

The Canadian Union Of Postal Workers  
Hamilton Local 548 By-Laws

Article 1

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 Hamilton Local.
- 1.2 The name of the union shall be The Canadian Union of Postal Workers Hamilton Local, hereinafter referred to as the Local.
- 1.3 The local shall be affiliated to the Ontario Federation of Labour, and the Hamilton & District Labour Council.
- 1.4 The local is comprised of the members as a whole. It is comprised of a Local Executive Committee which shall consist of nine members in good standing.
- 1.5 The members, at a regular monthly meeting or by a referendum vote authorized by the members of a regular monthly meeting, are the supreme authority of the local.

Article 2

Objectives:

2.1 The objectives of the local shall be:

- (a) to improve the general well-being of the members 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; and
- (d) to ensure the members realize that the power of the Union rests on their collective strength.

### Article 3

#### Eligibility for Membership:

- 3.1 An employee of Canada's postal system, communications and related services, who does not perform managerial functions, and any employee in the public, semi-public and private sectors, who does not perform managerial functions, is eligible for membership in the Union under the following conditions:
- (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; and
  - (d) is accepted by the Local.

#### Equal Rights:

- 3.2 All members out of the Union enjoyed equal rights, and this without discrimination.

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

- 3.3 Conditions relating to the loss of membership status and reinstatement to the Union shall be outlined in sections 1.07 through 1.20 in the National Constitution.

### Article 4

#### Dues and Initiation Fees:

- 4.1 Dues to the Local shall be fixed by membership decision provisions for the 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 and initiation fee of five dollars. The initiation fee is the property of the Local. During organizing campaigns, the initiation fee will be the same as that required under the relevant legislation.
- 4.3 Each member shall comply with the National Constitution and policies of the Union and by-laws of the Local. He/She shall also pay, without delay, any assessment imposed in accordance with the National Constitution.

## Article 5

### Local Executive Committee:

- 5.1 The Local Executive Committee shall consist of nine officers. These officers shall be; President- full-time officer, 1<sup>st</sup> Vice President- full-time officer, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President, Secretary-Treasurer, Internal Grievance Officer, External Grievance Officer, Recording Secretary, and Sergeant-at-Arms.
- 5.2 The Executive Committee shall:
- be responsible for the direction and administration of the Local in line with the orientation decided by the members according to the Constitution, the resolutions adopted at the regular meetings, or the mandates via a referendum;
  - have the obligation to enforce the National Constitution;
  - receive and study all reports and other matters concerning the welfare of the Union duly referred it;
  - be the only one responsible to make recommendations to the members, or to take decisions in line with the Constitution and policies of the Union, unless otherwise stated in the Constitution;
  - work to spread the most complete understanding possible public Unions policies, the nature of the Unions struggle, and all their matters concerning the Union and the trade union movement in general;
  - shall be responsible for the implementation of the Unions policies in matters of organization, preparation of strike structures, recruiting or any other organizational campaign launched by the National Executive Board;
  - establish and maintain communications between the members and the main organisms of the Union;
  - be responsible for the Local education program;
  - inform the members and promote union education through bulletins, communiques, and any other adequate means;
  - be responsible for the orientation, preparation, and distribution of all publications intended for the members.

- 5.3 All Local officers shall be elected by the general membership and shall be members of the Executive Committee.
- 5.4 All elected members and the Executive Committee must be members in good standing on the date of election and remain in good standing during their term of office.
- 5.5 Local by-laws shall provide the election procedure for the local Executive Committee.
- 5.6 A minimum of five (5) voting members of the Executive Committee shall be required as a quorum for the transaction of any business at the Executive Committee meeting.
- 5.7 No person shall hold more than one (1) office. But any member of the Executive Committee could replace a steward in his/her absence.
- 5.8 Vacancies of the Executive Committee, other than the position of President (which the 1<sup>st</sup> Vice President automatically fills), shall be filled in a democratic manner by election from eligible members, as follows:
- this position(s) must be posted as per Article 6.5 of the by-laws;
  - at the first general membership meeting following the vacancy in an executive position(s), nominations will be held for the position(s);
  - nominations will be accepted up to 14 days prior to the second general membership meeting following the vacancy in an executive position(s);
  - at the second general membership meeting following the vacancy in an executive position(s), the election will be held for the position(s).
- 5.9 Any Part-time Officer working on Union business, ten (10) days of the month, will be considered a Full-time/Part-time Officer.

