

**CANADIAN UNION
OF
POSTAL WORKERS**

**LONDON
LOCAL 566**

BY - LAWS

APRIL 2014

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ARTICLE 01

NAME AND COMPOSITION

- 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 London Local.
- 1.2_ The name of the Union shall be the Canadian Union of Postal Workers London Local, hereinafter referred to as the ALocal@.
- 1.3_ The Local shall be affiliated to the Ontario Federation of Labour and the London and District Labour Council.
- 1.4_ The Local is comprised of the members as a whole. The members, at a regular monthly meeting or by a referendum vote authorized by the members at a regular monthly meeting, are the supreme authority of the Local.

ARTICLE 02

OBJECTIVES

- 2.1 The objectives of the Local shall be ;
 - a) To improve the general well being of the member and in particular, the wages, 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) To ensure that the members realize that the power of the union rests on their collective strength.
 - e) To encourage among its members the development of and participation in consumer cooperatives and credit unions.
 - f) All members of the union enjoy equal rights and this without discrimination.

ARTICLE 03

ELIGIBILITY FOR MEMBERSHIP

- 3.1 A member 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 Constitution, Local by-laws and policies of the union.
 - c) Pays the initiation fee.
 - d) Is accepted by the Local.
- 3.2 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 and special meetings of the union.
 - c) Vote on National referenda.
 - d) Represent the union or Local as a delegate.
 - e) Hold office of the union.
 - f) Attend union educationals
 - g) Exercise any other rights afforded under the Constitution and by-laws of the Local
- 3.3 Retired Member Status
- a) All members in good standing who have retired from a bargaining unit represented by CUPW are eligible for Retired Member status.
 - b) The provisions of the National Constitution shall apply.
 - c) A member with Retired Member status shall be exempt from the payment of union dues.

3.4 Lifetime Member Status

- a) The Local may request to the National Executive Board (NEB) the status of Lifetime Member of any Local member who retires as a member in good standing.
- b) Lifetime Member status provides for attendance at his/her Local membership meetings, with voice at such meetings, and any other rights offered those with Lifetime Member status in the Constitution, and including the rights offered retired members who have Retired Member status.
- c) A retired member with Lifetime Member status is exempt from the payment of union dues.

3.5 Loss of Status of Member in Good Standing and Reinstatement

- a) Conditions relating to the loss of membership status and reinstatement to the union shall be in accordance with the National Constitution.

ARTICLE 04

DUES AND INITIATION FEES

- 4.1 Dues to the Local shall be fixed by membership decision and provisions for same included in the by-laws, except that in no case may such dues be less than that set out by the National Constitution.
- 4.2 The Local shall require from any new member an initiation fee of \$ 5.00. The initiation fee is the property of the Local.
- 4.3 Members shall pay monthly union dues as provided, and shall also pay without delay, any assessment imposed in accordance with the National Constitution.

ARTICLE 05

LOCAL EXECUTIVE COMMITTEE

- 5.1 The Local shall vote on the offices of;
- S President
 - S First Vice-President
 - S Secretary-Treasurer
 - S Second Vice-President
 - S Chief Shop Steward Internal
 - S Chief Shop Steward External
 - S General Vice-President

And other such offices as the Local may decide, yet the Local Executive Committee (Hereinafter referred to as the Executive Committee) shall not consist of less than three officers, namely; President, First Vice-President, Secretary-Treasurer.

- 5.2 The Executive Committee shall;
- a) 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.
 - b) Have the obligation to enforce the National Constitution.
 - c) Receive and study all reports and other matters concerning the welfare of the union duly referred to it.
 - d) 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.
 - e) Have the obligation to meet prior to a regular membership meeting.
 - f) 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.

- g) Establish and maintain communications between the members and the main body of the union.
- h) Inform the members and promote union education through bulletins, communiqués and any other adequate means.
- i) Be responsible for the orientation, preparation and distribution of all publications intended for members.
- j) Have the right to recommend that a particular grievance be referred to arbitration, through the Regional Executive Committee.
- k) Be responsible to make every reasonable effort to ensure newly purchased or newly leased offices are fully accessible and that union events are held in accessible venues.

ARTICLE 06

DUTIES OF THE PRESIDENT

- 6.1 The Local President shall;
- a) Be the senior officer of the Local.
 - b) Be an elected officer and voting member of the Executive Committee
 - c) Have the responsibility for the enforcement of the Constitution and policies of the union.
 - d) Be responsible for the Local's grievances.
 - e) Be responsible for Local union - management meetings.
 - f) Implement the decisions of the members assembled at general meetings or by referendum.
 - g) 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.
 - h) Interpret the by-laws 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 or by the majority of the members assembled at a general membership meeting.

- i) 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.
- j) Coordinate the work of all Local officers.
- k) 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 by the next general membership meeting.
- l) Chair the meetings of the Local Executive, membership meetings, the permanent committees, and any other committees, except as otherwise provided in the Local by-laws.
- m) 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.
- n) Ensure the implementation of the union`s policies in all representations before the employer at the Local level.
- o) Be the only one to give or sanction press releases, and only with the approval of the Executive Committee.
- p) Report to the members on the decisions and recommendations of the Executive Committee.
- q) Keep the Executive Committee informed on all activities between the Local and National Headquarters of the union.
- r) Sign all cheques in conjunction with the Secretary-Treasurer.
- s) Submit a message to the membership in each edition of the Local`s newspaper.
- t) Ensure that all Local business is conducted in a proper and businesslike manner.
- u) Shall in conjunction with the Local Secretary-Treasurer, oversee the work of the Local Social Committee.
- v) Shall assist Labour Community Advocates.

6.2 The president of the Local shall be a full time officer.

ARTICLE 07

DUTIES OF THE FIRST VICE - PRESIDENT

- 7.1 The Local First Vice-President shall;
- a) Be an elected officer and voting member of the Executive Committee.
 - b) Assist the Local President in the performance of duties.
 - c) Replace the President in the latter`s absence, and 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 President`s absence.
 - f) In the event of a vacancy in the office of President, assume the duties of the President until such time as the Local elects a President to the vacancy.
 - g) Be responsible for coordinating the Health and Safety Committee(s) and the Health and Safety representatives and direct their work.
 - h) Ensure each facility under the jurisdiction of the London Local has a Health and Safety Committee or Health and Safety Representative as required.
 - i) Be responsible for the appointed Union Health and Safety Committees Co-Chair, who will report to the first Vice President
 - j) Be responsible for coordinating the Workers Compensation Committee and direct their work.
 - k) In conjunction with the Second Vice-President, be responsible for the Human Rights
 - l) Committee and investigations pertaining to Human Rights issues.
 - m) In conjunction with the Chief Steward Internal and the Chief Steward External, coordinate all matters related to the Provincial Workers Compensation Board.
 - n) Endeavour to convene a monthly Health and Safety meeting to co-ordinate information to all committees and representatives. If the Local has appointed a H& S co-chair, they will co-convene this meeting.

