective Agreement.
- 3.** To advise and defend the interests of the members I represent.
- 4.** To represent all members equally
- 5.** To engage members with respect, to settle disputes through consensus and discussion, and to offer support and to help educate the members.
- 6.** To keep myself educated on the Collective Agreement, read Bulletins, seek advice from our Union office if I am not sure of something, and to help members with the Grievance process.
- 7.** To always have someone with me when meeting with Management.
- 8.** To always send my notes from interviews I attend, or other relevant information, to the Union office.
- 9.** To support our Union and help build solidarity.
- 10.** To be a leader in my workplace, set an example, speak up against discriminatory comments and protect members privacy and ensure confidentiality.
- 11.** To promote the policies and objectives of our Union locally

regionally and nationally, and adhere to the National Constitution.

12. To keep my respective Vice President advised at all times, on all problems, complaints and grievances among the membership.

13. To regularly inform the members of the decisions of a GMM, the activities of our Union, and help distribute Union publications.

14. To be responsible for the completion of accident investigation reports, grievance backup, health & safety complaints, or any other reports relating to working conditions.

15. That a failure to uphold any of the above expectations may result in my immediate, unconditional removal from my role as a Shop Steward by a successful general membership meeting motion as recommended and moved by the Local Executive Committee.

6.17. Duties of an Appointed CUPW Local Joint Health and Safety Committee (LHSC) Member

6.17.1. Local Joint Health & Safety Committee Worker Representative Code of Conduct

On this day, I (the signed) agree to follow the below expectations as a member of CUPW 730 who sits as a worker representative on a Local Joint Health & Safety Committee:

1. To be the link between the Local office on matters pertaining to workplace safety.

2. To promote the policies of our Union and adhere to the National Constitution

3. To promote a strong Union presence in my worksite and enforce the collective agreement

4. To read articles of the Urban Collective Agreement and the RSMC Collective Agreement pertaining to health & safety and Part II of the Canada Labour Code.

5. To defend the interests of the members I represent.

6. To regularly inform the members on aspects of health & safety

7. To be responsible for the completion of accident investigation reports, health & safety complaints or other reports related to health & safety.
8. To inform the local office of any items which may be outstanding for 3 or more meetings which have been placed on the minutes for local joint health & safety.
9. To ensure our employer has trained all employees on aspects which may put employees in danger.
10. To adhere to the motto of organized Labour and this Union – “That an injury to one is an injury to all.”
11. To accept the direction and leadership of the Local Health & Safety Officer and President in all matters pertaining to the conduct of worker representatives of the Joint Health & Safety Committee.
12. That a failure to uphold any of the above expectations may result in my immediate, unconditional removal from my respective Local Joint Health & Safety Committee by either the Local Health & Safety Officer or President.

7. FINANCIAL BY-LAWS

- 7.1. All cheques, drafts, money orders, or other financial papers received for payment of monies to the Local shall be stamped "For deposit only to the credit of the Canadian Union of Postal Workers, Edmonton Local".
- 7.2. All cheque's, drafts, money orders, or promissory notes, or any other financial documents issued as payments on behalf of the Local shall be signed by the Secretary-Treasurer and countersigned by the President, or in the latter's absence, by the Vice President.
 - 7.2.1. In the event of a vacancy which results in the loss of one or more signing officer, another full time officer must be bonded in an amount set by the Executive Committee and become signing officer.
- 7.3. The monthly per capita dues rebate returned to the Local from the National Office will be deposited to the General Account.
- 7.4. Prior to the May GMM, the Executive of the Local shall prepare a budget estimate for the next fiscal year, to be submitted for ratification, to the membership at the

May GMM. The budget should be based on estimates submitted to the Executive from committees of the Local in consideration of their projected expenditures. Copies of the Annual Budget proposal will be made available in the Union Office one week prior to the May GMM and this fact will be duly publicized to the membership.

