



# Royal City Local 740

## By-Laws

August 2016

## **ARTICLE ONE: NAME AND AFFILIATION**

- 1.01 The name of this Local shall be the Canadian Union of Postal Workers – Royal City Local.
- 1.02 Subject to and in accordance with the provisions of the National Constitution of this Union, the following bylaws shall apply to all members of the Local.
- 1.03 The Royal City Local shall be affiliated with the British Columbia Federation of Labour and the New Westminster and District Labour Council.

## **ARTICLE TWO: OBJECTIVES**

- 2.01** The objectives of this Local shall be to improve the general well being of the members and, in particular, the wages, hours of work, and working conditions.
- 2.02** This Local shall promote the fundamental principles of trade unionism and endeavor to improve working conditions generally.
- 2.03** This Local shall defend the rights and benefits acquired by our Union.
- 2.04** This Local shall ensure that the members realize that the power of the Union rests on their collective strength.

## **ARTICLE THREE: ELIGIBILITY FOR MEMBERSHIP**

- 3.01** An employee who does not perform managerial functions, is eligible for membership in the Union under the following conditions:
- (a)** signs an application for membership card;
  - (b)** undertakes to comply with the National Constitution, Local by-laws, and policies of the Union;
  - (c)** pays the initiation fee; and
  - (d)** is accepted by the Local.
- 3.02** All members of the Union enjoy equal rights and this, without discrimination.
- 3.03** Conditions relating to the loss of membership status and reinstatement to the Union shall be as outlined in sections 1.08 through to 1.21 in the National Constitution.
- 3.04** The status of a member in good standing enables the member in good standing to:
- (a)** attend general and special meetings of the Union;
  - (b)** vote at general meetings of the Union;
  - (c)** vote on national referenda;
  - (d)** represent the Union or Local as a delegate;
  - (e)** hold office in the Union;
  - (f)** exercise any other rights afforded under the constitution.

Each member shall comply with the Constitution and policies of the Union and with the by-laws of his/her Local.

## **ARTICLE FOUR: DUES AND INITIATION**

- 4.01** All members and employees of the Local shall pay dues as provided in the National Constitution and shall also pay without delay any assessments imposed in accordance with Article 7 of the National Constitution.
- 4.02** All new members submitting a signed membership card to the Local must also pay a five dollar (\$5.00) initiation fee. During organizing campaigns, the initiation fee will be the same as that required under the relevant legislation.
- 4.03** The Local shall have a dues assessment of six dollars (\$6.00) over and above the rate set in the National Constitution.
- 4.04** Upon written request, the Local may allow a member who is in arrears in the payment of her/his union dues and/or assessments to remain a member in good standing when the member is not working due to accident, illness, leave of absence without pay or suspension or dismissal imposed by the employer and does not have sufficient resources to support herself/himself and her/his family. Where the member is receiving 70% or less of their normal pay due to circumstances beyond the member's control or choice, the Local Executive Committee shall recommend the dues waiver if so requested.
- 4.05** Where a member has had a dues waiver and is reimbursed lost wages during that period such waived dues shall be repaid to the union within 30 days of reimbursement.

## **ARTICLE FIVE: LOCAL EXECUTIVE COMMITTEE**

**5.01** The affairs of this Local shall be conducted by means of regular meetings. Between meetings such business that may be required shall be conducted under the jurisdiction of the Local Executive Committee acting in their respective fields as defined herein.

- (a)** President
- (b)** Vice-President
- (c)** Grievance Officer
- (d)** Secretary-Treasurer
- (e)** Executive Chief Steward

**5.02** 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 mandates via referendum,
- \* have the obligation to enforce the National Constitution,
- \* be responsible for all representations before the employer,
- \* be responsible for all public statements of the Union at the Local level,
- \* receive and study all reports and other matters concerning the welfare of the Union duly referred to it,
- \* be the only one responsible to make recommendations to the members or to take decisions in line with the Constitution and policies of the Union unless otherwise stated in the Constitution,
- \* have the obligation to meet prior to a regular membership meeting,
- \* 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,
- \* 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 National Executive Board,
- \* establish and maintain communications between the members and the main organisms of the Union,
- \* be responsible for the Local Education program,
- \* Inform the members and promote Union education through bulletins, communiques, and any other adequate means,
- \* be responsible for the orientation, preparation and distribution of all publications intended for members,
- \* shall study the results of grievances and arbitrations,

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\* shall help prepare and administer the Local Education Program, help coordinate union education at the Local level and shall work in the field of education on promoting the fullest possible understanding of Union policies, the struggle of the Union, and all other matters of concern to the Union and the labour movement in general,

\* visit RSMC members at their workplace at least once a year,

\* and other duties as per the provisions of Article 9.10 of the CUPW National Constitution.