ARTICLE 08

DUTIES OF THE SECRETARY - TREASURER

- 8.1 The Local Secretary-Treasurer shall;
- a) Be an elected officer and voting member of the Executive Committee.
 - b) Assist the First Vice-President in the Presidents absence.
 - c) Replace the President in the absence of the President and First Vice-President, or at the request of the President, and exercise full power.
 - d) Chair in the absence of the President and First Vice-President or at the request of the President.
 - e) Be responsible for all official documents of the Local.
 - f) Receive in the name of the Local, all funds from all sources and deposit same within five days in a chartered bank, trust company and / or reliable Credit Union selected by the Local, and shall issue an official union receipt for each item of money received.
 - g) Be entrusted with the funds of the Local, approve all cheques to be signed for expenses authorized under the constitution, and resolutions passed at meetings, deposit immediately all monies received on behalf of the Local, and sign cheques along with the President, or in the latter`s absence, the First Vice-President.
 - h) Be responsible for the bookkeeping records of the Local and keep them ready for submission to the Local`s Trustees at least once per fiscal year.
 - i) Pay all accounts as promptly as possible by cheque, and shall ensure that petty cash is not used for this purpose.
 - j) Prepare a financial statement monthly and present it to the Executive Committee meeting and the following general membership meeting.
 - k) Submit every two months a financial report to the National Director of the Region, showing the credit balance at the beginning of the period, receipts and expenses during the period, and the general fund credit balance at the end of the period.

- l) Submit quarterly all financial records and books of entry to the finance committee for inspection and audit.
 - m) As the fiscal year of the Local shall be from July 1st to June 30th of the following year, prepare a financial report and send it to the National Secretary-Treasurer within sixty days following the end of the fiscal year, and a copy of such report shall be sent to the National Director of the Region.
 - n) Establish and maintain an efficient system for membership control and check-offs.
 - o) Forward the per capita tax quarterly for each member not on check-off who is in good standing, and also a list of suspended or expelled members to the National secretary-Treasurer.
 - p) Be authorized to have a cash account when specific circumstances warrant the use of such an account.
 - q) Shall in conjunction with the Local President, oversee the work of the Local Social Committee.
 - r) Be responsible for the maintenance of an up to date nominal roll and mailing list of Local Membership.
 - s) Be responsible for the Local's correspondence and shall convey it to the Local Executive Committee and general membership at meetings.
 - t) Shall maintain a list of retired members and wherever possible, their known addresses, in order to inform them of their right to initiate the process of applying for Retired Member and/ or Life Time Member status.
- 8.2 Only in the event that the Secretary-Treasurer's position becomes vacant, will the Executive Committee have the authority to select an officer to endorse cheques.

ARTICLE 09

DUTIES OF THE SECOND VICE - PRESIDENT

- 9.1 The Local Second Vice-President shall;
- a) Be an elected officer and voting member of the Executive Committee.
 - b) Be a member of the Education Committee and direct their work.
 - c) Be responsible for the implementation of all educational programs in the Local in conjunction with the Executive Committee, and keep a database of all courses and the members who attend education courses at the local level and provide this information to the Regional Education and Organization Officer.
 - d) Be a member of the Organization Committee and direct their work.
 - e) Be responsible for the implementation of all organized programs in the Local in conjunction with the Executive Committee.
 - f) In conjunction with the First Vice-President, be responsible for the Human Rights Committee and investigations pertaining to Human Rights issues.

ARTICLE 10

DUTIES OF THE CHIEF SHOP STEWARD INTERNAL & EXTERNAL

- 10.01 The Chief Shop Steward Internal shall ;
- a) Be an elected officer and voting member of the Executive Committee.
 - b) Ensure that each facility under the jurisdiction of the London Local is represented by a Shop Steward.
 - c) Keep a record of and be conversant with all grievances processed in the Local, and shall assist in their guidance through all levels of the grievance procedure.
 - d) Assist and instruct Shop Stewards in their duties.
 - e) Be acquainted with all rules, regulations, laws, agreement and pacts, both union and management orientated, affecting his / her office.

- f) Co - convene a Shop Steward`s meeting once monthly. The time of these meetings will be decided by the stewards, but will be held prior to the monthly executive meeting.
- g) Be replaced by an executive appointee from the executive or body of stewards, to take over his / her duties during absences caused by sickness, holidays, union business etc.
- h) Exhaust all honourable means to obtain a satisfactory settlement of matters referred to him / her, before the grievance is referred to a higher authority.
- i) Be responsible for all complaints and grievances arising at all work sites within the London Local for those members covered by the following classifications : Group 1, Group 3 & 4.
- j) Be responsible for the proper processing of all Local grievances within his / her jurisdiction.
- k) Initiate actions within the scope of his / her office upholding the good and welfare of the Local on matters not covered by the Local by - laws.

10.02 The Chief Shop Steward External shall;

- a) Be an elected officer and voting member of the Executive Committee.
- b) Assist the Chief Shop Steward Internal with ensuring that each facility under the jurisdiction of the London Local is represented by a Shop Steward.
- c) Keep a record of and be conversant with all grievances processed in the Local, and shall assist in their guidance through all levels of the grievance procedure.
- d) Assist and instruct Shop Stewards in their duties.
- e) Be acquainted with all rules, regulations, laws, agreements and pacts, both union and management orientated, affecting his / her office.
- f) Co - convene all Shop Stewards meetings.
- g) In the absence of the Chief Shop Steward Internal shall convene the once monthly Shop Stewards meeting.

- h) Be replaced by an executive appointee from the executive or body of stewards, to take over his / her duties during absences caused by sickness, holidays, union business, etc.
- i) Exhaust all honourable means to obtain a satisfactory settlement of matters referred to him / her, before the grievance is referred to a higher authority.
- j) Be responsible for all complaints and grievances arising at all work sites with the London Local for those members covered by the following classifications : Group 2 and RSMC members.
- k) Be responsible for the proper processing of all Local grievances within his / her jurisdiction.
- l) Initiate actions within the scope of his / her office upholding the good and welfare of the Local on matters not covered by the Local by - laws.

ARTICLE 11

DUTIES OF THE GENERAL VICE - PRESIDENT

- 11.1 The General Vice-President shall;
- a) Be an elected officer and voting member of the Executive Committee.
 - b) Record and keep all records of the meetings of the Local, the Executive Committee, the reports of the Committees and reports of the Secretary-Treasurer, and make them available to the executive when required.
 - c) Be responsible for posting notices for all regular and special meetings, in all facilities under the jurisdiction of London Local, one week in advance of such meetings.
 - d) Notify all members of the executive sufficiently in advance of executive meetings.
 - e) Work in conjunction with the Local President and Vice-Presidents to assist the general responsibilities of those offices as directed by the President.
 - f) Initiate actions within the scope of the office upholding the good and welfare of the Local on matters not covered by the Local by-laws.

