

2024

BY-LAWS

**AMALGAMATED TRANSIT UNION
LOCAL 279**

**REVISED, AMENDED AND ADOPTED
AS OF APRIL 2024**

Approved as at: May, 2024

PREAMBLE

It is proposed to promote the success of the Local and to advance the interests of its Members, in conformity with principles which should regulate human action, among which are duty, truth, and justice by securing the formulation of policy and the direction of action by the acceptance of By-law through Executive action to be kept within legislative authority while giving the Executive the scope necessary for efficient administration.

It is proposed to secure those ends, progressively resolved upon after debate and deliberation of the Local, by collective bargaining, negotiation, conciliation, arbitration, or by other method consistent with the maintenance of the best interest of society in general and of this Local in particular.

It is proposed to defend the rights of the Members of this Local 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 offices concerned with the preservation of these rights.

It is proposed, moreover, to provide opportunity for the Local to assist in the establishment of order, in the insurance of harmony, and in the securing of the blessings of friendship of the advantages of equality among workers.

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

It is proposed, further, that all personnel for the purpose of identification shall be classified as:

- a) Transportation Division
- b) Equipment Division
- c) Para Transpo Division
- d) Royal Canadian Mint Division
- e) Alstom Division

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>PAGE</u>
1 AMENDMENT OF BY-LAWS	1
2 NAME.....	1
3 DEFINITIONS	1
4 SUPREMACY OF CONSTITUTION.....	1
5 MEMBERSHIP.....	1
6 PURPOSE.....	1
7 DATE OF BEGINNING OF MEMBERSHIP	2
8 DESIGNATION OF OFFICERS	2
9 DUTIES OF THE BOARD AND OFFICERS	2
10 EXECUTIVE BOARD - METHOD AND AUTHORITY	8
11 SPECIAL COMMITTEES	9
12 NOMINATION AND ELECTION OF THE OFFICERS OF THE LOCAL AND OF THE DELEGATES TO THE TRADES COUNCIL AND CONVENTIONS.....	9
13 ALTERNATE DELEGATES	11
14 BALLOTING PROCEDURE AND TIE VOTES	11
15 CHANGE(S) TO BY-LAWS.....	13
16 RESIGNATIONS.....	14
17 ARRANGEMENTS FOR THE FILLING OF ANY OFFICE OR POSITION VACANT DUE TO RESIGNATION.....	14
18 SHOP STEWARDS.....	15
19 MEETINGS OF THE LOCAL	15
20 MEETINGS OF THE EXECUTIVE BOARD	16
21 MEETINGS OF COMMITTEES	18

22	ORDER OF BUSINESS FOR A REGULAR MEETING	17
23	ORDER OF BUSINESS OF THE EXECUTIVE BOARD MEETING	18
24	ORDER OF BUSINESS OF A SPECIAL MEETING	18
25	ORDER OF POSTPONEMENT OR CANCELLATION OF A MEETING.....	18
26	DURATION OF SPEECH DURING A DEBATE.....	19
27	QUORUM.....	19
28	DUES	19
29	LEGAL AND ARBITRATION	20
30	SPECIAL EVENTS AND DONATIONS	21
31	MONIES RECEIVED BY LOCAL	22
32	THE FINANCIAL YEAR.....	22
33	PROPERTY OF THE LOCAL	22
34	SALARIES OF OFFICERS	22
35	FINANCIAL REPORT	23
36	OFFICERS	23
37	BONDING OF OFFICERS.....	24
38	DISCIPLINE	24
39	RESPONSIBILITIES FOR INFORMATION	24
40	RULES OF ORDER	24
41	NEGOTIATING COMMITTEE AND ARBITRATION COMMITTEE.....	25
42	TRAVEL EXPENSES	26
43	NEWSLETTER AND WEBSITE	27
44	NEW MEMBER ORIENTATIONS	28
45	LOST TIME.....	28

46	RETIREES.....	28
47	ADMINISTRATION OF LOCAL.....	28

ARTICLE 1 AMENDMENT OF BY-LAWS

Every By-law in existence previous to the date of the adoption of the By-Laws contained herein is hereby amended effective July 1, 2024, except those dealing with electoral reform, which comes into effect immediately.

