

2011 BY LAWS

ARTICLE I NAME

SECTION 1. This organization shall be known as, Winnipeg Local No. 830 of the Communications, Energy, and Paperworkers Union, (hereinafter called the Local)

SECTION 2. This Local has been established and exists by virtue of a charter issued to it by the Communications, Energy, and Paperworkers Union, (hereinafter called the National), pursuant to the Constitution of the National Union.

ARTICLE II OBJECTIVES

SECTION 1. The objectives of this Local, chartered by the National, are as follows:

- (a) To improve workers wages, hours of work, job security and other conditions of employment.
- (b) To advance workers economic, social, political and cultural interest. To disseminate information among workers regarding economic, social, political and other matters affecting their lives and welfare.
- (c) To defend and extend workers civil liberties.
- (d) To establish peaceful and harmonious relations between its members and their employers.
- (e) To work to assure full employment.

- (f) To protect and strengthen the National Union and to keep it free from any corrupt and subversive influences.
- (g) To promote Company and Industry wide bargaining.
- (h) To engage in political activities and secure beneficial legislation and obtain the defeat and repeal of harmful legislation.
- (i) To use all other appropriate means for the accomplishment of the foregoing objectives.

SECTION 2. This Local shall endeavor to accomplish the foregoing objectives by organizing the unorganized workers within its jurisdiction, educating its membership, negotiating collective bargaining agreements with employers, securing progressive legislation and by all other appropriate means within the National.

ARTICLE III HEADQUARTERS

The Headquarters and main office address of this Local shall be 405-275 Broadway Avenue, or such other place that may be designated by the Local Executive Board.

ARTICLE IV MEETINGS

SECTION 1. (a) Due to the Privacy Act Regulations, personal information will not be divulged at the Local level.

(b) The Local meeting is the highest authority of the Local. All officers, executive board and all other committees of the Local are accountable to the membership of the Local and are subject to membership approval at the regular Local meetings except as may otherwise be provided for in these By-Laws.

SECTION 2. (a) The Local shall meet regularly on the third Saturday of every month, (except June, July and August) at 11 a.m. In a meeting room at the Union Centre, 275 Broadway Avenue, Winnipeg, Manitoba, or at such other place as the Local or the executive board shall decide. Notice of the regular meeting to be held, stating time and place, shall be posted no later than one (1) week prior to the meeting.

(b) The time and place of the regular meetings may be changed by the Local President, or in his/her absence, the Vice-President, or in the absence the Local Executive Board.

(c) The Executive Board of the Local will meet monthly (except for June, July and August) and when deemed necessary

(d) Plant meetings shall be held when requested by Plant Chairperson, to deal with individual plant problems.

SECTION 3. (a) Special meetings may be called by the order of the President or by a petition presented to the Corresponding Secretary bearing the signatures of the majority of the members who are in good standing with

the Local.

(b) Special meetings requested by petition must bear the signatures of 50% plus 1 of the Local membership if the meeting pertains to the Local or 50 % plus 1 of the plant membership if the meeting pertains to the plant.

(c) To convene a special meeting the member signing the petition must be in attendance at the meeting.

(d) Notice of a special meeting will be posted. The notice will include the date, time and place of the meeting and also the purpose for which the meeting is called. No business other than for which the meeting is called may be transacted.

(e) If any member of this Local has a problem, complaint or charge and does not present this problem, complaint or charge prior to or at the regular meeting he/she cannot petition the membership to call a special meeting to hear his/her situation at the regular meeting.

SECTION 4. A quorum for the purpose of transacting any business of the Local shall consist of, not less than five (5) members present at any regular meeting. A regular meeting may transact any and all business coming before it without prior notice of the business to be transacted at such meeting, except as otherwise specifically provided for the By-Laws.

SECTION 5. The order of business shall be as follows:

1. Opening Ceremonies, Harassment Statement, ensure all in attendance are qualified to be at the meeting.
2. Roll Call of Officers
3. Initiation of New Members
4. Reading of Unapproved Minutes
5. Reading of Correspondence
6. Bills and Accounts
7. Report of Shop Stewards

8. Report of Special and Standing Committees
9. Unfinished Business
10. New Business
11. Good and Welfare
12. *Financial Secretary's Report.*
13. Treasurer's Report
14. *Door prize*
15. Adjournment

SECTION 6. Notice of Motion. Any union business that requires a notice of motion shall have the first and second reading at the first meeting. The Notice of Motion shall then be posted in every plant. It shall have a 3rd reading and be voted on at the subsequent general meeting. Changes to the by-laws and the dues structure shall require a Notice of Motion.