- g) Be in charge of the attendance records at all membership meetings,
- h) Keep all files of correspondence, minutes, literature and records.
- i) Be responsible for all communications to Local Officers.
- j) Be responsible for distributing bulletins to the general membership.

ARTICLE 12

DUTIES OF THE SERGEANT - AT - ARMS

- 12.1 The Sergeant-At-Arms shall;
- a) Be elected from the general membership meeting,
 - b) Attend all general and special meetings and keep accurate and up-to-date records of all persons present at such meetings.
 - c) Supply a consolidated list reflecting the total individual attendance at regular meetings, when requested by the executive.
 - d) Ensure that only bona fide members in good standing or guests with executive approval are admitted to meetings.
 - e) Assist in the preservation of law and order at meetings.
 - f) Be replaced by an executive appointee to take over duties during his / her absence.
 - g) Select a number of volunteers to help tile the other doors.

ARTICLE 13

DUTIES OF THE SHOP STEWARD

13.1 The Shop Steward shall;

- a) Ensure he /she is thoroughly conversant with the contents of the CUPW Constitution, Local By-Laws, CUPW Collective Agreements, grievance procedure and postal rules and regulations affecting Local members.
- b) Keep an up-to-date list of all Local members within his / her jurisdiction and ensure that new personnel eligible for membership in the CUPW are enrolled without delay.
- c) Avail themselves of union training and instruction in respect to their office.
- d) Attend Executive Committee meetings when requested to do so, and supply written or oral reports on request of the Executive Committee.
- e) Investigate all matters and complaints reported within their sphere of authority, and where such matters or complaints are considered a legitimate grievance, he / she shall compile all the facts of the case for referral to the Chief Shop Steward.
- f) Carry out his / her responsibilities and duties in a manner that is consistent with the good and welfare of the membership.

13.2

- a) Any member of the Shop Steward body who misses three (3) consecutive monthly Shop Steward Meetings without good reason will be required to resign his / her position.

13.3

- a) A Shop Steward shall be reimbursed ½ of the maximum PO5 rate on days for each Shop Steward meeting attended.
- b) Such reimbursement shall be paid yearly, on or around December 15.

ARTICLE 14

ELECTIONS OF EXECUTIVE OFFICERS AND SERGEANT - AT - ARMS

- 14.1 Nominations for Executive Officers and Sergeant-At-Arms will open triennially. A candidate defeated for a senior office, as defined in the order of election (Article 14.2) may be nominated for any following office.

Elections shall take place at a general membership meeting or a special meeting in the month of April unless circumstances necessitate a change, and such change receives a majority vote (50 % + 1) of the membership present at the general membership meeting held in February.

The first such elections shall take place in April 2005.

- 14.2 The order of elections and terms of office shall be as follows;

President	3 years
First Vice-President	3 years
Secretary-Treasurer	3 years
Second Vice-President	3 years
Chief Shop Steward Internal	3 years
Chief Shop Steward External	3 years
General Vice-President	3 years
Sergeant-At-Arms	3 years

- 14.3

- a) There shall be no voting by proxy and the Chairperson of the Election Committee shall exercise their right to vote and in the case of a tie vote, shall cast the deciding vote.
- b) Once the regular meeting dealing with the election of officers has been brought to order, and the new order of business is the nominations, elections and installation of officers, the present Executive Committee will vacate the head table and the Election Committee will proceed with the election. A member of the Election Committee shall take the minutes.

14.4 Once the chair of the Election Committee assumes chair of the meeting and eligible candidate(s) have accepted their nomination, they may stand before the membership assembled and may answer questions from the floor, in order to ascertain the candidate(s) position on certain matters.

It is understood that all questions will be respectful and pertain to the duties each candidate wishes to fulfill. Each candidate shall have a limited time to answer questions from the floor, the chair will act as moderator and will determine the time limit for candidates and maintain order. The purpose of the exercise is to clarify the candidates(s) position on matters which will fall under their purview, should they take office.

14.5 If there are more than two contestants for an office, and no candidate received a majority of the votes, the candidate with the least votes shall be eliminated and another vote held to ascertain whether a majority of those voting favour one of the remaining candidates ; and so on ; until a majority of those voting have cast ballots in favour of one candidate.

14.6 All candidates must be in good standing on the date of the election and remain in good standing during the term of office.

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

14.8 Nominees or candidates must submit a letter of intent as stated in Article 14.12 to both the Secretary-Treasurer and the President of the Local not less than 21 days prior to the date of such meeting that would deal with such elections.

14.9 No member shall be eligible for nomination or election to an executive position unless he / she has attended at least four of the regular meetings during the twelve month period prior to the election date. Members who are absent from such meetings due to prior commitments at Local, Regional, National union meetings on behalf of the Local union, shall be given an attendance credit for the regular meetings missed, and shall be deemed to have attended for election purposes. Providing qualified candidates are not available, this regulation shall be modified in its application of four regular meetings, to three, to two and one regular meeting, in descending order until a qualified candidate(s) is available.

14.10 Members present at a meeting cancelled due to a lack of quorum shall be credited with attendance for election purposes.

14.11 The new Executive Committee and Sergeant-At-Arms shall be sworn into office immediately following the elections.

14.12

- a) In the event that an Executive Officer or the Sergeant-At-Arms resigns during the term of office, or if for any reason the position becomes vacant, the President shall assume the duties of the vacant office or appoint an interim substitute until such time as a by-election, which shall be held at the next regular meeting following the vacating of office, providing the next regular meeting does not take place within twenty eight (28) calendar days of the vacancy.
- b) In case of a position on the Executive Committee becoming vacant for any reason during the term of office, such vacancy shall be posted within ninety six (96) hours of receiving such notification and the requirements applicable in Article 14.12 shall be in force.

14.13

- a) Any member wishing to stand for election for a position on the Local`s Executive Committee, and meets the stated requirements of Article 14 and other applicable articles in the Local by-laws, shall submit a letter of intent to ;
 - (1) The Secretary-Treasurer and
 - (2) The President of the London Local

Not less than twenty one (21) days prior to the date of such meetings that would deal with such elections.

- b) A member wishing to stand for election for a position on the Local`s Executive Committee shall indicate that intent as provided for in Article 14.12(a) but shall only be required to indicate the most senior office, as defined in the order of election (Article 14.2), for which he / she intends to seek election.