ARTICLE 2 NAME

This Local shall be known as Local 279 of the Amalgamated Transit Union.

ARTICLE 3 DEFINITIONS

In these By-Laws:

- 1) **CONSTITUTION** shall mean the Constitution and General Laws of the Amalgamated Transit Union.
- 2) **BY-LAWS** shall mean any one of the Articles which make up these By-Laws.
- 3) **LOCAL** shall mean the Union, Local 279 of the Amalgamated Transit Union.
- 4) **UNION** shall mean the Amalgamated Transit Union.

ARTICLE 4 SUPREMACY OF CONSTITUTION

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

ARTICLE 5 MEMBERSHIP

Membership in this Local shall be limited to those persons who meet the Qualifications of Members stated in the Constitution.

ARTICLE 6 PURPOSE

The purpose of this Local shall be consistent with and based upon the statement known as the

Preamble, and may be briefly stated to be; the advancement of the Members of the Local having due regard to the needs of society, to the role of the Local within society and to the contribution made by persons not now living.

ARTICLE 7 DATE OF BEGINNING OF MEMBERSHIP

Membership in this Local shall be deemed to have begun on the date recorded on the Certificate of Membership issued by the Union.

ARTICLE 8 DESIGNATION OF OFFICERS

- 1) Executive Board Members shall be elected to one office (within the Local).
- 2) Membership of the Executive Board shall be composed of:
 - a) The President and Business Agent
 - b) The Vice-President
 - c) The Secretary-Treasurer
 - d) The Assistant Business Agent/Transportation
 - e) The Assistant Business Agent/Equipment
 - f) The Executive Board Members/Transportation (4)
 - g) The Executive Board Member/Equipment (2)
 - h) The Executive Board Member/Para Transpo
 - i) The Executive Board Member/Royal Canadian Mint
 - j) The Executive Board Member/Alstom
- 3) Other Appointed Officers of the Local
 - a) The Sergeant-at-Arms and his/her Designates
 - b) The Chair of any Standing Committee
 - c) Shop Stewards
 - d) The Chief Returning Officer
 - e) All Other Appointees

ARTICLE 9 DUTIES OF THE BOARD AND OFFICERS

The Executive Board of the Local shall direct and handle the affairs of and for the Local, subject to the laws and rules of this Union in conformity with the instructions of the Membership.

President/Business Agent

- 1) It shall be the duty of the President/Business Agent to preside at all meetings of the Local; to preserve order and enforce the Constitution and By-Laws; to see that all Officers perform

their respective duties; and to appoint all committees not otherwise provided for. He/she shall be a Member of every committee not otherwise provided for, including the Appointment Committee, but shall not be a Member or Chair of the By Law Committee in any capacity. He/she shall decide all questions of order, subject to an appeal to the Membership. He/she shall have the right to vote in secret ballot votes, at the same time 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. He/she shall announce the result of all votes; enforce all fines and penalties; have power to call special meetings when requested by one-third (1/3) or more Members, in writing; if available, sign all orders on the treasury for such money as shall, by the Constitution and By-Laws or by vote of the Local, be ordered paid; if available, sign all authorized cheques and drafts on the bank; be Chairman of the Negotiation Committee; and perform such other duties as the Constitution and By-Laws of the Local may require.

- 2) The office of the President/Business Agent shall be on a full-time basis.
- 3) The President/Business Agent shall attend conferences and conventions by virtue of office as outlined by these By-Laws and approved by the Membership.
- 4) The President/Business Agent shall be a Member of the Pension and Trust Committees by virtue of office.
- 5) The President/Business Agent shall attend the Annual Benefits and Pension Conference.
- 6) The President/Business Agent shall report to the Executive Board and at the General meetings.
- 7) The President/Business Agent shall authorize lost time for Executive Board Members to carry out Local duties.
- 8) The President/Business Agent shall, in conjunction with the Assistant Business Agents, be responsible for appropriate training and education of Board Members.
- 9) The President/Business Agent shall, in conjunction with the Assistant Business Agents, be responsible for providing mandatory education for all newly elected Executive Board Members.