**5.03 (a)** All local officers shall be elected by the general membership and shall be members of the Executive Committee. All persons elected by the Local to give services to the members on a full time basis shall also be elected by the general membership and shall be members of the Executive Committee.

**(b)** All Officers of the Royal City Local Executive Committee, when elected, will become Directors of the Royal City Local CUPW Employee Assistance Society for their term of office.

**5.04** All elected members of the Executive Committee or of any other elected positions must be members in good standing and remain so for their term of office. They cannot be absent for more than 2 consecutive general meetings without the members approval.

**5.05** No person shall hold more than one (1) office concurrently, but any member of the Executive Committee could replace a steward in his/her absence. If an Executive officer runs for another executive position he/she shall resign their former position upon successfully being elected to the new position

**5.06** Vacancies of the Executive Committee, other than the position of President shall be filled in a democratic manner by election from eligible members at the next general membership meeting after the position becomes vacant notwithstanding 8.09(e).

**5.07** Executive Access

**(a)** Any member or group of members may address the Executive Committee.

**(b)** The time limit for each presentation shall be 10 minutes per member or group.

**(c)** The Executive Committee may elect to limit the number of presentations at each Executive Meeting to three (3). Scheduling shall be on a first applied, first granted basis.

**5.08** The Local Executive Board shall consist of the Local Executive Committee, the Tyler plus the Chief Shop Stewards of each office comprising the Royal City Local.

## **ARTICLE SIX: DUTIES OF THE EXECUTIVE COMMITTEE MEMBERS & UNION STEWARDS**

**6.01** Officers of the Local shall be required to carry out their duties as outlined in Article Nine (9) of the National Constitution as well as those duties listed below.

**6.02** The President shall:

- (a)** be an elected officer and be the full time paid officer of the Local, and be at the highest maximum rate not to exceed 106% of a PO external 3; however in the event that the incumbent of the position was receiving a salary that was higher while in the bargaining unit, that salary level will be maintained.
- (b)** Fulfill those duties outlined an Article 9.11 of the National Constitution;
- (c)** Be an ex-officio member of all Local committees;
- (d)** Shall have the right to appoint a member of the Local Executive Board to be responsible for the direction of each committee with the exception of the Nominating Committee, on which no executive member may sit.
- (e)** Be responsible along with the Grievance Officer for grievances in the Local.
- (f)** Sign all official documents on behalf of the Local and sign cheques along with the Secretary-Treasurer;
- (g)** Be responsible for Local Union-Management meetings;
- (h)** Be empowered to call a special meeting of the Local Executive Committee or the Local Executive Board;
- (i)** The president shall have the authority to appoint shop stewards as needed. In the event of a vacancy to an Executive position, the President may assign duties and responsibilities to other members of the Local Executive Board pending the filling of the vacancy by election;
- (j)** Be the official spokesperson for the Local whenever a statement is required to the communications media or when other occasions demand;
- (k)** Interpret the Bylaws of the Local and the President's interpretation shall be maintained unless it is contested and such contest is supported by the majority of the members of the Local Executive Committee or by the majority of the members assembled at a general membership meeting;



- (l) Take initiatives for the good and welfare of the Union on matters not provided for in the Local Bylaws;
- (m) Be, along with the Vice President responsible for education in the Local; be, along with the Vice President responsible for publication of the Local's newsletter;
- (n) Assist, and be responsible along with the Secretary-Treasurer in the discharge of his/her duties with regard to the funds and financial records of the Local, in particular with regard to the deposition of all funds received and the proper accounting of all funds disbursed;
- (o) Assist, and be responsible for, and be in charge of all Chief Shop Stewards of the Local along with the Executive Chief Steward
- (p) The President shall serve as the Director of the Royal City Assistance Society;
- (q) The President shall be responsible for The Royal City CUPW 740 website. The President shall appoint a qualified Chairperson to the Website Committee and shall oversee the work of this committee. The President shall be responsible for monitoring the content of the Website and have authority to remove or change postings.

