

**AMALGAMATED TRANSIT UNION
LOCAL 1587**

BYLAWS

JUNE 2008

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PREAMBLE

It is proposed to promote the success of the Local Union and advance the interests of its members, in conformity with principles and direction of action by the acceptance of By-Laws, through which discussion is permitted and controlled, and which enable executive action to be kept within legislative authority, while giving the executive the scope necessary for efficient administration.

It is proposed to defend the rights of the members of this Local Union as these rights are, or may be, by law established and to co-operate with all persons charged with the responsibility of the administration of any office, or with officers concerned with the preservation of these rights.

It is proposed further to preserve the rights of individuals and of groups within the Local Union without destroying the integrity of the Local Union.

ARTICLE 1 – CANCELLATION OF BY-LAWS

Every By-Law at present in existence shall remain in existence except those which are specifically changed.

ARTICLE 2 – NAME

This union shall be known as Local Union 1587 of the Amalgamated Transit Local Union.

ARTICLE 3 – DEFINITIONS

In these By-Laws:

<u>Constitution</u>	shall mean the Constitution and General Laws of the Amalgamated Transit Union.
<u>By-Law</u>	shall mean any one of the Articles that make up these By-Laws.
<u>Local Union</u>	shall mean Local Union 1587 of the Amalgamated Transit Union.
<u>ATU/Local Union</u>	shall mean the Amalgamated Transit Union, Local 1587.
<u>He/She</u>	the words he/she shall mean any member of Local Union 1587 of either gender.

It is understood that these By-Laws shall apply equally to male and female members.

ARTICLE 4 – SUPREMACY OF CONSTITUTION

The Constitution shall at all times, and in every way, have precedence over the By-Laws of the Local Union, and if there be any conflict between the Constitution and the By-Laws, the Constitution shall govern.

ARTICLE 5 – MEMBERSHIP

Membership in this Local Union shall be governed by the Rules of Membership in the Constitution.

ARTICLE 6 – RIGHTS OF MEMBERS

ARTICLE 6.01 – RETENTION OF MEMBERSHIP...RETIREES

- i. Members retiring on pension from active service with Local Union 1587 who have completed five years of service and who continue in good standing by the payment of per capita as per article 18.2 (d) of the Constitution will be entitled to the following rights and benefits:
- ii. They will have a voice but no vote on any matters affecting the Local Union., except that they shall be permitted to vote in the election of all Local Union Officers and Delegates to conventions elected by and from the entire membership of the Local Union but not in the election of any other Officers and Delegates.
- iii. They will be entitled to benefits pursuant to the Local Union bylaws.
- iv. Retired members, who are elected officers, will be able to complete their term of office but will not be entitled to run for office in the Local Union as a retiree.

ARTICLE 6.02 – ACTIVE MEMBERS

- i. Members leaving the bargaining unit for reasons other than retirement on pension who request to retain their membership in the A.T.U. shall have the right to do so providing they do not enter employment that is detrimental to the interests of the Local Union.
- ii. Any change to vacation bidding procedures for any section shall be by Notice of Motion and be voted on by the members affected as per Article 13.3 of the Constitution.
- iii. No member shall be allowed to injure the interests of a fellow member by undermining them in place, wages, slanderous remarks, discriminatory practice, harassment or any other wilful act by which the reputation or employment of any member may be injured. This could result in charges being laid by the membership.
- iv. Members who accept positions with the employer, outside the bargaining unit, and retain their membership and remain in good standing with the Local Union by the payment of dues, shall have their seniority rights protected, upon their return to the bargaining unit, for a period of up to 6 (six) months. While outside the bargaining unit, they shall have neither voice nor vote in the affairs of the Local Union
- v. Employees who hold a temporary position outside of the bargaining unit and have retained their membership and remain in good standing with the union by the payment of dues, shall be permitted to vote in the election of officers and delegates to conventions elected by and from the entire membership of the Local Union but not in the election of any other officers/delegates.
- vi. Any employee who holds any elected or appointed position in the Local Union shall not be permitted to apply for any supervisory position (permanent or temporary) including Lead Hand, without first resigning their position in the Local Union.

- vii. Any member who holds any elected or appointed position in the Local Union and if found by the Executive Board to be in conflict of interest with the Local Union shall be suspended from holding such position until the conflict of interest is resolved.
- viii. Each member shall be entitled to all benefits, rights and privileges of the Local Union by strictly adhering to his obligation and by him/her and his/her Local Union obeying the Constitution. He/she must have been obligated into membership, properly enrolled in the General Office and be in possession of a Certificate of Membership.
- ix. The Local Union, in accordance with the Constitution, shall deal with the grievances and complaints of members. In no case will a grievance be referred to the International Union until the Local Union has given its final decision.
- x. All business of the Local Union must be strictly private from persons outside the Local Union, unless the Local Union has authorized publication. Persons giving out information contrary to the interests of the Local Union shall be fined, suspended and/or expelled.
- xi. Any significant changes in seniority regulations shall not be made without a referendum vote.