Vice-President

1) In the absence of the President/Business Agent, it shall be the duty of the Vice-President to preside over and to perform all duties pertaining to the Office of the President/Business Agent, and to render such assistance as may be required of him/her. He/she shall be authorized to sign all authorized cheques and drafts on the bank as an alternate should the President/Business Agent be unavailable. In the case of a vacancy in the President/Business Agent's Office, He/she shall preside over and exercise all powers of the President/Business Agent until the Local elects a new President/Business Agent to fill the vacancy.

- 2) The Vice-President shall be trained in the duties of the Secretary-Treasurer to cover for short

term illness or absence of the Secretary-Treasurer when needed.

3) The Vice-President shall be trained in Expedited Arbitration.

4) The Vice-President shall be responsible for Education and Training of the Membership. The Vice-President shall be responsible for the tendering of maintenance contracts for Local 279 and Club 279, which shall be approved by the Executive Board. The Vice-President shall be responsible for the planning of the Annual Dinner Dance, ATU 279 Family Picnic and Golf Tournament. The Vice-President shall be responsible for overseeing Para Transpo in conjunction with the Para Transpo Board Member.

5) The Vice-President will also assist the Appointment Committee when called upon to do so.

Secretary-Treasurer

1) The Office of the Secretary-Treasurer shall be on a full-time basis.

2) a) The Secretary-Treasurer shall attend all meetings of the Local and of the Executive Board. He/she shall keep a correct and comprehensive record of the proceedings of all such meetings. He/she shall be responsible for the keeping of a record of Membership in a form satisfactory to the Executive Board and Membership. He/she shall conduct the correspondence of the Local. He/she shall be a Member of the Appointment Committee.

b) The Secretary-Treasurer shall attend all Step II Grievance Hearings and shall keep a correct and comprehensive record of the proceedings to the end of the first sentence. If the Secretary-Treasurer is unavailable, the President will assign someone to take his/her place.

3) The Secretary-Treasurer shall receive all monies and arrange for their safekeeping; be responsible for maintaining adequate and proper records of the finances of the Local; present all books, proceedings, records and documents for audit or examination by a person having proper authorization; and make available for examination by the auditor or some other authorized person all bonds, inventories and other assets upon receipt of authority to do so. All correspondence on Union matters shall be addressed to the Secretary-Treasurer and copies of same be made available to the Senior Officers with a report made to the Executive Board.

4) The Secretary-Treasurer, in conjunction with the President/Business Agent, shall verify the correctness of and sign all cheques and all other negotiable papers and documents; be responsible for the preservation of all necessary records and documents and for the custody of bonds and other assets.

5) The Membership roll call book shall be under the care and custody of the Secretary-Treasurer. Any Member wishing to check same shall do so in the presence of the Secretary-Treasurer, Chief Electoral Officer or any other Senior Officer.

6) When available, the Secretary-Treasurer shall report to the meeting of the Executive Board and General Membership, in the manner prescribed by the Auditor, the condition of the finances of the Local.