## Article 6

### Duties of the Executive Committee and Stewards

- 6.1 The Local President shall:
- be a full-time paid officer of the local;
  - be the senior officer of the local;
  - be an elected officer and voting member of the Executive Committee;

- have the responsibility for the enforcement of the Constitution and policies of the Union;
- implement the decisions of the members assembled at general meetings or by referendum;
- have the right to look into any matter falling under the jurisdiction of the Union at the local level take measures to ensure that all Local officers and members comply with the obligations and duties of their positions;
- interpret the by-laws of the Local and the President's interpretation shall be maintained unless it is contested and such contest is supported by the majority of the members of the Local Executive Committee, or by the majority of the members assembled at a general membership meeting;
- 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;
- coordinate the work of all local officers;
- be an official member of all committees;
- chair the meetings of the local Executive Committee, the permanent committees, and any other committees, as well as the membership meetings;
- ensure the implementation of the Unions policies and all representations before the employer at the local level;
- be responsible for public relations at his/her local level;
- report to the members on the decisions and recommendations of the local Executive Committee;
- keep the Executive Committee informed on all activities between the local and national headquarters of the CUPW;
- in the event that no union steward is elected by the membership, have the authority to appoint union stewards in the best interest of the membership subject to the approval of the Executive Committee;
- co-sign all cheques drawn on the account(s) of the Local.

6.2 The Local 1<sup>st</sup> Vice President shall:

- shall be a paid full-time officer of the local;
- be an elected officer and voting member of the Executive Committee;
- replace the President in his/her absence in which case he/she shall exercise full power;
- chair in the absence or at the request of the President;
- sign cheques along with the Secretary-Treasurer in the absence of the President;
- in the event of a vacancy in the office of the President become the President of the local for the unexpired portion of the term for the President, and any other duties assigned to him/her by the local President;
- Workplace Safety and Insurance Board (WSIB/WSIAT) appeals.

The Local 2<sup>nd</sup> Vice President shall:

- be an elected officer and voting member of the Executive Committee;
- assist the local President in the performance of his/her duties;
- chair in the absence of the President and 1<sup>st</sup> Vice President;
- be responsible for helping the External Grievance Officer on all grievances when requested;
- any other duties deemed by the local President.

The Local 3<sup>rd</sup> Vice President shall:

- be an elected officer and voting member of the Executive Committee;
- assist the local President in the performance of his/her duties;
- chair in the absence of the President, 1<sup>st</sup> Vice President, and 2<sup>nd</sup> Vice President;
- be responsible for helping the Internal Grievance Officer on all grievances when requested;
- any other duties deemed by the local President.

### 6.3 The Local Secretary-Treasurer shall:

- be an elected officer and voting member of the Executive Committee;
- be responsible for all official documents of the local;
- be responsible for all communications to the local officers;
- be responsible for the locals correspondence and shall convey it to the Executive Committee, and the general membership meetings;
- 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 1<sup>st</sup> Vice President;
- be responsible for book keeping records of the local and keep them ready for submissions to the locals trustees at least twice per fiscal year;
- prepare a financial statement each month and present such statement at the regular meeting of the local. Copies of such statements shall be distributed to all members present at the meetings;
- not pay any money towards matters unless provided for in the local by-laws or National Constitution;
- as the fiscal year of the local shall be from July 1<sup>st</sup> to June 30<sup>th</sup> of the following year, prepare a financial report and send it to the National Secretary-Treasurer within sixty (60) days following the end of the fiscal year and copy of such report shall be sent to the National Director of the Region;
- establish an adequate filing system for the membership control and check-offs;
- 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;
- be responsible for the nominal list of the membership in the local;

### 6.4 The Local Internal Grievance Officer shall:

- be an elected officer and voting member of the Executive Committee;

- handle all internal grievances at the local level;
- in conjunction with the stewards of the relevant section or departments, investigate and compile all facts relating to grievances;
- present same to all levels of the grievance procedure if deemed necessary by the Executive;
- be fully conversant with the Collective Agreement, the Canada Labour Code, and all rules and regulations governing postal workers;
- keep the Local President advised at all times on all problems, complaints, and grievances among the members;
- be responsible for arranging and conducting stewards meetings;
- be responsible for conducting elections of stewards of the various departments;

The Local External Grievance Officer shall:

- be an elected officer and voting member of the Executive Committee;
- handle all external grievances at the local level;
- in conjunction with the stewards of the relevant sections or departments, investigate and compile all facts relating to grievances;
- present same to all levels of the grievance procedure if deemed necessary by the Executive;
- be fully conversant with the Collective Agreement, the Canada Labour Code, and all rules and regulations governing postal workers;
- keep the local President advised at all times on all problems, complaints, and grievances among the members;
- be responsible for arranging and conducting Stewards meetings;
- be responsible for conducting elections of Stewards of the various departments.