ARTICLE 6.03 – GRIEVANCE PROCEDURE:

- A. Where a dispute arises between a member and his/her employer, which the member wishes to pursue, the member shall adhere to the following procedures in the order of steps as set out below:
 - 1. Member shall take complaint to supervisor.
 - 2. Member shall take complaint to Shop Steward.
 - 3. Shop Steward shall take complaint to appropriate Board Member to establish if the complaint is grievable.
 - 4. Upon completion of the grievance procedure, the grievance becomes the property of the Local Union and the board Member shall take the grievance to the Grievance Committee.
 - 5. The decision of the Grievance Committee shall be final.
- B. The member, if he/she wishes to pursue such grievance, shall follow the procedures in the order of the steps outlined below.
 - 1. Member shall write or appear before the President/Business Agent within 30 (thirty) days of written notification from the Local Union and present all reasons as to why his/her grievance should be reconsidered.
 - 2. Member shall appeal to membership at the next General Meeting for recommendation for Executive Board to review their grievance.
 - 3. Member shall appeal to the International Local Union as outlined in the Constitution. If the complaint or grievance is not processed or settled to the member's satisfaction at any of the above-numbered steps, the member may proceed to the next step until both A) and B) are exhausted, subject to any provisions to the contrary contained in the Constitution of the Local Union or in any applicable C.A. between the Local Union and the employer.

ARTICLE 7 – RESPONSIBILITY FOR CHANGE OF ADDRESS

Every member shall be required, by written notice, to keep the Financial Secretary-Treasurer informed of his/her current mailing address.

ARTICLE 8 – DUES

ARTICLE 8.01 – BI-WEEKLY DUES

Local Union dues shall be twenty-three dollars fourteen cents (\$23.14) per pay per member and shall be increased as per section 18 of the Constitution and General Laws.

ARTICLE 8.02 – INITIATION FEE

An initiation fee of one hundred dollars (\$100.00) will be charged to all incoming members effective January 1, 2005

ARTICLE 8.03 – DEFENCE, RETIREMENT AND SOCIAL FUND

The Financial Secretary/Treasurer shall establish a separate account into which semi-annually, in conjunction with the audit, not less than forty dollars (\$40.00) per member will be deposited. The purpose for this account shall be as a Defence, Retirement and Social Fund.

Defence:

Defence costs on behalf of the Local Union.

Retirement:

To recognize any Local Union member of five (5) years or more who retire.

The Financial Secretary/Treasurer shall have the authority to purchase an appropriate gift for each member so retired not to exceed two hundred dollars (\$200.00).

Social:

To fund any social events on behalf of the members.

ARTICLE 9 – AUTHORITY FOR THE EMPLOYMENT AND FOR THE PAYMENT OF A PERSON OR PERSONS NOT A MEMBER OR NOT MEMBERS OF THE LOCAL UNION

The Executive Board may authorize the employment of any person or persons, not a member or members of the Local Union, who are needed to advise, or otherwise to facilitate the work of the Local Union, and shall determine the conditions of employment, and the amount to be paid for such services as well as the method of payment.

ARTICLE 10 – AUTHORITY FOR EMPLOYMENT OF MEMBER OR OF MEMBERS ON BUSINESS OF THE LOCAL UNION

- i. The Executive Board may authorize the President/Business Agent, or the Financial Secretary/Treasurer, acting jointly or individually, to seek assistance of a member or members of the Local Union in doing the work of the Local Union
- ii. It is provided further that a member or members engaged in work of the Local Union, which has been authorized, shall receive per diem rate.

ARTICLE 11 – FUNERAL BENEFITS

- i. The Financial Secretary/Treasurer is authorized to spend up to a maximum of one hundred dollars (\$100.00) on flowers, or a charity of a member or member's family's choice providing proper notification has been given the Financial Secretary/Treasurer at the time of death of a member.
- ii. The Local Union shall supplement the International Funeral Benefit to a maximum payment of two thousand dollars (\$2000.00) and the presentation of an appropriate gift on behalf of the Local Union.

ARTICLE 12 – LOCAL UNION ASSISTANCE

The President/Business Agent and Financial Secretary-Treasurer have authority to grant to a member a sum of \$500 (five hundred) in case of a natural disaster or tragic circumstances beyond their control. The Executive Board may authorize an additional \$500 (five hundred) when the Board feels that such additional grant is justified.

