

BY-LAWS
OF THE
UNION OF POSTAL COMMUNICATIONS EMPLOYEES

As adopted by the
Founding Convention in 1967,
amended by the

First Triennial Convention in 1969 in Toronto,
the Second Triennial Convention in 1972 in Quebec City,
the Third Triennial Convention in 1975 in Halifax,
the Fourth Triennial Convention in 1978 in Vancouver,
the Fifth Triennial Convention in 1981 in Montreal,
the Sixth Triennial Convention in 1984 in Winnipeg,
the Seventh Triennial Convention in 1987 in Ottawa,
the Eight Triennial Convention in 1990 in Ottawa,
the Ninth Triennial Convention in 1993 in Halifax,
the Tenth Triennial Convention in 1996 in Ste-Foy,
the Eleventh Triennial Convention in 1999 in Vancouver,
the Twelfth Triennial Convention in 2002 in Ottawa,
the Thirteenth Triennial Convention in 2005 in Halifax, and
the Fourteenth Triennial Convention in 2008 in Montreal

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FOREWORD

The advent of collective bargaining in the Public Service has placed an onus both on the Alliance and on its components. It has forcefully been impressed upon the Officers of both the Alliance and the Components that the responsibility for carrying out the representation of organized public servants in bargaining on their behalf with the employer and the ensuing provision deriving from agreements or arbitral awards has to be a shared responsibility. On the one hand, the Alliance provides research technical assistance to bargaining committees and negotiating teams, general representations regarding service-wide matters, fringe benefits, and working conditions demands for each bargaining group certified; arrange for the acceptance, by the membership of bargaining positions and of proposed agreements; administer the ensuing collective agreements, handle all grievances and continue to make representations on behalf of the membership with Canada Post Corporation officials and Purolator Courier Ltd.

It is important to remember that our By-Laws reflect the wishes of our members as to a structure considered best suited to serve them, and at the same time conform to the Constitution of the Public Service Alliance of Canada.

The Constitution of the Alliance may change and our own needs may change so our By-Laws must be regarded as a "living" rather than "static" thing, and we must be prepared to change and continue to strive for improvement as circumstances warrant.

BY-LAW 1

NAME AND HEADQUARTERS OF NATIONAL OFFICE

Section 1

This component shall be known as the Union of Postal Communications employees of the Public Service Alliance of Canada. (U.P.C.E./P.S.A.C.)

Section 2

This Union shall have its headquarters in the greater Ottawa area, Canada.

BY-LAW 2

AIMS AND OBJECTS

Section 1

To unite all employees of the Canada Post Corporation and Purolator Courier Ltd., B.C., in a single organization capable of acting on their behalf by soliciting the membership of such employees in all classifications and locations of employment within the Corporation and Purolator Courier Ltd., B.C.

Section 2

To support fully the Public Service Alliance of Canada in the furtherance of its constitutional responsibility for the improvement and protection of wages, salaries and other terms of employment of all employees in the Federal Government, employees of the Canada Post Corporation and employees of Purolator Courier Ltd., B.C.

Section 3

To obtain through democratic means for all employees of the Canada Post Corporation and Purolator Courier Ltd., B.C., the best possible standards and wages, salaries and other conditions of employment, and to protect the interests, rights and privileges of all such employees.

Section 4

To subscribe to the aims and objects outlined in the Constitution of the Public Service Alliance of Canada.

Section 5

To cooperate with other Unions and Alliance Components having similar interests, for the purpose of furthering the welfare of all public service employees.

Section 6

To cooperate with all other CLC affiliated unions at Canada Post Corporation and Purolator Courier Ltd. with common interests, to defend and promote the well being of all Canada Post Corporation employees and Purolator Courier Ltd., B.C., employees.

BY-LAW 3

MEMBERSHIP

Section 1

On adoption of these By-Laws, consequent to the adoption of the Constitution of the Public Service Alliance of Canada and terms of merger, all eligible members of the Civil Service Association of Canada, the Civil Service Federation of Canada and the Canadian Railway Mail Clerks Federation, shall be deemed to be members of the Public Service Alliance of Canada and this Union.

Section 2

Regular Membership

All employees who are eligible to be included in a bargaining unit represented by the Alliance in the Canada Post Corporation and in Purolator Courier Ltd., B.C., are eligible for membership in the Public Service Alliance of Canada and this Union. Such membership shall, where possible, be held in a duly constituted Local as defined by Section 1 of By-Law 6.

Section 3

Honourary Membership for Retired Members

Through application by a Local to the National President and with the approval of the National Executive, a member who has retired on Superannuation, Canada Post Pension Plan, Purolator Pension Plan or who has left the service may be granted Honourary Membership for outstanding service to the Union and/or the Public Service Alliance of Canada.

Section 4

Honourary Membership for Non-Members

This Union may, by decision of the National Executive, or by decision of National Convention or by Local proposal concurred by the National Executive, elect to honorary membership in the Union anyone who is deemed to merit such honour and is not eligible for regular membership.

Section 5

Honourary members shall not be required to pay dues and shall not be entitled to vote at meetings or to hold office in the organization, but shall be entitled to all other rights and privileges of membership in this Union.

Section 6

Life Membership

A Life Membership may be awarded to any member, who, through personal and devoted efforts in the affairs of this Union has performed exemplary services for the membership, provided, however, that there shall not be more than twenty (20) such Life Memberships at any one time. The awarding of Life Memberships shall be controlled and decided by the National Executive, which, from time to time as it deems necessary, shall instruct the National President to indicate to Locals the number of vacancies in the establishment of Life Memberships and to invite nominations from Locals for Life Membership awards.

Section 7

Life Memberships and Honourary Memberships as conferred and recognized by the Civil Service Association of Canada, the Civil Service Federation of Canada, and the Canadian Railway Mail Clerks Federation shall be so confirmed and recognized by the Union of Postal-Communications Employees of the Public Service Alliance of Canada.

Section 8

With the exception of those memberships provided by Sections 3, 4, 5, 6, 7, of this By-Law, all members shall be required to pay dues as provided in By-Law 5.

Section 9

With the exception of those memberships provided by Sections 3 and 4, all members shall be issued with an identification card as approved by the National Convention of the Public Service Alliance of Canada, as evidence of their membership in this Union and the Public Service Alliance of Canada.

Section 10

With the exception of those memberships provided by Sections 5, 6 and 7, the receipt by this Union of the official form authorizing payroll deduction of dues, and/or application card for membership, shall constitute evidence of membership for the issuance of identification cards for representations to Regional Conferences and National Conventions; and for the granting of all rights and privileges as outlined in these By-Laws.

Section 11

- a) The National Executive of this Union may grant Honourary Membership to any person or persons whose service to the Union does, in the National Executive's opinion, merit such privilege.
- b) The National Executive of this Union may grant Life Membership to any person or persons whose service to the Union does, in the National Executive's opinion, merit such privilege.

Section 12

Notwithstanding that a person has been granted Life Membership or Honourary Membership, she shall cease to be a member upon receipt of a written notice of resignation and/or upon being expelled under By-Law 13 of these By-Laws.

Section 13

A member of this Union shall cease to be a member thereof upon termination of employment except in the following cases:

- a) when granted Life or Honourary Membership in the Union within the authority of these By-Laws;
- b) when on extended sick leave or when granted leave of absence with approval of the appropriate authority.

Section 14

The Life or Honourary Memberships shall be revoked as soon as the life or honorary member is voluntarily employed by the Canada Post Corporation or Purolator Courier Ltd., B.C., in an excluded position.

BY-LAW 4

MEMBERSHIP RESPONSIBILITY

Section 1

Upon being granted membership in the Public Service Alliance of Canada and this Union, and for the term of such membership each member of this Union is deemed to have agreed to abide by and to be bound by the provisions of these By-Laws and the Constitution of the Public Service Alliance of Canada.

Section 2

Upon being granted membership in this Union and the Public Service Alliance of Canada, and for the term of such membership, each member of this Union is deemed to nominate, constitute, and appoint this Union and the Public Service Alliance of Canada as her agents to negotiate with her employer on her behalf in the spheres of competence of this Union and the Public Service Alliance of Canada.

Section 3

Upon being granted membership in this Union and the Public Service Alliance of Canada, and for the term of such membership, each member of this Union is deemed to nominate, constitute, and appoint this Union and the Public Service Alliance of Canada as her agents for the purpose of entering into collective bargaining procedures established in the Public Service Alliance of Canada, and the Public Service Alliance of Canada shall have the power through its duly appointed agents to ratify and sign collective agreements reached through collective bargaining, conciliation and arbitration procedures established by law for the Public Service of Canada.

BY-LAW 5

MEMBERSHIP FEES

Section 1

The national dues of this Union shall be those approved by a simple, fifty percent plus one (50% + 1) majority vote of the accredited delegates present at a sitting of the National Convention.

Section 2

Members of this Union shall also be required to pay the dues established by the Constitution of the Public Service Alliance of Canada.

Section 3

A minimum of seventy-five (75) cents of member's monthly dues as set out in a Regulation approved by the National Executive and published under the authority contained in By-Law 15, shall be returned to each accredited local on a monthly basis unless the provisions of By-Law 12, Section 9 apply.

Section 4

Where payroll deduction has been authorized by any member, deductions shall be made by the payroll authorization method employed by the employers.

Section 5

Any Local may have an additional amount of dues as authorized by a simple majority vote of its membership present at the meeting, providing a notice of motion was put forth at the previous meeting and also appears on the meeting notice posted at least fourteen (14) days in advance of said meeting, deducted and collected by this Union in the manner prescribed by Section 4 of this By-Law.

Such additional dues shall be rebated by this Union to the Local concerned on a monthly basis, unless the provisions of By-law 12, Section 9 apply.

Section 6

Where payroll deductions have been made on the check-off for members and Rand deductees, the amount payable to each Local, on a monthly basis, according to the dues established by the Local concerned in accordance with Section 5 of this By-Law and the dues mentioned in Section 3 of this By-Law unless the provisions of By-Law 12, Section 9 apply.

Section 7

Any member's dues that cannot be paid in accordance with the method described in Section 4 of this By-Law will be paid directly to the National Office of the Union monthly, but not later than the month in which they became due.

Section 8

All dues voted by a Local assembly are paid to the Local before the Component collects its share, regardless of the status of Local member(s).

