

**BY-LAWS
CANADIAN UNION OF POSTAL WORKERS
REGINA LOCAL**

Article 1 – Name and General Conditions

- 1.1 Subject to and in accordance with the provisions of the National constitution of the Canadian Union of Postal Workers, the following by-laws shall apply to all members of the Regina Local.
- 1.2 The name of the union shall be Canadian Union of Postal Workers' Regina Local.
- 1.3 The Local shall be affiliated to the Saskatchewan Federation of Labour and the Local Labour Council.
- 1.4 These by-laws may be amended by the following procedure:

A notice of amendment must be submitted in writing, not less than seven days prior to a General or Special meeting. The notice must be submitted by a member in good standing accompanied by ten signatures of members in good standing to the President or Secretary-Treasurer. Notices will be posted seven days in advance of the meeting informing the membership of the amendment. It shall require a two-thirds majority of the members voting at the following meeting to carry.

Article 2 – Objectives

- 2.1 The objectives of the local shall be:
 - A) To improve the general wellbeing of the members and, in particular, the wages, the hours of work and working conditions.
 - B) To promote the fundamental principles of trade-unionism and the improvement of conditions of all workers.
 - C) To defend the rights and benefits acquired by the Union.
 - D) Establish close links with the entire Trade Union Movement through affiliation To the Regina & District Labour Council and the Saskatchewan Federation of Labour; and to fully participate in their endeavours.

Article 3 – Membership

- 3.1 Eligibility for Membership - Any employee who does not perform management functions is eligible for membership in the Union under the following conditions:
 - (a) if he/she signs an application for membership card;

- (b) if he/she undertakes to comply with the Constitution and policies of the Union and the by-laws of his/her local;
- (c) if he/she pays the initiation fee;
- (d) if he/she is accepted by the Local.

3.2 Rights and Duties of Members:

- (a) All members of the Union enjoy equal rights and this, without discrimination.
- (b) Each member shall comply with the Constitution and policies of the Union and with the by-laws of his/her Local. He/She shall pay monthly union dues as provided. He/She shall also pay without delay and assessment imposed in accordance with the Constitution.
- (c) The status of a member in good standing enables the member in good standing to:
 - (i) attend general and special meetings of the Union;
 - (ii) vote at general and special meetings of the Union;
 - (iii) represent the Union or Local as a delegate;
 - (iv) hold office in the Union;
 - (v) exercise any other rights afforded under the Constitution and by-laws of the Local.

3.3 Loss of Status of Member in Good Standing and Reinstatement:

- (a) A person shall no longer be a member in good standing of the Union when:
 - (i) such person has been suspended from membership in accordance with the provisions of Article 8 of the National Constitution.
 - (ii) Such person is in arrears of three months or more in the payment of Union dues and/or assessment;
 - (iii) Such person is performing managerial functions on a temporary basis in a position outside a bargaining unit for which the Union is the bargaining agent. A person who is not a member in good standing may not exercise any of the rights afforded a member under the Constitution and by-laws of the Local or hold office in the Union or Local.
- (b) The loss of the status in good standing is automatic.

- (c) A person may be reinstated as a member in good standing when:
 - (i) the suspension imposed has ended;
 - (ii) such person has paid all arrears in Union dues and/or assessments;
 - (iii) such person has ceased to perform managerial functions on a temporary position outside a bargaining unit for which the Union is the bargaining agent.
- (d) The person who wishes to be reinstated as a member in good standing shall notify his/her Local. The Local shall ensure that the conditions provided for in the preceding section have been fulfilled. When they have been fulfilled, the person is reinstated as a member in good standing.

However, a member who has lost his/her status as a member in good standing because of his/her suspension from membership in the union may be registered again as a member in good standing prior to the end of his/her suspension under the conditions determined by the Local.

3.4 Loss of Status of Member and Readmission:

- (a) A person shall no longer be a member of the Union when:
 - (i) such person is no longer an employee as defined under section 3.1;
 - (ii) such person resigns as a member of the Union;
 - (iii) such person is expelled from the Union in accordance with the provisions of Article 8 of the National Constitution;
 - (iv) 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.

Any person who is no longer a member shall lose all rights related to such status.

- (b) The loss of member status in accordance with the preceding section is automatic.
- (c) Any person who has previously been a member of the Union may be readmitted as a member provided such person complies with the provisions of section 3.1 and fulfills the other conditions which may be required by the Constitution or the Local.