ARTICLE 13 – THE AUDITORS

The books and documents of the Financial Secretary/Treasurer shall be audited twice annually. These audits shall be performed following the periods ending June 30th and December 31st. The audits shall be performed by an auditor who is in a professional practice in the Province of Ontario. The selection of this auditor shall rest with the Executive Board. The results of these audits are to be printed and copies are to be made available to the members upon request and mailed to the members upon written request.

ARTICLE 14 – LOCAL UNION EXECUTIVE BOARD

ARTICLE 14.01 – THE EXECUTIVE BOARD

- i. The Executive Board shall consist of the President/Business Agent, the vice-president, the Financial Secretary-Treasurer and 6 (six) Board Members in the following representations:
 - 1 (one) from Passenger Services
 - 1 (one) from Plant Maintenance
 - 1 (one) from Bus Operations
 - 1 (one) from Bus Equipment
 - 1 (one) from Transit Enforcement
 - 1 (one) from Office Professional Technical (OFPT)
- ii. The Executive Board shall meet once a month prior to the General Meeting.
- iii. The Executive Board shall constitute the Grievance Committee and shall investigate all disputes and controversies between the members of the Local Union and the management of the company and report their decisions at the regular meeting of the Local Union.
- iv. It shall be the responsibility of the Executive Board to ensure that new employees are signed as members of the Local Union, informed of meeting dates and times and are in receipt of a copy of the Contract, By-Laws, and Constitution in effect at their time of joining.
- v. The Executive Board shall keep up-to-date on all benefits available to members and assist members when necessary in obtaining such benefits.
- vi. Five members of the Executive Board, including the President/Business Agent, shall constitute a quorum to conduct business.
- vii. To qualify for the honorarium, the Executive Board Members must attend all Executive Board Meetings, General Meetings and up to 2 (two) Special Meetings called by the President/Business Agent unless otherwise excused by the President/Business Agent.

ARTICLE 14.02 – EXECUTIVE BOARD - LOST TIME RECORDS

- i. Lost Time Records will be maintained by the Financial Secretary/Treasurer.
- ii. Time lost from the performance of regular duties shall be recorded in this record, with an explanation of the explicit Local Union duties performed. Authorization for such time lost must be received from and justified by, the President/Business Agent.
- iii. A member wishing to examine an Executive Board Member's Lost Time Records must come forward at a General Meeting requesting such action stating his/her reasons for such a request.
- iv. The Board Member shall be given an opportunity to produce his/her accurate and up-to-date Lost Time Records at the next General Meeting.

ARTICLE 15 – DESIGNATION OF OFFICERS AND LOCAL UNION REPRESENTATIVES

ARTICLE 15.01 – THE PRESIDENT/BUSINESS AGENT

- i. Shall preside over all meetings of the Local Union and of the Executive Board. He/she shall call meetings (special) of the Local Union for which authority to do so have been granted him/her by the Executive Board or upon request in writing signed by one-third or more of the members of the Local Union.
- ii. He/she shall name the member of every committee for which membership is not otherwise provided and he/she shall be an ex/officio member of every committee.
- iii. Shall sign cheques and other negotiable papers, after having assured himself/herself of their accuracy, and of the authority under which such payments are made or obligations incurred. He/she shall perform such other duties as are provided for in the Constitution and in these By-Laws.
- iv. Shall call all Executive Board Meetings.
- v. By virtue of his/her office shall attend all conventions, except political, and as a delegate and the election ballot shall so state, and shall receive his /her expenses as laid down in the By-Laws.
- vi. Shall have a right to vote in secret ballot votes, at the same time and along with the other members, who cast their votes. Otherwise, he/she shall have a right to vote only in case of a tie, when there is a standing or hand vote, whereupon he/she shall have the deciding vote.
- vii. Shall supervise all the business of the Local Union He/she shall see that all officers perform their respective duties. He/she shall direct and control the organization by which the Local Union Local Union expresses itself and achieves its purpose.
- viii. The full-time President/Business Agent shall receive a salary based on level 7 of the C.A. plus five percent (5%) and be entitled to all benefits and gains negotiated in the C.A.
- ix. The salary difference between the amount paid by the company and the amount outlined in this Article shall be paid as an honorarium to the President/Business Agent.

ARTICLE 15.02 – THE FINANCIAL SECRETARY/TREASURER

- i. Shall receive all money paid into the Local Union and arrange for its safekeeping.
- ii. He/she shall be responsible for maintaining adequate and proper records of the finances of the Local Union.
- iii. He/She shall present all books, proceedings, records and documents for audit to be examined by a person or persons having the proper authorization.