BY-LAW 6

FORM OF ORGANIZATION

Section 1

This Component of the Public Service Alliance of Canada shall be composed of chartered Locals from the Canada Post Corporation and the Purolator Courier Ltd, B.C., situated thusly:

4 Regions

1. Atlantic - (All Locals in Newfoundland, Prince Edward Island, Nova Scotia, New Brunswick and Labrador.)
2. Quebec - (All Locals in Quebec.)
3. Ontario - (All Locals in Ontario.)
4. West - (All Locals in Manitoba, Sask., Alberta and the Northwest Territories, British Columbia and Yukon.)

Section 2

The names and areas of jurisdiction of the Locals of this Union encompassed by these Regions shall be set out in a Regulation approved by the National Executive and published under authority in By-Law 15 of these By-Laws.

BY-LAW 7

LOCALS

Section 1

The National Executive shall have the authority to charter a Local when requested by a group of members and when, in the opinion of the National Executive, it would be in the best interest of the members and the Union to do so.

Section 2

Approval of a new Local shall not be given until the National Executive is well satisfied that:

- (i) the Local shall, on its formation, have not less than twenty-five (25) members under its jurisdiction;
- (ii) the majority of the members concerned are in favour;
- (iii) there is a sufficient number of members who are prepared to accept the responsibilities of Local Executive Office; and
- (iv) there are, in addition, a sufficient number of members who are prepared to take training to qualify as Union Stewards, and subsequently to act as such.

Section 3

Notwithstanding Section 2 of this By-Law, the National Executive shall have the authority to charter a Local of less than twenty-five (25) members should special and particular circumstances, in the opinion of the National Executive, warrant it.

Section 4

- a) Each group of members that meets the definitions set forth in Section 2 or 3 of this By-Law wishing to become a Local of this Union must apply for a charter in the

manner specified in sub-section (b), paragraph (i) to (v) inclusive, of this Section.

b) The application for charter shall:

(i) be directed to the National President of the Union who shall submit the application to the National Executive for approval;

(ii) provide:

a) the location of the proposed Local;

b) the full name and address of the provisional President, of the provisional Vice-President and the provisional Secretary-Treasurer and such other Local Officer(s) as may be required.

(iii) be accompanied by a copy, certified by the provisional President, the provisional Vice-President and the provisional Secretary-Treasurer, of a resolution passed by a majority vote of the general membership in the group or unit requesting such charter affiliation and establishment of a Local;

(iv) be accompanied also by a pledge whereby members of the Union or persons who have applied for membership accept, individually or collectively, to be governed by the By-Laws of the Union, and the Local Rules, and by the Constitution of the Public Service Alliance of Canada;

(v) be prepared in duplicate -- the original to be forwarded to the National Office for the attention of the National President, and a copy to be retained by the proposed provisional Secretary-Treasurer of the Local for deposit in the archives of the Local when the latter is chartered.

c) On approval of the application by the National Executive, a charter bearing the seal, and duly executed by the National President and the Regional Vice-President shall be issued, delivered to the Local and recorded in the register of Locals maintained at the Headquarters of the Union.

Section 5

- a) Each Local shall adopt Local Rules, as prescribed in Appendix "A" of the Regulations attached to these By-laws, for the conduct of its affairs and said Local Rules shall not conflict with the provisions of the By-Laws of this Union or the Constitution of the Public Service Alliance of Canada.
- b) Under the authority of their rules, Local Executives may make such regulations as are necessary for the proper carrying out of these rules under Local conditions, and may amend or revoke such regulations. A copy of all such regulations and amendments shall be forwarded to the National Office immediately following their approval by the Local Executive. All such regulations shall have the same force and effect as the rules from which they flow.

Section 6

- a) Election of officers of a Local is to be held every two (2) years.
- b) Each Local shall elect, in accordance with the provisions of these By-Laws, not less than three (3) officers who shall be a President, a Vice-President and a Secretary-Treasurer to conduct its affairs. Such officers shall be elected at a general membership meeting of the Local and their duties shall be consistent with these By-Laws.

Section 7

The elected officers of each Local shall hold regular Executive meetings for the proper conduct of the Local's affairs. No less than three (3) meetings shall be held throughout a fiscal year, and minutes or proceedings of all meetings shall be recorded.

Section 8

Locals are required to hold at least one (1) meeting of the membership in a calendar year for the purpose of receiving annual reports from its officers, consideration of such business as may be required by its By-Laws, and the holding of elections of officers as required by these By-Laws. A copy of the minutes or proceedings of this meeting, and of any other meeting of the Local membership shall be deposited with the National Office and with the Regional Vice-President in the region in which the Local is situated.

Section 9

Every Local shall send its audited financial statement, in a format as prescribed in Local Rules, for the previous year to the National Office by March 1st of each year, should the financial statement not be received, the flow of funds to the Local shall be stopped. Following receipt of the financial statement, all funds withheld shall be remitted to the Local.

Section 10

A Local of this Union in compliance with P.S.A.C. Regulation no. 19 shall have the authority to remove from office any Local officer or steward for contravening a provision of the Local's rules, the By-Laws of this Union or the Constitution of the Public Service Alliance of Canada or for cause.

Section 11

Every chartered Local shall have the right to present resolutions to the National Triennial Convention in accordance with By-Law 11, Section 5.

Section 12

a) Subject to any regulation issued by the National Executive, each Local shall deal

with the corporate officials in the Local area concerned on matters affecting the interest and welfare of its own members; however, such matters shall be subject to ratification and confirmation by the National Executive.

- b) A Local shall also have the power to initiate action on matters having broader effect than the interest of its own members, by submission in writing to the Regional Vice-President of the region in which the Local is situated, or to the National Executive, or by resolution to the Triennial National Convention of this Union, or the Public Service Alliance of Canada, whichever is appropriate.

Section 13

The National Executive shall have the authority to dissolve or amalgamate Locals, or to expand or restrict the area of jurisdiction of a Local or Locals when, in their opinion, it would be in the best interest of the members and the Union to do so.

Section 14

A Local may designate anyone of its elected offices a full-time officer of the Local, and may employ a person or persons to assist in carrying out the work of the Local. Costs of such officer and person or persons shall be borne by the Local concerned.

Section 15

A Local may acquire such space and facilities as may be necessary for the conduct of the affairs of the Local. Cost of such facilities to be borne by the Local.

Section 16

Should a Local dissolve or be suspended, all documents, property, and funds shall be returned to the care and safekeeping of the National President to place in trust by the National Executive until such time as the Local may be reinstated or reorganized, or in the absence of the latter, used for organizational purposes as the National Executive may direct.

BY-LAW 8

NATIONAL EXECUTIVE

Section 1

The National Executive shall be composed of:

- a) one (1) National President
- b) four (4) Regional Vice-Presidents

Section 2

- a) The position of National President of U.P.C.E. shall be an elected full-time position with wages and expenses paid.
- b) The President shall reside in the greater Ottawa-Hull area during her tenure of office.
- c) The annual rate of pay for the National President shall start at the T-3 entry level (step 1). Should the member elected to office receive a higher annual rate of pay than the above, the annual rate of pay would reflect the greater amount. The National President shall receive the same pay increments entitlements that the UPCE membership working at Canada Post Corporation benefit from each June 3rd of every year. The economic increases negotiated with the Canada Post Corporation shall be added to the salary of the National President. All other benefits of the Canada Post Corporation collective agreement where they do not conflict with the UPCE By-Laws or the PSAC Constitution will be maintained. Overtime shall be compensated at the rate applicable to Alliance Executive Committee Officers.

Section 3

- a) The positions of Regional Vice-Presidents shall be elected full-time positions with wages and expenses paid. If at any time the finances of the UPCE do not permit Vice-Presidents to be full-time, the UPCE National Executive shall have the authority to suspend the Vice-Presidents' full-time status. The National Executive will further be authorized to reinstate full-time status to the Vice-Presidents as circumstances dictate.
- b) The Regional Vice-Presidents shall reside in their region during their tenure of office.
- c) The annual rate of pay for the full-time Regional Vice-Presidents' positions shall start at the T-1 entry level (step 1). Should the member elected to office receive a higher annual rate of pay than the above, the annual rate of pay would reflect the greater amount. The Regional Vice- Presidents shall receive the same pay increments entitlements that the UPCE membership working at Canada Post Corporation benefit from each June 3rd of every year. The economic increases negotiated with the Canada Post Corporation shall be added to the salary of the Regional Vice-Presidents. All other benefits of the Canada Post Corporation collective agreement where they do not conflict with the UPCE By-Laws or the PSAC Constitution will be maintained. Overtime shall be compensated at the rate applicable to Alliance Executive Committee Officers.

Section 4

Between conventions, all executive powers of this Union consistent with these By-Laws shall be vested in the National Executive. The National Executive shall also:

- a) carry out the instructions and wishes of the members between Triennial Conventions;

- b) issue minutes of its meetings and inform the National Executive and Local Presidents of all matters discussed and decisions taken within 30 days following the meeting(s);
- c) at no time adopt a position favourable to a Local if this position results in inequity.

Section 5

The National Executive shall have the power to make such regulations as are necessary for the proper conduct of the business of this Union, provided such regulations do not conflict with the provisions of these By-Laws. Such regulations shall be promulgated within thirty (30) days of their adoption and shall be consequently ratified by a National Convention of this Union.

Section 6

The National Executive shall have the authority to establish any Committee necessary for the conduct of the affairs of this Union. The National President shall be "ex-officio" member of any committee so formed.

Section 7

The National Executive shall hold at least two (2) meetings annually, at the call of the National President. The scheduling of these meetings is to be completed prior to January 1st of the following year. In the event of unforeseen or unusual circumstances, prescheduled National Executive meeting dates may be amended by the National President. At each meeting there shall be a financial statement presented, with full debate upon this statement.

Section 8

A recorded vote on all substantive motions shall be taken at all National Executive meetings and the vote recorded in the minutes of the meeting.

Section 9

A special National Executive meeting shall be called, if requested in writing by a simple majority of the National Executive.

Section 10

A Special National Executive meeting shall deal with only the matter or matters for which it was called, unless such Special National Executive meeting agrees, by a two-thirds (2/3) majority vote of its assembled delegates to consider other matters of an urgent or necessary nature within the time limit set for such Special National Executive meeting.

Section 11

A quorum of the National Executive shall be a clear majority of the Executive chaired by the National President or her alternate.