6.5 The Local Recording Secretary shall:

- be an elected officer and voting member of the Executive Committee;

- assist the Secretary-Treasurer on any matters deemed necessary;
- be responsible for all minutes of meetings of the Executive Committee, and any membership meeting of the local, such minutes to be recorded in a bound book and all pages will be numbered consecutively;
- prepare notices of all general membership meetings and arrange to distribute and post such notices at least seven (7) days prior to such meetings;
- in the event of a notice of motion or vacancy on the Executive Committee, he/she shall prepare it and have it posted on all bulletin boards at least seven (7) days prior to the meeting at which it is to be dealt with;
- assist the Secretary-Treasurer in maintaining a complete filing system;
- be responsible for maintaining the official copy of the local Constitution and by-laws. He/She shall ensure that all amendments adopted in accordance with provisions of Article 12, be duly recorded in the official copy, including the date on which such amendments were adopted;
- ensure the official copy of the Local Constitution and by-laws be available at all membership meetings;
- and any other duties deemed by the Local President.

6.6 The Local Sergeant-at-Arms shall:

- be an elected officer and voting member of the Executive Committee;
- be responsible for the attendance book for all purposes;
- assist the President in maintaining order at all meetings;
- and any other duties deemed by the Local President.

6.7 The Local Shop Steward:

- is the link between the Local Executive Committee and the members of his/her work shift/section;
- shall police the Collective Agreement and implement policies of the Union;
- shall promote the objectives of the Union and those of the labor movement in general;

- ensures a strong union presence on his/her work shift;
- shall sign up all employees in his/ her section who are eligible for membership in the Canadian Union of Postal Workers;
- regularly informs the members of the decisions of the general meeting, the activities of the Union, the Union publications, and any other items of interest for the Union and the well-being of the members;
- shall, in all cases, defend the interests of the members he/she represents;
- shall take the initial steps in processing any reported grievances in his/her section;
- shall be elected by members in his/her own section or jurisdiction as determined by the Executive Committee.

6.8 Any member of the Local Executive Committee, failing to attend three (3) consecutive executive meetings shall relinquish his/her position, unless such absence is approved by the Local Executive Committee.

## Article 7

### Finance

- 7.1 The Local must prepare and submit to a general membership meeting the budget estimate at the beginning of each fiscal year in for this purpose, the Local may be assisted by the Regional Executive Committee;
- 7.2 The Local shall use Union rebate funds for Union purposes only, such as:
- (a) the payment of per capita taxes for Labour Council;
  - (b) Local education seminars;
  - (c) salaries of the full-time officers;
  - (d) salaries of any other officers booked off for approved Union business;
  - (e) approved officers expenses;
  - (f) postage;
  - (g) telephone, faxes, etc.;

- (h) administration fees to financial institutions;
- (i) rent;
- (j) expenses for meetings of the Executive Committee and Committees;
- (k) Special campaigns approved by the National Executive Board;
- (l) bereavement tribute for member of the Local;
- (m) financial support for the trade union movement;
- (n) rental of meeting rooms;
- (o) legal fees;
- (p) office maintenance;
- (q) Local printing fees;
- (r) printing supplies and office equipment;
- (s) all other expenses approved by the National Executive Board.

7.3 A separate and independent fund for entertainment purposes shall be maintained by the Local Executive Committee with the signing officers as prescribed in Article 6.3. These funds will be for the financing of any entertainment functions subject to the approval of the membership.

7.4 Salaries of full-time Officers:

(a) President (full-time)	\$ 46, 358 a year
(2002)	
1 <sup>st</sup> Vice-President (full-time)	\$ 44, 247 a year
(2002)	

(b) The full-time Officers shall be entitled to all general percentage increases on the dates provided within the Collective Agreement.