- iv. Shall be the first signature jointly with the President/Business Agent on all cheques and all other negotiable papers and documents, having satisfied himself/herself as to the authority under which payments are made or obligations incurred.
- v. He/She shall be responsible for the preservation of all necessary records and documents.
- vi. Shall be responsible for recording and preserving the minutes of all meetings.
- vii. Shall have charge of the seal of the Local Union and the roll call book and he shall be responsible for their safety and for delivering them to his/her successor when the successor takes office.
- viii. Shall perform such other duties as are provided the Constitution and in these By-Laws, and he/she shall exercise the authority and perform the duties which may be delegated to him by a meeting of the Local Union or of the Executive Board.
- ix. Shall distribute to all work locations agendas for General Meetings and any agreed amendments to the C.A.
- x. Shall attend all Executive Board Meetings, and have a say and vote in all such meetings pertaining to all business.
- xi. He/She shall prepare his/her monthly reports and have them approved by the Executive Board prior to presentation at the General Meeting.
- xii. The full-time Financial Secretary/Treasurer shall receive a salary of twenty-four hundred dollars (\$2400.00) per year less than the President/Business Agent and be entitled to all benefits and gains negotiated in the C.A.
- xiii. By virtue of office shall be the second delegate to all conventions, except political and the election ballot shall so state and shall receive his/her expenses as laid down in these By-Laws.
- xiv. By authority of the President/Business Agent, perform all duties and responsibilities appointed to him/her.

ARTICLE 15.03 – THE VICE-PRESIDENT

- i. Shall perform the duties of the President/Business Agent during the absence of the President/Business Agent. If a vacancy occurs, for any reason, in the Office of President/Business Agent the Vice-president shall perform the duties of the President/Business Agent until the vacancy is filled by an election. While performing the duties of the President/Business Agent he/she shall assume all rights and authority of that Office.
- ii. Shall attend all Executive Board Meetings and have a say and a vote in all such meetings pertaining to all business.

- iii. Assumes duties of the Financial Secretary/Treasurer during any absence and while performing the duties of the Financial Secretary/Treasurer, he/she shall have all the rights of that Office.
- iv. Shall by virtue of Office be the third delegate to all conventions, except political and the election ballot shall so state, and shall receive his/her expenses as laid down in these By-Laws.
- v. The full-time Vice-President shall receive a salary of twenty-four hundred dollars (\$2400.00) per year less than the President/Business Agent and be entitled to all benefits and gains negotiated in the C.A.

ARTICLE 15.04 – THE BOARD MEMBERS / CHAIRPERSONS

- i. Shall report all Local Union business dealt with in their locations.
- ii. Shall co-ordinate all grievances in their sections with their Shop Stewards.
- iii. Shall perform any other duties appointed by President/Business Agent.

ARTICLE 15.05 – THE SHOP STEWARDS

- i. Shall be appointed by the President in locations where the Executive Board deems it necessary. Volunteers will be canvassed and where there is more than one (1) volunteer a consensus vote of all members concerned will take place. Appointments shall take place at the first Board Meeting commencing each term of office, when a vacancy occurs and where majority representation from the affected members seek a replacement.
- ii. To qualify for honorarium, the Shop Steward must attend all General Meetings and up to two (2) special meetings called by the President/Business Agent per year, unless otherwise excused by the President/Business Agent or Vice-President.
- iii. Shall handle all complaints of members to the immediate superior of the department concerned, and if that complaint is not resolved shall consult with his/her Executive Board member or Chairperson before initiating a grievance. When time limits are in jeopardy and the board member or Chairperson cannot be reached, the Shop Steward shall consult with the Grievance Officer or the President/Business Agent.

ARTICLE 15.06 – THE WARDEN

- i. Shall take charge of the door of the meeting room and shall see that only members or guests authorized by the Executive Board are allowed to enter. He/She shall be subject to direction of the President/ Business Agent, to whom he/she shall look for direction in all of his/her actions as an Officer. The Warden shall be responsible for directing members to sign the Register of Attendance. He/She shall extend those courtesies, and exercise that authority, necessary for proper supervision of admission to the meetings of the Local Union.

- ii. The Warden shall ensure himself/herself that each person signing in the Register of Attendance and entering the meeting place is a member in good standing of the Local Union or a guest authorized by the Executive Board.
- iii. The Warden shall have the Register of Attendance closed by the President/Business Agent thirty (30) minutes after the meeting begins and no member or guest shall be entitled to sign after the Register is closed.
- iv. To qualify for honorarium, the Warden must be present at each meeting or be excused by the President-Business Agent
- v. The Warden shall be appointed by the President/Business Agent.

ARTICLE 15.07 – THE RETURNING OFFICERS

- i. Returning Officers shall be elected as per Article 20.05.