Section 12

The National Executive shall be considered as being in business session throughout the period of the National Convention and its elected members shall have all rights and privileges due National Convention delegates.

Section 13

The National Executive shall submit a year-to-year budget for the ensuing three year period for approval to each Triennial National Convention.

Section 14

All members of the National Executive shall be members in good standing of this Union.

Section 15

A per diem allowance of one hundred and fifty (\$150.00) as established by Convention for

a day of rest, shall be paid to an elected member of the National Executive (except full-time Executive Officers) or any member designated by the National Executive or the Triennial Convention for a specific and special purpose who is deemed to be on officially authorized Union business on a day of rest.

Section 16

Copies of the agenda for all National Executive meetings shall be issued to each Local President and each member of the National Executive at least one (1) month in advance of any such meeting.

Section 17

- a) National Executive meetings are open to observers who are members in good standing of this Union. Observers will have no voice or vote and will be subject to removal from the session for any abuse of this privilege.
- b) Business of a personal nature can be discussed in camera by the National Executive. The Chairperson asking the observer(s) to leave the session for the duration of the debate on said subject(s).
- c) All expenses incurred by the observer(s) will be borne by the Local, which has authorized the attendance at such meetings.

Section 18

All actions by the National Executive on behalf of this Union may be subject to review at the Triennial National Convention.

Section 19

The National Executive, without limiting the generalities of other Sections of this By-Law, shall:

- a) appoint a firm of chartered or certified accountants to undertake a yearly and

triennial audit of the books of the Union;

- b) approve the yearly budget of the Union;
- c) have the authority to hire or dismiss national employees. Such employees need not be employees or ex-employees of Canada Post Corporation, or Purolator Courier Ltd, B.C.
- d) approve the emoluments, honoraria or other monetary compensations to be granted to members of the Union who are officially required to discharge responsibilities and duties which, as determined by the National President, are connected with the affairs or interests of the Union.

Section 20

Should changes to the Constitution of the Public Service Alliance of Canada bring about a conflict between these By-Laws and that Constitution, the National Executive shall have the authority to amend these By-Laws. Such amendment shall be the minimum to eliminate any conflict with the Constitution of the Public Service Alliance of Canada.

Section 21

The National Executive shall have the right to present resolutions to the National Triennial Convention.

BY-LAW 9

DUTIES OF OFFICERS

Section 1

The National President shall:

- I. be the official spokesperson on behalf of this Union on any matter of national concern to this Union and/or its members;
- II. represent this Union on the National Board of Vice-President of the Public Service Alliance of Canada as required by the Constitution of the Public Service Alliance of Canada;
- III. preside at all meetings of the National Executive;
- IV. preside at all sessions of the National Convention when directed by the National Executive;
- V. have the right to participate at any meeting or gathering of members of this Union;
- VI. be responsible for advising in writing to all Locals, of any and all meetings and consultations with the employer within thirty (30) days thereof;
- VII. have the right to delegate whenever and wherever required;
- VIII. interpret the By-Laws and Regulations of this Union for the administration and management of the Union, subject to approval of the National Executive;
- IX. ensure that the National Executive carry out the directives and policies established by the National Conventions of the Public Service Alliance of Canada, and this

Union, in accordance with the authorities of each as provided by Constitution and By-Laws;

- X. ensure that the National Office Staff carries out the day to day work of this Union or as directed by the National Executive;
- XI. call a meeting of the National Executive at least two (2) times a year in accordance with By-Law 8, Subsection 7 or upon written request by a simple majority of the National Executive;
- XII. report in writing to the National Executive on her activities during the period between meetings of this body;
- XIII. report in writing to the National Convention on the affairs of the Union and the activities of the National Executive, and on committees that have been established by the National Executive or National President;
- XIV. submit in writing to the National Convention such recommendations as the National Executive deems necessary for the continuing prosecution of the aims and objects of this Union and the Public Service Alliance of Canada;
- XV. submit monthly, to the Locals, an activity report for each month, which indicates the dates, reasons and location of her travel and any other union activity during her mandate;
- XVI. ensure the collection of all monies payable to this Union and the deposit of such funds in a chartered financial institution to the credit of this Union, and the maintenance of proper records of all transactions;
- XVII. be responsible for the day to day functions of the Union and the carrying out of its objectives and mandates;
- XVIII. perform such other duties as are within the authority of presiding officers of deliberative bodies;

- XIX. attend at least one Convention of the Canada Labour Congress and UNI during tenure of office;
- XX. following her election as such, be required to resign any Local office within one month of such election;
- XXI. shall reside in the greater Ottawa-Hull area during her tenure of office;
- XXII. shall be responsible for collective bargaining activities, including serving as a member of all negotiating committees and teams;
- XXIII. shall represent this Union in discussion with national managers of Canada Post Corporation and/or Purolator Courier Limited regarding matters of concern to the members and/or this Union and issue minutes or summary of such representations within one week to all Regional Vice-Presidents and Local President(s);
- XXIV. shall be responsible for the production and distribution of a monthly newsletter to be distributed in sufficient quantities to all Locals.
- XXV. ensure attendance to the PSAC National E.O. Committee meetings.

Section 2

- a) The Regional Vice-Presidents shall:
 - I. attend all meetings of the National Executive;
 - II. attend all sessions of the National Convention;
 - III. submit a report on their activities and recommendations to the National Executive annually and submit a report on their activities and recommendations to the Triennial Convention;

- IV. submit monthly, to their Locals, an activity report for each month, which indicates the dates, reasons and location of their travel and any other union activity during their mandate;
- V. participate in committees created by the National Executive to which they have been named by the National President;
- VI. preside over committees, when appointed to do so, of the National Convention as determined by the National President;
- VII. preside over committees established in their respective region to review bargaining demands whenever such committees are required;
- VIII. represent this Union in discussions with divisional managers of Canada Post Corporation and/or Purolator Courier Ltd. regarding matters of concern to the members and/or this Union;
- IX. keep the National President and the Local President(s) fully informed and consult fully with the National President and the Local President(s) to ensure at all times a united voice on all matters;
- X. have the authority to attend any Local meeting within their respective division and to examine the records and accounts of any Local of this Union under their jurisdiction;
- XI. be required to take the necessary courses to carry out the functions of their office, i.e. grievances, arbitrations, health and safety, human rights, etc.;
- XII. act for or assist the National President when requested by her;
- XIII. attend one convention of the Provincial Federation of Labour, within their area of jurisdiction during tenure of office;
- XIV. attend the PSAC National Officer's Training Program during tenure of office;
- XV. following their election as such, be required to resign any Local Office within

one month of such election;

XVI. be responsible for expedited arbitration process in their region; should the Vice-President delegate the responsibility to a Local Officer to argue grievance(s) at expedited arbitration, the cost associated to the arbitration, including the preparation time, be borne by the National Office.

XVII. represent this Union in discussion with Canada Post Corporation managers and/or Purolator Courier Ltd B.C. managers at the regional level regarding human rights issues with concern to the members and/or of this Union.

- b) A Regional Vice-President shall at no time adopt a position favourable to a Local if this position results in inequity.
- c) The Regional Vice-Presidents must meet one (1) time per year with the President(s) of the Local(s) under their jurisdiction for a maximum of two (2) days; the cost of such meetings shall be borne by the National Office. In a year where there is a Regional Conference, there will be no Local President(s)' meeting. The requirements of this By-Law shall be deemed to have been met where Regional Bargaining Conferences are held in accordance with By-Law 16, Section 7.
- d) Vice-Presidents shall notify the National Office when their Alternates will be acting as Vice-President.

Section 3

All officers and employees of this Union shall deal promptly and appropriately with matters submitted to them by the membership or by national officers.

Section 4

On vacating the respective position which they may hold, all officers of this Union shall deliver to their successors all documents, monies, or other property of this Union.

Section 5

Local Presidents shall preside at meetings of their respective Local and shall be responsible for the efficient and proper conduct of their Local.

Section 6

Local Vice-Presidents, in the absence of the Presidents shall carry out the duties of the office of President.

Section 7

Local Secretary-Treasurer shall keep accurate records of all meetings of their respective Local and shall be responsible for keeping proper files of documents, financial records, and all correspondence relating to their Local and this Union.

Section 8

For the purpose of efficiency and ease of operation, a Local may divide the responsibilities of the office of Secretary-Treasurer among two or more of the following: Secretary, Recording-Secretary, Correspondence-Secretary, and Treasurer, and the election procedure set forth in these By-Laws shall apply.

BY-LAW 10

ELECTION OF OFFICERS

Section 1

The following conditions shall apply to the elections of officers throughout this Union:

- I. all elections shall be by secret ballot and decided by simple majority of the votes cast;
- II. proxy votes shall not be permitted;
- III. when there are more than two (2) candidates for office, the candidate receiving the fewest number of votes on the first ballot shall be dropped from the ballot if a clear majority of the votes cast is not accorded any candidate. This procedure shall continue to each succeeding ballot for the position until a candidate receives the necessary majority;
- IV. in the event of a tie vote, the election chairperson shall immediately take a second ballot without recess or adjournment. If this results in a second tie vote, the chairperson shall call a short recess before taking the third ballot;
- V. all officers of this Union and Locals, shall take office at the conclusion of the Convention
- VI. the Oath of Office shall be administered to all officers immediately before taking office.

Section 2

The following shall apply to the election of National Executive Officers at Triennial Convention:

- I. a nominations committee shall be appointed and the chairperson of such committee shall conduct the elections and appoint such assistants as may be necessary to ensure an orderly election;
- II. all nominees for National Executive Office must be voting delegates to National Convention and in attendance at the time of election;
- III. following the report of the nominations committee, a call shall be made, for each office in turn, to determine if there are any further nominations to be made from the floor of the Convention;
- IV. the nominator or in her stead the seconder of a candidate for office and the nominee may each be permitted to speak for not more than three (3) minutes on the nominee's competence;
- V. proceed to the election of the National President, and then the election of the Regional Vice-Presidents shall be conducted simultaneously;
- VI. candidates for the office of Regional Vice-President shall be members from the region concerned;
- VII. nominations for Vice-President may be made only by delegates from the region concerned, but all delegates shall vote on the elections of Vice-President;
- VIII. at the time of electing Regional Vice-Presidents, an alternate shall also be elected using the same procedure as for election of Vice-President.

