



**WINNIPEG
LOCAL 856**

207-83 Sherbrook Street, Winnipeg, Manitoba, R3C 2B2

***Constitution and
Bylaws Governing the
Winnipeg Local of the
Canadian Union of
Postal Workers***

Revised February 2026

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ARTICLE 1

NAME AND COMPOSITION

1.1 Subject to and in accordance with the provisions of the National Constitution of the Canadian Union of Postal Workers, the following bylaws shall apply to all members of Winnipeg Local.

1.2 The name of the Union shall be the Canadian Union of Postal Worker's Winnipeg Local, hereinafter referred to as the "Local."

1.3 The Local shall be affiliated to the Manitoba Federation of Labour and the Winnipeg and District Labour Council.

1.4 The Local is comprised of the members as a whole. It is comprised of a Local Executive Committee which shall consist of members in good standing. At no time shall there be less than three members on the Committee.

1.5 The members, at a regular monthly meeting, or by a referendum vote, authorized by the members at a regular monthly meeting, are the supreme authority of the Local.

ARTICLE 2

OBJECTIVES

2.1 The objectives of the Local shall be:

- (a) To unite all workers for Canada's Postal System, communications, and related services.

- (b) To seek improvements in working conditions of all members through the process of collective bargaining and the grievance procedure and to support and carry out the purposes and policies of the National Union.
- (c) To protect the job security of our members from the effects of automation or technological change in their employment.
- (d) To support the legitimate aims and objectives of organized labour. To participate in the affairs of local and provincial labour bodies.
- (e) To ensure the members realize that the power of the Union rests with their collective strength.

ARTICLE 3

ELIGIBILITY FOR MEMBERSHIP

3.1 Any worker who does not perform management functions is eligible for membership under the following conditions:

- a) If they sign an application for membership card.
- b) If they undertake to comply with the Constitution and policies of the Union and the by-laws of the local
- c) If they pay the initiation fee
- d) If they are accepted by the Local

3.2 Any union member who is an officer of the Union, Shop Steward, or on any committees pertaining to union business who is promoted to the position of an acting supervisor or applies for the position of supervisor

must resign their position immediately and may not stand for or hold any position for a period of two years.

EQUAL RIGHTS

3.3 All members of the Union enjoy equal rights and this, without discrimination.

RIGHTS AND DUTIES OF MEMBERS

3.4 The status of a member in good standing enables the member in good standing to:

- (a) Attend general and special meetings of the Union;
- (b) Vote at general and special meetings of the Union;
- (c) Vote on referenda;
- (d) Represent the Union or Local as delegate;
- (e) Hold office in the Union;
- (f) Exercise any other rights afforded under the Constitution and by-laws of the Local;

Each member shall comply with the Constitution and policies of the Union and with the by-laws of their Local. They shall pay monthly union dues as provided. They shall also pay without delay any assessment imposed in accordance with the Constitution.

LOSS OF STATUS OF MEMBER IN GOOD STANDING AND REINSTATEMENT

3.5 Conditions relating to the loss of membership status and reinstatement in the Union shall be as outlined in section 1.08 through 1.21 in the National Constitution.

ARTICLE 4

DUES AND INITIATION FEES

4.1 Each member's dues will consist of two parts:

- (a) the amount set by articles 7.06 and 7.07 of the National Constitution, plus
- (b) the local monthly dues assessment of 37 percent of the maximum hourly wage of a PO-5, to be applied to all members of the Local.

4.2 The Local shall require from any new member an initiation fee of \$5.00. The initiation fee is the property of the Local. During organizing campaigns, the initiation fee will be the same as that required under the relevant legislation.

4.3 When a member is not receiving wages or allowance, dues will be waived for that period, subject to approval of the Executive Board.

ARTICLE 5

LOCAL EXECUTIVE BOARD

5.1 The Executive Board of the Local shall consist of a President, Vice President, Health and Safety Officer, Workload Structuring Officer, Education Officer, Grievance Officer, Secretary-Treasurer, Two Chief Steward – Plant Operations, Two Chief Steward – City Services and

Chief Steward – Rural and Suburban Mail Carriers. The President, Secretary-Treasurer, Grievance Officer and Health and Safety Officer shall be full-time officers.

5.2 The Executive Board shall administer the affairs of the Local in a true and proper manner on instructions of the general meeting. In the absence of such instructions, the Executive Board shall carry out the business of the Local to the dictates of common sense.

- 5.3 (a) The Executive Board shall, at a minimum, meet once during the week before a general membership meeting.
(b) A quorum for meetings of the Executive Board shall be defined as a simple majority of the executive positions and not less than two full-time executive officers.

5.4 The Executive Board shall hold an inaugural meeting not more than four weeks after the annual general meeting.

5.5 The Executive Board shall have printed and available to all members, a current version of these bylaws.

5.6 The Executive Board may approve expenditures of not more than five hundred dollars (\$500.00).

ARTICLE 6

DUTIES OF THE EXECUTIVE MEMBERS AND UNION STEWARDS

6.1 The President shall:

- a) Be the senior officer of the Local.

- b) Have the responsibility for the enforcement of the constitution and policies of the Local.
- c) Be responsible for grievances in the Local
- d) Be responsible for union-management meetings.
- e) Implement the decisions of the members assembled at general meetings or by referendum.
- f) Have the right to look into any matter falling under the jurisdiction of the Union at the local level and take measures to ensure that all local officers and members comply with the obligations and duties of their positions.
- g) Interpret the by-laws of the Local and the interpretations shall be maintained unless it is contested, and such contest is supported by the majority of members assembled at a general membership meeting.
- h) Take initiatives for the good and welfare of the Union on matters not provided for in these by-laws.
- i) Co-ordinate the work of all local officers.
- j) Chair the meetings of the Executive Board, the permanent committees, and any other committees, as well as membership meetings.
- k) Impose, as a policy of the Union, the rule according to which no local officer may meet alone with a representative of the employer to discuss union matters.