ARTICLE 16 – REMUNERATION FOR AUTHORIZED SERVICES

ARTICLE 16.01 – REMUNERATION OF OFFICERS

Effective May 20, 2004 (C.A. ratification date) Board Members, Local Chairpersons, Shop Stewards and the Warden shall be entitled to all benefits and gains negotiated in the C.A. Remuneration's shall be paid once a month after qualifying meetings have been attended or as otherwise directed in these By-Laws.

- 1. President/Business Agent.....Article 15.01
- 2. Financial Secretary-TreasurerArticle 15.02
- 3. Vice-president.....Article 15.03
- 4. Board Members\$300.00
- 5. Local Chairperson.....\$300.00
- 6. Shop Stewards\$200.00
- 7. Warden.....\$50.00 per meeting

ARTICLE 16.02 – LOST TIME WAGES

- i. The per diem rate for Local Union Business shall be \$200.00 per day or \$25.00 per hour.
- ii. Lost wages to be paid at contract rate for each individual.
- iii. Per Diem rate will be paid only on a scheduled off day.

ARTICLE 16.03 – EXPENSES

- i. Local Union Officers who are on authorized business outside the GO Transit Service Area and Delegates to conventions, conferences and seminars, shall be paid an allowance of \$100.00 (one hundred dollars) per day for appropriate incidental expenses for the time required to travel, to attend and to return. Hotel expenses at single room rate in currency of the country where held shall also be paid.
- ii. First guest shall receive all expenses as laid out in 16.03 i). Any guest who is in addition to "First Guest" shall have their registration paid only and shall not be eligible for any lost time or expense money.
- iii. If any additional guest is a Board Member, the membership shall have the authority at a General Meeting to recommend that the Financial Secretary-Treasurer pay them the applicable expense money.
- iv. Travel expenses to and from conventions, conferences and seminars shall be made by the Secretary-Treasurer. If a member chooses an alternate mode of transportation, he/she shall be paid to a maximum on the air travel cost that could be purchased by the local. The Secretary/Treasurer shall ensure the most cost efficient travel arrangements be considered for any convention, conference or seminar. In recognition that reduced airfares may require travel on an off day(s) those affected will be compensated by time off or wages lost on a daily basis for travel or attendance on such. The Secretary/Treasurer shall determine if the airfare and travel on an off day(s) would be cheaper than travelling on a working day(s).
- v. In addition, payment at the per diem rate or authorized lost time shall be paid for the actual number of days required to travel to attend and return to from the sessions in accordance with Article 16.02.

ARTICLE 16.04 – EXPENSES, EDUCATION AND TRAINING

- i. Any member authorized to attend an educational or training seminar for the Local Union shall receive an allowance of \$45.00 (forty-five dollars) per day for appropriate incidental expenses.
- ii. In addition, payment for authorized lost time shall be paid for the actual time required to travel, to attend and to return from the sessions in accordance with Article 16.02.

ARTICLE 16.05 – CAR ALLOWANCE/MILEAGE

- i. Mileage is to be paid equal to the rate determined under the C.A. when authorized by the President/Business Agent and/or Secretary-Treasurer.
- ii. Car allowance for the President/Business Agent shall be four hundred dollars (\$400.00) per month.
- iii. Car allowance for the Vice-President shall be four hundred dollars (\$400.00) per month.
- iv. Car allowance for the Financial Secretary/Treasurer shall be four hundred dollars (\$400.00) per month.

ARTICLE 16.06 – PRESIDENT/BUSINESS AGENT EXPENSE ALLOWANCE

The President/Business Agent shall receive two hundred dollars (\$200.00) per month for out-of-pocket expenses.

ARTICLE 16.07 – PETTY CASH

The Financial Secretary/Treasurer shall hold an amount of three hundred dollars (\$300.00) for the use of the Executive Board. Vouchers or receipts will be required for sums paid out of this fund.

ARTICLE 17 – DONATIONS OR HONORARIUM

- i. The Executive Board shall have the power to make donations up to a total of seven hundred dollars (\$700.00). Any donation in excess of seven hundred dollars (\$700.00) shall be by notice of motion or by the membership at the next general meeting.
- ii. Honorarium shall be in recognition for all duties pertaining to the elected office unless otherwise specified in the By-Laws.

ARTICLE 18 – FUNDS AND PROPERTY

ARTICLE 18.01 – USE

The funds and property of the Local Union shall be used only for such purposes as specified in the Constitution and By-Laws as may be required to transact and properly conduct its business; payment of salaries, lost time, benefits, purchasing of office supplies, stationary, books, cards, paraphernalia, payment of rent or any legally authorized bills against the Local Union.