ARTICLE 15

RECRUITMENT OF SHOP STEWARDS AND MAINTENANCE OF THE SHOP STEWARD BODY

- 15.
- a) Elections for Shop Stewards shall take place bi-annually during the month of March commencing March 2007.
 - b) Elections for all Shop Stewards, shall take place within their respective stations / installations / shifts bi-annually, following the nominations, by the third Friday in March.
 - c) The Local shall post notice in all stations / installations / shifts two weeks prior to March 1st inviting nominations for Shop Steward in each respective station / installation / shift.
 - d) All nominations must be submitted in writing to the Local Secretary-Treasurer by March 1st.
 - e) The nominator and nominee must be members in good standing as of the date of the nomination. The Secretary-Treasurer shall confirm acceptance of nominations prior to the date of the election.
 - f) The number of Shop Stewards in each station / installation / shift shall not exceed five excluding Executive Officers. Should the station / installation / shift have less than twenty five employees the maximum number of Shop Stewards excluding Executive Officers shall be three.
 - g) In the event that less than the acquired number of Shop Stewards are elected in each station / installation / shift, at the discretion of the Local Executive Committee the additional Shop stewards may be appointed in each station / installation / shift by the Local Executive Committee, up to the maximum amount.
 - h) The Local Executive Committee may appoint additional Shop Stewards exceeding the maximum amounts in (f) above, when conditions warrant it.
 - i) In the event a Shop Steward resigns or leaves for any other reason the Local executive Committee may appoint a replacement for the remainder of the term.
 - j) In the event of any problems arising which make an election at the station / installation / shift impossible the Local President shall make alternate arrangements.

ARTICLE 16

DELEGATES TO AREA COUNCIL, REGIONAL CONFERENCES, LABOUR CONVENTIONS AND SEMINARS

16.1 Delegate strength to Area Council and Regional Conference and National Convention shall be in accordance with the National Constitution.

- a) Any member wishing to stand for election as a delegate for Area Councils, Regional Conferences, National Conventions, Ontario Federation of Labour Conventions, Canadian Labour Congress Conventions and Seminars must be a member in good standing in the union at the time of the elections.

16.2

- a) Delegates to Area Councils, Regional Conferences, National Convention, Ontario Federation of Labour and Canadian Labour Congress Conventions shall, wherever possible, be elected at a general membership meeting.
- b) Where elections of delegates to Area Councils, Regional Conferences, National Conventions, Ontario Federation of Labour and Canadian Labour Congress Conventions cannot take place at a general membership meeting, delegates shall be elected at a special meeting called for the specific purpose of election delegates to Area Councils, Regional Conference, National Convention, Ontario Federation of Labour and Canadian Labour Congress Conventions. Such meeting is to be held at least one month prior to the date set by the Regional office for the Area Council or in the case of the Ontario Federation of Labour and Canadian Labour Congress Conventions at least one month prior to convention.

16.3

Members in good standing who wish to stand for election as a delegate to Area Council, Regional Conferences, National Convention or Ontario Federation of Labour and Canadian Labour Congress Conventions and who are unable to attend the general membership meeting or special meeting, as the case may be, must submit a letter of intent to the Local Secretary-Treasurer and the Local President at least one week prior to the meeting where the election of delegates will be held.

16.4

Members in good standing who wish to stand as delegate to Area Councils, Regional

Conferences, National Convention or Ontario Federation of Labour and Canadian Labour Congress conventions must have attended at least four (4) general membership meetings in the twelve (12) month period prior to the meeting held for the election of delegates.

16.5

The selection of delegates to the educational seminars will be decided by the Local Executive Committee based on recommendations from the Education Committee.

ARTICLE 17

REGULAR MEETINGS

- 17.1 Regular meetings open to the general membership shall be held on the third Saturday of each month, with the exception of July, August, and December. Such meetings shall commence at 11:00 a.m. or thereafter when quorum is met and terminate not later than 12:30 p.m. When circumstances dictate, changes may be made in time, date and locale only by the unanimous consent of the Executive Committee. Such meetings may be extended only with the consent of a simple majority vote of the members present.
- 17.2 The General Vice-President shall be responsible for all arrangements for meetings.
- 17.3 Notices reflecting the time, date and place of such meetings will be posted in all facilities under the jurisdiction of London Local by the General Vice-President one week in advance.
- 17.4 A quorum shall be formed when fifteen (15) members are present.
- 17.5 Any member wishing to leave a meeting prior to adjournment, may do so only with approval of the chair.
- 17.6 Where a meeting is adjourned for want of quorum, the adjournment shall be no later than one quarter (1/4) hour after the posted start time. The time of the adjournment and the names of the members then present shall be inserted in the journal. Members present shall be credited with attendance as for a regular meeting for election purposes.
- 17.7 Any member of the Executive Committee, the Sergeant-At-Arms, or a Shop Steward who misses three (3) consecutive meetings without good reason, may be requested to resign their position and the Local Executive Committee shall be empowered to appoint another member in that position until an election can be conducted.

ARTICLE 18

SPECIAL MEETINGS

- 18.1 A special meeting may be called by twenty two (22) members in good standing upon presentation of a petition to the Secretary-Treasurer, bearing the signature of all twenty two (22) members, providing a minimum of fifteen (15) of the original petitioners attend the meeting.
- 18.2 A special meeting may be called by the President with consent of two other members of the Executive Committee.
- 18.3 Special meetings are to be held at the earliest possible date following receipt of the petition.
- 18.4 Notice of a special meeting reflecting time, date and locale shall be posted in all facilities under the jurisdiction of London Local one week in advance, or at the earliest opportunity with respect to available time.
- 18.5 Only the subject for which the meeting was called shall be discussed at such a meeting.
- 18.6 At a special meeting, a quorum shall be formed when fifteen (15) members are present.

ARTICLE 19

AMENDMENTS TO THE BY - LAWS

- 19.1 To amend these by-laws, a notice of motion in writing must be submitted at a previous regular meeting, reflecting the precise terms of the amendment(s).
- 19.2 The General Vice-President shall ensure that the notice of motion is posted in all facilities under the jurisdiction of London Local at least two weeks prior to the regular meeting.
- 19.3 A majority vote of the membership in attendance at general or special meetings is necessary for approval or amendment.

- 19.4 A draft amendment shall be submitted to the National Office within ninety six (96) hours of the approval.
- 19.5 On notification to the Local from the National Secretary-Treasurer that the amendment has been approved, it shall be adopted by the Local.
- 19.6 New by-laws or amendments to existing by-laws passed by the membership at a general or special meeting, will not take effect until notification of approval is received from the National Secretary-Treasurer. The Local Secretary-Treasurer shall inform the members at the next general membership meeting. A copy of the amendment shall be available to the members at the meeting.

ARTICLE 20

RULES OF ORDER

- 20.1 The President (or in his / her absence, or at his / her request, the First Vice-President or in the absence of both the President and the First Vice-President, or at the request of the President, the Secretary-Treasurer) shall take the chair at the appointed time of regular or special meetings and call the meeting to order. In the absence of all three, any Executive Committee member may chair the meeting.
- 20.2 When a member wishes to speak, he / she shall do so only when recognized by the chair. The member shall confine the remarks to the question at issue, and direct the remarks to the chair.
- 20.3 Speeches shall be limited to three minutes.
- 20.4 A member shall not speak more than once on the question at issue, until all who wish to speak have had an opportunity to do so.
- 20.5 A member shall not interrupt another except to call to a point of order or clarification of a motion.
- 20.6 If a member be called to order, he / she shall at the request of the Chairperson take his / her seat until the question of order has been decided.
- 20.7 When the question be put, the Chairperson after announcing the question, shall ask; A Are you ready for the question?@ If no member wishes to speak, the question shall be put.