**6.03** The Vice President shall:

- (a) Be an elected officer of the Local;
- (b) Assist the Local President in the performance of his/her duties;
- (c) Replace the President in his/her absence, in which case he/she shall exercise full power;
- (d) Chair in the absence or at the request of the President;
- (e) Sign cheques along with the Secretary-Treasurer in the absence or at the request of the President;
- (f) In the event of a vacancy in the Presidency, fulfill the duties of that office until a successor is elected;
- (g) Be, along with the President, responsible for education in the Local;
- (h) Be, along with the President, responsible for publication of the Local's newsletter;
- (i) Endeavor to stimulate interest and participation by the membership in Local education programs which will promote the welfare and interests of the members in harmony with the objectives of the Local and basic aim of workers' education;
- (j) Be responsible for Health and Safety in the Local.

**6.04** The Grievance Officer shall:

- (a) Be an elected officer of the Local;
- (b) Be, along with the President, responsible for grievances in the Local
- (c) Be a member of the Legislative Committee and direct their work.

- 6.05** The Secretary-Treasurer shall:
- (a)** Be an elected part time officer of the Local;
  - (b)** Fulfill those duties outlined in Article 9.13 of the National Constitution;
  - (c)** Maintain up to date Financial records;
  - (d)** Prepare and distribute notices of all Local meetings at least ten (10) days prior to the date of the meetings and distribute as necessary, all National and Regional bulletins;
  - (e)** Notify all members of the Executive committee of the time, date and place of all Executive Committee meetings;
  - (f)** Be a signing officer of the Local;
  - (g)** Upon vacating office for any reason, shall insure that the Local's books are audited and an up to date detailed financial statement is prepared prior to another person assuming the position. These reports shall be brought to the next Executive Committee meeting and General Membership meeting.
- 6.06** The Executive Chief Steward shall:
- (a)** Be an elected officer of the Local;
  - (b)** Be in charge of all Chief Shop Stewards and Shop Stewards in the Local;
  - (c)** Be responsible for the coordination and organization of the efforts and actions of the Chief Shop Stewards and Shop Stewards of the Local;
  - (d)** Assist the Vice President in the responsibility for Health and Safety in the Local;
  - (e)** Assist the President in preparing strike structures and information pickets;
  - (f)** Be a member of the Organization Committee and direct their work;
  - (g)** Conduct Shop Steward meetings with the assistance of other Executive members.
- 6.07** The Chief Shop Steward shall:
- (a)** Be in charge of all Shop Stewards in their plant;
  - (b)** Be responsible to the Local for the organization of their efforts and actions;
  - (c)** Be the link between the Executive Committee and the Shop Stewards in his/her plants;
  - (d)** Promote the objectives of the Union and those of the labour movement in general.

- 6.08** The Shop Steward shall:
- (a)** Be the link between the Local Executive Committee and the members on the floor;
  - (b)** Ensure a strong Union presence on the work floor;
  - (c)** Enforce the Collective Agreement;
  - (d)** Regularly inform the members of the decisions of the general meetings, the activities of the Union, the Union publications and any other items of interest for the Union and the well being of the membership;
  - (e)** Keeps the Local President advised at all times on all problems, complaints and grievances among the membership. In installations where there is a Chief Steward, this information may be relayed via the Chief Steward.
- 6.09** The Tyler shall:
- (a)** Maintain, with the Secretary-Treasurer, the membership attendance book for all general and special meetings of the Local;
  - (b)** Check membership credentials at all general and special meetings;
  - (c)** Maintain order at all meetings;
  - (d)** Give a report to any Nominating Committee on the eligibility of any candidate for election;
  - (e)** Audit attendance at meetings to see that a quorum is maintained.