ARTICLE 18.02 – AUTHORIZATION OF PAYMENT

All monies paid out of the General Fund in excess of one thousand dollars (\$1,000.00) per account or item must be authorized by the Executive Board and reported at the next General Meeting. Except the authorized per diem which the President/Business Agent and Financial Secretary-Treasurer shall have the authority to pay or except where authorized payment has been allowed elsewhere in these By-Laws.

ARTICLE 18.03 – TRUSTEES

All investments shall be in charge of two (2) trustees, namely the Financial Secretary/Treasurer and one officer or Executive Board Member. The member concerned is to be elected at the first Executive Board Meeting after the installation of officers.

ARTICLE 19 – COMMITTEES

The President/Business Agent reserves the right to appoint any and all committees, except the Education and By-Law which shall be as follows:

ARTICLE 19.01 – EDUCATIONAL COMMITTEE

- i. The Education Committee shall consist of three (3) members, two (2) elected from the membership and one (1) appointed from the Executive Board. This committee shall be nominated at the first General Meeting after the general election and elected at the following meeting. The members of this committee may recommend that additional members be added to the committee for specific duties.
- ii. The Educational Committee shall keep the members of the Local Union informed of educational opportunities available to them and encourage members to take advantage of such opportunities. The Education Committee may also recommend other means of educating the members of the Local Union, subject to approval by a General Meeting of the Local Union.
- iii. Members wishing to attend labour-sponsored education courses, such as W.E.A., C.L.C., etc. may do so upon approval of the President/Business Agent prior to course commencement, and shall be reimbursed for cost of the course, provided that seventy-five percent (75%) of the classes have been attended and that a passing grade has been achieved.

ARTICLE 19.02 – BY-LAWS COMMITTEE

- i. That the By-Law Committee shall meet in January of each year to make recommendations to revise and up-date the By-Laws of the Local Union. A committee of five (5) shall be formed consisting of the President/Business Agent, the Financial Secretary/Treasurer, one (1) appointed from the Executive Board and two (2) elected from the floor, to revise and update the By-Laws of the Local Union. The Executive Board or any member may present recommendations to this Committee for consideration.
- ii. The By-Laws Committee shall be a standing committee between International Conventions.
- iii. They shall deal with all By-Law changes as to whether they concur or do not concur with the Constitution.

ARTICLE 19.03 – HEALTH & SAFETY COMMITTEE

Volunteers will be canvassed and where there is more than one (1) volunteer a consensus vote of all members affected will take place. Appointments shall take place at the first board meeting commencing each term of office, when a vacancy occurs or where majority representation from members at the location seek a replacement.

ARTICLE 20 – NOMINATIONS & ELECTIONS OF OFFICERS

ARTICLE 20.01 – SYSTEM

The system for election of Officers shall be as per the Constitution of the Amalgamated Transit Union and the Local By-Laws.

ARTICLE 20.02 – TERM

The Term of Office shall be for three (3) years, elections shall be held in June 1991 and every three (3) years thereafter and shall include International Convention Delegates.

ARTICLE 20.03 – NOMINATIONS

Nominations shall be received at the General Meeting in May of the year of election. Any member nominated at the General Meeting who is not present must have submitted his intentions to accept such nominations to such office in writing to the Financial Secretary/Treasurer prior to the nomination.

ARTICLE 20.04 – ELIGIBILITY

Members, to be eligible for the position of Officers of the Local Union, must have complied with all appropriate sections of the Constitution relating to eligibility to be a candidate for or hold office in the Local Union.

ARTICLE 20.05 – RETURNING OFFICER, ELECTIONS AND VOTING

- i. The Auditor is to be selected by the Executive Board. The Auditor with appropriate credentials to be selected by the Executive Board.
- ii. At the General Meeting in March (of the election year), nominations will be accepted for the positions of Chief Returning Officer and one (1) alternate. The election for these positions will take place at the General Meeting in April of the election year under the supervision of the Financial Secretary-Treasurer of Local Union 1587 and will be for a 3 (three) year term.
- iii. The Chief Returning Officer shall be the member receiving the greatest number of votes. The alternate shall be the member with the next greatest number of votes and so on.
- iv. Their duties shall be the conducting of all elections with the exception of the Chief Returning Officer and his/her alternate.
- v. The Chief Returning Officer shall be the sole authority to rule on the interpretation of all Local Union 1587 election regulations. The Auditor shall contact the Chief Returning Officer for any clarification of the election procedures.
- vi. The Auditor shall be responsible for the care and custody of all locks and keys, pertaining to ballot boxes and shall promptly deliver same to his/her successor.