- (d) When the person requesting to be readmitted as a member had been expelled from the Union, such person shall pay a readmission fee as determined by the Local; but this shall be at least \$40.00 and at most \$300.00.
- (e) A Local may, with respect to the readmission of a member, impose any particular condition which it shall deem appropriate. When any particular condition is placed on a readmission of a member, the entire case must be forwarded to the National Executive Board for revision or acceptance.
- (f) Subject to revision by the National Executive Board, readmission of a member is left entirely to the discretion of the Local. However, the Local shall take into consideration the following factors:
 - (i) the reason for which the person ceased to be a member;
 - (ii) the person's attitude toward the Union and the Local prior to ceasing to be a member and since such person is no longer a member;
 - (iii) when the person involved had been expelled, the seriousness of the grounds for such expulsion and all extenuating and aggravating circumstances, together with the period of time elapsed since the person's expulsion.
- (g) When a member is transferred from one Local to another, all his/her rights are maintained and he/she does not have to be admitted or readmitted as a member. He/She shall however resign from any position to which he/she was elected or appointed by the members of the Local he/she is leaving.

Article 4 – Dues and Initiation Fees

- 4.1 Each member shall pay monthly union dues as provided under Article 7 of the National Constitution. He/She shall also pay without delay any assessment imposed in accordance with Article 7.09 and 7.10 of the National Constitution.
- 4.2 All new members, when they submit signed membership cards to the Local, must also pay an initiation fee as established under the provisions of Article 9.23 of the National Constitution.
- 4.3 Any changes in local assessments related to dues will be governed by the procedures set forth in Article 1.4 of these by-laws.
- 4.4 When a member is absent from duty without pay, as a result of illness, active services in the Armed forces, or for educational purposes, dues will be waived for the period of the absence.

Article 5- Executive Board

5.1 The Executive Board of this Local shall consist of a President, 1st Vice-President, 2nd Vice-President, Secretary Treasurer and Chief Shop Stewards.

5.2 The Executive Board shall administrate the affairs of the Local in a true and proper manner on instructions of the general meeting; in the absence of such instructions the Executive Board shall carry out the business of the Local.

5.3 In the event that no Union Steward is elected by the membership, they shall have the authority to appoint Union Stewards in the best interest of the membership subject to the approval of the Executive Board.

Article 6 – President

6.1 The President of the Local shall:

- (a) be the senior officer for the Local;
- (b) have the responsibility for enforcement of the Constitution and policies of the Union;
- (c) be responsible for grievances in his/her Local;
- (d) be responsible for local union-management meetings;
- (e) implement the decision of the members assembled at general meetings or by referendum;
- (f) have the right 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 positions;
- (g) interpret the bylaws of his/her Local and his/her 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 a majority of the members assembled at a general meeting;
- (h) 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;
- (i) co-ordinate the work of all local officers;
- (j) chair the meetings of the Local Executive Committee, the permanent committees, and other committees as well as membership meetings;

- (k) 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;
- (l) ensure the implementation of the Union's policies in all representations before the employer at the local level;
- (m) be responsible for public relations at his/her local level;
- (n) report to the membership on the decisions and recommendations of the Local Executive Committee;
- (o) be a member of the Regional Union Education and Grievance Committee.

6.2 The President shall be a delegate to all Regional Conferences, Area Councils, Seminars and meetings.

6.3 The President of the Local shall apply for at least three half days per week to work for the local Union. He/She shall be paid in accordance with the principles set out in Articles 9.1 and 9.2 of the Local By-laws.

Article 7 – 1st Vice-President

7.1 The Local 1st Vice-President shall:

- (a) assist the Local President in the performance of his/her duties;
- (b) replace the President in his/her absence in which case he/she shall exercise full power;
- (c) chair in the absence or at the request of the President;
- (d) sign cheques along with the Secretary-Treasurer in the President's absence;
- (e) be a member of the Organization Committee and the Legislative Committee and direct their work.

Article 8 – 2nd Vice-President

8.1 The 2nd Vice-President shall, in the absence of the 1st Vice-President, preside and assume all duties related to the office of 1st Vice-President.

8.2 He/She shall be the Health and Safety Officer of the local.

8.3 He/She shall be a Tyler at all General and Special Meetings.

Article 9 – Secretary Treasurer

9.1 The Secretary Treasurer shall receive the sum of three hundred dollars (\$300), in addition to salary, per annum, to be paid annually, in order to meet the personal liabilities incurred in fulfilling the duties of this office.

9.2 Payment for his/her Union Leave shall be bi-monthly and shall be at a rate of a PO5 (top increment), except in cases where the incumbent's wage rate is higher, in which case he/she will be paid at their hourly rate as set out in the collective agreement. He/She shall receive benefits (where applicable) including salary increases as set out under the provisions of the collective agreement between CUPW and the employer.