## **ARTICLE SEVEN: COMMITTEES**

- 7.01** The President shall have the right to appoint a Local Executive Board member to be responsible for the direction of each committee, with the exception of the Nominating Committee, on which no Executive member may sit.
- 7.02** Each committee shall consist of a minimum of three (3) members elected at a general membership meeting. The exception to this will be the Conflict Resolution Committee who shall have its members appointed. The President shall appoint members to all committees except the nomination committee if necessary.
- 7.03** The Legislative Committee shall report to the Executive Board on all legislation and pending legislation affecting this Union and the Trade Union movement in general.
- 7.04** The Education Committee shall organize Local programs and shall report on any educational seminars and programs being conducted by any affiliates of this Local.
- 7.05** The Organization Committee shall be responsible for the organization and direction of picketing and all matters relating to strikes, recruitment of members, and any other organization campaigns by the National Executive Board.
- 7.06** Special committees shall be appointed at the discretion of the Local Executive Committee to handle any business not requiring Executive action.
- 7.07** The Nominating Committee shall consist of three (3) members in good standing and one (1) alternate elected by the membership in attendance at the January general meeting. This committee shall ensure that candidates meet all eligibility requirements. This committee shall also be responsible for the balloting procedures.
- 7.08** The Local Conflict Committee shall consist of three (3) members in good standing. The members of the Committee shall be appointed annually at the January general meeting. Appointees without training will be placed at the front of the list of members to be trained. The duties of the Local Conflict Committee shall be in accordance with the provisions of Article 8 of the CUPW National Constitution.

**7.09** Committee Reports

- (a)** When a Committee wishes to circulate a written report to the membership, the report must first be presented to the Executive Committee;
- (b)** After first reviewing the Committee's Report, the Executive Committee will either:
  - (i) circulate the report without a comment or recommendation; or
  - (ii) circulate the report with a separate sheet listing any comments on the report, and or any specific or general recommendation(s).

**7.10** The Local Women's Committee shall study and make recommendations to the Local on:

- (a)** The involvement and support of women in the Union with the goal of full participation of women in all levels of the Union;
- (b)** The education of the membership on equality issues facing women;
- (c)** The situation of women in the Post Office and ways to improve it;
- (d)** The Local Women's Committee shall maintain an ongoing communication with the National Women's Committee regarding matters which are of concern to the Women's Committees of the Union.

**7.11** **(a)** The Local Human Rights Committee shall be comprised of a minimum of three (3) members in good standing to be elected at the January general meeting. The term of office is one (1) year;

- (b)** The Committee shall meet twice a year;
- (c)** All reports and recommendations shall be presented to the Local Executive Committee within thirty (30) days of the committee's meeting;
- (d)** The Committee shall follow the National Mandate as laid out in 4.08 of the CUPW National Constitution.

**7.12** **(a)** The Local RSMC Committee shall be comprised of a minimum of three (3) RSMC members in good standing to be elected at the first General Meeting of the year that occurs in Maple Ridge / Pitt Meadows.

- (b)** The Local RSMC Committee shall study and make recommendations to the Local on all issues regarding the Rural Route and Suburban Service Couriers in the Local.

**7.13** The tasks and functions of the Local Education and Local Grievance Committee, as outlined in Article 9 of the CUPW National Constitution shall become the jurisdiction of the Local Executive Committee.

**7.14** The Union will help retirees to develop, promote, and organize a National Organization of CUPW retirees.

## **ARTICLE EIGHT: NOMINATIONS & ELECTIONS**

**8.01** In order to be eligible as a candidate for election to the Local Executive Committee, the nominee must be a member in good standing of the Local and have attended three (3) meetings that they were eligible to have attended in the preceding twelve (12) months and remain in good standing during their term of office.

A member shall be deemed to have attended a meeting for eligibility purposes, if the member is at work on a regularly scheduled shift, or on Union business at the time of the start of the meeting and if the member notifies in writing the Union office before the commencement of the meeting that the member wishes to be considered eligible for that meeting.