- 7.5. Any expenditures in excess of \$1,000.00 from the General Account, which has not been approved in the Annual Budget, or any changes to the Annual Budget in excess of \$1,000.00, will be presented as a "Notice of Motion" to be dealt with at the next meeting of the Local. All expenditures from the General Account shall be recorded and noted at the following GMM in conjunction with the monthly Financial Statement. The opening and closing balance of the General Account will form part of the monthly Financial Statement.
- 7.6. Accumulated surplus funds may be term deposited. The amount of funds available for term deposits will be determined by the Executive, when preparing the Annual Budget.
- 7.7. There shall be no deficit financing or budgeting.
- 7.8. A bereavement tribute of \$100.00 shall be sent upon the death of a member-in-good-standing.
- 7.9. The Local shall not be liable for any claim for salary or expenses for any service performed by an officer, committee, or member thereof, except as has been duly authorized by the Local Executive Committee prior to the performance of such service, or in the event of an emergency, by the Local Executive Committee who will pay these funds from the General Account.
- 7.10. Delegates attending C.U.P.W. Regional Conferences, Area Councils, Education Seminars, Canadian Labour Congress Conventions and A.F.L. Conventions shall be reimbursed for any lost income from Canada Post, if so, authorized by the General Membership or the Executive Committee, exclusive of overtime and monies paid by National Office. No delegate shall be paid lost wages in the event they have traded their regularly scheduled R.D.O.s to a time outside the dates set for any of the functions mentioned above.
- 7.11. A Local dues assessment of 50% times one hour of the top rate of the lowest classification but not less than a PO-2 (mail handler), minus eighty-three (\$.83) per month per member will be levied in addition to those dues already levied by the National Executive in accordance with the terms of the National Constitution.
- 7.12. **Resident Officers Wages**

- 7.12.1.** The full-time officer's wages will be paid at the rate of a mail dispatcher (P05) from the internal operations group at the highest rate of pay for that classification; or at his/her regular rate of pay if that rate is higher than the wage rate above their pay will be based on a forty (40) hour work week.
- 7.12.1.1.** Notwithstanding, any member who becomes a full-time officer who receives a higher rate of pay, shall not take a cut in pay.
- 7.12.2.** In respect to the above remuneration, the resident officers agree to waive the forty (40) hour week in respect to overtime, any type of shift differential and weekend premium. In lieu thereof; they shall receive \$ 1.40 *per* hour: or an amount equivalent to their midnight or weekend shift premium if that rate is higher.
- 7.12.3.** The full-time officers' rights and benefits will be included in the current collective agreement that cover their employment with Canada Post, along with any other benefits normally available to members of the Local through their employment at the post office.
- 7.12.4.** Vacation Leave shall be based on the Union's fiscal year. Paid Union Officers shall accumulate vacation leave as per the collective agreement. At the end of any term of office, any accumulated vacation leave will be paid in full. The Local will budget for full replacement of full-time Officers for the duration of their vacation leave. Full-time Union Officers shall not be allowed to carry vacation past the fiscal year after it was earned.
- 7.12.5.** The full-time officers will not be allowed to take any other paid employment without the prior approval of the Local Executive.
- 7.12.6.** In the event of a negotiating breakdown at the bargaining table, all holidays are cancelled at once until the collective agreement for the members is in effect and all work resumes its normal course.
- 7.12.7.** No full-time officer will receive pay during a National Strike.
- 7.12.8.** Only two (2) full-time officers shall be on vacation leave at any one time, except for the weeks containing December 23, 24, 25, 31, January 1 and 2, where up to three (3) officers may be on vacation leave.
- 7.12.8.1.** Notwithstanding the above, it is understood that full-time officers shall not be prevented from running as delegates to conferences, educationals and conventions.

- 7.12.8.2.** In the event that full-time officers are absent in the performance of their duties through leaves provided for in the collective agreement (excluding leave without pay), the executive shall appoint responsible individuals to take their places, where deemed necessary by the Executive Committee or the GMM.
 - 7.12.8.3.** The Executive shall arrange this leave and the Local shall pay all lost wages, based on a forty (40) hour week.
 - 7.12.8.4.** At the first Executive meeting following the start of the fiscal year, resident officers shall report to the executive as to their holiday bids, based on their seniority with Canada Post.
- 7.13.** All requests for lost wages must be submitted on the Union lost wages form for payment to the Local within ninety (90) days of the date on which the wages were lost or they will be forfeited unless reasonable explanation can be provided to the Executive and the Executive gives approval for payment. Lost wages shall be paid bi-weekly in conjunction with regular, established pay periods.
- 7.14.** Parking stalls shall be maintained for full-time officers.
- 7.15.** Notwithstanding the spending limits in Article 7.5, the Executive or its' designate may spend, from the Building Maintenance Fund, any monies required to maintain or repair the office building. The Executive will be report such expenditures to the next general membership meeting.
- 7.16.** Transportation costs, to the Edmonton local. When authorization has been received, a member of the local who uses their personal vehicles for union purposes will be entitled to an allowance equal to that of the rate set out in the National Constitution.