9.3 Unless otherwise specified by the Local Executive Board, he/she shall work a minimum amount of hours equal to ten days a month at the Post Office.

9.4 The Local Secretary-Treasurer shall perform the following duties unless designated to another local officer by the by-laws:

- (a) be responsible for all official documents of the Local;
- (b) be responsible for the Local's correspondence and shall convey it to the Local Executive Committee and the general meetings;
- (c) keep a record of the discussions of the Local Executive Committee and general meetings;
- (d) be entrusted with the funds of the Local, approve all cheques to be signed for expenses authorized under the Constitution, the resolutions passed at meetings, deposit immediately all monies he/she receives on behalf of the Local and sign cheques along with the President or, in his/her absence, the Vice-President;
- (e) be responsible for bookkeeping records of the Local and keep them ready for submission to the Local's trustees at least once per fiscal year;
- (f) prepare an annual financial report which is submitted to the executive and to a general meeting with a copy of this report sent to the National Secretary-Treasurer and the National Director;
- (g) present a report on the state of the Local's finances to general meetings and he/she shall, at least every two months, submit a financial report to the National Director;
- (h) keep an up-to-date mailing list of the membership;
- (i) establish an adequate filing system for the Secretariat and Treasury;

(j) establish and maintain an efficient system for the membership control and check-offs;

(k) be a member of the Regional Union Education and Grievance Committee.

Article 10 – Chief Shop Stewards

10.1 There shall be four Chief Shop Stewards in the Local.

10.2 They shall call and preside at Shop Steward meetings.

10.3 They shall be authorized signatures for grievances for the Local.

10.4 They may submit a grievance of a general nature when the welfare of the union members are at stake, or take up a grievance where a member may be subject to unfair treatment, with the approval of the Local Executive Board.

10.5 The Chief Shop Stewards shall comprise the Local Organizing Committee responsible for:

(a) the organization of picketing and industrial actions;

(b) recruitment of members and shop stewards;

(c) organization campaigns of the Local.

Article 11 – Trustees

11.1 There shall be a three member committee elected under Article 14.1 who shall serve as the auditors of the Local.

11.2 They shall have the right to demand a detailed accounting of any financial transactions carried out by this Local or in its name.

11.3 The Trustees shall prepare a financial report to be submitted to a September General Meeting.

Article 12 – Shop Steward

12.1 The Shop Steward:

(a) is the link between the Local Executive Board and the members of his/her work shift;

- (b) promotes the policies of the Union and enforces the Constitution and the decisions of the members taken at Convention, through a referendum or a general meeting;
- (c) ensures a strong Union presence on his/her shift;
- (d) enforces the collective agreement;
- (e) regularly informs the members of the decisions of a general meeting, the activities of the Union, the Union publications and any other item of interest for the Union and the wellbeing of the members.

12.2 One or more shop stewards, as designated below, shall be elected by the members working on shift, and in postal stations or post offices concerned, or, as may be deemed necessary in the future where other circumstances warrant, a shop steward or stewards shall be appointed by the Executive Board.

12.3 Special meetings of the shop stewards may only be called with the approval of the President and/or the Executive Board.

12.4 The Chief Shop Stewards or other officers may call for a report of a shop steward's activities at any time.

Article 13 – Committees

13.1 The Local Executive Board shall comprise, and have jurisdiction of, the following committees:

- (a) Grievance Committee
- (b) Organization Committee
- (c) Legislation Committee
- (d) Education Committee
- (e) Health & Safety Committee

13.2 A Local Women's Committee will be established to study issues and concerns affecting women and shall make recommendations to the Local Executive Committee on:

- (a) involvement of women in the union with the goal of full participation of women at 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.

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.

13.3 A Local Human Rights Committee will be established to study issues and concerns affecting people of colour, disabled people, lesbians, gays and transgender people, and aboriginal people, and shall make recommendations to the Local Executive Committee on:

- (a) the involvement of people of colour, disabled people, lesbians, gays and transgender people, and aboriginal people in the Union with the goal of full participation of such people in all levels of the union;
- (b) the education of the membership on equality issues facing people of colour, disabled people, lesbians, gays and transgender people, and aboriginal people;
- (c) the situation of people of colour, disabled people, lesbians, gays and transgender people, and aboriginal people in the post office and ways to improve it;
- (d) fighting racism, homophobia, transphobia and discrimination against people with disabilities.

The Local Human Rights Committee shall maintain an ongoing communication with the National Human Rights Committee regarding matters which are of concern to the Human Rights Committees of the Union.

13.4 Disciplinary Committee: The Local shall constitute a committee of three members. Two of the persons shall be elected by the general membership meeting. The third is appointed by the executive of the Local and shall act as Chairperson of the Committee.