- 20.8 Questions may be decided by a show of hands or a standing vote, on the basis of one vote per member. A roll call vote may be demanded by one third of the members present. In a roll call, each member shall be entitled to one vote.
- 20.9 Two members may appeal the decision of the chair. When such an appeal is made, the Chairperson shall re-state the terms of the decisions, and the point of appeal. The Chairperson will then put the question, which is undebatable ; A Shall the decision of the chair stand as the judgment of this assembly ?@ A simple majority vote of members present shall decide the issue.
- 20.10 When the previous question is moved, no discussions or amendment of either motion is permitted. If the majority vote, the question be now put, the original motion has to be put without debate. If the motion to put the question is defeated, discussion will continue on the original motion.
- 20.11 A motion that has been passed and recorded in the minutes of a regular meeting or special meeting cannot be re-opened for debate at the same meeting.
- 20.12 A motion may be reconsidered provided the mover of the motion to reconsider voted with the majority, and that written notice of motion is given for reconsideration at the next general meeting, and said notice of motion is supported by two thirds of the members qualified to vote.
- 20.13 These rules are subject to the provisions of the National Constitution and all other points of procedure shall be covered by Bourinot`s Rules of Order.
- 20.14 There shall be no proxy voting at any meetings of the Local.
- 20.15 The President shall take active part in debates while in the chair, but should the President decide to do so, shall vacate the chair and call upon the First Vice-President or Secretary-Treasurer, or in the absence there of, any member to act as Chairperson.
- 20.16 The Chairperson shall exercise the right to vote on issues and in the case of a tie vote shall cast the deciding vote.

ARTICLE 21

ORDER OF BUSINESS

21.1 The order of business for regular meetings shall be as follows;

- S Opening
- S Roll Call of Officers
- S Reading of the Harassment Policy
- S Reading of Minutes of Previous Meeting
- S Correspondence
- S Secretary-Treasurer`s Report
- S Executive Committee Recommendations
- S Reports of Officers and Committees
- S Nominations, Elections, and Installations
- S Unfinished Business
- S New Business
- S Good and Welfare
- S Adjournment

21.2 At the discretion of the Chairperson, the order of business may be suspended where matters of an urgent nature must be given priority.

ARTICLE 22

COMMITTEES

22.1

- a) All committee elections shall take place every two (2) years at the May general membership meeting, starting May 2013.
- b) Committees shall be elected by majority vote, 50 o/o plus 1, of the voters at the election meeting (except the Grievance Committee, the Health and Safety Committees, the Chair of the Discipline Committee and one member of the Worker`s Compensation Committee) and shall hold office for two (2) years. Only members in good standing can stand for election.

- c) Each committee shall elect a Chairperson and Secretary from committee members by majority vote.
- d) The Chairperson elect of committees shall submit oral or written reports monthly to the Executive Committee and the general membership meeting. The Chairperson shall present an agenda to each committee meeting.
- e) The Secretary elect of committees shall be responsible for timely receiving and filing of all correspondence and minutes for the committee, taking of minutes, posting of meeting notices as determined by the committee or Chairperson.
- f) The committee may encourage participation from volunteers and interested members and shall advise the Local Executive Committee of the participants names and record their presence in the committee`s minutes.
- g) The committees shall study the issues submitted by the Local Executive Committee or by the general membership meetings. They must submit a written or oral report to the Executive Committee and to a general membership meeting, but only the Executive Committee is authorized to make recommendations to the members.
- h) When a member terminates his / her committee service for any reason, the Executive Committee by majority vote, shall appoint a member to fill the vacant position until such time as the post is filled by election.
- i) Where any of these committees cannot be established, the responsibility of any of these committees becomes the jurisdiction of the Local Executive Committee.
- j) Committees may be formed by Executive Committee recommendation subject to ratification by the membership.

22.2 The following standing committees shall be formed by the Local ;

- a) **Constitution Committee**: three members, responsible for the Local`s by-laws, shall review all submitted by-law amendments prior to them being posted for presentation and consideration at a General Membership meeting. The Secretary/Treasurer will notify the committee to arrange a meeting for their review.
- b) **Disciplinary Committee**: three members (two elected, one appointed), to consider charges in accordance with Article 8 of the National Constitution.

- c) **Election Committee**: three members to conduct and preside over all elections for the Local Executive Committee (one to be Chairperson).
 - (i) It shall be the responsibility of the Chairperson of the Election Committee to ensure that all ballots cast during an election are destroyed immediately following the passing of the motion to destroy the ballots. Destruction may be accomplished through use of a paper shredder or tearing the ballots into small pieces in front of the members assembled.
 - (ii) Before the meeting, ensure that enough ballots are on hand and that the process is secured from fraud, ensure the presence of pens, closed ballot boxes, an easel, and a shredder (or scissors), verify the presence of the Sergeant-At-Arms.
 - (iii) During the meeting explain the process to the members assembled, ask for their nominations and write their names, ask nominees to stand and accept or decline their nomination, ask candidates if they would like to approach the head table and take questions with the procedures set forth in Article 14.4 of the Local by-laws. If there is more than one candidate, declare an election and order the doors be tiled, set forth the distribution and collection procedure for ballots, assist in counting, announce the successful candidate, repeat if there is more than one post to fill. After all posts have been filled, proceed with the swearing in of officers (see installation of officers at rear of by-laws).
- d) **Finance Committee** : Three members shall meet up to 3 times per year, as needed, to inspect and audit all financial records and books of entry of the Local. They shall review the allowance annually and submit a report to the March general membership meeting of the Local.
- e) **Labour Council Committee**: six members and four alternates who are responsible to represent the London Local CUPW at meetings of the London and District Labour Council.
- f) **Newspaper Committee**: A minimum of six members and up to as many participants as possible whose duty is to be responsible for the publishing of A The Opinion A on a regular basis.
- g) **Organization Committee**: six members whose duty is to recruit members and to prepare s strike structures. It shall be responsible for all other organization campaigns launched by the National Executive Board.
- h) **Grievance Committee**: seven members, the President, Chief Shop Steward Internal, Chief

Shop Steward External, and four Shop Stewards to be elected at the Shop Steward meeting. This committee shall assist with the grievances as directed by the Chief Shop Stewards.

- i) **Education Committee** : four members, the President, Second Vice-President, and two members to be elected, and shall be responsible for ;

The submission of articles to the newspaper, The Opinion, or publications and bulletins for circulation, addressing specific issues as directed by an Executive Officer to broaden the members knowledge of any timely topic.