**8.02 (a)** In installations where there is more than one (1) volunteer for the position of Shop Steward, an election may be called for by the members of that installation. Where the President receives notices from ten (10) % or more of the total work area / shift (as defined by the Executive Committee) that an election of stewards is being called for. An election will take place within three (3) months of such notice. This cannot occur more than once per year. In the case where an election is called for, and a year has not yet passed since the last election, then the election will take place within fifteen (15) months of the previous election. Stewards may still be appointed by the President as stated in 6.02(i);

- All Shop Stewards or candidates must be Members in Good Standing
- Shall remain Stewards in their installation until another election is held, or until resignation.
- Must receive twenty five (25) % of the total votes cast to be considered elected.
- Must attend at least one (1) General Meeting a year.
- Must attend at least one (1) Shop Steward Meeting a year.
- Shall have one (1) vote in deciding who is elected Chief Steward in their installation.
- May apply to the President to maintain Steward status upon transferring to a different installation.

- (b)** The following rules and procedures shall govern the election of Shop Stewards where an election has been triggered:
- a. Notice of Election for Stewards shall be posted on the installation's Union Bulletin Board thirty (30) days prior to the scheduled election.
  - b. Nominations / Acceptances for the position of Shop Steward shall be accepted for a minimum of twenty (20) days prior to the scheduled election.
  - c. Nominations shall be cut off prior to the election to allow enough time to print ballots. This cut off time will be posted on the notice calling for nominations and acceptances. Nominations / Acceptances must be received in writing at the Union Office prior to this cut off time.
  - d. A list of eligible candidates shall be provided via the ballot form which shall be distributed within the installation / work area / shift immediately preceding voting.
  - e. Each eligible candidate will be given two (2) minutes to introduce themselves at a floor meeting prior to votes being cast.
- (c)** Chief Stewards shall be elected from amongst the Shop Stewards in a specific work area / shift. Each Steward will receive one vote. Any member of the Executive or any Shop Steward wishing to speak in favour of a specific candidate will be allowed two (2) minutes to do so.

**8.03 a)** Elections for the office of President and Executive Chief Steward shall take place in even numbered years. Elections for the office of Vice President, Grievance Officer, and Secretary Treasurer shall take place in odd numbered years.

**(b)** The Tyler shall be elected annually in the month after the election of Executive Committee Officers.

**8.04** Notice of elections shall be sent out in the first week in May to be posted in all offices. At the May General Meeting the President shall announce the number of members eligible to vote, based on data, such as rebate sheets, change of status forms received, etc., available in the Local Office. Nominations from the floor shall be accepted at the May General Meeting. Written nominations must be accompanied by the written or verbal acceptance of the nominee.

- 8.05** Any candidate for office shall have access to the duplicating facilities at the Local's Office for the purpose of communicating with the membership about his/her candidacy. For this purpose an Executive Officer of the Local shall be available in the office.
- 8.06** (a) All voting for elected positions shall be by secret ballot and shall be deposited in a sealed and labeled ballot box.
- (b) Sealed ballot boxes shall be collected by the committee and counted in the local office as soon as possible.
- (c) Each candidate has the right to scrutinize the counting of the ballots or he/she may appoint a member in their place. If so, it must be in writing to the Chairperson of the Nominating Committee.
- (d) Balloting shall be conducted by at least two (2) members in good standing of the Local. These members shall work under the direction of the Nominating Committee, and shall have prior approval of the Nominating Committee Chairperson.
- (e) Advance polls shall be held at the Union Hall, dates and times to be set by the Nominating Committee.
- 8.07** No member of the Nominating Committee is eligible to run for office. On the day following the May General Meeting, the Chairperson of the Nominating Committee shall send out a list of candidates to be posted in each plant. He/she shall also contact a local printer for the purpose of ordering enough pre-printed ballots to provide each member with a ballot. The Nominating Committee shall designate a voting location in the area of each postal installation in the Local. Voting will take place during the week prior to the June General Meeting, where the results will then be known. There shall be no voting by proxy. In the event of a tie, the Chairperson of the Nominating Committee shall cast the deciding vote. Successful candidates shall be sworn in as the last order of business prior to adjournment of the meeting. If no candidate receives at least fifty (50) % plus one (1) vote of the ballots cast, the candidates and the election shall be re-run in the following month. In such a case Article 8.09(e) shall apply and the incumbent of the position shall continue to hold office until the new incumbent is sworn in. In the event that there is only one (1) candidate there shall be no election and that person shall be acclaimed and sworn in at the June General Meeting.
- 8.08** The Trustees' elections will be held two (2) months following the end of the fiscal year.