Section 3

The following shall apply when the position of National President becomes vacant between National Conventions:

- I. when the National President has vacated office, or when the office is deemed to be vacated because, in the opinion of the National Executive, she will not be returning to

it, the following shall apply:

- II. the National Executive shall appoint a returning officer who shall make an immediate call for nominations unless the vacancy occurs within six (6) months of the National Convention or there is in the opinion of the National Executive some compelling reason for not holding election;
- III. in the case where, for reasons given in Section 3 (ii) of this By-Law, a call for nominations is not made, the National Executive may direct one of its members to act as National President until the next convention. No person other than a member of the National Executive may be so directed. The National Executive's choice shall be supported either by consensus of the National Executive, or by a secret vote of that body;
- IV. in the case of a call for nominations:
 - a) The National Executive shall appoint a Returning Officer who shall advise all Locals that the National President's position is vacant, and make an immediate call for nominations.
 - b) Each Local may nominate a candidate, who is a member in good standing. For Locals such nominations are to take place at a regular membership meeting or a special meeting of the membership called for that purpose.
 - c) The name of the nominee together with a resume of her activities in the Union shall be forwarded to the designated Returning Officer within thirty (30) days of receiving notice of the vacancy.
 - d) Nomination papers must indicate the willingness of the nominee to stand for office, together with the names of the mover and seconder, both of whom shall be members in good standing of this Union.

- e) A local may, if the membership so desires, nominate a member of another Local.

- f) Within seven (7) days of the date for receipt of nominations, the designated Returning Officer shall forward to the Locals and each National Executive Officer the names of the nominees, and a resume of their activities as provided by the nominating Local for the purpose of conducting a mail vote.

- g) A Local will be eligible to cast one ballot, for each delegate that Local would be entitled to send to a Convention if it were held on that date. Such ballot is to take place at a regular general membership meeting or a special meeting of the membership called for that purpose. Eligibility shall be determined in accordance with By-Law 11, Section 15 of this Union.

- h) Each National Executive Officer may nominate a candidate and will be eligible to cast one vote. Under no circumstances shall the National Executive Officers cast two (2) votes.

- i) Ballots must be postmarked not later than thirty (30) days after the date appearing on the notice of election.

Section 4

The following shall apply when one of the positions of Regional Vice-President becomes vacant between National Conventions and the alternate Director cannot assume the office and for the election of Alternate Regional Vice-President between Conventions:

- (i) the National Executive shall appoint a returning officer, who shall make an immediate call for nominations, unless:
 - the vacancy occurs within six (6) months of the next National

Convention, or

- there is, in the opinion of the National Executive some other compelling reason for not holding an election;
- (ii)
- a) The Returning Officer shall advise all Locals within the region(s) that a vacancy exists.
 - b) Each Local within the region(s) in question may nominate a candidate, such nominations to take place at a regular membership meeting or a special membership meeting called for that purpose.
 - c) The name of the nominee together with a resume of her activities in the Union shall be forwarded to the Returning Officer within thirty (30) days of receiving notice of the vacancy.
 - d) Nomination papers must indicate the willingness of the nominee to stand for office, together with the names of the mover and seconder, both of whom shall be members in good standing of this Union.
 - e) A Local may if the membership so desires, nominate a member of another Local.
 - f) Within seven days of the date for receipt of nominations, the Returning Officer shall forward to the Locals and National Officer(s) concerned, the names of nominees, and a resume of their activities as provided by the nominating Local for the purpose of conducting a mail vote.
 - g) A Local will be eligible to cast one ballot, for each delegate that Local would be entitled to send to a Convention of the Union if it were held on that date. Eligibility shall be determined in accordance with By-Law 11, Section 15 of this Union.
 - h) Each National Executive Officer(s) may nominate a candidate and

will be eligible to cast one (1) vote. Under no circumstances shall the National Executive Officer(s) cast two (2) votes.

- i) Ballots must be postmarked not later than thirty (30) days after the date appearing on the notice of election.
- (iii) Under no circumstances shall the National President or the National Executive appoint a Regional Vice-President.

BY-LAW 11

NATIONAL CONVENTIONS

Section 1

The supreme governing body of this Union, consistent with its area of jurisdiction as provided by the Constitution of the Public Service Alliance of Canada, shall be the Triennial National Convention.

Section 2

The By-Laws of this Union may be amended only by a two thirds (2/3) majority vote of the delegates of this Union assembled and voting in National Convention or between conventions, at the call of the National Executive, by a two third (2/3) majority vote of members assembled and voting at Local meetings.

Section 3

The National Convention of this Union shall be composed of accredited delegates from Locals and the National Officers of this Union.

Section 4

The quorum for the National Convention shall be a simple majority of accredited delegates.

Section 5

The National Convention shall deal with all resolutions and matters brought before it from Local meetings, and the National Executive shall establish for the period between National Conventions the general policies of this Union.

Section 6

The place and date of each Triennial Convention shall be decided by the National Executive with such decision transmitted to the Locals not later than six (6) months prior to the opening date of such Convention. The Triennial National Convention shall be held at a date consistent with the provisions of the Constitution of the Public Service Alliance of Canada.

Section 7

The National Executive shall issue a call to Convention to all Locals not less than six (6) months prior to the date of the Convention. The call to Convention shall specify that resolutions shall reach the National Office not less than four (4) months before Convention, in the form prescribed by the National Executive.

Section 8

- a) Each accredited delegate present at National Convention shall be entitled to one (1) vote on each subject and proxy votes shall not be permitted.
- b) The members of the National Executive shall have all the rights and privileges accorded accredited delegates including the right to vote.

Section 9

- a) At least three (3) months prior to the opening date of Triennial National Convention, the National Executive shall appoint from amongst accredited delegates such committees as may be necessary for the conduct of the business of the Convention. Delegates shall be advised of their committee assignment by

the National Executive at least two (2) months prior to the opening of the Convention, and shall be supplied with a copy of the resolutions and an official copy of the agenda proposed by the National Executive.

- b) The committees for the Convention shall be composed of one (1) member from the National Executive and four (4) accredited delegates to the Convention.
 - I. The Convention Finance Committee shall not be required to deal with any non-financial matters such as By-Laws, General Resolutions, Collective Bargaining, etc.
 - II. No member of the Convention Finance Committee shall be required to serve on any other Convention Committee nor deal with any non-financial matter.

Section 10

The National President shall ensure that, no less than thirty (30) calendar days prior to the opening date of a Triennial Convention, copies of the agenda and of the resolutions are forwarded from the National Office of this Union to the accredited delegates and the National Executive.

Section 11

All Locals shall have the right to send observers to National Convention at Local expense. Observers shall not have the right to vote or to participate in debates at National Convention.

Section 12

A special National Convention shall be held at the request of the National Executive provided that two-thirds (2/3) of the National Executive vote in favour of such Special Convention and supported by fifty-one percent (51%) of the existing Locals of this Union, and at a time and place to be decided by the National Executive.

Section 13

Triennial and Special National Conventions shall be composed of delegates elected by Locals in accordance with Section 15 of this By-Law and the numerical table specified.

Section 14

A Special National Convention of this Union shall deal with only the matter or matters for which it was called, unless such Special Convention agrees, by a two-thirds (2/3) majority vote of its assembled delegates, to consider other matters of an urgent or necessary nature within the time limit set for such Special National Convention.

Section 15

At least four (4) months prior to the opening date of the National Convention, each Local shall elect from amongst its members at a general meeting of the Local, accredited delegates to the Convention of this Union on the basis of the following table, established six (6) months prior to the opening of the Convention:

001 to 200 members:	1 delegate
201 to 300 members:	1 additional delegate
301 to 400 members:	1 additional delegate
401 to 500 members:	1 additional delegate
501 members or more:	1 additional delegate

The date, place and time of such meeting shall be notified to all members of the Local not less than fourteen (14) days in advance.

Section 16

Each Local shall elect alternate delegates who shall attend the National Convention in place of any accredited delegate who unavoidably cannot attend the Convention.

Section 17

Immediately following the election of Local delegates to the National Convention, the Local Secretary shall submit to the National Office the names of the Local's accredited delegates, including the names of the alternate delegates, on a credential form supplied by the National Office of this Union and the Minutes of the General Membership Meeting during which the member(s) were elected as delegate(s) and endorsed the resolutions for Convention.

Section 18

No delegates shall be nominated who have not attended at least seventy-five percent (75%) of the Local meetings during the current annual period, unless a satisfactory reason is given for such absence.

Section 19

Delegates to the Triennial Convention of the Public Service Alliance of Canada shall be elected in regional caucus, and on the basis of one per region. Alternates shall be elected in the same manner. Any subsequent delegates will be elected at large from all delegates. Only delegates in attendance may seek election or vote in the election whether in regional caucus or from all delegates.

Section 20

Supplementary resolutions to a Convention shall be submitted in writing to the National President forty-eight (48) hours prior to the opening date of the Convention and such supplementary resolutions shall be the last order of business.

Section 21

Simultaneous translation will be provided at all National Conventions of this Union.

BY-LAW 12

FINANCES

Section 1

The financial records of this Union shall be audited once annually by a firm of chartered or certified accountants approved by the National Executive. A copy of the financial statement shall be forwarded to each National Officer and each Local immediately upon completion of the annual audit and to the Public Service Alliance of Canada.

Section 2

The signing of this Union shall be, on the one part, a staff officer designated by the National Executive and, on the other part, the National President. In case of emergency, anyone of two (2) elected National Officers appointed by the National Executive. In cases of emergency, when the staff officer so designated is unavailable, the National Executive may designate an elected National Officer to sign on behalf of the so designated staff officer.

Section 3

The signing officers of this Union shall be bonded in an amount not less than ten thousand dollars (\$10,000.00).

Section 4

The fiscal year of this Union shall be from January 1st to December 31st.

Section 5

All financial records of this Union and its Locals should be retained for the legal period prescribed by the Income Tax Act as interpreted by the Ministry of National Revenue.

Section 6

Cheques, the credit card and money orders shall be made payable to the "Union of Postal Communications Employees of the Public Service Alliance of Canada".

Section 7

The Executive of each Local shall approve the three (3) signing officers, two of who shall sign all cheques. No disbursements shall be made without authorization of Local By-Laws.

Section 8

The Secretary-Treasurer of a Local shall submit a financial statement to all regular meetings of the Local.