SECTION 7. The Rules of Order not specifically covered by the By-Laws or the Constitution of the National shall be in accordance with Robert's Rules of Order.

ARTICLE V MEMBERSHIP

SECTION 1. Eligibility

- (a) Any worker within the jurisdiction of this Local shall be eligible.

SECTION 2. Revenue

- (a) Each member of this Local shall pay dues in the amount as set forth by the Local and National Union.
- (b) Any member who is two (2) months or more in arrears in payment of dues, fines or assessments, shall be subject to summary suspensions from all rights and privileges of membership, notwithstanding any other provisions of

these By-Laws to the contrary, provided that he/she has been given written notice of suspension by registered mail not less than one (1) week prior to the effective date thereof.

(c) A member who has been suspended for non-payment of dues, fines or assessments of the Local upon written request by such member he/she shall have the right to appeal any decision in the manner provided in ARTICLE XVII of the National Constitution.

ARTICLE VI NOMINATIONS AND ELECTION.

SECTION 1. Procedure for election.

- a) All officers shall be elected every two (2) years at the November Local Meeting, excluding Plant Chairpersons and Trustees.
- b) One Trustee (Trustee a) shall be elected in the odd numbered years and two Trustees (Trustee b and c) elected in the even years.
- c) Plant Chairperson shall be elected not less than one (1) month prior to the expiration date of the respective contracts, by conducting vote.
- d) Nominations for all officers shall be made every two (2) years at the October Local Meeting. (Excluding Plant Chairperson).
- e) No Nominee shall be placed on the ballot unless he/she signified acceptance of the nominations, either in person or by written notification, to the meeting at which nominations are made.
Nominations will be closed at the October Meeting.
- f) Only votes for candidates duly nominated and properly on the ballot shall be counted. There shall be no proxy, write-in or sticker voting.
- g) No member shall be a candidate for more than two (2) offices.
- h) No candidate shall be elected to more than one position on the executive with the exception of a Plant Chairperson. A Plant chair may hold may hold an executive position as well as being a Plant Chair.
- i) All officers shall be elected by secret ballot voting.
- j) Candidates for President and Vice-President will be allowed three minutes each to deliver their platform if they desire at the election

meeting.

SECTION 2. Eligibility

(a) No member shall be eligible for nomination or election to any office in this Local, or any subordinate body of the National or Local, unless he/she has been a member in good standing in the CEP continuously for one (1) year immediately preceding his/her election. For the positions of the five table officers, the member must be an active shop steward for a minimum of two years preceding his/her nominations or election.

(b) Officers, during their term of office, must attend $\frac{2}{3}$ of the Local meetings or resign in addition to forfeiting their honoraria for the months of June, July and August, except in the case of illness or regular hours of work. Failing to resign as per the above sentence the Recording and Corresponding Secretary under authorization of the President of the Local shall send a registered letter to the executive officer in question, stating that he/she is being removed from office for his/her failure to attend the required number of meetings.

SECTION 3. Term of Office.

(a) All officers shall hold office until their successors are elected.

(b) Installation of Officers shall be held at the meeting after the election, by the regional representative, or as soon as possible thereafter.

(c) Outgoing officers shall turn over all papers, money, rights titles, chattels, books, records, property and assets belonging to the Local.

SECTION 4. Vacancies.

(a). In the event of a absence, Executive will appoint a member to fulfill duties on a interim basis up to a maximum of 6 months. If exceeding 6 months there will be an election for the position.

(b). The exception to the above sentence is in the case of a vacancy in the office of the President, which shall be filled by the Vice-President for the

remainder of the term.