**8.09** Bi-elections: Executive Committee Members

- (a)** If a vacancy occurs before February 28<sup>th</sup> a notice shall be posted immediately.
- (b)** Nominations and acceptance in writing shall be received for a period of twenty (20) days from the time of posting.
- (c)** An election to cover the interim period of time until the next plant gate election shall take place at the next General Meeting following the close of nominations.
- (d)** An election to cover the remainder of the term of office shall take place as part of the next annual plant gate elections if applicable.
- (e)** A vacancy occurring after February 28<sup>th</sup> shall not be filled by election until the regular elections of June that year. The President may, however assign duties of the position to an existing executive member, until an election is held.

## **ARTICLE NINE: DELEGATIONS**

- 9.01** All delegate nominees must be members in good standing and must have Attended three general membership meetings that they were eligible to have attended in the preceding twelve (12) months, and remain in good standing during their term of office. This attendance requirement does not apply to education delegates.
- 9.02 (a)** The Local President shall be a delegate to all Regional Conferences.  
**(b)** Other delegates will be elected as per the Regional Conference calls.
- 9.03** Delegates to the the New Westminster and District Labour Council will be elected at the August General Meeting.
- 9.04** Delegates to the British Columbia Federation of Labour Conventions will be elected as per convention call.
- 9.05** All delegates to Union functions shall be prepared to make an oral report to the general meeting following the function they attended. In the event that this is not possible, the delegate(s) will submit a written report to the local within thirty (30) days.

## **ARTICLE TEN: MEETINGS**

- 10.01** A general meeting may be held on the fourth Thursday of every month, with the exception of December, meetings to commence at 7:00 pm.
- 10.02(a)** A quorum shall consist of ten (10) members in attendance.  
**(b)** Should a meeting be canceled due to lack of quorum, the Local Executive Committee shall be empowered to conduct the normal business of the Local for that meeting, except for Notices of Motion.  
**(c)** The quorum shall be obtained within fifteen (15) minutes of the posted start of the meeting or the meeting will be canceled.
- 10.03** The Executive Committee shall meet in the third week prior to the general meeting. A quorum for Executive Committee meetings shall be three (3) members of the Executive Committee.
- 10.04(a)** There shall be a Stewards' meeting at least two (2) times per year.  
**(b)** The Executive Chief Steward may be booked off two (2) times per year for the purpose of visiting all stewards in the Local in their installations / work areas/ shifts.
- 10.05** Notices of all membership meetings, regular or special, including the agenda and any Notices of Motions, shall be posted on notice boards at least seven (7) calendar days prior to the meeting.
- 10.06** The President shall have the authority to call a special meeting at the request of three (3) members of the Executive Board or at the request of ten (10) members in good standing. The special meeting shall deal only with the subject matter for which the meeting was called. All requests for special meetings shall be in writing and be signed by the members requesting such a meeting.
- 10.07** The General Membership meetings will be held as near to the centre of the Local.

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- 10.08** If the Tyler is absent from a meeting of the Local he/she will be replaced by a member of the Executive Committee for that meeting.
- 10.09** Members attending meetings as a committee member or at the request of the President shall be entitled to be reimbursed for the cost of babysitting up to twenty five dollars (\$25.00) per meeting.
- 10.10** Regular monthly meetings of the Local shall not continue past 9:00 pm unless approved by a majority vote of the members present.

## **ARTICLE ELEVEN: RULES AND PROCEDURES**

**11.01** At the commencement of each meeting, members entering the hall shall be required to sign an attendance register and failure by a member to so will result in his/her being officially absent for the purpose of the records of the Local.