7.5 Fringe Benefits

(a) The part of the employer for the Superannuation, Death Benefit, Disability Insurance, E.I. , Canada Pension Plan, and Supplementary Retirement Plan will be paid by the Local, and the part of the employee will be paid by the Local officers concerned. The Union will pay the full cost of Medical Surgical Insurance and hospitalization insurance;

(b) the Local full-time officers will have the same benefits that are in the Collective Agreement of full-time employees as related to the following:

Statutory holidays, annual leave, all special leave and court leave, and they will also receive any other benefits negotiated into the Collective Agreement with the exception of overtime, shift premiums, and weekend premiums.

(c) In case of injury on duty the full-time officers being on the compensation plan in the province concerned will receive from the Local, the difference to cover their salary.

(d) The full-time officers of the Local shall be entitled to fifteen (15) days sick leave a year. If sick for any period in excess of seven (7) consecutive days, he/ she must provide a medical certificate for insurance purposes. In lieu of compensation for accumulated sick leave, the Local will pay for the full-time officers sick leave benefit insurance policy to cover extended sick leave.

(e) If a full-time officer terminates his/ her service with the Local, the officer shall receive severance pay for Union service for two (2) weeks for the first year of service and one week for every additional year of service or part thereof, that severance pay be based on the salary at the time of termination of such service.

#### 7.6 Car Expenses

(a) Local officers required to use their car for Union purposes shall receive an allowance of 30 cents per kilometer.

(b) The Local will bear the expense of the difference between the private insurance and commercial insurance cost up to a maximum of \$250.00 a year.

(c) The Local will bear the expense of providing a membership to the Hamilton Automobile Club for any executive who drives a vehicle for Union business. This is provided for the Executive because of the amount of driving due to the size of the Local.

(d) In the case where a member of the Executive of the Local does not have access to a vehicle, the Local will provide transportation, for the purpose of Union business.

(e) (i) To cover sections (a) and (d), authorization of the allowance must be made by the Executive Committee.

(ii) The expense account shall indicate the point of departure, location of travel and mileage and/or kilometers traveled on Union business.

#### 7.7 That an assessment of three (3) dollars per month on all members of the Hamilton local, to be used for union purposes as outlined in 7.2.

Article 8

Nominations and Elections

- 8.1 In order to be eligible as a candidate for election to the Local Executive Committee, the nominee must be a member in good standing of the Local. He/She must also have attended 50 percent of general meetings during the year prior to nominations.
- 8.2 Nominations for election to the Local Executive Committee will take place at the first general membership meeting following the adjournment of the National Convention. Further nominations and elections will take place at the second general membership meeting following the adjournment of the National Convention.
- 8.3 There shall be no voting by proxy and the chairman of the Election Committee shall have the deciding vote.
- 8.4 When there is more than one candidate for any office, it shall require a majority (50% plus one) of all votes cast to elect. The one receiving the least number of votes on each ballot shall be dropped off until an election is obtained.
- 8.5 All voting shall be done by ballot.
- 8.6 During the third month following the adjournment of the National Convention, under the direction of the Grievance Officers, elections will be conducted in various departments to elect Stewards. Such elections will be concluded prior to the third membership meeting following the adjournment of the National Convention. In the event the election process fails to produce the required number of Stewards, the Local Executive Committee shall be empowered to appoint Stewards in order to achieve the necessary complement.
- 8.7 No member shall be voted for or elected unless he/she is present, except if the member is absent and a written statement of his/ her intentions is made available to the Secretary-Treasurer prior to the meeting.
- 8.8 All newly elected officers of the Local Executive Committee will be installed at the second general membership meeting following the adjournment of the National Convention. The installation will be the last order of business prior to adjournment.
- 8.9 Those appointed by the President to conduct elections are not eligible to run for office.
- 8.10 Any member of the Local elected or appointed to a full-time position with the National or Regional Union of CUPW will be considered as having attended any Hamilton Local meeting.

8.11 Any Executive or member on Union business will be accredited with attending the meeting subject to the Executive's approval.