- 7) The Secretary- Treasurer shall furnish sufficient copies of a detailed monthly financial statement to Members in attendance at the regular monthly meeting or upon request from the Local Union office to an Executive Board Member or any Union Local 279 Member in good standing.
- 8) The Secretary-Treasurer shall be responsible for posting all notices and signed agreements pertinent to the contract on all Union Bulletin Boards on all properties and be responsible for the distribution of the quarterly newsletter. The Secretary-Treasurer shall be responsible for updating the above noted information on the Union Web Site within three (3) business days. The Secretary-Treasurer shall be responsible for posting Voting and Election results within forty-eight (48) hours once the results have become available to him/her.
- 9) The Secretary-Treasurer shall have charge of the seal of the Local and he/she shall be responsible for its safety and for delivering the seal to his/her successor when his/her successor takes office.
- 10) The Secretary-Treasurer shall place before the Executive Board all complaints and grievances pertaining to his/her office and submitted by the Members to him/her.
- 11) The Secretary-Treasurer shall perform such other duties as are provided in the Constitution and in the By-Laws and shall exercise the authority and do the duties which may be delegated to him/her by a meeting of the Local or by a meeting of the Executive Board.
- 12) In the event of a vacancy or absence of the Secretary-Treasurer of thirty (30) days or more, the vacancy shall be filled by appointment by the President/Business Agent and the Secretary-Treasurer shall make available to the President/Business Agent all keys, documents and files.
- 13) The Secretary-Treasurer shall make a report monthly to the Executive Board, giving the name or names of the Member or Members and non-Members who have been employed on business of the Local, the time devoted by each, and the remuneration payable to each.
- 14) The Secretary-Treasurer shall perform or supervise an inventory of all property of the Local immediately before the June audit, and he/she shall obtain a receipt for all properties in the care of other Officers or Members of the Local.
- 15) The Secretary-Treasurer shall be a Member of the Pension and Trust Committees by virtue of office, and he/she shall report to the Executive Board and General meetings.
- 16) The Secretary-Treasurer shall, by virtue of office, attend the Annual Benefits and Pension Conference.
- 17) If the Secretary-Treasurer deems it necessary to delegate duties of his/her office to Office Personnel, he/she may do so, only with the prior approval of the Executive Board.
- 18) The Secretary-Treasurer, in conjunction with the Office Support Staff, shall maintain records

of vacations for the full-time Board Members.

- 19) The Secretary-Treasurer shall review records of Members on WSIB and L.T.D. to ensure payment of dues is arranged.
- 20) It shall be the special duty and responsibility of the Secretary-Treasurer to prepare and present an annual budget, as specified in Article 32.
- 21) The Secretary-Treasurer shall include in the monthly reports to Membership and Executive Board a report of the balance in the Local's current account, including accounts receivable and liabilities accrued to the end of the month previous, and a breakdown of accounts receivable showing those currently due, those thirty days in arrears, those sixty days or more in arrears.
- 22) The Secretary-Treasurer shall maintain a weekly back-up system to be stored off property of the following items:
 - a) Monthly General Membership meeting and Executive Board meeting Minutes
 - b) Record of Membership
 - c) All correspondence of the Local
 - d) All Financial Records
- 23) The Membership will approve all long or short term investments. No investment decisions will be made when there are no scheduled General Meetings ie: summer months.
- 24) A written procurement policy/process will be drafted for the Executive Board which in turn, will be presented to the Membership for approval by way of a vote.

Assistant Business Agents (Transportation and Equipment)

- 1) The offices of the Assistant Business Agents will be on a full-time basis.
- 2) The Assistant Business Agents shall be subject to instructions from the general Membership and the Executive Board in all matters relative to the business of the Local Union.
- 3) The Assistant Business Agents shall be required to give a detailed monthly report of their activities at the regular meeting of the Executive Board and the General Meetings.
- 4) The Assistant Business Agents shall visit each work location they represent at regular intervals and shall notify the Board Members of their intended visit.
- 5) The Assistant Business Agents shall attend conventions as stipulated in these By-Laws by virtue of office and present a complete report at the General Membership meeting.
- 6) The Assistant Business Agents shall attend all pertinent meetings of the Local and all meetings of the Executive Board.