Section 9

Local Secretary-Treasurers shall submit to the National Executive, annual audited statements of Local finances before March 1st of each year. Should the financial statement not be received, the flow of funds to the Local shall be stopped. Following receipt of the financial statement, all funds withheld shall be remitted to the Local.

Section 10

The fiscal year for all Locals end on December 31st.

Section 11

With prior authorization from the Regional Vice-President, the cost and expenses incurred by a Local in preparing expedited arbitration cases will be borne the National Office.

Section 12

This Union shall not be liable for any debts incurred by a Local unless prior approval has been received from the National Executive.

Section 13

All financial records of this Union and its subordinate bodies shall be maintained in an approved manner as advised by the auditors in the case of the National Office and by the National Executive in the case of each Local.

Section 14

Subject to prior approval, all expenses incurred by the National Executive officers in the performance of their duties shall be borne by the National Office.

Section 15

A per diem allowance of **one hundred and fifty (\$150.00)** (eighty dollars (\$80.00)) shall be paid to any member except full time National Officers as specified in Regulation 4, Section 3.

BY-LAW 13

DISCIPLINE

Section 1

The National Executive of this Union in compliance with PSAC Regulation No. 19, shall have the authority to remove from office any officer contravening any provision of the By-Laws of this Union or the Constitution of the Public Service Alliance of Canada, or for cause.

Section 2

A Local of this Union in compliance with PSAC Regulation No. 19, shall have the authority to remove from office any officer contravening any provision of the By-Laws of the Local or for cause.

Section 3

A Local of this Union may make a recommendation to the National Executive to remove from office any officer contravening any provision of the By-Laws of the Local, the By-Laws of this Union or the Constitution of the Public Service Alliance of Canada or for cause.

Section 4

An officer so dealt with as provided in Section 1, 2 or 3 of this By-Law shall have the right to appeal such decision to the National Executive. Further appeal against the decision of

the National Executive may be taken to the Triennial Convention of this Union and the procedures for disposal of such matters shall be in accordance with Section 21 of the Constitution of the Public Service Alliance of Canada.

Section 5

A Local which has not carried out the responsibility required by these By-Laws shall be considered inactive and the National Executive shall have the authority to appoint a trustee with responsibility to manage the Local's affairs to bring about its reactivation with minimum delay. Such decision shall require a two-thirds (2/3) majority.

Section 6

Any officer removed from office, shall forthwith turn over to the Union all records, documents, funds or property that she holds in trust for the Union or Local.

Section 7

Any Officer having committed any of the offenses listed in sub-sections (a) to (o) may be penalized as provided in Section 1, 2 and 3 of this By-Law.

- (a) violating any provision of the Local By-Laws, the By-Laws of this Union or the Constitution of the Public Service Alliance of Canada;
- (b) obtaining membership or soliciting members by mis-representation;
- (c) instituting, urging or advocating that a member of any Local institute action in a court against this Union or the Public Service Alliance of Canada or any of their Officers or against a Local or any of its Officers without first exhausting all remedies through appeal within the organization;

- (d) advocating or attempting to bring about the withdrawal from this Union or any Local or any member or group of members other than through the proper Union channels;
- (e) publishing or circulating among the members false reports or mis-representations;
- (f) working in the interest of a rival organization;
- (g) slandering or willfully wronging an officer or member of this Union or of the Public Service Alliance of Canada;
- (h) using abusive language or disturbing the peace of any meeting in or around any office or meeting place of this Union or its Locals;
- (i) fraudulently receiving money due to this Union or any of its Locals or misappropriating the monies of this Union or any of its Locals;
- (j) using the name of a Local of this Union for soliciting funds, advertising and the like, of any kind without the consent of the Local concerned or the National Executive of this Union respectively;
- (k) furnishing a complete or partial list or any information on the membership of this Union or any Local to any person or persons other than those whose official position entitles them to have such a list;
- (l) deliberately interfering with an official of this Union or the Public Service Alliance of Canada in the discharge of his duties.
- (m) engaging in any other conduct prejudicial to the good order and discipline of this Union or the Public Service Alliance of Canada;
- (n) crossing picket line of their bargaining unit; or voluntarily performing the work of a striking bargaining unit;
- (o) sexually or personally harasses another member.

Section 8

The National Executive may recommend, in compliance with PSAC Regulation No. 19, to the PSAC Board of Vice-President the suspension from membership of any individual or group of members for acts detrimental to the Union, or for violating any provisions of the By-Laws of the Union, or the Constitution of the Public Service Alliance of Canada, or for cause as listed in Section 7, Sub-sections (a) to (o) inclusive of this By-Law. The Local may request the presence of the National Executive officers at one of their meetings to explain the cause of the suspension action. Any member who has been so suspended and the Local of which she is a member, shall be entitled to appeal subject to the Constitution of the Public Service Alliance of Canada.

BY-LAW 14

AREA COUNCIL

Section 1

- (a) All Locals are encouraged to participate in the formation and operation of Public Service Alliance of Canada Area Councils within the terms and conditions of the Constitution of the Public Service Alliance of Canada.
- (b) Where Area Councils do not exist, and conditions are suitable for their organization, this Union shall be prepared to join with other interested Components to request the Alliance to authorize the formation of Area Councils, as laid down in the Constitution of the Public Service Alliance of Canada.

BY-LAW 15

REGULATIONS

Section 1

- (a) The National Executive shall have the authority to make, amend and revoke, from time to time, such Regulations as are necessary for the proper carrying out of the By-Laws of this Union, provided such Regulations are consistent with the said By-Laws and the Constitution of the Public Service Alliance of Canada.
- (b) All such Regulations shall have the same force and effect as the By-Laws from which they flow.
- (c) All such Regulations shall be numbered and dated and shall be promulgated as soon as possible, and in no case later than thirty (30) days after they are made.

BY-LAW 16

GENERAL

Section 1

Subject matter files shall be maintained for periods established by the National Executive.

Section 2

In the event of a jurisdictional dispute between Locals of this Union concerning employees of the Canada Post Corporation or the employees of Purolator Courier Ltd, B.C., eligible for membership, such disputes shall be referred to the National Executive and their decisions shall be binding on all Locals concerned. In such matters, the Locals shall have the right to make an appeal to the Triennial National Convention of this Union.

Section 3

Unless expressly provided by these By-Laws, all decisions requiring a vote shall be decided by a simple majority.

Section 4

Unless expressly provided otherwise by these By-Laws, "P.S.A.C. Rules of Order" shall apply at all meetings and Conventions of this Union.

Section 5

Nothing in these By-Laws shall be construed to conflict with the Constitution of the Public Service Alliance of Canada.

Section 6

No later than one (1) month following the meetings, the Union shall supply all Locals with the minutes for all National Executive meetings as well as such other publications as are necessary to keep its members informed on matters of concern to them.

Section 7

- (a) This Union will hold a National Conference whose objects will be to help educate the members, improve communication between the National Office and the membership, and to receive information for collective bargaining input.
- (b) The format for the National Conference shall be set out in a Regulation approved by the National Executive and published under authority contained in By-Law 15 of these By-Laws.

Section 8

The following interpretation shall apply in these By-Laws:

U.P.C.E. Component, or Union where used in these By-Laws shall be construed to mean the Union of Postal Communications Employees of the Public Service Alliance of Canada.

"Alliance or P.S.A.C." where used in these By-Laws shall be construed to mean the Public Service Alliance of Canada.

"National Executive" shall be construed to refer to the National Executive of the Union of Postal Communications Employees of the Public Service Alliance of Canada.

"May" is to be construed as permissive.

"Shall" is to be construed as imperative.

Section 9

This Union shall provide services to its members in Canada's two official languages, or in the official language of their choice.

Section 10

The By-Laws and Regulations of this Component be gender neutral to every extent possible and where reference to one specific gender is unavoidable, that this reference be female specifically.

Section 11

- (a) Both the English and French texts of the U.P.C.E. By-Laws shall be official.
- (b) All translation preparatory to printing of the U.P.C.E. By-Laws shall be performed by professional translators.

REGULATIONS

APPENDIX TO BY-LAWS

Regulation No. 1

(By-Law 5, Section 3)

A rebate shall be made by the National Office to each Local as follows:

\$0.10 as approved at the Halifax 1975 Convention; and

\$0.15 as approved at the Vancouver 1978 Convention; and

\$0.50 as approved at the Montreal 1981 Convention; and

\$0.75 as approved at the Winnipeg 1984 Convention

Regulation No. 2

(By-Law 6, Section 2)

The area of jurisdiction of the Locals of this Union shall be as follows:

ATLANTIC

- Local 60100 - Saint John, N.B. and the remainder of New Brunswick and Prince Edward Island
- Local 60105 - Fredericton, New Brunswick
- Local 60120 - Moncton, New Brunswick
- Local 80100 - Halifax, N.S. and all of Nova Scotia except Antigonish
- Local 80823 - Antigonish, N.S.
- Local 90100 - St-John's, Nfld. and all of Nfld.

QUEBEC

- Local 10102 - Montreal Division
- Local 10120 - Quebec City Division

ONTARIO

- Local 00104 - Hamilton, Ontario
- Local 00108 - Toronto, Ontario
- Local 00121 - London, Ontario
- Local 00122 - Kitchener, Ontario
- Local 00124 - Windsor, Ontario
- Local 00144 - Sudbury, Ontario
- Local 70180 - Post Office Headquarters, and the remainder of Ontario in Rideau Division

WESTERN

- Local 20095 - Purolator Courier Ltd, B.C.
- Local 20101 - Vancouver and the remainder of British Columbia and Yukon Territory
- Local 20104 - Victoria and Vancouver Island, B.C.
- Local 30100 - Calgary, Alberta
- Local 30120 - Edmonton, Alberta and the Northwest Territories
- Local 40100 - Saskatoon and the remainder of Saskatchewan
- Local 40120 - Regina including Moose Jaw, Saskatchewan
- Local 50100 - Winnipeg, Manitoba, the remainder of Manitoba, and Thunder Bay, Ontario

Regulation No. 3

(By-Law 16, Section 7)

A National Conference, for the CPC bargaining unit, should employ the following format:

1.1 Participation - The number of participants, excluding National Officers, National Office staff and Alliance staff, should be based on the following formula:

001 - 200 members:	1 delegate
201 - 400 members:	1 additional delegate
401 - 600 members:	1 additional delegate
601 members or more:	1 additional delegate

They should be held for:

- a) elected officers
- b) stewards
- c) members
- d) a combination of the three

1.2 Cost - The cost of the National Conference including the cost of the authorized delegate(s) from each participating Local will be born by the PSAC as per Regulation 15.