ARTICLE VII ELECTION PROCEDURE

SECTION 1. The election of officers shall be by a majority of the votes cast in a secret ballot at the election meeting. Notices of an election shall be posted, not less than fifteen (15) days prior to the election. Any candidate may have an observer at the polls and counting of the ballots. In the event no candidate receives a majority of the votes cast, the candidate receiving the least number of votes cast at the meeting shall be dropped from the ballot and the balloting shall continue at the same meeting until a candidate receives a majority of the votes cast.

Each member at the election meeting shall be entitled to one vote. There shall be no absentee voting, no write – in or sticker voting and no voting by proxy.

SECTION 2. At the meeting for electing officers of the Local, three scrutineers shall safeguard the secrecy and honesty of the election, prepare and count the ballots and announce the results of the election in a signed statement. The three scrutineers shall preserve all ballots and other records pertaining to the election, until the next regular meeting after the election is held. In cases of an election complaint, the complaining member or candidate shall submit the complaint in writing to the Recording Secretary within (7) days after the election results have been announced (with a copy at the same time to the National President) and such complaint shall be heard and determined promptly by the Local Executive Board. A new election may be ordered, only if it is determined that the matter complained of, might reasonably have changed the results of the election.

ARTICLE VIII OFFICERS AND DUTIES

SECTION 1. The officers of this Local shall be as follows:

President
 Vice-President
 Treasurer
 Recording & Correspondence Secretary
 Financial Secretary
 Guard (1)
 Trustees (3)
 All Plant Chairpersons

SECTION 2. The duties of the President shall be as follows:

- Ⓞ Preside at all meetings of the Local and its executive board.
- Ⓞ Have signing authority or other authorization for the withdrawal of Local funds of the general account.
- Ⓞ Appoint and be an ex-officio member of all Local Union committees, unless the Local Executive shall provide otherwise and subject to the approval of the Local membership.
- Ⓞ Enforce the National Constitution, the Local By-Laws and all other Union rules and regulations.
- Ⓞ May attend all negotiations within Local 830 whenever possible.
- Ⓞ Shall receive necessary time off to fulfill duties.

SECTION 3. The duties of the Vice-President shall be as follows:

- Ⓞ Shall act for the President in his/her absence.
- Ⓞ May have counter signing authority of the general account.
- Ⓞ In the event of a vacancy in the office of President, succeed to the office of President for the remainder of the term.
- Ⓞ Chair the By-Laws and Political Action Committee and any other committees deemed necessary by the executive.
- Ⓞ Chair the Entertainment committee.
- Ⓞ Shall receive necessary time off to fulfill duties.

SECTION 4: The duties of the Treasurer shall be as follows:

- ⑩ Receive all monies from the Financial Secretary and all securities, funds and valuables of the Local.
- ⑩ May have countersigning authority of the general account.
- ⑩ Shall receive necessary time off to fulfill duties such as tax preparation.
- ⑩ Compile a financial statement listing all assets of the Local monthly.
- ⑩ Meet with Financial Advisor for Local Investments and act on advice and report to Executive.
- ⑩ Shall receive necessary time off to fulfill duties.

SECTION 5. The duties of the Financial Secretary shall be as follows:

- ⑩ Collect all monies, membership dues, fines and assessments paid to the Local and deliver same to Treasurer of the Local.
- ⑩ At month's end, forward the trustees a report of the Local membership as per audit form.
- ⑩ Keep a record of the names, addresses of all members of the Local and their status.
- ⑩ Submit a written report of the finances and membership of the Local to the National in such manner and at such times as the National President or Secretary-Treasurer may require.
- ⑩ Make all books and records available for examination and audit on demand of the National President.
- ⑩ May have countersigning authority of the general account.
- ⑩ Shall receive necessary time off to fulfill duties.

SECTION 6. The duties of the Recording and Corresponding Secretary shall be as follows:

- ⑩ Keep correct minutes of all meetings of the Local Executive.
- ⑩ Conduct all correspondence addressed to the Local and keep such correspondence on file.
- ⑩ Submit such reports and information to the National President as the

National President may require.