- 7) The Assistant Business Agents shall give specific reports on such matters as they have negotiated or may be called on to negotiate. In any case where they are called on to give a report, they shall be specific.
- 8) The Assistant Business Agents shall inform the Executive Board Members concerned of all complaints and grievances submitted to them at the regular monthly Executive Board meeting.
- 9) The Assistant Business Agents shall be Members of the Pension and Trust Committees by virtue of office, and shall report to the Executive Board and General Meetings on request.
- 10) a) The Assistant Business Agents shall be responsible for their respective Shop Steward programs and meetings.
b) The Assistant Business Agents must schedule and attend six (6) Shop Steward meetings per year.
- 11) The Assistant Business Agents shall process and keep up to date files on all grievances pertaining to their duties.
- 12) The Assistant Business Agents shall not have signing authority for any authorized cheques and/or drafts on the bank.
- 13) The Assistant Business Agents shall attend the Annual Benefits and Pension Conference.
- 14) The Assistant Business Agents shall represent Members in their Division including the Appeal process (Hearing) in WSIB cases.
- 15) The Assistant Business Agent/Equipment shall be responsible for the day to day affairs of the Royal Canadian Mint Members and Alstom Members.
- 16) The Assistant Business Agents shall be Members of the Appointment Committee.
- 17) The Assistant Business Agents will be responsible for WSIB cases.

Executive Board Members

- 1) Duties shall be assigned by the Assistant Business Agent or Senior Officer.
- 2) Executive Board Members shall attend all pertinent meetings of the Local and all meetings of the Executive Board, as referenced in Article 20(20).

Executive Board Duties

The Executive Board shall handle all grievances and complaints of the Membership, take up with the proper officials of the Employer all disputes arising between the Membership and the Employer and seek adjustment thereof. Where agreements with the Employer provide for

arbitration, they shall see that the arbitrators are appointed and shall conduct the arbitration in accordance with the laws of the Union and the instruction of the Local. It shall be their duty at all times to report all of their acts and doings to the meetings of the Local and be subject to and carry out all the instructions of the Local. Each and every Member of the Executive Board must attend seminars pertaining to their duties. The Executive Board shall have fair knowledge of WSIB.

Sergeant-at-Arms

- 1) The Sergeant-at-Arms shall restrict admission to meetings of the Local to Members in good standing and to such other person or persons as may, on the authority of the President/Business Agent, be admitted. He/she shall perform courteously and exercise the authority which a reasonable person in charge of admission to a meeting of the Local would consider necessary and desirable. He/she shall be subject to the direction of the President/Business Agent in all of his/her actions, and he/she shall be a Member in good standing, and he/she shall be appointed by the Appointment Committee. The Sergeant-at-Arms term shall be until the next triennial election. The Sergeant-at-Arms has the right to request assistants as required.
- 2) The Sergeant-at-Arms shall be paid for four (4) hours per meeting or for his/her lost time or whichever is greater.
- 3) The Sergeant-at-Arms shall not be paid for the July and August meetings, if said meetings are cancelled.
- 4) The Sergeant-at-Arms shall ensure that the Roll Call Book is under his/her control at all times during General Membership and special meetings and shall initial the signatures of the Members signing in.
- 5) He/she shall be responsible for preparing, setting up, opening and closing of the Union Hall for the General and Special meetings, as well as the clean-up following these meetings.
- 6) He/she shall receive an eighty dollar (\$80.00) cell phone allowance.
- 7) He/she shall be responsible for enforcing Article 36 of the Local's By-Laws.

ARTICLE 10 EXECUTIVE BOARD - METHOD AND AUTHORITY

- 1) The Executive Board shall consist of fourteen (14) Officers of whom one (1) shall be the President/Business Agent, one (1) shall be the Vice-President, one (1) shall be the Secretary-Treasurer, five (5) shall be Transportation Members (including the Assistant Business Agent/Transportation), three (3) shall be Equipment Members (including the Assistant Business Agent/Equipment), one (1) shall be a Para Transpo Member and one (1) shall be a Royal Canadian Mint Member. one (1) shall be an Alstom Member.
- 2) a) Transportation shall elect five (5) Members from among the Transportation Division Members.