## Article 9

### Meetings

- 9.1 (a) There will be a general membership meeting monthly, excluding the months of July and December, unless the Executive Committee deems a meeting is necessary during these off months.
- (b) General membership meetings will be held on the last Thursday of every month. Holding two meetings, one in the morning/afternoon, and one in the evening. Due to the fact that the plant is on a 24hr.-7 day a week operation. When a vote or election is to be held, the meeting will be scheduled for the last Saturday of the month. For both meeting dates above, the Local Executive shall schedule an alternate day if there is a problem beyond the control of the Executive, with either the Thursday or Saturday requirement.
- 9.2 Notice of all membership meetings, regular or special, shall be posted on all notice boards within at least seven (7) days prior to the date of the meeting.
- 9.3 The attendance book shall be closed (1) hour after the scheduled starting time of the meeting and no signatures shall be appended after that time and will be treated as observers.
- 9.4 The quorum necessary to conduct business of the Local at a regular meeting shall consist of not less than ten (10) members and five (5) Executive members. If there is no quorum by 20 minutes after the start of the meeting, then the meeting is cancelled.
- 9.5 All motions must be in writing and will not be voted on unless they have been given to the Secretary-Treasurer 14 days prior to a general membership meeting, so that it can be included in the notice of general membership meeting so that both meetings will be able to vote on the motion. Otherwise the motion will be held over until the next general membership meeting to be voted on. (However, Article 9.1 (b) states that if there is to be a vote or election, it shall be at a Saturday meeting)
- 9.6 All votes must be written and kept in locked boxes until the end of the second meeting, to ensure a fair and democratic process.

## Article 10

### Rules and Procedures

- 10.1 At the commencement of each meeting, members entering the hall shall be required to sign the attendance register and failure by a member to do so will result in his/her being officially absent for the purpose of the records of the Local.
- 10.2 The President or in his/her absence, the designated presiding officer, shall open the meeting at the appointed time.
- 10.3 The presiding officer shall declare the meeting open by making the following statement:
- “Brothers and Sisters we are about to open this meeting of the Hamilton Local of the Canadian Union of Postal Workers. If there is any one present not entitled to remain would you please retire.”
- 10.4 The agenda for regular membership meetings will be as follows:
- (a) One minute of silence in honour of deceased members;
  - (b) Acceptance and initiation of candidates for membership according to the National Constitution;
  - (c) Roll call of officers;
  - (d) Reading and adoption of minutes of previous regular membership meetings and any executive meeting as well as the minutes of any special meetings;
  - (e) Reading of correspondence by the Secretary-Treasurer and any recommendations to be dealt with individually;
  - (f) Reports of Officers, Committees, Delegates and observers when appropriate;
  - (g) Bills and accounts;
  - (h) Nominations and elections;
  - (i) Unfinished business;
  - (j) Good and Welfare;
  - (k) New business;

(l) Adjournment.

## 10.5 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 be now put to the meeting”, such a motion is not debatable and if seconded and carried, the business before the meeting at that time shall be voted upon without further debate. If the motion is not carried debate on the original issue will continue.

(e) A motion may be reconsidered provided the mover of the motion to reconsider voted with the majority, and that written notice is supported by two-thirds of the voting members present.

(f) In all manners not regulated by these rules of order, Bourinot’s Rules of Order shall apply.

(g) There will be no proxy voting at any meeting of the Local.

## Article 11

### Delegates

11.1 (a) Each Local is entitled to be represented by one delegate for the first 100 members or less, and by one delegate for each additional 100 members or majority part thereof.

(b) 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.

(c) Delegates shall be elected at general membership meetings.

- (d) Alternate delegates shall be elected in the event any delegates are unable to attend or become ineligible to attend the National Convention.
- 11.2 The election of delegates to a special convention of the Union shall be in accordance with section 3.43 of the National Constitution.
- (a) Each Local shall be entitled to one delegate for the first 100 members or less and by one delegate for each additional 100 members or majority fraction thereof.
- (b) Delegates shall be elected at a general membership meeting at least 30 days before the Special Convention.
- (c) Paragraphs (a) and (b) do not apply if the delegates to the next Triennial Convention have already been elected, in which case the delegates act as delegates to the Special Convention.
- 11.3 The Local Executive Committee shall be considered authorized delegates of the Local to all National, Regional and/or Education Conferences or Seminars established by the Union.
- 11.4 All other delegates to these functions will be elected from the floor at a regular scheduled general membership meeting in order to be eligible as a delegate for nomination, the nominee must be in good standing and attended 50 percent of the general meetings during the year prior to the elections.
- 11.5 Financing permitting, the Local Executive Committee shall determine the number if any of alternate delegates. The alternate delegates will be compensated in the same manner as the accredited delegates.
- 11.6 The alternate delegates shall be chosen from the nominees left by where they finish after the delegates were elected.
- 11.7 If no nominees are left alternates may be appointed by the President or his/her delegate.
- 11.8 The President or his/her delegate, as approved by the Local Executive Committee shall attend such functions in which a representation from the Local is required.
- 11.9 Labour Council Delegates will be chosen from the Local Executive Committee in accordance with Articles 11.3 and 11.4. In the event a full complement of delegates cannot be reached in this manner, then the remaining delegation shall be filled by election from the membership in accordance with the rules and regulations.