- l) Ensure the implementation of the Union's policies in all representations before the employer at the local level.
- m) Be responsible for public relations at the local level.
- n) Report to the members on the decisions and recommendations of the Executive Board.
- o) The President shall be a signing officer of the Local.
- p) The President shall be a delegate to all regional conferences, area councils, seminars, meetings, Canadian Labour Congress and Manitoba Federation of Labour conventions.
- q) The President shall be one of the authorized signatures for grievances for the Local.
- r) The President shall make a written report for each issue of the local newspaper.
- s) The President is to receive the PO-5 rate of pay and all benefits (excluding boot and glove allowances) of a PO-5 plus \$5000 annually, paid biweekly. The President can only carry over holidays from one fiscal year to the next with the approval of the Executive Board. For the salary and fringe benefits included in the article, the President waives the forty-hour work week, and will use whatever hours are necessary in order to fulfill the duties of the position.
- t) The President shall receive the sum of five thousand dollars (\$5000.00) per annum, to be paid annually, in order to meet the

personal liabilities incurred in fulfilling the duties of this office. This rate shall be paid at the rate of one-twelfth (1/12) of the annual sum for every complete month that a member holds the position. Partial months shall be pro-rated at the direction of the President.

6.2 The Vice President shall:

- a) Assist the President in the performance of their duties. The Vice President shall be a signing officer of the Local.
- b) It shall be the duty of the Vice President, in the absence of the President, to preside and to perform all duties pertaining to the office of the President. The Vice President shall assume the duties of the President, as well as their own, until the Union elects a President to fill the vacancy.
- c) The Vice President shall, in conjunction with the President, be involved in all consultations with the employer, except in health and safety matters.
- d) The Vice President shall be the editor of the local newspaper to be published at least four times a year.
- e) The Vice President shall be responsible for production of the Update bulletin at least once a month and will be authorized to work a minimum of eight hours per month on behalf of the Union in order to prepare the Update.
- f) The Vice President, under the direction of the President, shall be responsible for organization campaigns conducted by the Union.

- g) The Vice President, along with the Organization Committee, shall be responsible in cases of industrial action, to see that all members names and addresses are up to date and break down members into groups for picket duty, etc.
- h) The Vice President, under the direction of the President, shall chair meetings of the Organization Committee and Communication Committee.
- i) The Vice President shall make a written report for each issue of the local newspaper.
- j) The Vice President shall receive the sum of three hundred and fifty dollars (\$350.00) per annum, to be paid annually, in order to meet the personal liabilities incurred in fulfilling the duties of this office. This rate shall be paid at the rate of one-twelfth (1/12) of the annual sum for every complete month that a member holds the position. Partial months shall be pro-rated at the direction of the President.
- k) The Vice President shall be responsible for any other duties assigned by the Executive Board.

6.3 The Health and Safety Officer shall:

- a) Be a full-time officer of the Local.
- b) The Health and Safety Officer, under the direction of the President, shall be responsible for handling Workers Compensation claims and appeals.
- c) The Health and Safety Officer shall be the Health and Safety

Officer of the Local, shall chair the Health and Safety Committee at the direction of the President and be responsible for consultation with the employer on health and safety matters in conjunction with the President.

- d) The Health and Safety Officer shall make a written report for each issue of the local newspaper.
- e) The Health and Safety Officer is to receive the PO-5 rate of pay and all benefits (excluding boot and glove allowance) of a PO-5 plus \$5000 annually, paid biweekly. The Health and Safety Officer can only carry over holidays from one fiscal year to the next, with the approval of the Executive Board. For the salaries and fringe benefits included in this article, the Health and Safety Officer waives the forty-hour work week and will use whatever hours are necessary in order to fulfill the duties of the position.
- f) The Health and Safety Officer shall receive the sum of five thousand dollars (\$5000.00) per annum, to be paid annually, in order to meet the personal liabilities incurred in fulfilling the duties of this office. This rate shall be paid at the rate of one-twelfth (1/12) of the annual sum for every complete month that a member holds the position. Partial months shall be pro-rated at the direction of the President.

6.4 The Workload Structuring Officer shall:

- a) Be responsible for monitoring all route measurement exercises in the Local. This will include working with the membership and Shop Stewards to educate them on the route measurement process and dealing with issues arising regarding route measurement and householder payments.

- b) The Workload Structuring Officer shall make a written report for each issue of the local newspaper.
- c) The Workload Structuring Officer shall receive the sum of three hundred dollars (\$300.00) per annum, to be paid annually, in order to meet the personal liabilities incurred in fulfilling the duties of this office. This rate shall be paid at the rate of one-twelfth (1/12) of the annual sum for every complete month that a member holds the position. Partial months shall be pro-rated at the direction of the President.
- d) The Workload Structuring Officer shall chair the Workload Structuring Committee meetings at the direction of the President.

6.5 Chief Shop Steward – Rural Suburban Mail Carriers, Two Chief Steward - Plant Operations, and Two Chief Shop Steward – City Services.

The Chief Shop Stewards shall perform the following duties:

- a) Co-chair the Shop Steward Committee meetings.
- b) Co-ordinate the attendance of the Shop Stewards for meetings of the Local.
- c) Co-ordinate the Shop Stewards in the representation of members.
- d) Assist the Grievance Officer in the scheduling and presentation at grievance hearings.

- e) Assist the Grievance Officer as required, in the preparation of grievances.
- f) The Chief Shop Stewards, as co-chairs of the Shop Steward Committee, shall present all resolutions passed by the Shop Steward Committee to the Executive Board.
- g) The Chief Shop Stewards shall take part in Shop Steward education programs in the Local.
- h) The Chief Shop Stewards shall make a written report for each issue of the local newspaper.
- i) The Chief Shop Stewards shall receive the sum of three hundred dollars (\$300.00) per annum, to be paid annually, in order to meet the personal liabilities incurred in fulfilling the duties of this office. This rate shall be paid at the rate of one-twelfth (1/12) of the annual sum for every complete month that a member holds the position. Partial months shall be pro-rated at the direction of the President.
- j) The Chief Shop Stewards –RSMC loss of wages be top up with special allowance but will not exceed the hourly rates of a fulltime officer.