**11.02** The following rules of debate and procedure shall be observed and followed and be enforced at all meetings in more or less degree:

- (a)** All remarks must be addressed to the Chair;
- (b)** No remarks are in order unless they relate to a motion or question immediately before the meeting, are in the nature of a report, or are on a point of order, privilege, or information;
- (c)** Motions should be moved and seconded and accepted by the Chair before being discussed;
- (d)** When a motion has been disposed of by a vote, there will be no further debate or comment about it.
- (e)** A member shall not speak more than once on a subject, until all who wish to speak have had an opportunity to do so;
- (f)** All speakers shall be limited to three (3) minutes, the Tyler will monitor;
- (g)** Bourinot's Rules of Order shall govern the conduct of all meetings.

**11.03** The agenda for the regular meetings shall be as follows:

- (a)** Report of the Tyler and acceptance of new members;
- (b)** Introduction of guests and reading of or references to policy D5 in the CUPW National Constitution;
- (c)** Reading and adoption of minutes or previous regular membership meetings and minutes of any special meetings;
- (d)** Business arising out of the minutes;
- (e)** Unfinished business;
- (f)** Financial Reports;
- (g)** Nominations and Elections, when appropriate;
- (h)** New Business;
- (i)** Reading of correspondence;
- (j)** Business arising from correspondence;
- (k)** Reports of Officers, Committees and Delegates;
- (l)** Executive Recommendations;
- (m)** Good and Welfare;
- (n)** Adjournment.

- 11.04** The Executive Committee shall present such subjects as it deems necessary to discuss as recommendations from the Executive Committee. These recommendations shall be considered as motions automatically seconded and dealt with according to the normal rules of order for motions. An Executive recommendation arising out of any item of business is in order at any time.

## **ARTICLE TWELVE: FINANCES**

- 12.01** The Local Executive Committee must prepare and submit to a general membership meeting a budget at the beginning of each fiscal year. The fiscal year goes from July 1<sup>st</sup> to June 30<sup>th</sup>.
- 12.02** The Local shall use Union rebate funds for Union purposed only, such as:
- The payment of per capita to the Labour Councils;
  - Local education seminars;
  - Salaries for full time officers;
  - Payment of salaries (leave for Union business);
  - Postage;
  - Telephone, telegram, telex;
  - Administrative fees to financial institutions;
  - Rent;
  - Expenses for committees, as deemed necessary by the Executive Committee;
  - Special campaigns approved by the National Executive Board;
  - Bereavement tribute for a member of the Local;
  - Financial support for the trade union movement;
  - Rental of meeting rooms;
  - Legal fees;
  - Office maintenance;
  - Local printing fees;
  - Printing supplies and office equipment;
  - All other expenses approved by the National Executive Board;
  - 15% of all Union rebate funds will be transferred to the account of the Royal City Local CUPW Employee Assistance Society, the society incorporated by the local for the sole purpose of acquiring and holding real property including without limitations any mortgage payments, strata maintenance fees, property taxes and assessments. Any excess of funds not needed for these purposes will be returned to the account of the Royal City Local CUPW.
- 12.03(a)** Full time officers shall be entitled to the same sick leave benefits regarding sick leave as a P.O. Ext. 3.
- (b)** Accumulated and unused sick leave credits shall not be payable in cash upon leaving office. Sick leave credits shall be held in a sick leave account until used.

- (c) Upon return of the officer to a position in the bargaining unit, their sick leave credits shall be granted to the officer under the same conditions as provided for by the collective agreement and the employer's policies regarding sick leave.
- (d) Where a member makes an application for sick leave under 12.03[b] the member must first have used the sick leave credits held by the employer.
- (e) Where an officer returns to the bargaining unit and is re-elected to an officer position their sick leave credits shall be available under the terms of 12.03[a] and [b].
- (f) Where an officer is reimbursed for sick leave: by the employer after a successful grievance: by an insurance claim: by a WCB claim or Court Judgment, they shall reimburse the Local.
- (g) All expense sheets must be submitted bi-monthly.

**12.04** Authorized officers, delegates, or members representing the Local in general or at seminars, conventions, or other out-of-town business shall receive travel expenses as stipulated in the National Constitution, and, as necessary, a per diem allowance of fifteen dollars (\$15.00) per day for work in the Greater Vancouver and Fraser Valley area. Payment for out-of-town expenses where lodgings are necessary will be at the rates stipulated in the National Constitution. This per diem will not be paid when the National per diem is paid.