## Article 12

### Amendments to the Constitution and Bylaws

(a) This Constitution shall not be amended, rescinded, suspended, or altered in any manner whatsoever unless a Notice of Motion is given in writing setting forth the nature of the proposed amendment. Such notices must be submitted at a regular scheduled meeting, then voted on at the second scheduled meeting after the motion was first put forth. A simple majority is needed to carry the motion.

(b) The Secretary-Treasurer shall see that any Notice of Motion is posted on all bulletin boards fourteen (14) days prior to the meeting in which it is to be dealt with.

(c) All rules, bylaws, and regulations here-to-fore in force shall , with the adoption of this Constitution, become null and void.

(d) All amendments to the Constitution shall, unless otherwise specified, take effect immediately following their adoption and approval from National Office.

## Article 13

### Committees

Committee members shall be elected at the third general membership meeting following adjournment of the National Convention.

The Committees shall study the issues submitted by the Local Executive Committee or by the general meeting. They must report to the Executive Committee and to the general meeting but only the Executive Committee is authorized to make recommendations to the members.

Any member of any Local Committee or delegate to the Hamilton District Labour Council failing to attend three (3) consecutive meetings, as required by their respective committees, shall relinquish his/her position unless such absence is approved by the Executive.

A) Local Organization Committee

(1) This committee shall consist of two (2) elected members plus two Executive member appointees.

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(2) This committee shall work under the responsibility of the Local Executive Committee in conjunction with the Regional Executive Committee and the 1st National Vice- President.

(3) Its duties shall be to recruit members and prepare strike structures.

(4) It shall be responsible for any other organization campaign launched by the National Executive Board.

B) Local Education Committee

(1) This committee shall consist of four (4) elected members and one (1) Executive appointee.

(2) They shall work in conjunction with the Local Executive Committee in the preparation and distribution of any educational material or local publications.

(3) One (1) elected committee member shall be designated by the membership to be given one day off the shop floor, one day per month to create a local newspaper.

C) Local Disciplinary Committee

(1) This committee shall consist of three (3) members, two (2) elected by the membership and the third to be appointed by the Executive Committee.

(2) Offenses and penalties shall be in accordance with Article 8 of the National Constitution.

D) Local Health & Safety Committee(s)

(1) The members of this committee shall be appointed as per Article 33.03 and Appendix GG of the Collective Agreement.

(2) They shall meet to exercise their collective rights and obligations under all the applicable Collective Agreements and legislations.

E) Women's Committee

The Women's Committee shall be comprised of three (3) members and one (1) Executive appointee. This committee will serve as a means of developing a greater awareness of women's issues.

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F) Solidarity Committee

The Solidarity Committee shall consist of five (5) members and two (2) Executive members. The mandate of the committee will be to devise, co-ordinate and execute a sustained solidarity building effort within the Local. The committee shall meet, in whole or in part, at least once a month. Funding for entertainment functions will come from outside of the per capita (i.e. draws, raffles, donations, etc.) as per Article 7.3 of the Hamilton Local By-Laws. Funding for all other solidarity building efforts (i.e. buttons, stickers, key chains, shirts, etc.) will come from the per capita subject to the approval of the membership.

G) Grievance Committee

The Grievance Committee shall be comprised of the Local President, Local Internal Grievance Officer, External Grievance Officer, and two ( 2) elected members.

The committee shall study the results of grievances and arbitrations and make recommendations to the Local Executive Committee. If such a committee cannot be established, the responsibilities of the committee become the jurisdiction of the Local Executive Committee.