6.6 The Education Officer shall:

- a) Assess the needs for education at the local level in co-operation with the Shop Steward Committee and the Executive Board.

- b) The Education Officer will acquire and/or prepare courses as required for presentation at Shop Steward Committee meetings or local education seminars.
- c) The Education Officer will be responsible to conduct any local education program.
- d) The Education Officer shall submit a written report for each issue of the local newspaper.
- e) The Education Officer shall receive the sum of three hundred dollars (\$300.00) per annum, to be paid annually, in order to meet the personal liabilities incurred in fulfilling the duties of this office. This rate shall be paid at the rate of one-twelfth (1/12) of the annual sum for every complete month that a member holds the position. Partial months shall be pro-rated at the direction of the President.

6.7 The Grievance Officer shall:

- a) Under the direction of the President, be responsible for the filing and presentation of grievances for the Local.
- b) The Grievance Officer shall, under the direction of the President, be involved in the preparation and/or presentation of arbitrations for the Local.
- c) The Grievance Officer shall be responsible for the scheduling of grievance hearings.
- d) The Grievance Officer shall be responsible for a report on grievances filed by the Local for the Shop Steward Committee meeting.

- e) The Grievance Officer shall be one of the authorized signatures for grievances for the Local.
- f) The Grievance Officer shall make a written report for each issue of the local newspaper.
- g) The Grievance Officer shall take part in Shop Steward education programs in the Local.
- h) The Grievance Officer shall receive the sum of five thousand dollars (\$5000.00) per annum, to be paid annually, in order to meet the personal liabilities incurred in fulfilling the duties of this office. This rate shall be paid at the rate of one-twelfth (1/12) of the annual sum for every complete month that a member holds the position. Partial months shall be pro-rated at the direction of the President.
- i) The Grievance Officer is to receive the PO-5 rate of pay and all benefits (excluding boot and glove allowance) of a PO-5 plus \$5000.00 annually, paid bi-weekly. The Grievance Officer can only carry over holidays from one fiscal year to the next, with the approval of the Executive Board. For the salaries and fringe benefits included in this article, the Grievance Officer waives the forty-hour work week and will use whatever hours are necessary in order to fulfill the duties of the position.

6.8 The Secretary-Treasurer shall perform the following duties unless delegated to another officer of the Local:

- a) Be responsible for all official documents of the Local.

- b) Be responsible for the Local's correspondence and shall convey it to the Executive Board and the general meeting.
- c) Keep a record of the discussion of the Local Executive Board and general meetings.
- d) Be entrusted with the funds of the Local, approve all cheques to be signed for expenses authorized under the constitution, the resolutions passed at meetings, deposit immediately all monies received on behalf of the Local and sign cheques along with the President or in their absence, the Vice President.
- e) Be responsible for bookkeeping records of the Local and keep them ready for submissions to the Local's Trustees at least once per fiscal year.
- f) Prepare an annual financial report which is submitted to the Executive Board and to a general meeting and a copy of this report is to be sent to the National Secretary-Treasurer and National Director.
- g) Present a report on the state of the Local's finances to general meetings and shall, at least every two months, submit a financial report to the National Director.
- h) Keep an up-to-date mailing list of the membership.
- i) Establish an adequate filing system for the secretariat and treasury.
- j) Establish and maintain an efficient system for the membership control and check-offs.

- k) Any other duties assigned by the Executive Board.
- l) The Secretary-Treasurer shall maintain an attendance record of all general, special general and Executive Board meetings. Members are required to sign the sign-in sheet at General and Special meetings to receive credit for attendance at the meeting. However, the Secretary-Treasurer shall be empowered to add after the name of the Tiler, the names of any individuals who present a leave form indicating the fact that they were denied leave or a shift change to attend the meeting. The Secretary Treasurer shall also add the names of those members who are absent on union business, local or national, when so informed.
- m) At the annual general meeting, the Secretary-Treasurer will, after acceptance of nominations for local office, advise the Chairperson of the meeting of those nominees who are eligible to stand as a candidate for election to office.
- n) The Secretary-Treasurer is to receive the PO-5 rate of pay and all benefits (excluding boot and glove allowance) of a PO-5 plus \$5000.00 annually, paid bi-weekly. The Secretary-Treasurer can only carry over holidays from one fiscal year to the next, with the approval of the Executive Board. For the salaries and fringe benefits included in this article, the Secretary-Treasurer waives the forty-hour work week and will use whatever hours are necessary in order to fulfill the duties of the position.
- o) In the absence of the Secretary-Treasurer, when deemed necessary, the President shall appoint one or more officers to replace the Secretary-Treasurer. The other officers will be paid for the lost wages involved.

- p) It shall be the duty of the Secretary-Treasurer to issue bulletins giving notice of all general meetings, and special general meetings, and of notices of amendments. The Secretary-Treasurer shall inform the members of the Executive Board of the date and time of the executive meetings.

- q) The Secretary-Treasurer shall be responsible for maintaining the Local's library and for lending materials to members.

- r) The Secretary-Treasurer shall keep and maintain a file of the minutes of Shop Steward Committee meetings. They shall receive the minutes of Shop Steward Committee meetings within seven days of the meeting taking place. They shall keep and maintain a record of attendance of Shop Stewards at Shop Steward Committee meetings and shall keep a record of the time the meeting opened and adjourned. The Secretary Treasurer shall be empowered to add the names of any Shop Stewards who present in writing, the fact that there were on shift at the time of the meeting. The Chief Shop Stewards shall report to the Secretary-Treasurer the absence of any Shop Steward for two consecutive regular Shop Steward Committee meetings.