The development of workshops for Stewards on specific topics as directed by the Chief Shop Stewards.

The review of all applications for courses and the recommendation of an order of priority for candidates to educationals.

- j) **Health and Safety Committees** :

- i) three members and three alternates appointed by the Executive Committee to sit on the LMPP/Transportation Joint Health and Safety Committee.
- ii) two members and two alternates appointed by the Executive Committee to sit on each of the following locations Joint Health and Safety Committees.
- Depot 1 Joint Health and Safety Committee
 - Depot 3 Joint Health and Safety Committee
 - Depot 4 Joint Health and Safety Committee
 - Depot 5 Joint Health and Safety Committee
 - Depot 6 Joint Health and Safety Committee
- iii) The Executive Committee may appoint one Union co-chair who will participate in the Joint Health and Safety Committees listed in j) i) & j) ii).
- iv) The Union co-chair as noted in j) iii) will report to the 1st Vice-President of the local on all matters pertaining to issues concerning the health and safety of the membership of the London Local; and the Union co-chair will be responsible for the co-ordination of the health and safety concerns of their respective committees and appointed committee representatives.
- v) Two members and two alternates appointed by the Executive Committee to sit on the Aylmer West Joint Health and Safety Committee.

vi) One Health and Safety Representative and one alternate appointed by the Executive Committee for each of the following locations:

- London Garage
- Business Center
- Station B
- St Marys
- Ailsa Craig
- Arva
- Belmont
- Dorchester
- Duart
- Glencoe
- Granton
- Ilderton
- Komoka
- Lambeth
- Lucan
- Mount Brydges
- Muirkirk
- Muncey
- Southwold
- Thamesford
- Thorndale
- Woodham
- Wardsville

k) **Workers Compensation Committee** : four members, the First Vice-President, one member appointed by the Local Executive Committee, and two members elected at a general membership meeting.

l) **Women`s Committee** : consists of all Women Executive Committee members and a minimum of four members, the mandate shall be governed by the National Constitution.

The Local Women`s Committee function shall be to study issues and concerns affecting women and shall make recommendations to the Local Executive Committee on;

- (i) involvement of women in the union with the goal of full participation of women in all levels of the union
- (ii) the education of the membership on equality issues facing women
- (iii) 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.

- m) **Work Measurement Committee** : the committee is comprised of four members from Group 2 and the Chief Shop Steward External. It shall be the responsibility of each member elected to this committee, at the earliest opportunity, to complete the Route Measurement Courses provided by the union.

The committee is responsible for ;

The review of restructure information

Developing education and information for the membership on the work measurement systems and restructures in conjunction with the Education Committee

Assist the Chief Shop Steward External in the development of grievances related to the work measurement systems

Act as a liaison with the Regional representatives of the National Work Measurement Committee

- n) **Human Rights Committee** : shall consist of six members plus all members holding Local Executive Committee positions who are workers of colour, aboriginal people, lesbians and gays, and transgender people, and disabled workers

The Local shall encourage the participation of candidates who are workers of colour, aboriginal people, lesbians and gays, transgender people, and disabled workers.

The Local Human Rights Committee shall study, report and make recommendations to the Local Executive Committee on;

- i) The involvement of people of colour, aboriginal people, lesbians and gays, transgender people, and disabled people in the union with the goal of full participation of such people in

all levels of the union.

- ii) The education of the membership on equality issues facing people of colour, aboriginal people, lesbians and gays, transgender people, and disabled people.
- iii) The situation of people of colour, aboriginal people, lesbians and gays, transgender people, and disabled people in the Post Office and ways to improve it.
- iv) Fighting racism, homophobia, and discrimination against people with disabilities.
- o) **Social Committee**: the committee will consist of six elected members, and work under the guidance and direction of the Local President and Local Secretary-Treasurer. The chair of the committee shall be elected from the six members, and act as the liaison between the committee and the Local President, and Local Secretary-Treasurer. The committee shall be responsible for organizing Local social events, for the membership. The committee will also be responsible for the raising of funds for all social events.
- i) Consideration is to be given to an annual event for members and their families.
- ii) No Local rebate funds or General Fund monies are to be used for social events. Funding for social events shall be provided from fund raising efforts as determined by the committee. Lost wages for committee members, acting on behalf of the committee, will be funded through the Local committee expenditure and must have prior approval from the Local President and / or Local Secretary-Treasurer.
- iii) Any planned social event shall be discussed with the Local President and Local Secretary-Treasurer, prior to implementation. All social events must have the prior approval of the Local President and Local secretary-Treasurer.
- iv) The reasons for not approving a social event by the Local President and Local Secretary-Treasurer, other than lack of funds, shall be provided to the Social Committee in writing. Should the Social Committee not agree with the decision reached by the Local President and Local Secretary-Treasurer, in the non approval of an event, the Social Committee may appeal that decision to the membership, at the next general membership meeting.
- v) All events are subject to the Union`s policies on discrimination and human rights.
- p) **RSMC Committee**: Four members shall meet to study and make recommendations on RSMC issues. They will organize and educate RSMC members with the direction of the Local Executive committee.

22.3 The Local Executive Committee shall appoint a three member Legislative Committee (One Executive Committee Member and two Shop Stewards) annually to work in conjunction with the National Chief Steward and National Director for the seeking of legislative change.

22.4 **Local Pension and Retirees Benefits Committee:** This committee shall be made up of six members: the local President and 2 elected from the membership plus 3 retirees.

The committee shall meet quarterly.

The committee shall study legislation covering pension plans and the administration of retiree's benefits and pension plans with CUPW and other union's collective agreements and make recommendations to the Local Executive Committee on:

- a) The administration of the pension plans and retiree benefits within the local,
- b) Proposals for negotiating improvements and changes required for pension plans and retirees benefits,
- c) The education of the membership and retirees on pension plans, retiree benefits and retirement issues. The committee shall work at organizing a retiree's only committee to update and exchange important information to all retirees. Once the Retirees Committee has been established, the LPRB Committee will act as a liaison between the local and the Retirees Committee.
- d) The Local Executive shall encourage retirees to participate in the Local Retiree Committee.

The Secretary Treasurer will send an invitation to a meeting and information about the committee to a newly retired member.

The Committee will be encouraged to attend Labour Council meetings Community Labour events and Local meetings to keep them informed of Retiree issues.

The President, as the member of the Local Pension and Retirees Benefit Committee, or another Local officer, will co-ordinate their meetings and activities, and encourage them to volunteer at the Local when/if requested by the Executive Committee.

The Retiree Committee minutes and events should be posted on the Local Web site, and a portion of the Local Newsletter should be allotted to this Committee upon request.

22.5 **The Labour Community Advocate**

- a) Acts as a resource person to help and ensure the well-being and self-development of members who are experiencing difficulties that are not covered by the collective agreement.