H) Human Rights Committee

The human rights committee shall have five (5) elected, and one (1) Executive appointee.

The Local Human Rights Committee function shall be to study issues and concerns affecting people of colour, differently abled people, lesbians, gays, bi-sexuals, and transgender people, and aboriginal people and shall make recommendations to the Local Executive Committee on:

(a) the involvement of people of colour, differently abled people, lesbians, gays, bi-sexuals, 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, differently abled people, lesbians, gays, bisexuals, and transgender people, and aboriginal people;

(c) the situation of people of colour, differently abled people, lesbians, gays, bi-sexuals, and transgender people, and aboriginal people in the post office and ways to improve it;

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(d) fighting racism, homophobia, transphobia and discrimination against people who are differently abled.

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.

(I) Any member of a Local Committee, or Delegate to the Hamilton and District Labour Council failing to attend three (3) consecutive meetings, as required by their respective committee, shall relinquish his/her position, unless such absence is approved by the Local Executive Committee.

#### Article 14 Trustees

14.1 The Trustees shall consist of three (3) members, not of the Local Executive Committee, who are in good standing and who have attended at least fifty percent (50%) of the membership meetings of the previous twelve (12) months.

14.2 The Trustees shall meet and examined books of the Local every six (6) months to verify if the expenses are in accordance with the bylaws and with the decisions adopted by the Executive Committee and/or the general membership meeting.

14.3 The Chairperson of the Board of Trustees may call any additional meetings at his/her discretion, with the report submitted to the next general membership meeting and the National Secretary-Treasurer may also call any such meetings.

14.4 Any member who does not attend two (2) consecutive Trustee meetings will be replaced by election at a general membership meeting, unless absence is approved by the Local Executive Committee.

#### General

A) Per Capita tax and assessments shall be held as a standing appropriation and shall require no motion of the Local to pay same.

B) The Local shall not submit any resolutions with regard to Federal legislation to any central labour council or to any government body, if such legislation would have any effect on members, unless such proposed resolutions in keeping with resolutions already approved by the Union at National Convention, or if not so, unless such resolution has been approved by the National Executive Committee. Under no circumstances shall the resolution with regard to legislation be approved by a Local for submission to a central Labour body if it has been disapproved by the National Executive Committee.

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C) The Local shall send to the National Secretary-Treasurer on a monthly basis any information available with regard to membership control and checkoff of Union dues and more particularly:

- a list of new employees and new members;
- a list of employees who have left the bargaining unit;
- a list of persons no longer members of the Union;
- a list of employees and/or members subject to the checkoff system who have not paid Union dues indicating the reasons for nonpayment;
- a list of members who are no longer in good standing for failing to pay Union dues and/or assessments;
- a list of casuals.

D) That equipment or items no longer used by the Local be sold or bid on and monies put into a general fund. These items or equipment be known to the membership at the general membership meeting and when possible in the Local newsletter prior to being sold and/or bid on.

### Bylaws

A) The Executive shall be empowered to approve all charitable and strike assistance requests up to fifty (\$50.00). Any amount in excess of \$50 shall require the approval of the members at a membership meeting.

B) Any member of the Executive Committee, or of the Steward body of this Local, entering a competition or accepting an acting position with management shall immediately resigned his/her position and shall not receive severance.

C) There are shall be paid to each auditor the some of fifty (\$50.00) immediately after the annual audit has been completed.

D) In the event a representative of the Local is called upon to use his/her car for transportation in order to conduct Union business, they will be paid 30 cents per kilometer.

E) A purchase from a florist will be sent to all sisters and brothers in the Hamilton Local if a member of their family dies. This will include all the family mentioned in the contract under bereavement leave which includes grandchild, son-in-law, sister-in-law, brother-in-law, as well as all members of the immediate family, and the member himself/herself as long as the union has been notified of the death. A purchase will be made for any retiree who dies, and the union has been notified in time. The price for the purchase will be equal to one months union dues plus \$7.00, plus delivery and applicable taxes.

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In the event that the member requests a donation instead of a purchase from a florist, that the donation will be for the amount of one months unions dues plus \$7.00, plus delivery and applicable taxes, to a charity of their choice. Only one purchase is necessary, if sent to a place of a memorial service before the memorial service. Otherwise every member who is related will have purchase of the same amount sent to their places of residence.

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