- s) The Secretary-Treasurer shall be one of the authorized signatures for grievances for the Local.

- t) The Secretary-Treasurer shall, in conjunction with the President, be involved in all consultation with the employer except for health and safety matters and shall also keep and maintain a file of minutes of all union-management meetings.

- u) The Secretary-Treasurer shall make a written report for each issue of the local newspaper.
- v) The Secretary-Treasurer shall receive the sum of five thousand dollars (\$5000.00) per annum, to be paid annually, in order to meet the personal liabilities incurred in fulfilling the duties of this office. This rate shall be paid at the rate of one-twelfth (1/12) of the annual sum for every complete month that a member holds the position. Partial months shall be pro-rated at the direction of the President.
- w) The Secretary-Treasurer will chair the Pension and Retiree Benefits Committee.

6.9 The Local Tiler shall:

- a) Guard the door at general meetings and admit no one but members in good standing except on the order of the Chairperson and by consent of the members present.
- b) The Tiler shall, upon the ruling of the chair, eject any member who is acting contrary to the rules of order and shall be able to call upon necessary assistance.
- c) The duties of the Tiler shall include the keeping of any attendance record in legible manner and in a bound book. This attendance record, which the Tiler will sign last, shall be turned over to the Secretary-Treasurer at the end of each meeting.

6.10 The Shop Stewards:

- a) One or more Shop Stewards as designated below, shall be elected by the members on staffs, and in postal stations or staff

post offices concerned, or as may be deemed necessary in the future. Where other circumstances warrant, a Shop Steward or Shop Stewards shall be appointed by the Executive Board.

- b) Shop Stewards shall meet at the call of the Chief Stewards, once in each calendar month, with the exception of the months of July and December. They shall be reimbursed any lost wages involved in such meetings.
- c) Special meetings of the Shop Stewards may only be called with the approval of the President and/or Executive Board.
- d) The Chief Shop Stewards or any other officer may call for a report of the Shop Stewards activities at any time.
- e) Any Shop Steward elected to the position of a local officer except that of Chief Steward, Tiler or Trustee, shall relinquish the position of Shop Steward immediately.
- f) Before the January general meeting, the Shop Stewards' meeting shall prepare a plan of allocation of Shop Stewards and submit the plan to the Executive Board and general meeting for their approval.
- g) Shop Stewards shall be elected during the month of February. In the case of a vacancy, an election shall be held within seven working days. In the event of a lack of candidates, the Executive may appoint a person to be a Shop Steward.
- h) The President, through the Executive Board, shall remove from office any Shop Steward who has failed to meet his/her obligations.

- i) In order to reimburse members for personal liabilities including shift differential, honorariums will be paid out to all Shop Stewards, (with the exception of Chief Shop Stewards) in the following manner:
 - a) Basic honorarium - \$50.00 – subject to having attended 5 (five) Shop Steward and/or General Meetings, and
 - b) For Shop Stewards on paid Union leave - \$7.50 for every Shop Steward and General Meeting, or
 - c) For Shop Stewards on their own time - \$10.00 for every Shop Steward and General Meeting.

ARTICLE 7

FINANCES

7.1 The fiscal year shall be the period from July 1 to June 30 inclusive.

7.2 The signing officers for local accounts shall be the President, the Vice President, and the Secretary-Treasurer.

7.3 A petty cash account in the amount of \$200.00 for the use of the Secretary-Treasurer on a day-to-day basis shall be established. Any amount disbursed from this fund shall be covered by receipt or voucher, and it shall be the Secretary-Treasurer's responsibility to ensure that this fund is adequately safeguarded. This fund is to be balanced by the Secretary-Treasurer on the last day of each month and on the first day of the month is to be replenished to its original amount of \$200.00.

7.4 Any member who is required by the Union to be absent from service shall be reimbursed any lost wages excluding premiums. Any such reimbursement must be authorized by the President.

7.5 Any member, including RSMC's who is required by the union to be absent from service, shall be reimbursed any lost wages, including their routes vehicle allowance for that day. This does not apply to an RSMC elected or appointed to a full-time officer position or any union assignment longer than a two-week period.

7.6 In the case of OCRE's, or Pre's, they will be compensated to the equivalent of the vehicle allowance they incurred on the most recent day they worked for the employer.

7.7 It shall be the responsibility of the Executive Board to see that the Local is indemnified by insurance against financial loss resulting from fire, theft, public liability, etc. The Union may provide workers' compensation for anyone other than a union member employed by the Union.

7.8 No member of the Executive Board shall receive the sum set aside to meet personal liabilities in fulfilling the duties of their office unless they have been recorded as having attended at least 50% general and/or special general meetings and 50% of the executive meetings in the year involved.

7.9 If any Local Representative does not meet the attendance requirements, they shall receive the amount of \$5.00 for each meeting they have attended in order to meet the personal liabilities incurred.

7.10 Any member who, due to working, other than full-time on behalf of the Union, does not accumulate annual leave credits with the employer, is to be paid by the Local for their annual leave that month. Full time officers shall take vacation leave annually as earned.

7.11 If superannuation/Pension Plan are not paid for by the employer due to a member working on behalf of the Union, it will be paid by the Local.

7.12 All expenses will be included in the Local annual budget.

7.13 The Local shall pay childcare allowance that reflects what is set out in Schedule D of the Childcare Regulation (Manitoba Regulation 6286) Childcare will be paid to cover all local meetings of the Union outside of regular working hours. Subject by the approval of Local Executive, members must provide a receipt within 15 days.

7.14 No member of the Executive Board shall receive any salary during the time their bargaining unit is on strike.

7.15 Any member of the Local, upon authorization of the Executive, who uses their vehicle on behalf of the Union to conduct union business, shall be reimbursed in accordance with Canada Revenue Agency's automobile allowance rate for the year and distance in question.