- b) Is free of any link to authority and able to provide confidential help to a member while respecting their choices.
- c) Listens to people to help them identify their problems, refers them to appropriate resources and follow up on the assistance given.
- d) Does prevention, awareness and education work.
- e) Must have received the necessary training prior to submitting a letter of interest in becoming a Labour Community Advocate.

ARTICLE 23

FINANCES

- 23.1 The following reimbursement shall be provided to all Executive Officers (excluding the Sergeant-At-Arms).
- a) To cover within city limits, union expenses for transportation (public or private), parking and meals.
 - b) For the purposes of compensation under the London Local by-laws, all Executive Officers will be deemed to be residents of the city of London.
- 23.2 The Executive expense allowance shall be based on the maximum pay rate of a PO5 on the day shift and will be paid quarterly.
- 23.3 Each officer will be responsible to maintain an expense log.
- 23.4
- a) The annual amount of the expense reimbursement paid to each Executive Officer is not to exceed 70 times the maximum hourly rate of a PO5 mail dispatcher on days. This maximum does not include additional expenses incurred outside of city limits.
 - b) If for any reason a member of the Local Executive Committee in receipt of an allowance terminates his / her services as an Officer, he / she shall receive an allowance up to the date of termination. An incoming Executive Officer will be entitled to receive an allowance effective from the date on which he / she takes office.
 - c) The payment of such expense allowance to a member of the Local Executive Committee may be withheld from any member of the Local Executive Committee if it is the majority decision of the Local Executive Committee that the duties and the responsibilities of any

Executive position are not being properly fulfilled and therefore not reflective of the spirit of such payment.

Any member of the Executive Committee subject to such a ruling shall have the right to appeal directly to the membership at the next general membership meeting for a reversal of such a ruling by the majority of the Executive Committee.

Any intention to appeal such a decision shall be submitted in writing to the Local President and the Secretary-Treasurer at least ninety-six hours prior to the general membership meeting.

23.5

- a) Any member of the Local who is elected as a delegate and attends a conference, convention, seminar, or any other union function, or is on regular Local union business beyond the city limits, shall receive the allowances specified in the National Constitution, except where such allowances are provided by the National or Regional levels of the union.
- b) The allowances noted above shall be increased in accordance with the National Constitution.
- c) Transportation expenses incurred on Local union business shall be paid from Local funds at a rate set out in the National Constitution (Article 7), for each kilometre travelled. All Local members are deemed as residents of London.

Transportation expenses incurred on Local union business outside the city limits for all Local members will be calculated at the above rate. The total mileage will not exceed the mileage shown on department highway maps, when either city or highway travel is involved.

At no time will mileage costs for outside city limits travel exceed the cost of a bus or train ticket, whichever is greater. The maximum of one ticket (bus or train) will be issued when a vehicle is used for outside city limit travel while on union business, to transport more than one Local member to a destination.

- d) Lodging expenses incurred on Local business when a person has to stay overnight away from home, shall be paid by the Local. Such costs shall be limited to actual expenses supported by receipts.
- e) Any member serving on any committee, boards, etc., will not be entitled to a), b), or c), or Article 22.6 if the expenses, lost wages and / or per diem are paid by the National Office or any other source.

- f) Entertainment expenses incurred by the Local and supported by receipts, when hosting visiting dignitaries or delegates, shall be paid by the Local.
- g) The Sergeant-At-Arms shall be reimbursed for lost wages when a general monthly meeting coincides with his / her scheduled working day.

23.6

- a) Any member who is on Local union business on his / her scheduled working day shall be reimbursed by the Local for lost wages.
- b) When a part time employee is on approved union leave and works in excess of his / her scheduled hours, the Local will top up the part time employees wage to the actual hours worked to a maximum of eight hours per day.

23.7 A maximum of 3.2 times the maximum hourly rate of a PO5 mail dispatcher on day shift may be spent for a funeral in the event of the death of a member in good standing, his / her spouse, common law spouse, child, mother, or father, unless the Local is advised to have the money donated to a charitable organization. This maximum does not include delivery and or taxes.

23.8

- a) The Local must use union rebate funds for union purposes, as defined by the National Executive Board.
- b) No money from Local funds is to be given to any member upon retiring.

23.9 The Local Executive Committee, in major financial matters apart from the ordinary, shall be restricted to approving amounts of one thousand dollars or less. Any expenditure in excess of one thousand dollars which is not authorized in an explicit or implicit manner by the actual operating costs of the Local shall require the approval of the members at a general membership meeting.

23.10 Any member who is on Local union business and is being reimbursed for lost wages, must submit a copy of the leave without pay form for the records of the Local, along with a lost wage voucher to the Secretary -Treasurer immediately. The Secretary-Treasurer shall

reimburse the member before the end of the month during which the member was on Local union business.

23.11

a) The Local President shall be paid at the rate of a PO 5 on the night shift while on union business.

b) No salary, however, will be paid during the whole period of a general strike or during a rotating strike, during which the Local is legally on strike.

23.12

a) Subject to the provisions of this article, the full time officer shall have the same benefits as those provided for in the Collective Agreement between the CUPW and CPC with regard to statutory holidays, annual leave, leave for parental rights, all special leave and court leave.

b) The share payable by the employer in respect to a retirement plan, death benefit, disability insurance, and any other plans as negotiated within the Collective Agreement of the bargaining unit of the full time officer shall be taken upon by the Local union. The employees share shall be paid by the officer. The Local shall assume the full amount of the medical-surgical and hospitalization insurance.

c) The full time officer shall be entitled to the same benefits with regard to those provided under, the Collective Agreement between the CUPW and CPC. He / she shall be covered by salary insurance and when his / her sick leave credits are exhausted, he / she shall get the benefit of salary insurance. The Local Secretary-Treasurer shall be responsible for keeping a record of these leave credits.

d) Accumulated and unused sick leave credits shall not be payable upon termination of the full time officers term in office.

e) Sick leave credits shall become payable if such a benefit is granted under the Collective Agreement covering the members. The conditions and terms provided for under the Collective Agreement shall then apply.

f) Sick leave credits remain on the full time officers account on termination of his / her term in office in the event that he / she is re-elected or appointed to a position within the union.

g) Sick leave credits shall be granted to the person concerned if he / she returns as a member of the bargaining unit for which the union is certified. If the person concerned is still in the

bargaining unit his / her credits can be drawn upon if he / she becomes ill and does not have sufficient sick leaves accumulated with the employer to cover his / her time off.

23.13

- a) The Local Executive Committee shall, insofar as possible, require the full time officer to use his / her annual leave credits.
- b) At the end of the fiscal year, the Local Executive Committee shall review the reasons that prevented the full time officer from using his / her annual leave credits. The Local Executive Committee may request the full time officer to provide a written and detailed report of the activities that prevented him / her from taking his / her annual leave.
 - (i) When the Local Executive Committee finds that the reasons given are founded, the unused annual leave credits shall be paid in cash at the beginning of the new fiscal year.
 - (ii) When the Local Executive Committee finds that the reasons given are not founded, it shall compel the officer to take his / her annual leave in accordance with a schedule that the Local Executive Committee shall establish, while ensuring that the services to the membership are maintained.