8. MEETINGS

- 8.1.** The regular meeting of the Edmonton Local of the C.U.P.W. shall be held on the first Saturday of the month, or at a time and date set at the previous meeting. When the date of the membership meeting falls on a long weekend, the meeting will automatically be postponed one week.
- 8.2.** There will be no regular meeting held during the months of January and August.

- 8.3.** The annual Financial Report, from the previous year, will be given at the November GMM.
- 8.4.** The quorum for a regular or special membership meeting of the Local shall be twenty (20) members, including at least four (4) of the Executive. If a meeting is cancelled due to a lack of a quorum, such meeting will still be considered as a meeting that members were eligible to attend, and any members who were in attendance, or were regularly scheduled to work and submitted an excuse by the next GMM, shall be considered to have attended said meeting.
- 8.4.1.** Every member in good standing who arrives at the GMM within 30 minutes of the scheduled time will automatically have the right to sign in the attendance book and every member who leaves the meeting after the first hour will not get their name taken off the attendance book. Any other situation out of these parameters will be dealt individually by the members at the meeting.
- 8.4.2.** Members on maternity leave or parental leave shall be considered as having attended a General Membership or Special General Membership Meeting when they:
- 8.4.2.1.** Offer their regrets in advance in writing to the Local Executive Committee;
- 8.4.2.2.** Confirm the period of time they will be on maternity leave or parental leave.
- 8.4.2.3.** The Local Executive Committee will acknowledge receipt and provide attendance credit for the period in question.
- 8.5.** The length of the monthly GMM shall be limited to two (2) hours. Further, a motion to lengthen the meeting would be acceptable during the course of the meeting only if the unfinished business of that meeting must be dealt with previous to the next scheduled meeting and is vital to the functioning of the Local.
- 8.6.** Acceptable excuses for members “in good standing” requesting to be excused from a GMM shall be: conducting union business in or out of town during the time of the meeting; work a regularly scheduled shift, bereavement leave as per Art. 19.02 (RSMC), Art. 21.02 (Urban) Collective Agreements. A member who wishes to be excused must submit a written request no later than the next scheduled meeting after which they have been absent.
- 8.7.** Upon the request of twenty (20) members, through a petition, or a majority of the members of the Executive Committee, the President will summon a Special Meeting.

Notices for this meeting must specify its purpose, which shall constitute the agenda.

- 8.8.** The Local shall retain service by way of an interpreter at membership meetings for the purpose of communicating with our Brothers and Sisters with a hearing disability.
- 8.9.** All meetings where lost wages are paid shall be held when the least number of members are on duty, or rotated in schedule to distribute time booked off equitably among members on different shifts.

9. GENERAL MEMBERSHIP MEETINGS - ORDER OF BUSINESS

9.1. An agenda or order of business shall be presented by the President or Chairperson to the members in attendance at all regular or special meetings.

9.2. All regular meetings of the Local shall be conducted in the following manner:

9.2.1. Opening Ceremonies: "Brothers and Sisters, we are about to open this meeting of the Edmonton Local of the Canadian Union of Postal Workers. If there is anyone here who is not a member, please state your reasons for being present. The decision of such a person remaining will be up to the Meeting. We are here for the transaction of business and during the proceedings; all members will address the chair. No member will be allowed to speak more than once on a motion without the permission of the chair."