ARTICLE 8

NOMINATIONS AND ELECTIONS

8.1 a) The officers of the local are the full-time officers (FTO)

- i) President,
- ii) Secretary-Treasurer,
- iii) Health and Safety Officer (HSO), and
- iv) Grievance Officer

and the other officers:

- v) Vice-President,
- vi) Workload Structuring Officer (WSO),
- vii) Education Officer,

- viii) Chief Shop Steward – Rural and Suburban Mail Carriers (Chief RSMCs),
 - ix) two Chief Shop Steward – City Services (Chief External 1 and Chief External 2), and
 - x) two Chief Shop Steward – Plant Operation (Chief Internal 1 and Chief Internal 2).
- b) Any member in good standing of the local as of the close of nominations is eligible to stand for election to any of the above-said offices.
 - c) In order to nominate someone for one of the above-said offices, the nominating member must be a member in good standing of the local as of the close of nominations. A member making a nomination may only nominate one eligible member to one of the above-said offices, with the nominee's prior consent.

8.2 Any member running for an executive position must present their name to the Local in writing, position sought and must have both their signature and the signature of their nominator. Such submission must be present before the close of nominations, which will be at noon (12:00 pm) on the fourth Friday preceding the March General Membership Meeting. A list of the nominees shall be posted on all union bulletin boards within the following seven days.

- 8.3 a) Elections for the offices of President, Grievance Officer, Education Officer, Chief RSMC, Chief External 2, and Chief Internal 2 shall be held at the March General Membership Meeting (GMM) in even years, for a two-year term.
- b) Elections for the offices of Secretary-Treasurer, HSO, Vice-President, WSO, Chief External 1, and Chief Internal 1 shall be held at the March General Membership Meeting (GMM) in odd years, for a two-year term.
 - c) As a transitional provision, at the March 2026 GMM, the offices listed in paragraph (a) shall be elected for a two-year term and those listed in

paragraph (b) shall be elected for a one-year term. This provision shall be deleted from these bylaws in April 2027.

8.4 The elections of Committees shall be as laid out in Article 12 and the elections of the Trustees shall be as laid out in Article 13.

8.5 a) In even years, the officers will be elected in the following order: President, Grievance Officer, Education Officer, Chief Internal 2, Chief External 2, Chief RSMC.

b) In odd years, the officers will be elected in the following order: Secretary-Treasurer, HSO, Vice-President, WSO, Chief Internal 1, Chief External 1.

c) As a transitional provision, at the March 2026 GMM, the officers shall be elected in the following order: President, Secretary Treasurer, Vice President, HSO, WSO, Grievance Officer, Education Officer, Chief Internal 1, Chief Internal 2, Chief External 1, Chief External 2, Chief RSMCs. This provision shall be deleted from these bylaws in April 2027, and paragraph (d) shall be redesignated as paragraph (c) at that time.

d) Each election will proceed as follows:

i) A balloting committee will be struck from volunteers who are neither local officers, nominees standing for election, or nominators.

ii) Each of the candidates' nominators may give a speech not more than three minutes long in support of their nominee, starting with the last nomination received and progressing to the first nomination received.

iii) After the nominators have spoken, each of the candidates may give a speech not more than three minutes long on their own behalf, starting with the last nomination received and progressing to the first nomination received.

iv) The doors shall be Tiled, and then the balloting committee will hand out ballots and voting will be conducted by secret ballot. The doors will only be un-Tiled once all the ballots have been received.

v) Any candidate who receives more than half of the votes cast shall be elected.

vi) If no candidate receives more than half of the votes cast, then the candidate with the fewest votes will be eliminated and a new ballot will be held. If there is a tie for fewest votes, all affected candidates will be eliminated.

vii) If only two candidates remain and each receives exactly half of the votes cast, then a second vote will be held between the two candidates. If the tie persists after the second vote, the Chair will cast the deciding vote.

8.6 If any of the officer positions become vacant during the regular term, the Executive shall, within 72 hours, notify the membership of the vacancy and new election. The notice shall be posted on all union bulletin boards and emailed to the local's regular communication list. The election will be held at the first General Membership Meeting that is more than seven calendar days after the date the notice of the vacancy is posted. Nominations for the vacant position will be accepted at that meeting, and the election process will be as outlined above. Should a member wanting to run for the vacant position be unable to attend this meeting, they may notify the President, in writing, with their signature, before the meeting, of their willingness to accept nomination for the vacant position

ARTICLE 9

MEETINGS

9.1 There will be a general membership meeting once a month, with the exception of the month of August. The meeting shall be held at a time and place convenient for the members.

9.2 Notice of all membership meetings, regular or special shall be posted on all notice boards within the jurisdiction of the Local, at least seven (7) days prior to the date of the meeting.

9.3 A quorum of twice the number of executive positions plus one, as decided by the Local, is necessary for any special or general membership meeting.

9.4 The signing of the attendance book shall be supervised by the Tiler. In case of absence of the elected Tiler, the Chair shall appoint an acting Tiler at the beginning of the meeting.

9.5 A special membership meeting may only deal with the subject matter for which it was called. A special meeting may be called at the discretion of the President, or by written request of fifty members who must submit such request in writing over their signatures. Thirty-five of the signatories for such meeting must be present before such meeting can be convened. Notice is to be posted not later than 72 hours in advance of the day on which the special meeting is to take place.

9.6 The Local Executive Board shall be empowered and directed to edit the constitution in regard to concordance changes, (i.e.: numbering and wording) and to prepare and distribute new copies of the constitution to the membership.

9.7 Members on maternity leave or parental leave shall be considered as having attended General Membership or Special Meetings when:

- a) They offer their regrets in advance in writing to the Local Executive Committee (LEC).
- b) Confirm the period of time they will be on maternity or parental leave.