- vii. Returning Officer shall be paid the applicable wage or per diem rate for duties associated with preparing the mailing ballots. In addition, they will be paid the applicable rate only for the time required to attend their duties during the General Meeting at which the ballots are counted.
- viii. Any Shop Steward or Board Member desirous of contesting the Office of Returning Officer must resign at time of nomination.
- ix. All elections shall be conducted in accordance with the Canadian voting system (simple majority) where two (2) or more members are nominated for an office, the member receiving the most votes shall be declared elected. Where two (2) or more offices are to be filled, such as member of the Executive Board, each office shall be contested separately.
- x. Prior to the February General Meeting in the year of the election, notice will be posted at all locations to advise bargaining unit employees to confirm current address and membership status with Local.
- xi. Not less than thirty (30) days prior to the mailing, the Auditor shall receive the nominal roll and/or list of each departmental membership, and shall check the accuracy of same, prior to mailing them.
- xii. The Chief Returning Officer and Alternate will be responsible for the posting of all election notices and results.

Procedure for Mailed Ballot:

1. A list of all members eligible to vote be compiled; that a ballot be mailed to each such member and that along with such proper ballot, there shall be mailed (A) a blank envelope or one marked "Ballot Envelope", (B) a larger, return mail envelope addressed as designated by the Auditor and (C) instructions that the ballot, after being properly marked by the member (but not signed in any way) should be placed in the ballot envelope and sealed, then placed into the larger envelope addressed as designated by the Auditor upon which there will be affixed his name and address or other means of identification (employee number, etc.) All such ballots to be mailed the first Friday after the General Meeting in May.
2. The Auditor, after collecting all the returned envelopes, shall check same returned envelope against the mailing list of eligible voters, checking off the member's name as his/her return envelope is accepted for opening. After the return envelopes have been checked for eligibility, the return envelopes shall be opened and the unmarked ballot envelopes placed in a ballot box to be opened after all ballots have been taken out of the return envelope.
3. After all unmarked ballot envelopes are secured in the ballot box, the envelopes shall be opened and the ballots counted. Scrutineers shall be allowed to be present throughout this procedure, which shall not begin prior to 1:00 p.m. on the day of the General Meeting in June of the Election year. Location of the count to be determined by the auditor. Candidates will be notified seven (7) days prior to the count.

4. Where more than one (1) identical ballot for same office was placed in the return envelope by the member, all his/her ballots would be declared VOID and duly noted on the election records.
5. A spoiled ballot shall be a ballot on which the elector has voted for more than the number to be elected, where erasure or other changes are shown or where the ballots have not been initialled on the back by the Auditor in charge.
6. A legal ballot shall be a ballot marked up to or including the number to be elected and initialled on the back by the Auditor in charge.

ARTICLE 20.06 – FILLING OF ANY OFFICE VACANCY

- i. If a vacancy occurs in the Office of President/Business Agent, Vice-President, or Financial Secretary/Treasurer with more than one (1) year remaining in the term of office, an interim election shall be held. With less than one (1) year remaining, the office of the President-Business Agent shall be filled by the Vice-President position and the Vice-President position shall be appointed by the President/Business Agent and recommended by the Executive Board. The Financial Secretary/Treasurer position shall be appointed by the President/Business Agent and recommended by the Executive Board.
- ii. If a vacancy occurs in the position of Executive Board Member with more than one (1) year remaining in the term of office, an interim election shall be held. With less than one (1) year remaining, the President/Business Agent may appoint a Shop Steward from that section to fill the remainder of the term or leave the position vacant and appoint the Vice-President to assume responsibility for that section, in which case the quorum requirements shall reduce by one (1).
- iii. If a vacancy occurs in the Shop Steward position, the President/Business Agent shall have the right to appoint, in consultation with the affected Board Member, a Shop Steward subject to ratification at the next General Meeting by any members present from that section.
- iv. Any officer who resigns cannot run for that office or any office that is vacant due to his/her resignation for the remainder of that term.
- v. Elections to fill unexpired terms shall be per Article 14.10 of the Constitution and will be conducted by the Executive Board

ARTICLE 21 – RECOUNT

A request for a recount shall be made in writing to the Financial Secretary/Treasurer within ten (10) days of the original count. The next General Meeting shall decide if a recount shall be taken. The time of the recount shall be named, and the method of the recount shall be specified. The meeting name by resolution the person or persons responsible for the recount. The cost of any recount approved by the membership shall be borne by the Local Union. Should no recount be requested within the ten (10) days, the ballots shall be destroyed.

ARTICLE 22 – MEETINGS

ARTICLE 22.01 – QUORUM

Twenty (20) members at a General Meeting, exclusive of the President, Vice-President & Financial Secretary/Treasurer shall constitute a quorum to do business.