**12.05** The President shall receive a monthly expense allowance of one hundred twenty five dollars (\$125.00).

**12.06** The President or any member of the union who uses his/her personal vehicle for union purposes shall be entitled to an allowance of 43 cents per kilometer under the following conditions:

- (a) When this form of transportation shall be deemed to be preferable considering the time factor and costs.
- (b) Prior authorization has been secured by the President and one other Executive Committee Member.
- (c) The expense account shall indicate the reason, point of departure, destination and mileage traveled.

**12.07** The signing officers of the local shall be the President, Secretary-Treasurer and the Vice President. Any two (2) of these officers may sign cheques on behalf of the local.



**ROYAL CITY LOCAL BYLAWS**

- 12.08** All annual vacation leave earned by the President must be used while in that fiscal year unless otherwise approved by the general membership at the June meeting.
- 12.09** The Executive Committee shall have the authority to approve emergency financial expenditures of up to five hundred (\$500.00). These shall be submitted to the next general meeting for ratification.
- 12.10** All software and equipment must be registered in the Local's name.
- 12.11** All property of the Local must be returned by the last day of their term of office.

## **ARTICLE THIRTEEN: TRUSTEES**

**13.01** Trustees shall consist of two (2) eligible members in good standing and two (2) alternates.

**13.02** The Trustees shall:

- (a)** serve as auditors of the Local;
- (b)** have the right to demand a detailed accounting of any financial transaction carried out by this local or in its name;
- (c)** audit the financial affairs of the Local including the Royal City Assistance Society each January and July, and at these times the Secretary-Treasurer will be booked off;
- (d)** after such auditing, prepare a financial report which shall be submitted at the next general meeting of the Local following the audit;
- (e)** shall not hold any executive position during their term of office;
- (f)** the term of office shall be for two (2) years.

## **ARTICLE FOURTEEN: DISCIPLINE**

- 14.01** Article 8 of the National Constitution shall be used in its entirety by the Local.

## **ARTICLE FIFTEEN: AMENDMENTS TO BYLAWS**

- 15.01** These Bylaws must be amended or repealed at a regular meeting of the Local by a two thirds (2/3) majority of those present and voting. Proposed amendments shall be considered as part of the motion to amend or repeal and may, as with any motion, be accepted, rejected, or amended, in accordance with Bourinot's Rules of Order. Any motion to amend or repeal these bylaws which proposes to amend more than one Article of these bylaws shall be dealt with in such a manner that each Article may be dealt with separately. In any case, a Notice of Motion to amend or repeal these bylaws must be made at the regular meeting of the Local immediately preceding the voting meeting and the proposed amendments must be presented to the membership at large not later than three (3) weeks prior to the voting meeting.

## **ARTICLE SIXTEEN: GENERAL**

- 16.01** The official publication of the Local shall be the Royal City CUPW 740 Website. It shall be maintained and updated by the Website Committee Chairperson. This committee shall be overseen by and be the responsibility of the President. The Website Committee Chairperson shall be appointed by the President from amongst qualified volunteers.
- 16.02** Any member attending a membership meeting under the influence of drugs or alcohol, and any member failing to conduct himself/herself in a proper manner shall be subject to the wishes of the membership following direction from the chair.
- 16.03** There shall be NO SMOKING during any meeting.
- 16.04** The Local will work to ensure that purchased or newly leased union offices are full accessible and that union events are held in accessible venues.

## **ARTICLE SEVENTEEN: COVERAGE OF VACANCIES AND ABSENCES**

- 17.01**
- (a)** Notwithstanding Article 6.03 (c) and (d), in the event of an absence of five (5) days or more but not more than fifteen (15) days of the full time officer, one of the officers of the Executive Committee may be appointed by the Executive Committee to full the position. These appointments will be for one (1) week periods on a rotating basis. This will provide training for other Executive members.
  - (b)** For absences of less than five (5) days, the Executive may elect to apply the principles of 17.01(a).
  - (c)** In the event of an absence of more than fifteen (15) days the Vice President shall assume the position until the incumbent is able to resume his/her duties.
  - (d)** In the event the Vice President does not assume the duties of the full time officer, the Executive Committee is empowered to select a temporary replacement.