ARTICLE 10

RULES AND PROCEDURES

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

10.2 The President, or in their absence, the designated presiding officer, shall open the meeting at the appointed time.

10.3 Order of Business:

- a) Reading of Treaty One Territory Land Acknowledgement
- b) Reading of the Harassment Policy
- c) Roll call of the Executive Board
- d) Two Stars! (short contributions to set a positive tone)
- e) Reading of the minutes of the previous meeting
- f) Reading of correspondence (to be dealt with as read)
- g) Applications for membership
- h) Applications for dues waivers
- i) Secretary-Treasurer's report (financial)
- j) Elections and nominations
- k) Receiving of new notices of motion
- l) Disposing of notices of motion from previous meeting
- m) Unfinished business
- n) New Business (Executive Board recommendations)
- o) Reports of Officers, Delegates, Committees (reports of Officers, Delegates, Committees may be submitted to the general meeting verbally or in writing)

- p) Good and Welfare
- q) Adjournment

10.4 No member may speak unless recognized by the chair.

10.5 A member must stand when they have the floor.

10.6 No member shall be allowed to speak for more than three minutes on any motion.

10.7 No member may speak more than once to a motion, with the exception of the mover who, if they speak for the second time, shall thereby close the debate.

10.8 The Chairperson shall decide all points of order and every member must take their seat when called upon to do so by the Chairperson. Two members may appeal the decision of the chair. The Chairperson shall then put the question thus, "Shall the decision of the chair be sustained?" The question is not debatable; except that the member who first appeals the decision of the chair may give any explanation of their appeal. The Chairperson may give an explanation of their decision.

10.9 The only time a member may interrupt the speaker is on a point of order, point of privilege, or to appeal the ruling of the chair.

10.10 When the question is put, the Chairperson, after announcing the question, shall ask, "Are you ready for the question?" If no member wishes to speak, the question shall then be put.

10.11 When the previous question is regularly moved and seconded, no discussion or amendments of either motion is permitted. If the majority vote that, "The question be now put," the original motion

has to be put without debate. If the motion to put the question is defeated, discussion will continue on the original motion.

10.12 With the exception of the foregoing limits on debate, the rules of order of this local shall be governed by Bourinot's Rules of Order.

ARTICLE 11

DELEGATIONS

11.1 The President of the Local shall automatically be a delegate to all delegations.

11.2 Local delegates and alternates to Regional Conferences, Educational and Area Councils of the CUPW and to local, provincial and national labour bodies shall be nominated and elected at a general membership meeting after notice to that effect has been posted on all bulletin boards for at least fourteen days.

11.3 Delegates and alternates to Area Council meetings and Regional Conferences must have attended at least 50% or more general and/or special general meetings, in their local **or their locals**, in the year immediately prior to their nomination to an Area Council or Regional Conference, in order to be eligible for nomination and election to the Area Council or Regional Conference. After the above procedure, if more delegates are required, they will be nominated and elected from the members present at the general meeting. The delegates and alternates to the Area Council meeting which will be dealing with Wage and Contract or Constitution items, will also be delegates to the same Regional Conference that will be dealing with either Wage and Contract or Constitutional subject.

11.4 No delegate shall vote against any resolution, motion or instruction passed by the Local.

11.5 Any delegate is to be paid per diem as laid down in the National Constitution for out-of-town meetings, as well as travel expenses, which are to be determined by a general meeting. Per diem for in-town meetings must be authorized by a general meeting.

11.6 In so far as possible, any separate bargaining unit where the number of members generates one or more delegate positions, the Local will ensure that those delegates positions are filled by members of the separate bargaining unit. There will be an election for the total number of delegates that the Local is entitled to. Members of separate units will run on a general ballot. The members of any separate bargaining unit with the highest number of votes will fill the delegate position by that bargaining unity, to the exclusion of other members if necessary.

ARTICLE 12

COMMITTEES

12.1 Special committees shall be elected as required to deal with specific matters. The terms of reference for such committees shall be established in writing at the time such committees are formed.

12.2 Any committee can be disbanded and any member or members of such a committee can be removed from their committee by the Executive Board for just cause, subject to appeal to a general meeting.

12.3 Committee nominations will be held at the April General Meeting, with elections to be held at the May General Meeting.

12.4 The term of membership on standing committees shall be for a one-year period or longer if decided by the members at a general meeting.

12.5 The President of the Local is an ex-officio member of all committees.

12.6 All committees shall report regularly and, in any case, not less than once in every three-month period, to a general membership meeting of the Local.

12.7 All recommendations by a Committee to the membership shall be presented in the first instance to a meeting of the Executive Board for endorsement. Should the Executive Board fail to approve the recommendations, the Committee may appeal its decision to the general meeting.

12.8 Within seven days of the May general meeting, the President shall notify all standing committees of the inaugural meeting designed for their committees. At this meeting the President shall preside, and the first order of business shall be the election of a Committee Secretary and Chairperson, if necessary.

12.9 Each committee shall meet not less frequently than once in every three-month period.

Grievance Committee

- a) The Grievance Committee shall consist of the officers that hold the authority to sign grievances in the Local and the Chief Shop Stewards. The Grievance Committee shall meet at least once a month, at the call of the President, to study and discuss grievances submitted or to be submitted by the Local.

Organizing Committee

- b) The Organizing Committee shall consist of the Vice President, the Chief Shop Stewards and five members. This committee shall be responsible for the organization of picketing and all other matters relating to strikes, recruitment of members and any other organizing campaigns launched by the Union.

Communications Committee

- c) The Communications Committee shall consist of seven members and the Vice President as Chairperson. The Committee shall be responsible for the production and distribution of the Local's newspaper, e-bulletins, and production and posting of content to the local's website.

Conflict Resolution Committee

- d) There shall be a Local Conflict Resolution Committee composed of six members elected at a General Membership Meeting. The candidates shall have completed CUPW's training in Conflict Resolution. Should there not be sufficient candidates with the proper training; members in good standing shall then be considered for nomination and election. This Committee shall be responsible, in conjunction with the Local Executive Board, for the undertaking of the Local's requirements in Article 8 of the National Constitution.