1.3 Restrictions

- a) No one should be permitted to attend a National Conference unless she has taken at least a steward course or other union training.
- b) A Regional Vice-President shall at no time adopt a position favourable to a Local if this position results in inequity.

1.4 Resources - The National Office should depend heavily on the Regional Representatives of the P.S.A.C. and the staff of the Alliance to deal with items on

the agenda, supported by the National Executive.

1.5 Location - There should be a National Conference as per By-Law 6, Section 1.

The date and place to be selected by the National Executive.

1.6 Agenda - Should be tailored to meet the needs of those attending the Conference.

The Region should be asked to place 2 or 3 items on the agenda that are of vital concern to them.

1.7 Negotiations

Canada Post Corporation

a) The National conference shall also be used as the format for electing representatives to the negotiating team. Each conference shall elect from its delegates one (1) member and two (2) alternate members to serve on the bargaining committee and negotiating team.

b) National conference delegates shall provide their Local's input to the Bargaining Demands.

c) The members elected to the bargaining committee including the National President and negotiator (voice but no vote for the negotiator) will prepare the final list of demands. The final list of demands will be sent to the Locals for ratification by the membership at a general meeting of the local called for that purpose. For members working outside the urban centres where the meeting(s) will be held, a mail ballot will be conducted.

d) If a Local President requests the presence of a member of the bargaining committee at their local ratification meeting (in person or by teleconference), the member of the bargaining committee of that region will be authorized to attend the meeting. All costs associated with their presence will be incurred by the National Office.

- e) Should additional hours be required by any reason during future contract negotiations, all UPCE members on the negotiating team will receive the contractual benefits of the UPCE collective agreement in regards to overtime worked.

Purolator Courier Limited

1. There shall be a Bargaining Conference of the PCL Bargaining Unit called for the purpose of providing local input to their bargaining demands and to elect three (3) Bargaining Unit members to form the Bargaining Committee. The Bargaining unit may add, no less and no more than two (2) additional Bargaining Committee members to be funded by the Local.
2. The members elected to the Bargaining Committee, along with the National President or designate and a PSAC Negotiator will prepare the final list of bargaining demands. The National President or designate shall have voice and vote if the National UPCE President is part of the Purolator bargaining unit and the PSAC Negotiator shall have voice but no vote on the Negotiating Team.
3. If requested by the Local President, member(s) of the Bargaining Committee shall attend all Local Ratification meetings in person in the Greater Vancouver Regional District, or by teleconference rurally.
4. In accordance with PSAC Regulation 15, the PSAC will fund one (1) Bargaining Committee member. The cost of two (2) of the Bargaining Committee members shall be borne by the UPCE National Office.
5. The National Executive shall select the date and location of the meeting(s) of the Bargaining Committee with input from the local.
6. Members of the Bargaining Committee shall elect from among themselves, three (3) members who, along with the National President and the PSAC Negotiator, shall form the Negotiating Team. The National President or designate shall have voice and vote if the National UPCE President is part of the Purolator bargaining unit and the PSAC Negotiator shall have voice but no vote on the Negotiating Team.
7. In addition to the costs of the National President, the National Office shall

incur all costs related to funding two (2) members of the PCL Negotiating Team.

- 1.8 Time – The National conference should start six (6) months after the National Triennial Convention and should not be conducted within the (6) six month period before the next National Triennial Convention.
- 1.9 Observers - Observers may be any member in good standing notwithstanding the locality or composition of the Conference. Cost of observers' attendance at any Conference shall be the responsibility of the sponsoring Local.

Regulation No. 4

PER DIEM ALLOWANCE AND TRAVEL REGULATION

Section 1

For the purpose of this regulation:

- a) "Full day" means a calendar day during which a person is on official business for the Union and room accommodation is required;
- b) "Day" means a calendar day during which a person is on official business for the Union and room accommodation is not required;
- c) "Day of rest" means Saturday and/or Sunday or any other day(s) on which the member is not ordinarily required to work;
- d) "Headquarters area" refers to the worksite of the national officers i.e. the headquarters area for the president is Ottawa;
- e) "Prior approval" the President, or an authorized National Executive Officer in the absence of the President, may grant approval for expenses to be incurred.

Section 2

A replacement of wages for a full day or a day, computed at the member's daily rate of pay, shall be paid to any accredited member designated by the National Executive, the National President or the Triennial Convention for a specific purpose who is deemed to be on officially authorized Union business during a regular scheduled work day.

Section 3

A per diem allowance of one hundred and fifty (\$150.00) as established under the authority in By-Law 12, Section 15, for a day of rest, shall be paid to any member, except full-time national officers, designated by the National Executive, the National President, or the Triennial Convention for a specific and special purpose who is deemed to be on officially authorized Union business on a day of rest.

Section 4

In addition to the replacement of wages mentioned in Section 2 and to the per diem allowance mentioned in Section 3, for each calendar day out of the headquarters area in travel status and on officially authorized union business, the member shall be paid an incidental allowance in accordance with the Treasury Board Travel Policy Guidelines to cover gratuities, personal telephone calls, laundry, dry cleaning or other personal supplies or services, parking meters, etc., except accommodation and transportation costs. In addition, effective November 1, 1996, the member shall be paid in accordance with the Treasury Board Travel Policy guidelines when absent over meal period(s), except if the meal(s) is/are provided at no cost during this period of travel.

Section 5

A replacement of wages for actual scheduled hours lost proportionate to the member's daily rate of pay, shall be paid to any accredited member designated by the National Executive, the National President or the Triennial Convention for a specific purpose who is deemed to be on officially authorized union business during a regular scheduled work day. Under special circumstances, and with the prior authorization of the National President, the incidental and meal rates referred to in section 4 may also be paid.

Section 6

- a) Hotel or other lodging arrangements for the National President, members of the National Executive, the Component staff on Component business, or any accredited member designated by the National Executive, the National President, or the Triennial Convention shall be the responsibility of, and shall be made by, the National Office.
- b) Any additional costs incurred because of changes in hotel or lodging arrangements not authorized by the National Office or for an occupancy rate not required on Component business shall be the responsibility of the member concerned.

Section 7

7.1 Transportation costs shall be paid as follows:

- a) excursion air fare; or
- b) Convention or economy air fares if excursion travel is not feasible; or
- c) first class air fare when excursion or economy air fares are not available; or
- d) railway fare, including cost of berth when travel between the hours of 6:00 p.m. and 6:00 a.m. is necessary; or
- e) bus fare; or
- f) private motorcar, when authorized to do so, in accordance with the following:

7.2 Mileage/kilometer rates

- a) When National Office requests and member agrees to use car:

As per Treasury Board Travel Policy Guidelines.

- b) When the Officer requests to use car and the National Office agrees:

As per Treasury Board Travel Policy Guidelines.

- c) Taxi fare or other ground transportation fares to and from airports, railway stations or bus stations shall be paid as claimed. Receipts are required.
- d) Parking expenses when authorized, shall be paid in addition to any of the allowances specified above. Receipts are required.

Section 8

- a) Travel arrangements for members of the National Executive, the Component staff on Component business, or any accredited member designated by the National Executive, the National President or the Triennial Convention, shall be the responsibility of, and shall be made by, the National Office.
- b) Travel insurance to a maximum of \$100,000 indemnity coverage shall be provided by the National Office for those persons mentioned in sub-section (a) of Section 8 when traveling.
- c) Any additional costs incurred because of changes in travel arrangements not authorized by the National Office or for changes in travel itinerary not required on Component business shall be the responsibility of the member concerned.

Section 9

U.P.C.E. shall reimburse all vacation leave credits lost by members while on leave without pay for union business which has been designated by the National Executive, the National President or the Triennial Convention. Claims shall be substantiated by appropriate documents.

Section 10

U.P.C.E. shall reimburse the Employer's share of Superannuation/pension plan contributions whenever a member is required to be on leave without pay for union business. Claims shall be substantiated by appropriate documents.

Section 11 Standing advances

Each member of the National Executive, by written request, shall have a standing advance in the amount of \$1000.00. This amount to be refunded to the U.P.C.E. prior to the National Triennial Convention.

Section 12 Childcare

Childcare will only be paid by the Component when a member is on officially authorized National Office business. Members who normally use daycare facilities and incur additional costs as a result of being on National Office business will be reimbursed for the additional costs only.

Reimbursement shall not normally be paid for services provided by a spouse or relative residing with the claimant.

- a) The National Office will endeavour, whenever possible and required, to provide on-site daycare at official functions of the U.P.C.E.
- b) Where on-site daycare is not feasible, the U.P.C.E. shall reimburse the member for actual costs incurred. Receipts are required.

Section 13

- a) Expenses incurred by persons under the authority of this directive shall be submitted to the National President for payment in accordance with procedures prescribed by the National Office.
- b) The National President may request written clarification of any claims submitted for payment and, if he determines said clarification inadequate may reject part of or the entire claim.
- c) In case of a rejection of part or an entire claim, the claimant may, within thirty (30) days of written notification of rejection, request reference of the claim to the National Executive for resolution.
- d) Unless provided in this regulation, expense claims shall be supported by hotel bills, major transportation receipts and other bills or receipts normally obtainable from the provider of a service.
- e) National Elected Officers who incur an expense for the purposes of public relations, shall attach a receipt voucher to the claim. Such claim shall not normally be in excess of \$50.00 unless authorized by the National President.
- f) It is the practice of the National Office to not issue advance cheques to any person who has outstanding expense claim forms from the U.P.C.E., unless a satisfactory reason is given.

Regulation No. 5 Committees

As determined by the National President or the National Executive, committees may be struck from time to time to deal with matters of national concern to the U.P.C.E.

Committees may be selected from the National Executive and/or the general membership with the National Executive approving the names and the final selection for the committee(s).

Regulation No. 6 Press Releases/Press Conferences

All material to be used for press releases or press conferences shall be approved by the National President or the National Executive.

Regulation No. 7 Substantive Motions

All substantive motions should be costed by the Standing Finance Committee before the National Executive votes on it.