9.2.2. Appointment of a Sergeant-at-arms for the duration of the meeting.

9.2.3. Introduction of guests

9.2.4. Election candidate's presentation or executive election results.

9.2.5. Announcement and/or introduction of new members.

9.2.6. Reading and adopting the minutes of the previous meeting.

9.2.6.1. Unfinished business from previous minutes.

9.2.7. Financial Statement.

9.2.8. Reading of correspondence.

- 9.2.9. President's report [15-minute limit].
 - 9.2.10. New Business.
 - 9.2.11. Notice of Motions.
 - 9.2.12. Nominations and elections of delegates and committees.
 - 9.2.13. Committee reports: Each report must be submitted in writing to the Secretary-Treasurer prior to the GMM. A maximum of five [5] minutes will be allowed for questions directly related to each report, except for the President's report, this to be limited to fifteen [15] minutes.
 - 9.2.14. Goods and Welfare.
 - 9.2.15. Adjournment
 - 9.2.16. Closing Ceremonies: "Brothers and Sisters, I thank you for attending and I hope the proceedings will attend to the betterment of the Local and the Union."
- 9.3. Special meetings of the Local shall be conducted according to the agenda established for that meeting.

10. RULES OF ORDER FOR ALL MEETINGS OF THE LOCAL

- 10.1. The President or, in their absence, the Vice-President will call the meeting to order at the set time for its opening. In the absence of the President and the Vice-President, the Education Officer will open the meeting, and a Chairperson shall be chosen from and by the members assembled.
- 10.1.1. The Chairperson shall, at the beginning of the meeting, as the first order of business, appoint a willing member to be the Sergeant-at-arms, from among those assembled.
 - 10.1.2. The person so appointed, will be given a hand-out, listing the duties that will be required of them as Sergeant-at-arms. These duties will include, but not be limited to:
 - 10.1.2.1. Guard the door and admit no one but members-in-good-standing, except on the instructions of the chairperson by consent of the members

present.

- 10.1.2.2.** Keep a proper and correct register of the attendance at the meeting and provide the Secretary-Treasurer with such record.
- 10.1.2.3.** Work with the Chairperson to maintain the function of the meeting in the proper decorum and according to the By-laws and regulations of the Local and National Constitution of the C.U.P.W.
- 10.2.** The President or Chairperson shall take no part in debate while in the chair; but should they desire to do so, they will turn the chair over to the Vice-President or any other Executive Officer in the Vice-President's absence, or member; and then proceed with their debate.
- 10.3.** The President or Chairperson shall not participate in any votes on any motion; but in the event of a tie, the President or Chairperson will cast the deciding vote required to break any tie.
- 10.4.** When a member wishes to speak, they shall rise, and when recognized, address the Chairperson and confine their remarks to the question or motion at issue. The Chairperson may request that the members announce their names before speaking.
- 10.5.** Speeches shall be limited to two (2) minutes, except in moving a motion.
- 10.6.** A member shall not interrupt another speaker except to call a point of order or a point of personal privilege.
- 10.7.** Should a member persist in unparliamentary conduct, the Chairperson will be compelled to name the member and submit their conduct to the judgement of the meeting. In such cases, the member whose conduct is in question should then explain and then withdraw and the meeting will determine what course to pursue in the matter.
- 10.8.** When a question is put, the Chairperson, after announcing the motion will ask: "Are you ready for the question?"
- 10.9.** All questions, except elections shall be decided through an open vote by a show of hands; or a standing vote; but if two-thirds (2/3) majority of the members present demand a secret ballot or a recorded vote on any particular motion, then a secret ballot or a recorded vote shall be held at the meeting.
- 10.10.** There shall be no proxy voting.
- 10.11.** No member shall speak more than once on a motion until all members present have had the opportunity to speak; should a member desire to speak again, they will do

so only with the permission and consent of the presiding officer.

- 10.12.** A motion to refer or table is not debatable and, when properly seconded, the question shall immediately be put to the meeting.
- 10.13.** Discussions on any issue can be held without the presentation of a formal motion, but this discussion will be limited, and if no formal motion is presented, and then the assembly shall move on to consider the next item of business.
- 10.14.** Two (2) members may appeal the decision of the chair. When the decision is properly appealed, the chairperson will relinquish the chair to another officer. This officer shall then put the question thus: "Shall the decision of the chair be sustained?" The question is not debatable except that the member who first appealed the decision of the chair may give an explanation of his/her appeal. The chairperson may give an explanation of his/her decision.
- 10.15.** A motion may be reconsidered, provided the mover of the motion to reconsider voted with the majority, and the notice of motion is given for consideration at the next meeting, and said motion is supported by two-thirds (2/3) of the members at the meeting.
- 10.16.** All motions resulting from Correspondence will be brought up under New Business.
- 10.17.** In all matters not regulated by these rules of order, Bourinot's Rules of Order shall govern.