Health and Safety Committee

- e) There shall be a Local Health and Safety Committee comprised of the Union Co-chair of each Local Joint Health and Safety Committee of workplaces in the jurisdiction of the

local, two elected members in good standing, and the Health and Safety Officer of the local as Chairperson. The Committee shall be responsible for dealing with health and safety matters that affect the membership. Elected members of this committee will serve a term of two years

- f) Members of committees may be reimbursed for loss of wages for committee work, if authorized by the President.

Good and Welfare Committee

- g) There shall be a Good and Welfare Committee composed of a minimum of three members. The purpose of this committee will be to conduct fundraising for organizing social events for the membership. All expenditures are to be dealt with in accordance with the Local Constitution.

Women's Committee

- h) There shall be a Women's Committee composed of 10 members. The purpose of this committee is to increase the awareness in the controversial area concerning working-women and shall be responsible for dealing with these matters as they affect the membership.

Compensation Committee

- i) There shall be a Local Compensation Committee composed of three members. The Local's Health and Safety Officer will be an additional member of this committee and serve as Chairperson. The Committee will be used to educate, update, and assist members in matters pertaining to compensation and

appeals. This committee will assist the Health and Safety Officer with matters involving Worker's Compensation, Short Term Disability, and Long-Term Disability. Committee members shall be elected for a term of two years.

Education Committee

- j) The Education Committee shall consist of the Education Officer and five members. The committee shall be responsible for the organization of educational forums in the Local and the coordination of membership participation in these forums and others.

Human Rights Committee

- k) There shall be a Local Human Rights Committee comprised of seven members. The purpose of the committee is to study, report, and make recommendations to the Local Executive Board on:
- (i) The involvement of people of colour, disabled people, lesbians, gays and transgender people, and Indigenous workers in the Union with the goal of full participation of such people in all levels of the Union;
 - (ii) The education of the membership on equality issues facing people of colour, disabled people, lesbians, gays and transgender people and Indigenous workers;

- (iii) The situation of disabled people, lesbians, gays and transgender people, and Indigenous workers in the Post Office and ways to improve it;
- (iv) Fighting racism, homophobia, transphobia, and discrimination against people with disabilities;
- (v) The committee shall elect its own chair who shall be from one of the designated groups.

Workload Structuring Committee

- 1) There shall be a Workload Structuring Committee, which shall consist of fifteen members whose responsibility will be to:
 - (i) Assist in the standardization of work measurement systems in the Local and make recommendations to the Local Executive Board.
 - (ii) Review grievances and arbitrations on work measurement systems.
 - (iii) Work with the Local Education Officer to develop and provide education seminars on the work measurement systems.
 - (iv) Work with the Local Education Officer to provide training for observers for volume counts and restructure exercises.
 - (v) Assist members who have problems with workload measurement.

- (vi) Identify and appoint observers for volume counts and restructure exercises.

12.10 Honorariums for attending committee meetings shall be paid to member of committees who are not Shop Stewards or Executive Members in the following manner:

- a) For members on paid Union leave - \$5.00 per meeting to a maximum of ten meetings.
- b) For members on their own time - \$7.50 per meeting to a maximum of ten meetings.

Pension and Retiree Benefits Committee

The Pension and Retiree Benefits Committee shall consist of all interested members and members who have obtained retired member status in accordance with Article 1.21 of the National Constitution. This committee shall meet at least once per year. The Local Pension and Retiree Benefits Committee functions shall be to study legislation covering pension plans within the Local, the administration of retiree benefits and pension plans contained within the collective agreements covering members and retirees, and pension plans and retiree benefits in other unions' collective agreements, and it shall make recommendations to the Local Executive Committee on:

- a) The administration of pension plans and retiree benefits with the Local;
- b) Proposals for negotiating improvements and changes required for pension plans and retiree benefits.

- c) The education of the membership and retirees on pension plans.

The Local Pension and Retiree Benefits Committee shall work under the direction of the Local Secretary-Treasurer.

ARTICLE 13

TRUSTEES

13.1 There shall be a Local Trustees Committee comprised of three members. Each Trustee shall be elected for a three-year term with one trustee being elected each year at the April General Meeting.

13.2 The Trustees shall require the President, Vice President, and the Secretary-Treasurer to file fidelity bonds in an amount which the Trustees shall determine, and such bonds be kept in the custody of the Union Office.

13.3 The Trustees shall appoint a qualified auditor to audit the accounts of the Secretary-Treasurer. The Trustees shall instruct the auditors to examine all accounts and to report any disbursements of funds, which in the judgment of the auditors, is not properly authorized by the Local. The auditor's report must be present by the September general meeting and one copy sent to the National Office.

13.4 The Trustees shall audit the books twice a year for the periods from July 1 to December 31 and January 1 to June 30. The Trustees shall be empowered to investigate any and all documents necessary to ascertain whether the finances of the Local are administered in accordance with the Local Constitution and sound financial practices. They shall use their own procedures to submit their reports to the Executive Board and general meetings of March and September of each year.

13.4 The Trustees shall do an audit of the Local's books for the previous six-month period prior to a Secretary-Treasurer's first term in office. This will include a verification of all cheques issued and all monies deposited on and in union accounts.

ARTICLE 14

DISCIPLINE AND TRIAL AND APPEAL

14.1 Article 8 of the National Constitution shall be used in its entirety by the Local.

14.2 As per the article of the National Constitution dealing with Trials and Appeal

ARTICLE 15

GENERAL

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

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

15.3 The Local shall establish a membership control system to determine the number of members and dues-paying employees and to control the check-off of union dues. Union stewards shall receive any information required to enable them to detect errors and prepare a monthly report to the Local Secretary-Treasurer.

15.4 The Local shall send to the National Secretary-Treasurer, on a monthly basis, any information available with regards to membership control and check-off of union dues, and more particularly:

- (a) A list of new employees and new members;
- (b) A list of employees who have left the bargaining units;
- (c) A list of persons who are no longer members of the Union
- (d) A list of employees and/or members subject to the check-off system who have not paid union dues, indicating the reason for non-payment;
- (e) A list of members who are no longer in good standing for failing to pay union dues and/or assessments; (f) A list of temporary workers.