13.5 Special Committees shall be appointed at the discretion of the Executive Board to handle any business not requiring Executive action.

13.6 Nominating Committee:

- (a) This committee shall consist of three members, appointed by the President with the approval of the Executive Board from the membership at large not less than thirty days prior to the Election Meeting.
- (b) It shall prepare lists of candidates seeking office and shall post at least one list in each section and depot not later than ten days prior to the Election Meeting.
- (c) It shall be responsible for balloting procedures.

Article 14 – Elections

14.1 Elections will take place every three years. They shall be held at the October meeting following National Convention.

14.2 Notice of elections shall be posted at least two weeks prior to the September meeting. In order to be eligible as a candidate to the Local Executive Board, the nominee must be a member in good standing in the Local.

14.3 Nominations for elections will take place at the September general meeting.

14.4 No member of the Election Committee is eligible to run for office.

14.5 There shall be no voting by proxy and the chairperson of the Election Committee shall have no vote except in the event of a tie vote, when he shall have the deciding vote.

14.6 The candidate receiving at least 50% plus one vote shall be declared elected.

14.7 Emergency Election of Officers:

If an office becomes vacant because of resignation or other reason, the following elections procedures will apply:

At a regular general meeting at which the notice of vacancy is received the President will:

1. Appoint a nominating committee;
2. Take nominations off the floor;
3. The nominating committee will seek further nominations and post a list one week before the next regular meeting.

An election will take place at this time and the successful candidate will take office immediately.

14.8 The election of delegates to the National Convention of the Union shall be in accordance with Section 3.05 of the National Constitution.

- (a) Each Local is entitled to be represented by one delegate for the first one hundred members or less and by one delegate for each additional one hundred members or majority part thereof;
- (b) Each delegate, in order to be elected to the National Convention, must have attended the Pre-Convention Area Council meeting and the Pre-Convention Regional Conference. A member may be excused from this requirement by the

Local and the National Director only for performing union business, sickness, bereavement leave or truly exceptional circumstances;

(c) Delegates shall be elected at a general membership meeting;

(d) Alternative delegates shall be elected in the event any delegated are unable to attend or become ineligible to attend the National Convention.

14.9 The election of delegates to a Special Convention of the Union shall be in accordance with Section 3.43 of the National Constitution.

Article 15 – Meetings

15.1 General membership meetings shall be held on a regular basis, not less than six times per year.

15.2 Notice for all membership meetings, regular or special, shall be posted on all notice boards within the jurisdiction of the Local, at least seven days prior to the date of the meeting.

15.3 A quorum of twelve is necessary for any meeting.

15.4 The signing of the attendance book shall be supervised by a tyler appointed by the President at the beginning of the meeting.

15.5 A special membership meeting may only deal with subject matter for which it was called.

Article 16 – Rules and Procedures

16.1 At the commencement of each meeting, members entering the hall shall be required to sign an attendance register.

16.2 The President, or in his/her absence, the designated presiding officer, shall open the meeting at the appointed time.

16.3 The presiding officer shall declare the meeting open, making the following announcement:

Brother and Sisters, we are about to open this meeting of the Regina Local CUPW. If there is anyone present not entitled to remain, he/she will please retire. The Officers are requested to take their respective places and the tyler will take his/her position.

16.4 The agenda for the regular membership meetings shall be as follows:

- (a) Acceptance and initiation for membership according to the National Constitution.
- (b) Roll call of officers.
- (c) Reading and adoption of minutes of previous regular membership meeting and minutes of any special meeting.
- (d) Financial Reports.
- (e) Reading of correspondence by the Secretary and Executive Board recommendations to be dealt with individually.
- (f) Reports of officers, committees and delegates, as appropriate.
- (g) Elections and Election Committee, when appropriate.
- (h) Unfinished business.
- (i) New business.
- (j) Good and Welfare.
- (k) Adjournment.

16.5 Rules of order:

- (a) A member wishing to speak shall raise his/her hand until he/she is recognized, he/she shall state his/her name and speak only to the point at issue or he/she shall be ruled out of order by the Chair.
- (b) No member shall interrupt a speaker, except on a point of order.
- (c) No member shall speak more than once on the same subject while there is another member who has not spoken seeking to be recognized.
- (d) A member who has not spoken on an issue may move “that the question now be put to the meeting.” Such a motion is not debatable and, if seconded and carried, the business before the meeting at the time shall be voted upon without further debate. If the motion is not carried, debate on the original issue will continue.
- (e) These rules are subject to the provisions of the National Constitution and all other points or procedures shall be covered by Bourinot’s rules of order.

16.6 There shall be no proxy voting at any meeting of the Local.