11. LOCAL COMMITTEES AND DUTIES OF COMMITTEES

11.1. Standing Committees as follows:

- (11.2) Trustee Committee
- (11.3) Consultation and Grievance Committee
- (11.4) Communication Committee
- (11.5) Health & Safety Committee
- (11.6) Election Committee
- (11.7) Legislative/Political Education Committee
- (11.8) Strike Committee
- (11.9) Organizing Committee
- (11.10) Education Committee
- (11.11) Disciplinary Committee

- (11.12) By-Laws Committee
- (11.13) Shop Steward Committee
- (11.14) Part-Timers' Committee
- (11.15) Women's Committee
- (11.16) Good and Welfare Committee
- (11.17) Route Measurement Committee
- (11.18) Human Rights & International Solidarity Committee
- (11.19) Union Counsellor Committee
- (11.20) Temporary Workers Rights Committee
- (11.21) Pension and Retiree Benefits Committee
- (11.22) Environment Committee
- (11.23) Social Committee
- (11.24) Ad Hoc Committees

11.2. Trustee Committee - Outlined in Article 6.12

11.3. Consultation and Grievance Committee

- 11.3.1.** Shall consist of the Local President, Chief Shop Stewards and Grievance Officer.
- 11.3.2.** Shall aid the Local President and Grievance Officer in the preparation, investigation and argumentation of local grievances and consultation items.

11.4. Communication Committee

- 11.4.1.** Shall consist of at least four (4) members elected from the September GMM, for a 2 year term.
- 11.4.2.** Shall assist the Sergeant-at-Arms/Editor in the collection of information and articles for the monthly publication.

11.5. Health & Safety Committee

- 11.5.1.** Shall consist of 4 members elected at the September General Membership Meeting, as well as a minimum of 4 members appointed by the Health and Safety Officer for a 2 year term. To ensure the broadest possible representation of interested members from various work sites.
- 11.5.2.** Shall meet on a regular basis.

- 11.5.3.** Shall review complaints about health hazards within the Local, accident reports and any other matters pertaining to health & safety.
- 11.5.4.** Shall receive and review the monthly reports of the National Grievance Officer on the concerns raised and results achieved at each meeting of the National Joint Safety and Health Policy Committee.
- 11.5.5.** Shall assist the Health & Safety Officer in preparing agenda items for Local Joint Health & Safety Committee meetings.
- 11.5.6.** Shall be chaired by the Health & Safety Officer or a designate.

11.6. Election Committee - Outlined in Article 5

11.7. Legislative/Political Education Committee

- 11.7.1.** Shall consist of the President, Vice-President and interested members-good-standing.
- 11.7.2.** Shall work in collaboration with the National Officers in obtaining legislative amendments.

11.8. Strike Committee

- 11.8.1.** Shall consist of the Executive Committee and interested members-in-good standing.
- 11.8.2.** Shall be responsible for the recruitment of activists and the preparation of strike structures, strike support, as well as local information regarding National contract negotiations.

11.9. Organizing Committee

- 11.9.1.** Shall consist of the Organizing Officer, who chairs the committee, 10 members elected at the September General Membership Meeting in even years for a 2 year term, plus an appointed position for the RSMC group, and an appointed position for the Intelcom group, and is open to all interested members-in-good-standing.
- 11.9.2.** Shall be responsible for programs of action and any other activity sanctioned by the Local membership or National Office and any other organizing campaign authorized by the N.E.B.

11.9.3. Shall report to the Executive through the Executive liaison, the Organizing Officer.

11.9.4. Shall meet regularly, and advertise meetings to the general membership of the local.

11.10. Education Committee

11.10.1. Shall consist of the Education Officer, five (5) members elected at the September GMM for a 2 year term and all interested members-in-good-standing.

11.10.2. Shall work in conjunction with the Education Officer.

11.10.3. Shall, wherever possible, encourage further membership participation.

11.11. Disciplinary Committee

11.11.1. Shall consist of three (3) members, two (2) of whom are elected from the membership at the first meeting following the National Convention. The third member shall be appointed by the Local Executive Committee.

11.11.2. Shall enforce the guidelines set out in Article 8 of the National Constitution.

11.11.3. Shall be solely responsible for informing the Local Secretary-Treasurer of any discipline carried out by this committee in the Local.