- ⑩ May have countersigning authority of the general account.
- ⑩ Compile and make available a list of names, addresses, and all appropriate phone numbers for all Executive board members and any members who may attend conferences, conventions, etc. on behalf of Local 830.
- ⑩ Generate all necessary information for registration and payment for conventions, conferences, schools etc.
- ⑩ Make all travel arrangements on behalf of the Local.
- ⑩ Make all meeting room rental arrangements.
- ⑩ Communicate all Plant committee, shop steward, H&S committee, and Local 830 election results to the appropriate company and union boards.
- ⑩ Chair or participate in any committees or activities designed to enhance the flow of communication and information to this Local and its members, example such as Facebook, newsletter or web page.
- ⑩ Shall receive necessary time off to fulfill duties.

SECTION 7. The duties of the Guard shall be as follows:

- ⑩ Insure that all members present are qualified to remain at the meeting.
- ⑩ Preserve order and decorum.
- ⑩ Keep records of all members attending Local and Executive meetings.
- ⑩ Wear an armband as identification of his/her office.
- ⑩ Be a member of the Entertainment Committee.
- ⑩ Shall receive necessary time off to fulfill duties.

SECTION 8. The duties of the Trustees shall be as follows:

- ⑩ Examine and audit the books and records of the Local quarterly.
- ⑩ Submit a written report on each audit to the Local and National in such manner and at such times as may be required.
- ⑩ The senior Trustee shall be required to call the quarterly audit.
- ⑩ Have such further duties as may be assigned by the Executive.
- ⑩ Shall receive necessary time off to fulfill duties.

SECTION 9. The duties of the Plant chairperson shall be as follows:

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- Ⓞ Upon election of office, assume a seat on the Executive Board of the Local.
- Ⓞ Keep minutes of the plant meetings.
- Ⓞ Report on plant meetings at the general meeting monthly.

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- Ⓢ Review all plant grievances with Executive grievance committee.
- Ⓢ Chair all in-plant grievance meetings.
- Ⓢ Post a notice of the Local Union General monthly meeting, one week prior to the meeting date.
- Ⓢ Shall receive necessary time off to fulfill duties.
- Ⓢ Shall appoint and coordinate all plant committees.

SECTION 10. For their services and duties the Executive of Local 830 shall receive the following monthly expense allowance.

Ⓢ President	\$130.00
Ⓢ Vice-President	\$130.00
Ⓢ Treasurer	\$130.00
Ⓢ Financial Secretary	\$130.00
Ⓢ Recording & Corresponding Secretary	\$130.00
Ⓢ Plant Chairperson	\$50.00
Ⓢ Trustee	\$40.00
Ⓢ Guard	\$40.00

ARTICLE IX EXECUTIVE BOARD

SECTION 1. The Executive Board shall consist of the officers of the Local as written in Article VI of the By-laws.

SECTION 2. The executive shall be the highest governing authority within the Local between meetings of the Local and shall exercise general supervision over its business affairs. It shall have the authority, subject to the approval of the membership and provisions of the National Constitution, to invest funds and properties of the Local, to authorize the expenditures of the Local funds or use of properties of the Local to give effect to any of its objectives and pledge any property or securities of the Local as security therefore, and shall fix salaries and/or expense allowances of the officers and employees.

SECTION 3. The Executive shall have such authority as is necessary

and appropriate to give effect to the purposes of the Local. It shall present a report of its activities to each meeting of the Local for its approval

SECTION 4. It shall be the duty of the Executive to cause the provisions of the National Constitution, the By-Laws, rules and regulations of this Local to be faithfully executed, and to preserve, promote and safeguard the best interest and general welfare of the Communications, Energy and Paperworkers Union, this Local and members.

SECTION 5. (a) The Executive shall meet at least once a month, except for June, July and August.

(b) Special meetings of the Executive may be called at any time by the President of the Local, or by nine (9) members of the Executive Board.

(c) A majority of the members of the Executive in attendance at any meeting of the Executive shall constitute a quorum for the transaction of any business.

SECTION 6. The Executive shall have the authority to determine that any decision affecting a limited group of members within the Local, including but not limited to, the election of shop stewards, departmental stewards, and questions regarding the application of the collective bargaining agreement to a particular shop, plant, department or group) shall be made by the members directly affected

SECTION 7. Attendance at local seminars, classes, conventions etc., will be determined by a motion carried at a general membership meeting.