15.5 Any officer of the Local shall make it his/her particular duty to comply with and implement national policies adopted by the Convention or by the members through a referendum vote and the decisions of the National Executive Board.

ARTICLE 16

Local By-Laws and Amendments

16.1 The Scope of the Local bylaws is (a) to clarify, where necessary, how the provisions of the National Constitution are operationalized at the Local level, and (b) to establish procedures for matters not described in the National Constitution.

- 16.2 These bylaws are applicable strictly to the Local.
- 16.3 Any provision of these bylaws that becomes inconsistent with the National Constitution due to changes to the said National Constitution, shall immediately become inapplicable.
- 16.4 Any member in good standing of the Local may propose amendment(s) to the bylaws by making a notice of motion at a general membership meeting. This member, hereinafter “the Mover,” shall both (a) read their motion aloud to the general membership meeting and (b) submit to the Chair, at the same general membership meeting, a written copy thereof above their signature.
- 16.5 Within seven calendar days following receipt of a notice of motion pursuant to paragraph 16.4, the Secretary-Treasurer shall post or cause to be posted on all Union notice boards, the exact text submitted by the Mover, along with the statement that “this motion will be debated at the next general membership meeting to be held” followed by the date, time, and location of said meeting.
- 16.6 All written proposals received by the Chair under paragraph 16.4 shall be retained by the Union in a bespoke binder which shall be available for members in good standing to view at the Union office.
- 16.7 Either the original Mover or another member in good standing may move a motion for which a notice has been made, at the meeting indicated on the poster. The motion must be seconded at the said meeting to proceed to debate.

16.8 (a) Debate and voting on the motion will be conducted in accordance with the provisions of Article 10 of these bylaws, except that the motion shall succeed only if the number of members voting “in favour” is not less than twice the number of members voting “opposed.”

(b) Where the motion has the effect of modifying the local monthly dues assessment referred to in 4.1(b), upon its success under 16.8(a), a referendum shall be held in accordance with 16.8(c), prior to proceeding to 16.9.

(c) The said referendum vote will be held by secret ballot, at a location to be determined by the Executive Boards. The Executive Board shall request volunteer(s) from the labour movement, not members of the Union, to conduct and count the referendum vote. These volunteers shall be paid wages at the rate of a P0-5 with appropriate per diem applied. The hours of voting shall be 7:00AM until midnight of a weekday, not being a holiday. A member of the Local Executive Board shall be in attendance during the vote. The motion will pass if more members vote in favour than against.

16.9 If the motion succeeds, the Secretary-Treasurer shall, within three business days following said success, submit the successful text verbatim to the National Executive Board to be examined for consistency with the National Constitution.

16.10 When the decision of the National Executive Board is received, it shall be communicated to the membership in one of the following manners: (a) If the proposed text is approved, the Secretary-Treasurer shall post or cause to be posted on all Union notice boards, within seven business days: (i) the approved text, (ii) a statement that the change has taken effect, and (iii) the effective date. (b) If the proposed text is not approved, the decision of the

National Executive Board shall be reproduced verbatim (i) in the documents provided to members at the next general membership meeting and (ii) in the binder referred to in paragraph 16.6.

P R E A M B L E T O C U P W ' S N A T I O N A L P O L I C I E S

The Canadian Union of Postal Workers undertakes the task of promoting and defending the interests of its members against all attacks of the employer and government (the agent of the employer) as a fundamental objective.

This means that, in addition to the struggle which the Union conducts daily for recognition and the rights of postal workers, CUPW actively commits itself to the objective of transforming the present social and economic order to make it consistent with the interests and aspirations of workers.

In so doing, CUPW rejects all forms of trade unionism that fail to pose the basic division between the interests of workers and the interests of the employer. CUPW characterizes its orientation as a Union which, in an uncompromising fashion, pursues the class interests of its members, resisting all attempts by employers and governments to weaken or destroy the workers' movement.

Treaty One Territory

Today, we recognize we are all on Treaty One Territory and would like to further recognize this is the ancestral grounds of the Anishinaabe, Cree, Oji-Cree, Dakota and Dene peoples and Métis Nation. We respect the treaties that were made on these territories. We acknowledge the harms and mistakes of the past and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

HARRASSMENT POLICY

To Be Read Regularly at Union Functions

Union solidarity is based on the belief that all union members are equal and deserve respect. Any behaviour that creates embarrassment or humiliation prevents us from working together.

We cannot allow or accept behaviour that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile, or offensive environment.

Words, actions or conduct which is racist, sexist, homophobic, or transphobic divides us. So does discrimination on the basis of disability, age religion, language, and ethnic origin.

Sometimes discrimination takes the form of harassment or bullying. These are harmful and create feelings that make it difficult to work collectively. It can be covert and subtle, or hateful and violent.

Different forms of harassment can be physical as well as psychological and can include leering, unnecessary and unwanted physical contact, bullying, mobbing, ridicule, jokes, innuendos, displaying of pornographic materials, and written actions that promote discrimination. Harassment can include taunting about a person's body, mannerisms, or attire.

CUPW's policies and practices reflect our commitment to equality. We want this event to be a discrimination, harassment, and bullying-free zone to ensure that everyone's dignity is respected.

CUPW is asking everyone at this event to share in the responsibility of creating an environment free of harassment and bullying.

If you feel that you are experiencing, or have experienced harassment, bullying, or discrimination or you are generally concerned about an incident or atmosphere at this function, you are encouraged to discuss it with Sister _____ or Brother _____ in complete confidentiality. Any incidents will be taken seriously.

By respecting each other's right to participate, we can ensure that our Union functions are respectful and build solidarity.

CUPW will maintain a zero tolerance policy against harassment.

The Struggle Continues