Regulation No.8 President and Full-time Vice-President - terms and conditions of employment

Section 1 Duties

As described in By-Law 9, Sections 1 and 2 of the U.P.C.E. By-Laws.

Section 2 Salary

The salary shall be as determined by the National Triennial Convention as described in By-Law 8, Section 2 (c) and Section 3 (c).

Section 3 Continuous Employment

For the purpose of annual leave, continuous employment for the National President and the full-time Vice-President shall be the total period of employment from date of commencement of service in the Canada Post Corporation, Purolator Courier Ltd. or the Public Service until the date of termination of her assignment as a full-time officer in the Component.

Section 4 Pension Contributions

The Employer's portion of the payments for the respective members pension plan and the P.S.A.C. Pension Plan (the difference between the two salaries) shall be paid by U.P.C.E.

Section 5 Disability Insurance

The Employer's portion of the payments for the Public Service Disability Insurance Plan and/or the Purolator Disability Insurance Plan and the P.S.A.C. Disability Insurance Plan shall be paid by the U.P.C.E.

Regulation No. 9 Relocation

Section 1 Allowance

U.P.C.E. will authorize an allowance for relocation of the National President for reasonable and actual expenses substantiated by receipts, in accordance with the Canada Post Corporation's relocation plan for unionized employees in effect at the time of election.

Section 2 Relocation to the N.C.R. area

A member who is elected as National President shall be paid relocation expenses when at the time of election such member is residing outside the National Capital Region (N.C.R.) and must relocate to the N.C.R.

Section 3 Relocation from N.C.R. area

When the National President ceases to be employed as a full time elected officer for any reason, except misconduct, such member shall be paid relocation expenses provided that:

- a) such member was residing outside the N.C.R. area at the time of the election, and
- b) such member does not accept other employment in the greater Ottawa/Hull area after termination of employment as a full time elected officer, and
- c) such member applies for relocation expenses to return to their former area of residence or to an alternate location as approved by the National Executive within three months following the termination of employment as National President.

Regulation No. 10 Staffing of the National Office

Section 1

1.1 It is the policy of U.P.C.E. to staff all positions in the National Office on the basic principle that the best qualified person be hired.

1.2 Temporary

a) The National President shall have the authority to hire persons for a period not to exceed three (3) months.

b) To hire temporary staff beyond three (3) months the National President shall seek the approval of the National Executive.

1.3 Indeterminate

Additions or deletions of indeterminate staff positions shall be approved by the National Executive.

Section 2 Composition of Selection Committees

2.1 National Staff Officer - National President and two other elected National Officers as determined by the National President.

2.2 Support Staff - One elected National Officer and one committee member as determined by the National President

Section 3 Appointments

Selection committees, where the National President is a member shall be authorized to establish the level of the established classification at which the successful applicant will start, as well as the date of commencement. All other committees shall consult the

National President before giving effect to an appointment.

Section 4 Relocation Expenses

In the case of closed or open selections, relocation expenses shall be decided upon by the National Executive based on recommendations from the National President.

Regulation No. 11 Honourary Memberships

Section 1

In accordance with By-Law 3, nominations for honourary membership in the U.P.C.E. may be made by any chartered local or member of the National Executive of the U.P.C.E., in respect of any individual who for one reason or another is not eligible for regular membership, and who has made an "outstanding contribution" to the U.P.C.E.

Section 2

All nominations shall be submitted to the National Executive in care of the National President.

Section 3

"Outstanding contribution" shall mean a contribution of a very significant nature involving a single incident, or several incidents of a high caliber over a period of time. This contribution, or the incidents, can have been rendered to any level of the organization.

Section 4

All applications for honourary membership in the U.P.C.E. shall be reviewed by the National Executive at a regularly scheduled meeting.

Section 5

All decisions on the awarding of honorary memberships in the U.P.C.E. shall, in all circumstances, require a two-thirds (2/3) majority of the National Executive assembled at a regularly scheduled meeting and voting by secret ballot.

Section 6

A distinctive and suitably worded certificate signed by the National President shall be presented to the person awarded an honorary membership at the earliest opportunity.

Regulation No. 12 Life Membership

Section 1

In accordance with By-Law 3, nominations for life membership in the U.P.C.E. may be made by any chartered local or any member of the National Executive, in respect of any member who has made "outstanding contributions" to the U.P.C.E. over a ten (10) year period - not necessarily consecutive - or for a single outstanding performance.

Section 2

All nominations shall be submitted to the National Executive in care of the National President.

Section 3

As the granting of life membership is the highest award the organization can bestow, the contributions made by the nominee must be outstanding and readily recognizable as such.

Section 4

All applications for life membership in the U.P.C.E. shall be reviewed by the National Executive at a regularly scheduled meeting.

Section 5

All decisions on the awarding of life membership in the U.P.C.E. shall, in all

circumstances, require a two-thirds (2/3) majority of the National Executive assembled at a regularly scheduled meeting and voting by secret ballot. Such memberships shall not be more than 20 at any one time.

Section 6

The National President shall, at the earliest opportunity, present a suitably worded plaque to the person awarded a life membership by the National Executive.

Regulation No. 13

In accordance with By-Law 3, Section 14, the Life or Honourary Memberships shall be revoked as soon as the life or honourary member is voluntarily employed by Canada Post Corporation or Purolator Courier Ltd. in an excluded position.

APPENDIX "A"

LOCAL RULES

Rule 1 Number and Name

Section 1

This Local of the Union of Postal Communications Employees shall be known as U.P.C.E. Local No.....

Section 2

This Local has been established in conformity with By-Law 7 of the Union of Postal Communications Employees.

Rule 2 Aims and objects

- a) To promote cooperation, harmony and unity of purpose among members of this Local.
- b) To speak with a united and responsible voice for all members of this Local in matters affecting their welfare and interest.
- c) To cooperate with other Locals having similar interest for the purpose of furthering the welfare of all public service employees.

Rule 3 Membership

Section 1

All employees who are eligible to be included in a bargaining unit represented by the Public Service Alliance of Canada and for whom this Local has jurisdiction, are eligible for membership in this Local.

Section 2

This Local may nominate candidates for either Honourary or Life Membership, but only the National Executive can confer such Honourary or Life Membership in the Union.

Section 3

Upon being granted membership in this Local by the recording in the Union's National Office of an official application for membership form, each member of this Local is deemed to be a member of the Union of Postal Communications Employees and the Public Service Alliance of Canada, and is deemed also to have agreed to abide by the provisions of this Local's Rules, the By-Laws of the Union, as well as the Constitution of the Public Service Alliance of Canada.

Rule 4 Local dues

The dues of this Local shall be those dues approved by a simple fifty percent + one (50% plus 1) majority vote of the members in attendance at a regular meeting of the Local in conformity with By-Law 5 of this Union.

Rule 5 Discipline

Section 1

In conformity with National By-Law 13, the Executive of this Local has the authority to recommend the suspension or expulsion from membership of any officer, steward or member of this Local for contravening a provision of the National By-Laws, the Constitution of the Public Service Alliance of Canada, or for causes listed under National By-Law 13.

Section 2

The Executive of this Local shall have the authority to remove from office any Officer or Steward of this Local for contravening a provision of these Local Rules.

Section 3

Notice of any such decision by the Local Executive shall be mailed forthwith by registered mail to any Officer or Steward of this Local to be removed from Office. Such notice shall contain full particulars of all the allegations made against the Local Officer or Steward. Any Local Officer or Steward affected by the decision may apply within thirty (30) days of such notification for a hearing and, at such hearing, the Local Executive shall reconsider the matter as if it had not been previously dealt with and shall either reaffirm the decision made under Section 2, or reject it. If the hearing reaffirms the original decision, the appellant or appellants shall have the right to appeal to the National Executive of the Union.

Rule 6 Meetings

Section 1

This Local shall hold at least one (1) general meeting annually. The date, place and time of such meeting shall take into consideration Rules 9 and 13, and shall be notified to all members of the Local not less than fourteen (14) days in advance.

Section 2

All members of this Local shall be entitled to attend a general meeting, and only members in attendance can vote. No proxy vote shall be allowed.

Section 3

The minimum quorum for any general meeting shall be 50% + 1 of the number of Executive Officers of the Local. For greater clarity, if the Local Executive numbers 6, the required minimum quorum is 4 members. The meeting must be presided over by an Executive Officer.

Section 4

Minutes shall be kept of each Executive and General meeting of this Local. These minutes shall be signed by the Local Secretary, approved by the Local President or other officer who presided at the meeting, and shall be made available to the Executive or the members, as appropriate. When requested copies of the minutes of all meetings of the Local shall be sent to the Regional Vice-President which serves the Region to which this Local belongs, in accordance with National By-Law 7.

Rule 7 Election of Local Executive Officers

Section 1

At least 14 days prior to the date set for the holding of elections of officers of this Local, the Executive shall appoint a nominations and elections chairperson to receive nominations and conduct elections.

Section 2

Only members in good standing of this Local may stand for election as officers.

Section 3

In keeping with National By-Law 7, Section 6, election of officers of this Local shall be held every two (2) years.

Section 4

All elections in this Local shall be by secret ballot and decided by simple majority of the total votes cast by members in good standing of this Local.

Section 5

In the event of more than two (2) candidates for an Office in this Local, the candidate receiving the least number of votes on the first ballot shall be dropped from the ballot whenever a clear majority of votes cast is not accorded any candidate. This procedure shall continue on each succeeding ballot for the Office until a candidate receives the necessary majority.

Section 6

All ballots shall be destroyed at the termination of an election.

Section 7

In the event that any elected Officer of this Local for any reason is unable or unwilling to complete her term of office, the remaining members of the Executive will as soon as possible call an election for the purpose of filling the vacancy.

Section 8

The results of all elections shall be notified to all members of this Local immediately after the results are known, by the Executive. Copies of all such notifications shall be sent to the National Office of this Union and the Regional Vice-President which serves the Region to which this Local belongs.

Section 9

All Officers of this Local shall take office at the conclusion of the meeting at which they have been elected.

Section 10

The Oath of Office shall be administered to all Officers of this Local as soon as possible following their election. (Refer to National By-Laws for Oath of Office)

Section 11

On vacating their positions, Officers and Stewards of this Local shall immediately deliver to their successor all documents, including but not limited to financial, administrative and legal documents, monies, or other properties of this Local.