SECTION 8. Attendance at out of town seminars, classes, conventions etc. on behalf of Local 830 will be determined by rotation of the Executive as follows:

- 1) PRESIDENT shall be an automatic delegate.
- 2) VICE-PRESIDENT shall be an automatic delegate.
- 3) TREASURER shall be an automatic delegate.
- 4) FINANCIAL TREASURER shall be an automatic delegate.
- 5) RECORDING SECRETARY shall be an automatic delegate.
- 6) GUARD
- 7) TRUSTEES (in order of seniority)
- 8) PLANT CHAIRPERSON (in designated order as assigned by the

National. For example 830.05, 830.10, 830.20 etc.

9) All five table officers are automatic delegates to National Convention.

Members of special standing committees who attend seminars, classes, conventions etc. pertaining to their committee shall not lose their position in rotation. Officers who hold more than one Executive board position shall only be eligible to attend out of town seminars, classes, conventions etc. in accordance to their highest ranking position on the Executive board. Example: Any officer is only entitled to one opportunity per rotation and must have attended 2/3rds of the Local meetings in the previous year except in cases of illness or regular hours of work.

For the year of 2011 there shall be a prohibition on any out of town travel, associated expenses and costs.

ARTICLE X COMMITTEES

SECTION 1. Standing Committees. The Local shall have the following committees which shall meet on a regular basis and supply the President of the Local with minutes and financial reports.

- a) Committee for Local 830 Unity shall consist of at least one (1) member from each plant, whose duty it shall be to promote and maintain the unity of the Local.
- b) Legislative and Political Action Committee shall study and report to the Local on proposed or existing legislation affecting the welfare of the Local and the membership and to promote and organize appropriate political action.
- c) The Education Committee shall organize, promote, develop, supervise and direct labour education among the members of the Local by organizing classes and study circles through which the workers shall be informed on labour history, labour economics, industrial unionism and current events, to the end that membership shall be able to intelligently seek to improve their work lives.
- d) Entertainment Committee.
- e) Women's Committee.

- f) Health and Safety Committee.
- g) The Tribunal shall be composed of the Plant Chairperson from all the plants in the Local, excluding the Chairperson of the plant where the charges have been levied. Alternate tribunal members shall be appointed by the Executive Board. The President or designee will chair all Tribunals unless charges are levied against the President.
- h) Pension Committee.
- i) Grievance Committee consisting of any two of the five table officers, and Plant Chairperson of the plant of the grievance & grievor. Grievance Committee will report back to Local Executive monthly.

ARTICLE XI

PLANT COMMITTEES AND SHOP STEWARDS

SECTION 1. The Plant Chairperson shall be the chief shop steward and shall be responsible for appointing and coordinating all plant committees.

SECTION 2. The Plant Chairperson shall appoint where necessary any replacements that are required, except in the case of an elected committee member.

SECTION 3. If a elected committee member repeatedly refuses or willfully neglects to do any responsible duty given to him/her by the chairperson, the Local or its official representative, he/she can be subject to removal from his/her position as a shop steward. Removal from office shall only be done if a meeting has been held between the Local Executive and the elected committee member involved and only if approved by a majority vote of the membership of the Plant involved, at a regular or a special plant meeting.

SECTION 4. In cases of sickness or accident the Plant Chairperson shall review the situation and appoint a replacement if necessary for the temporary interim.

SECTION 5. The Plant Negotiation Committee shall consist of the

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Chairperson, two (2) committee members and an alternate. The Plant Chairperson and two committee members will attend in town negotiations, out of town negotiations and agenda meetings will be attended by the Plant Chairperson and (1) committee member.

SECTION 6. If a replacement is needed for a committee member (not the Chairperson), the Chairperson and/or the President will replace the committee member, with the elected alternate or call an election to fill the position.

ARTICLE XII

WITHDRAWAL AND TRANSFER CARDS

Local 830 will make available withdrawal and transfer cards as stated in the Constitution of the Communications, Energy, and Paperworkers Union. (Article V Section 3).

ARTICLE XIII PROPERTY

SECTION 1. No funds or property of the Local shall be loaned, given or expended to promote, support, endorse, assist, or oppose directly or indirectly the candidacy of a member seeking office or seeking to retain office in Local 830.