23.14 The First Vice-President, subject to the approval of the Local Executive Committee, shall arrange for on site child care, or shall authorize reimbursement of on site and / or off site child care for delegates, officers, union representatives, committee members and members working on behalf of the Local, attending National Convention, Union Seminars, any other meetings, or performing work on behalf of the Local union, authorized by the Local Executive Committee, held pursuant to the Local by-laws and the National Constitution, except where the member is entitled to such compensation under the National Constitution or would normally have child care established due to Canada Post work schedule. For greater clarity, the delegate, officer, union representative, committee member, or member working on behalf of the Local shall not receive reimbursement had their Canada Post work schedule required child care to be established prior to the individual being authorized to attend other meetings or perform work on behalf of the Local union.

The reimbursement shall be up to sixty dollars per family per day. These provisions shall apply provided seven days notice is given to the union, and in the case of reimbursement of delegates, upon presentation of appropriate vouchers or receipts in order to verify the use of such services. The Local Secretary-Treasurer shall ensure that the union and its officers are protected against any legal actions that may arise as a result of these services offered by the union. On site child care shall be arranged only in the event that the union and its officers are protected against legal actions for such services.

23.15 The Local shall pay to the Ontario Workers Compensation Board the premiums necessary to cover loss of wages and / or benefits due to an injury sustained in the course of the full time officer of the London Local and any other member of the Local while on paid union business.

23.16 Social Fund

- a) The Local shall establish a Social Fund account with the current Local financial institution.
- b) The Social Fund account shall be independent of all other Local accounts.
- c) The Social Fund shall be used for the deposit and withdrawal of funds raised through the efforts of the Local Social Committee, and shall be used only for Local Social Committee purposes only.
- d) The Social Fund shall be administered as per all other existing Local accounts, and shall be scrutinized by the Local Finance Committee.

ARTICLE 24

POLICIES

24.1 Smoking Policy : It shall be the policy of the London Local that there shall be no smoking in the union office, or at any union function.

24.2 Harassment : The Local is against all forms of harassment, bullying, violence and discrimination in the workplace and at any union function.

RITUALS AND CEREMONIES

Opening of Local Union Meetings

Local union meetings shall be opened by the presiding officer with the following announcement ;

A Brothers and Sisters, we are about to open this meeting of the Canadian Union of Postal Workers, London Local. If there is anyone present not entitled to remain, he or she will please retire. Officers will take their respective places and the Sergeant-At-Arms will guard the door. @

Initiation of Candidates for Membership

The following procedures shall be put into effect in the initiation of new candidates for membership ;

a) The proposed new member(s) will be brought before the presiding officer and each gives his / her name to the presiding officer.

b) The presiding officer says to the meeting ;

A Will the members please stand @

c) The presiding officer says to the proposed new member(s) ;

A Please repeat after me, this obligation of all members of the Canadian Union of Postal Workers:

I (name) do solemnly promise, on my most sacred word of honour, that to the best of my ability, I will bear allegiance to this union, to its constitution, and to its policies, and to the by-laws of this union Local. I will seek to conduct myself at all times in a manner that will bring credit to this union. I will not defraud this union nor allow others to defraud it, if it is in my power to prevent it. I shall remember the proud motto of organized labour and of this union that an injury to one is an injury to all @.

d) The presiding officer then says to the meeting ;

A Sisters and Brothers, we welcome these new members into our ranks A ,

and concludes the ceremony by shaking hands with the new members.

Installation of Officers

In the installation of officers, with the obligation and oath of office, the installation may be conducted by any person authorized by the National Executive Committee (NEC). When such an installation is put into effect, the following procedures will be observed;

- a) The officers elect shall stand facing the members. The installing official stands between the officers elect and the members.
- b) The installing official says to the assembly A we shall install the officers elect in accordance with the oath of office provided in the constitution of the Canadian Union of Postal Workers@.
- c) The installing official then says to the officers elect A Brother (or Brothers and Sisters), do you accept the office to which you have been elected ?@
- d) Acceptance is acknowledged by the officers elect by stating A I doA.
- e) The installing officer then administers the obligation and oath of office by stating ;

A Raise your right hand, and repeat after me : I (name) solemnly promise on my sacred word of honour, before these members and delegates present, that I will perform the duties of my office to which I have been elected, to the best of my ability. I shall defend this union to the best of my ability against all attempts of the employer to weaken or destroy it, and against any disruption, secession or raiding from whatever source. I will turn over to my successor all property of the union that has been entrusted in me. I will never defraud this organization or allow it to be defrauded, if it is my power to prevent it. I shall conduct myself in accordance with the proud motto of organized labour and this union that an injury to one is an injury to all. To all of what I have said, I do hereby promise.@

CODE OF ETHICS

As a member of the Executive Committee of the London Local, Canadian Union of Postal Workers, I have an obligation to the science and art of administration. I will uphold the standards of my Local, continually search for new truths, and disseminate my findings. I will keep myself fully informed of developments in the field of leadership, and cooperate with others in the use of my common knowledge.

I have an obligation to my National Officers, whose trust I hold. I will endeavour to the best of my ability, to guard their interests and to advise them wisely and honestly.

I have an obligation to do all in my power to assure the progress and contentment of my fellow members. I will at all times deal with them fairly and openly, sharing my acquired knowledge and experience freely. Where a conflict of interest may arise involving my personal life and union interests, I shall declare to my fellow Executive the details of my conflict, and shall withdraw from all decision or policy making where such conflict may tend to influence my judgement.

I have a dual obligation to society arising through my personal and local relations in the social and economic life of our Local.

I have a continuing obligation to my country and to the chosen way of life of my fellow members.

Further, I acknowledge my responsibility to discharge these obligations to the best of my ability.

DELEGATES TO NATIONAL AND SPECIAL CONVENTIONS

(Excerpt from the National Constitution as amended June 1990)

Delegates shall be elected at the Local, at a general membership meeting. There shall also be sufficient alternates elected to represent the Local, in the event any delegates are unable to attend, or become ineligible to attend National Convention.

Each delegate, in order to be elected to 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.

Delegates to a Special Convention, shall be elected on the following basis;

Each Local shall be entitled to one delegate for the first one hundred members, or less, and by one delegate for each additional one hundred members, or majority fraction thereof.

Delegates shall be elected at a meeting of the Local, held thirty days before the Special Convention. The number of delegates per Local at the Special Convention is based on the number of members in good standing, before the call for the Special Convention is sent.

The preceding provision does not apply, if the delegates for the next Triennial Convention have already been elected, in which case these delegates act as delegates to the Special Convention.

Members of the National Executive Board, and members of the Regional Executive Committee,

Union Representatives, and members of the National Board of Trustees, are delegates to any Special Convention.