Rule 8 Local Executive

Section 1

The Executive of this Local shall consist at least of a President, a Vice-President, and either a Secretary-Treasurer or a Secretary and a Treasurer.

Section 2

The Union's National Executive shall be ex-officio members of this Local's Executive with voice but without vote.

Section 3

- a) Following his/her election any member of this Local's Executive who has not attended a Local Officers' Advanced Training course or equivalent shall attend one at the earliest possible opportunity.
- b) Following his/her election or appointment any Local Shop Steward who has not attended a stewards' course shall attend one at the earliest possible opportunity.

Rule 9 Authority and Responsibilities of Local Executive

Section 1

The Executive of this Local shall:

- a) administer the affairs of the Local between annual meetings of the membership;
- b) establish a Local Grievance Committee that shall report regularly through their Local Executive.
- c) establish whatever committees as are necessary to assist the Executive in the discharge of its responsibilities towards the membership;
- d) provide for the selection of stewards and govern their activities;
- e) deal with Local management officials regarding all matters and decisions affecting the membership of the Local;
- f) appoint, one (1) month prior to the annual general meeting, an auditor who shall audit the books of the Local and report in writing to the Local Executive one (1) week prior to the date set for the said meeting.

Section 2

The Executive of this Local shall hold regular meetings to conduct the business of the Local. No less than three (3) meetings shall be held throughout a fiscal year, and minutes or proceedings of all meetings shall be recorded. A simple majority of the Local Executive shall constitute a quorum for a meeting of the Local Executive.

Section 3

The President of this Local shall be ex-officio member of all committees of this Local.

Section 4

The Executive of this Local shall have the authority to make such regulations as are necessary for the proper carrying out of the Rules of the Local, and may amend or revoke such regulations. A copy of all such regulations or amendments shall be forwarded to the Regional Vice-President and the National Office of this Union immediately following their approval. All such regulations shall be fully consistent with these Rules, the UPCE National By-Laws, and with the Constitution of the Public Service Alliance of Canada. All such regulations shall have the same force and effect as the Rules from which they flow. All Local Regulations shall be numbered and dated and shall be communicated to the members as soon as possible, and in no case later than thirty (30) days after they are made.

Rule 10 Duties of Officers of the Local Executive

Section 1

The President of the Local shall:

- a) function as the Chief Executive Officer of the Local;
- b) preside at all meetings of the Local;
- c) interpret the Rules and Regulations of the Local for the administration and management of the Local;
- d) ensure that the Local Executive carries out its duties and the directives and policies established by the Public Service Alliance of Canada, the Union and the Local;

- e) call at least one (1) general meeting of the Local annually as specified in National By-Law 7;
- f) report on their activities to all general meetings of the Local.

Section 2

The Vice-President of this Local shall have the authority to act as the Local President during the President's temporary absence or incapacity.

Section 3

The Vice-President of this Local and the other members of the Local Executive shall:

- a) attend all meetings of the Local Executive;
- b) perform such other duties as may be assigned to them by the Local President;
- c) attend committee meetings of the Local Executive when appointed to do so;
- d) report on their activities to all general meetings of the Local;
- e) in general, be responsible to the Local Executive and perform such duties as may be required by the Local Executive.

Section 4

The Secretary-Treasurer of this Local shall:

- a) be responsible for the keeping of minutes of all the meetings of the Executive and the Local membership and, in accordance with National By-Law 7, shall deposit with the Regional Vice-President which serves the region to which the Local belongs, a copy of the proceedings of all meetings;
- b) attend to all administrative correspondence between the Local and the National Headquarters, other Locals and the Regional Vice-President;

- c) initiate changes in membership, as well as advising the National Office and the Regional Vice-President of any action otherwise affecting members of the Local such as forwarding copies of grievances initiated by members, etc.;
- d) receive all monies and ensure that they are deposited in a chartered bank and/or credit union in the name of the Local;
- e) present monthly statements of revenue and disbursement to the Local Executive;
- f) disburse funds only as directed by the Local Executive or as approved by a two-thirds (2/3) majority of the votes cast by the members of the Local;
- g) be one of the designated signing officers of the Local;
- h) present the Local's audited annual financial statement to the membership of the Local.

Rule 11 Stewards

Section 1

Only members in good standing of this Local may be selected as stewards.

Section 2

Those to be selected as stewards of this Local must indicate that they are willing to assume and carry out all duties and responsibilities of a steward, and that they will attend a steward's course at the earliest opportunity if they have not already done so.

Section 3

Those selected will be considered as acting stewards of the present Local for as long as they have not taken a shop steward's training course.

Section 4

On application by a majority of the members concerned and on presentation in writing to the Local Executive of the reasons, stewards of this Local may be suspended or dismissed by the Local Executive.

Rule 12 Information to Members

The Executive of this Local, on a regular basis throughout their term of office, will provide information in writing to keep all members informed on matters affecting the Local.

Rule 13 Financial Procedures

Section 1

This Local shall keep financial records and shall produce an audited annual financial statement. Such statement shall be approved by the members assembled at the Annual General Meeting. The fiscal year for this Local shall be January 1 to December 31.

Section 2

This Local shall send its audited financial statements for the previous year, in a format prescribed in Annex "A" of these Local Rules, to the National Office by March 1 each year in accordance with National By-Law 7.

Section 3

The annual audit of this Local's financial records shall be conducted by a person or persons not on the Local Executive.

Section 4

The signing officers of this Local shall be any two (2) of the following: President or Vice-

President in combination with the Secretary-Treasurer or Treasurer.

Section 5

All cheques and money orders shall be made payable to: "U.P.C.E. Local No....."

Section 6

Petty cash may be kept by the Secretary-Treasurer of this Local, and vouchers must be kept to cover any expenditures and submitted to a meeting of the Local Executive for their endorsement.

Section 7

Any extraordinary or unusual expense proposed by this Local's Executive shall require the prior approval of a two-thirds (2/3) majority of the votes cast by the members of the Local, assembled at a general meeting.

Section 8

The Secretary-Treasurer and/or other officers of this Local may be bonded with a recognized bonding company in an amount to be determined by the Local Executive.

Rule 14 Conflict

Nothing in these Rules or in the Regulations produced under authority of these Rules shall conflict with the National By-Laws or the Constitution of the Public Service Alliance of Canada.

Rule 15 Additions

Additions to these Rules may be made by the Local and such additions shall not conflict with these Rules, the provisions of the By-Laws of this Union or the Constitution of the Public Service Alliance of Canada. Amendments to these Rules may be made by the

Local Executive of the Union under the authority of Section 5 of the National By-Law 7.

APPENDIX "A"

OATH OF OFFICE

In carrying out the provisions of By-Law 10, Section 1 (vi) of these By-Laws, the Chairperson of the Nominations Committee (or the Official administering the Oath of Office) shall administer to all National Officers (Local Officers) elected, beginning with the National President (Local President), the following Oath of Office, which will be signed by the officer concerned and countersigned by the Chairperson of the Nominations Committee (or the Official administering the Oath of Office):

"I.....having been elected.....of Local..... of the Union of Postal-Communications Employees of the Public Service Alliance of Canada, do solemnly declare that during my term of office, I will faithfully carry out the duties of my office and that I will uphold the dignity of the organization and respect all confidences pertaining to my office.

Signature

Chairperson of Nominations Committee
(Official administering Oath of Office)

Dated at..... on the of201....

Each signed Oath of Office shall be retained at the Headquarters of the Union.

Annex A

UNION OF POSTAL COMMUNICATIONS EMPLOYEES

LOCAL No. _____

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

December 31, _____

Annex B

UNION OF POSTAL COMMUNICATIONS EMPLOYEES

LOCAL No. _____

FINANCIAL STATEMENTS

TABLE OF CONTENTS

December 31, _____

Statement of Revenue and Expenses

Statement of Expenses

Statement of Member's Equity

Balance Sheet

Annex C

UNION OF POSTAL COMMUNICATIONS EMPLOYEES

LOCAL No. _____

Statement of Revenue and Expenses

for the year ended December 31, _____

Revenues

Canteen	\$ _____
Donations	\$ _____
Fund raising activities	\$ _____
Interest income	\$ _____
Local Share of member's dues	\$ _____
Other income	\$ _____
Total revenues	\$ _____
Total expenses (page 2)	\$ _____
Excess of revenues over expenses (expenses over revenues)	\$ _____

Annex D

UNION OF POSTAL COMMUNICATIONS EMPLOYEES
LOCAL No. _____

STATEMENT OF EXPENSES

For the year ended December 31, _____

Expenses

Bank charges	\$	_____
Books and publications		_____
Bulletins/newsletters		_____
Bursaries		_____
Canteen		_____
Committees		_____
Conferences		_____
Collective bargaining		_____
Demonstrations		_____
Donations		_____
Equipment and furniture		_____
Equipment and furniture rentals		_____
Executive meetings		_____
Flowers and gifts		_____
General membership meetings		_____
Insurance		_____
Interest expenses		_____
Leasehold improvements		_____
Local Executive expenses		_____
Membership fees		_____
Office expenses		_____
Office supplies and stationery		_____
Postage/express		_____
Professional fees		_____
Repairs and maintenance		_____
Salaries and employee benefits		_____
Telephone and communications		_____
Training		_____
TOTAL EXPENSES	\$	_____

Annex E

UNION OF POSTAL COMMUNICATIONS EMPLOYEES

LOCAL No. _____

MEMBER'S EQUITY

For the year ended December 31, _____

BALANCE AT THE BEGINNING OF YEAR	\$ _____
ADD EXCESS OF REVENUE OVER EXPENSES (Less excess of expenses over revenues)	\$ _____
BALANCE AT END OF YEAR	\$ _____

Annex F

UNION OF POSTAL COMMUNICATIONS EMPLOYEES

LOCAL No. _____

BALANCE SHEET

AS AT December 31, _____

ASSET

Current

Cash

Petty cash	\$ _____	
Bank account	\$ _____	
Saving bank account	\$ _____	\$ _____

Investments		\$ _____
Accounts receivable		\$ _____
Due from Headquarters		\$ _____
Prepaid expenses		\$ _____
Advance not spent		\$ _____

Total		\$ _____
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LIABILITIES AND MEMBER'S EQUITY

CURRENT LIABILITIES

Bank loan	\$ _____	
Accounts payable and accrued liabilities	\$ _____	\$ _____

MEMBER'S EQUITY		\$ _____
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