SECTION 2. No funds or property of this Local shall be given away or expended to assist and seceding, dual or antagonistic organization, or any local which is violating the Constitution of the National Union. The funds and property of this Local shall be used only to give effect to the purposes and objectives of this Local under and subject to the provisions of the

National Constitution.

SECTION 3. All property having been purchased by the Local shall be recorded with the Recording and Corresponding Secretary and such lists shall be kept on file.

SECTION 4. Any request for future purchases of office supplies or property shall be directed to the President of the Local.

SECTION 5. Local 830 will make donations annually based on 1% of cash on hand at September 30 report. Charitable organizations of choice will be Spina Bifida, United Way, Community Unemployed Help Center, and Occupational Health Center. Amounts will be equally dispersed. Requests for financial assistance, from a Local of the National Union, shall require the endorsement of the National President before consideration will be given to it.

ARTICLE XIV

CONSTITUTION OF THE COMMUNICATIONS, ENERGY, PAPERWORKERS UNION

SECTION 1. All terms and provisions of the Constitution of the National shall be deemed a part of these By-Laws.

SECTION 2. This Local has no authority to make any contact or incur and any liability binding upon the National Union, without the written consent of the National President or the approval of the National Executive Board. The National shall not be liable under any contract or for any act of this Local or its officers or its members unless they have been authorized in writing to enter into such contract or perform such acts.

ARTICLE XV

DISCIPLINE, CHARGES, TRIALS AND APPEALS

All charges, trials and appeals shall be conducted as defined in the Constitution of the Communications, Energy, and Paperworkers Union. (Article XVII).

ARTICLE XVI

ALLOWANCES AND ALLOTMENT OF FUNDS

SECTION 1. Any executive Board member of the Local attending a convention, seminar or attending to union business away from the city of Winnipeg, shall receive economy air fare, by the shortest ground route transportation to and from the airport and also paid hotel accommodation plus a daily allowance in accordance with the expense policy as set forth by the National Union. Those delegates traveling by car shall be paid a mileage allowance in accordance with the expense policy of the National Union.

SECTION 2. Any Executive member of the Local or delegate attending a convention, conference, seminar or attending union business within the City of Winnipeg shall receive forty (\$40.00) dollars expense allowance, for over four (4) hours or twenty (\$20.00) dollars for union business under (4) hours. Union business is defined as any authorized meeting that a member of the Local 830 attends on behalf of the Local.

SECTION 3. Other events arising shall be dealt by the Executive of the Local as per pertinent allowances.

SECTION 4. The President of the Local shall be an automatic delegate and in his/her absence, the Vice-President shall take her/his place.

SECTION 5. Members will be compensated for all normal lost wages (includes pay supplements such as shift premium or lead hand rates) while attending union business of behalf of Local 830.

SECTION 6. Any Emergency expenditure up to \$1500.00 may be allotted by the President and shall be reported at the next general meeting.

SECTION 7. An allocation to the Unity fund, equal to the National Defense

surcharge, shall be made on a regular basis when the National Union does not require the addendum. The fund shall serve the purpose of promoting the Local on behalf of its members.

ARTICLE XVII AFFILIATIONS

Local 830 shall be affiliated to the following:

- 1.)NEW DEMOCRATIC PARTY
- 2.)MANITOBA FEDERATION OF LABOUR
- 3.)WINNIPEG LABOUR COUNCIL
- 4.)Any other councils as deemed necessary by the Executive Board. (upon approval of the membership of Local 830)

ARTICLE XVIII GOOD AND WELFARE

SECTION 1. In the event of the death of a member or family member such as spouse, parent, child of the bereaved family shall receive an arrangement of flowers.

SECTION 2. Retirees with 20 years or more service shall receive a watch as a token of appreciation for years of brotherhood/sisterhood.

SECTION 3. Upon recommendation of the Executive Board and approval by the membership, outgoing executive member's longstanding service shall be presented with a service plaque indicating their years of service to the Local.

ARTICLE XIX BY-LAWS, ADOPTIONS
AND AMMENDMENTS

SECTION 1. These By-Laws shall become effective when ratified by 2/3 of the members present at a meeting and approved by the President of the National Union.

SECTION 2. Any provision of these By-Laws may be modified, amended or repealed, or new By-Laws may be adopted at the regular January meeting, by 2/3 of the members voting on the question.

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