11.11.4. Shall be solely responsible for any files concerning discipline matters, as well as maintaining confidentiality.

11.12. By-Laws Committee

11.12.1. Shall be chaired by the Secretary-Treasurer. Two (2) other Executive Committee members shall be appointed by the Executive. Four (4) members and two (2) alternates shall be elected from the membership at the September GMM in even numbered years and shall be elected for two (2) year terms.

11.13. Shop Stewards Committee - Outlined in Article 6

11.14. Part-timers' Rights Committee

11.14.1. Shall work to educate members of the Edmonton Local who work in part-time positions.

11.15. Women's Committee

11.15.1. Shall consist of 8 core members elected at the September General Membership Meeting, for a 2 year term.

11.15.2. Shall be an open committee, in that participation in committee meetings and events shall be open to all women members of the Local who wish to participate.

11.15.3. Shall elect a chairperson from the membership of the committee, who shall be responsible for calling and chairing meetings.

11.15.4. The Executive liaison to the committee shall be appointed by the Local Executive.

11.15.5. The committee shall study issues and concerns affecting women and shall make recommendations to the Local Executive on:

11.15.5.1. Involvement of women in the union with the goal of full participation of women in all levels of the union;

11.15.5.2. The education of the membership on equality issues facing women;

11.15.5.3. The situation of women in the post office and ways to improve it.

11.15.6. The Local Women's Committee shall maintain an on-going communication with the National Women's Committee regarding matters which are of concern to the women's committees of the Union.

11.16. Good and Welfare Committee

11.16.1. Shall consist of three (3) core members, elected at a GMM. Other interested members may be called upon to assist the committee.

11.16.2. Shall raise money to assist members who are facing financial difficulty through no fault of their own. Funds shall be raised in two ways: a) "Pass the hat" - money raised due to emergency or immediate need, b) Ongoing fund raising - to build bank account for the purposes of additional fund raising or disbursement to members who approach the committee for help.

- 11.16.2.1.** As the monies available to this committee are not Union funds that originate from members dues, these funds SHALL NOT appear on the Locals audited financial statements nor be subject to an audit.
- 11.16.2.2.** Only members-in-good-standing of the Edmonton Local of the C.U.P.W. shall receive monies from this committee. Money will be paid out in the form of a gift Each case shall be decided, for both necessity and amount of money, on its own merits, by a two-thirds (2/3) majority decision of the committee.
- 11.16.2.3.** Signing authority on the account shall be the same as other union funds.
- 11.16.2.4.** A record in the form of a 3-column financial journal shall be kept of all financial transactions (monies raised, spent, disbursed) and shall be submitted to the Trustee Committee for their inspection, in accordance with article 6* This record may also be made available to the membership upon request or annually if no request is made.

11.17. Route Measurement Committee

- 11.17.1.** The Route Measurement Committee shall consist of 4 core members, elected at the September General Membership Meeting, for a 2 year term.
- 11.17.2.** The committee shall be an open committee, in that participation in committee meetings and events shall be open to all members of the local who wish to participate.
- 11.17.3.** The Route Verification officer is responsible for calling and chairing the route measurement committee.
- 11.17.4.** The executive liaisons to the committee shall be the Route Verification officer.
- 11.17.5.** The committee shall establish and maintain a list of trained union observers for volume counts and restructuring, and train those interested in being trained.
- 11.17.6.** The committee shall research and document route measurement problems for consultation, negotiations and the grievance procedure.

11.18. Human Rights & International Solidarity Committee

- 11.18.1.** Shall consist of 8 core members elected at the September general membership meeting, for a 2 year term.

- 11.18.2.** Shall be an open committee, in that participation in committee meetings and events shall be open to all members of the Local who wish to participate.
- 11.18.3.** Shall elect a chairperson from the membership of the committee, who shall be responsible for calling and chairing meetings.
- 11.18.4.** The Executive liaison to the committee shall be appointed by the Local Executive.
- 11.18.5.** Shall promote human rights in the workplace and work to develop a greater awareness of human rights issues at the local level.
- 11.18.6.** Shall promote international solidarity among the members of the Local by developing greater awareness of the importance of this work.
- 11.18.7.** Shall develop links with other unions/organizations working on issues of human rights and/or international solidarity.
- 11.18.8.** Shall work to empower members to become involved through education and participation.
- 11.18.9.** Shall ensure that the work of the committee includes those functions outlined in Article 9.22 of the National Constitution.
- 11.18.10.** Shall maintain an on-going communication with the National Human Rights Committee regarding matters which are of concern to the Human Rights Committees of the Union.