ARTICLE 22.02 – TYPES OF MEETINGS

There shall be two types of meetings: (1) Regular General, (2) Special

ARTICLE 22.03 – REGULAR GENERAL MEETINGS

The Regular General Meetings shall be held on the second Sunday of every month at 10 a.m. or as designated by the Executive Board. The meeting will be held at the place designated by the Executive Board.

ARTICLE 22.04 – SPECIAL MEETINGS

The Special Meetings may be held at the discretion of the President/Business Agent who in doing so shall act on the authority of the Executive Board or by petition in writing signed by one-third or more of the members.

ARTICLE 22.05 – DURATION OF MEETINGS

Duration of meetings shall not exceed three (3) hours. Only by a motion and a majority vote of the members present may the length of the meeting be extended.

ARTICLE 22.06 – POSTPONEMENT OR CANCELLATION OF A MEETING

- i. The meeting called for a certain time at a certain place and the number of members necessary for a quorum not being present at fifteen (15) minutes after the time at which the meeting was to have been called to order shall be cancelled.
- ii. In the event that no meeting is held for lack of a quorum, actions of the Executive Board, which would have been reported to the membership at that meeting, shall become final and binding upon the Local Union without further action by the membership.

ARTICLE 22.07 – DURATION OF SPEECH DURING DEBATE

The duration of any speech by any member upon any question at any meeting shall not exceed three (3) minutes except with permission of the chairperson. No member shall speak more than once on any subject until all members have received an opportunity to be heard.

ARTICLE 22.08 – NOTICE OF MOTION

A Notice of Motion must be submitted in writing at any General Meeting of the Local Union on the designated form (available from the Financial Secretary/Treasurer or Warden). Such Notice of Motion to be read and laid on the table until the next General Meeting, to be posted, and resolved by the vote of the members present. A two-thirds majority of the members voting is necessary to adopt any motion to change the By-Laws or the dues structure.

ARTICLE 22.09 – ORDER OF BUSINESS FOR LOCAL UNION MEETINGS

The Constitution and Local Union By-Laws and Roberts' Rules of Order shall be used as a guide to conduct any and all meetings. The following order is generally to be followed at meetings:

1. Call to Order by the chairperson
2. Roll call of Officers, Board Members, Shop Stewards and Warden
3. Reading of the minutes of previous meeting
4. Communications
5. President's Report
6. Report of Grievance Officer and Board Members
7. Report of Delegates
8. Report of Committees
9. Unfinished business
10. New business and welfare of the Local Union
11. Nominations for the Election of Officers
12. Installation of Officers
13. Financial Report
14. Adjournment

ARTICLE 22.10 – OTHER BUSINESS LOCAL UNIONS

- i. Regular meeting held for any other business Local Union 1587 represents shall be chaired by a Local Union Representative Delegated by the President.
- ii. Quorums for action on Local Union business will be determined by the local members affected.
- iii. Local Chairperson will attend and report to the Executive Board Meeting quarterly each year and/or when requested by the President / Business Agent

ARTICLE 23 – DELEGATES TO ALL CONVENTIONS, CONFERENCES AND SEMINARS

ARTICLE 23.01 – NUMBER AND SYSTEMS OF ELECTIONS

The number of delegates to all conventions, conferences or seminars shall be determined by the Bylaws/Constitution of the governing body and/or these Bylaws.

ARTICLE 23.02 – DELEGATES AND GUESTS TO ALL CONVENTIONS, CONFERENCES AND SEMINARS

- i. The President/Business Agent shall by virtue of his office be the number one (1) delegate to all conventions, conferences and seminars with the exception of the International Convention. The Financial Secretary/Treasurer shall be the number two (2) delegate by virtue of office and the Vice-President shall be the number three (3) delegate by virtue of office.
- ii. Election for Delegates to the International Convention will be carried out in conjunction with the election of Local Union Officers in accordance with Article 6.7 of the constitution.
- iii. The Executive Board may reimburse the cost of registration for any member in good standing who is authorized to attend any convention, conference or seminar.
- iv. Board Members & Chairpersons shall attend a minimum of one (1) Convention per term. This Convention or Conference shall be determined by the Executive Board.

ARTICLE 23.03 – CONVENTION REPORT

At the first General Meeting following his/her return from the convention, the President/Business Agent shall report to the membership as to whether or not the delegates carried out their assigned duties and also report on convention proceedings.

ARTICLE 24 – DISCIPLINE

Discipline shall be exercised in accordance with the provisions of the Constitution and by the method authorized therein.

ARTICLE 25 – GENERAL VOTE

Whenever there is submitted to the Local Union any question which, in the opinion of the Executive Board, requires resolution by all the members, the Board will arrange for a vote, cast by all the members.