11.19. Union Counsellor Committee

- 11.19.1.** Shall consist of all trained Union Counsellors of the Edmonton Local.
- 11.19.2.** Shall meet at least once per year in conjunction with the Union Counsellor conference.

11.20. Temporary Workers Rights Committee

- 11.20.1.** Shall consist of 8 core members, elected at the September general membership meeting for a 2 year term.
- 11.20.2.** Shall be an open committee, in that participation in committee meetings and events shall be open to all members of the local who wish to participate.

- 11.20.3.** The committee shall elect a chairperson from the membership of the committee, who shall be responsible for calling and chairing meetings.
- 11.20.4.** The executive liaison to the committee shall be appointed by the Local executive.
- 11.20.5.** The committee shall assist the local education committee in identifying educational needs of temporary workers in the Local.
- 11.20.6.** The committee shall work to raise awareness amongst temporary workers of their rights in the workplace and their role in the Union.
- 11.20.7.** The committee shall report to the Local executive on temporary workers concerns that need to be addressed.

11.21. Pension and Retiree Benefits Committee

- 11.21.1.** The Pension and Retiree Benefits Committee shall consist of all interested members who have obtained retired member status in accordance with article 1.21 of the National Constitution. This committee shall meet at least once per year.
- 11.21.2.** The Local Pension and Retiree Benefits Committee functions shall be to study legislation covering pension plans within the Local, the administration of retiree benefits and pension plans contained within collective agreements covering members and retirees, and pension plans and retiree benefits in other unions' collective agreements, and it shall make recommendations to the Local Executive Committee on:
 - 11.21.2.1.** The administration of pension plans and retiree benefits with the Local;
 - 11.21.2.2.** Proposals for negotiating improvements and changes required for pension plans and retiree benefits;
 - 11.21.2.3.** The education of the membership and retirees on pension plans, retiree benefits and retirement issues.
- 11.21.3.** The Local Pension and Retiree Benefits Committee shall work under the direction of the Local Secretary-Treasurer.

11.22. Environment Committee

- 11.22.1.** Shall consist of 8 core members elected at the September General membership meeting for a 2 year term.
- 11.22.2.** Shall be an open committee, in that participation in committee meetings and events shall be open to all members of the local who wish to participate.
- 11.22.3.** Shall elect a chairperson who will be responsible for calling and chairing the meetings.
- 11.22.4.** Shall have an executive liaison elected by the Executive.
- 11.22.5.** The committee shall study issues and concerns affecting the environment and make recommendations to the Local Executive on:
 - Raising awareness of environment issues
 - Promoting good environmental stewardship
 - Promoting respect for biodiversity
 - Minimizing adverse effects on the environment
- 11.22.6.** The Environment Committee shall maintain an on-going communication with any other Local, Regional or National Environmental Committees.

11.23. Social Committee

- 11.23.1.** The Social Committee shall consist of five (5) core members elected at the September General Membership Meeting for a 2 year term.
- 11.23.2.** Shall be an open committee, in that participation in committee's meetings and events shall be open to all members of the local who wish to participate.
- 11.23.3.** Shall elect a chairperson who will be responsible for calling and chairing the meetings.
- 11.23.4.** Shall have an executive liaison, elected by the executive.
- 11.23.5.** The committee shall organize union social events and union fundraiser with the goal of developing stronger social ties and building membership solidarity.
- 11.23.6.** Funds shall be raised in three (3) ways:
 - 11.23.6.1.** From the grievance settlements that the Local receives from the Corporation

11.23.6.2. Donations

11.23.6.3. Ongoing fund raising – to build a bank account for the purpose of additional fund raising or disbursement by the committee for social functions. Such social functions must be approved by the executive committee and must promote union solidarity.

11.23.7. As the monies available to this committee are not Union Funds that originate from the members dues these funds shall not appear on the locals audited financial statements nor be subjected to audit.

11.23.8. A record in the form of a 3-column financial journal shall be kept of all financial transactions (monies raised, spent, disbursed) and shall be submitted to the Trustee Committee for their inspection, in accordance with article 6. This record may also be made available to the membership upon request or annually if no request is made.

11.24. Ad Hoc Committees

11.24.1. Committees should study the issues submitted by the Local Executive, the GMM or by individual members. They must report to the Executive Committee and only the Executive Committee is authorized to make recommendations to the membership.

11.24.2. Where any member or members sees a need to form a Committee, such member(s) shall submit their proposals to a GMM. A simple majority will be required to implement such a committee, and shall outline the terms of reference, to also be ratified at a GMM.

11.24.3. All committees shall be required to submit a detailed budget proposal to the Secretary-Treasurer prior to the Annual Budget Committee Meeting

12. CONSTITUTION AND LOCAL BYLAWS

12.1. The Constitution and By-laws of the Local may be amended or changed, provided that the following conditions are observed:

12.1.1. A written "Notice of Motion" must be served on the assembly at a regular meeting of the Local, mentioning the Article or Section that is to be amended or changed and the reason of the proposed changes or amendments shall be

published in the Local's publication, when provided.

- 12.1.2.** Following notice being served, the Notice(s) of Motion shall be submitted to the By-Laws Committee so they can carry out their mandate.
- 12.1.3.** The proposed changes or amendments shall then be considered in the proceedings of the subsequent regular or special meeting of the Local; and will require a two-thirds (2/3) majority vote of the members present for their adoption and acceptance after approval of National Office.
- 12.2.** The Local By-laws will automatically be amended, where required, by virtue of any changes in the National Constitution.
- 12.3.** The Local will abide by the obligations and responsibilities that are placed on it by the National Constitution.
- 12.4.** Numbering of articles of by-laws is for reference and not part of the By-laws and will automatically be altered with changes to the By-laws.

13. CONVENTION DELEGATES

- 13.1.** To be eligible to run as a Regional Conference Delegate, incumbents must be members-in-good-standing who have attended fifty per cent (50%) of all GMMs in the previous twelve (12) month period. For the election meeting, a member must be in attendance or have submitted, in writing to the Secretary-Treasurer, their intention to stand for election.
 - 13.1.1.** As part of the Regional Conference delegation one delegate shall be elected from the Edmonton Local affiliates. For this delegate the General Meetings Requirement shall be waived.
- 13.2.** The Local's delegates will be elected at the first GMM following a National Convention and will serve as delegates until the first GMM following the succeeding National Convention. Regional Conference delegates must attend at least fifty per cent (50%) of the regular GMMs of any twelve (12) month period during their term to maintain their status as delegates.
- 13.3.** Delegates to any and all forums, conventions, conferences, such as Regional Conferences, National Convention, Alberta Federation of Labour Convention and Forums, Canadian Labour Congress Convention, shall within a month after attending such, shall submit a written report to the Executive. Such reports shall be a minimum

of 350 words.

- 13.3.1.** The President shall provide a list of names of those that provided such reports to the next GMM.
 - 13.3.2.** Such reports shall be made available for review by the membership if so requested.
 - 13.3.3.** Any Regional Conference delegates intending to be elected for National Convention shall submit their intent to run in writing to the Secretary Treasurer prior to such election.
- 13.4.** Alternates will first be selected from a slate of unsuccessful candidates for the delegates and their order will be determined by the number of votes that each candidate received during the election.
- 13.4.1.** The number one alternate will fill the first vacancy occurring in the slate of delegates, subsequent vacancies shall be filled in accordance with the order in which they were declared elected.
- 13.5.** All delegates shall support the resolutions and policies presented by this Local when voting on resolutions at Regional Conferences, A.F.L. Conventions and meetings of the Labour Council, except when the delegate has registered his/her dissenting vote on the issue in question before the vote.
- 13.6.** All resolutions must be submitted to a meeting of the Edmonton Local.
- 13.7.** Resolutions submitted on behalf of the Local shall be presented for ratification or rejection by the members attending the meetings held prior to the Conference or Convention.
- 13.8.** Education Delegates - All members attending courses on behalf of the Local shall each submit all course materials to the Local Education Committee Chair Person for possible use in the Local Education program.
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