- b) There shall be two (2) ballots. One (1) ballot for Assistant Business Agent/Transportation and one (1) ballot for the four (4) Executive Board Members/Transportation.
- 3) a) Equipment Division shall only elect three (3) Executive Board Members from its Division Members only.
- b) There shall be two (2) ballots. One (1) ballot for Assistant Business Agent/Equipment and one (1) ballot for two (2) Executive Board Member/Equipment.
- 4) Para Transpo shall only elect one (1) Executive Board Member from its Division only.
- 5) Royal Canadian Mint shall only elect one (1) Executive Board Member from its Division Members only.
- 6) Alstom shall only elect one (1) Executive Board Member from its Division Members only.

ARTICLE 11 SPECIAL COMMITTEES

A Special Committee is a committee that has its authority created and its duty defined by resolution of a regular meeting. The resolution creating the committee shall state specifically the limit of its authority and the number of its Members exclusive of the President/Business Agent and may state the names of the Members

The Chairpersons of Standing Committees

Standing Committees shall draw up rules and regulations governing their committee, which shall be subject to ratification by Membership at a General Meeting. The Chairpersons of all committees shall report to the Executive Board prior to reporting to any meeting. All committees shall report to a General Meeting.

Appointment Committee

The Appointment Committee shall consist of full-time Executive Board Members, who will be responsible for all appointments, ie: Shop Stewards, Transecure Representatives, Health and Safety Representatives. Seniority shall be taken into consideration when appointing.

ARTICLE 12 NOMINATION AND ELECTION OF THE OFFICERS OF THE LOCAL AND OF THE DELEGATES TO THE TRADES COUNCIL AND CONVENTIONS

- 1) The nominations of all Officers of this Local will take place at the first regular meeting in June, triennially or at a special meeting set by the Executive Board.
- 2) The nominations of all Officers of this Local will take place at the first regular meeting in

June, triennially or at a special meeting set by the Executive Board. The Election date is to be within twenty (20) days after the nominations and elections shall be held before the 25th of June, as per the ATU International Constitution, Article 14.1.

- 3) The first order of business with the installation of elected Officers will take place at the first meeting in July.
- 4) All nominations shall be made from the floor, with the following exception. Members wishing to offer themselves for nomination, but unable to be present at the meetings, shall submit their intention in writing to the Chief Returning Officer. The Chief Returning Officer shall nominate said Member.
- 5) Candidates for election may appoint a Member as scrutineer to review the electoral process as per the ATU International Constitution Article 14.7.
- 6) Local 279 shall send to the:
 - a) International Convention full representation (triennial) four (4) full-time Board Members, the Vice President (by virtue of Office) and the remaining allotment of Delegates from the Executive Board Members as per the ATU International Constitution.
 - b) A.T.U. Canada Conference four (4) full-time Board Members and the remaining allotment from the Executive Board as delegates as per A.T.U. Canada By-Laws.
 - c) Canadian Labour Congress Convention and Ontario Federation of Labour Convention four (4) full-time Board Members.
 - d) ATU Can-Am Convention two (2) full-time Board Members and two (2) part-time Executive Board Members.
- 7) Delegate(s), other than Executive Board Members, who attend conferences by virtue of their office, shall be elected by the Members present at the designated General Meeting for said election.
- 8) All active Members of the Local shall be entitled to vote at the General Election of Officers.
- 9) All active Members of the Union Local 279 in good standing shall be entitled to vote at any election of the said Local where polls are open to the General Membership.
- 10) Election posters or printed material size used for or by candidates in any Local 279 election shall not exceed 8 ½ inches by 11 inches on poster boards provided by the Company for elections. One (1) for a Photo and one (1) English Flyer and one (1) French Flyer.
- 11) This Local will always conduct their Elections under Article 14.5c of the International Constitution.

ARTICLE 13 ALTERNATE DELEGATES

If for any reason a Delegate attending a Convention is unable to attend, he/she shall be replaced by the candidate who received the next highest number of votes.

ARTICLE 14 BALLOTING PROCEDURE AND TIE VOTES

Section A

- 1) All ballot votes will be under the direction of the Chief Returning Officer who will be a Member in good standing, appointed by the Appointment Committee immediately following the Triennial Meeting, and who will serve until the meeting following the next Triennial Meeting.
- 2) Should the Chief Returning Officer resign his/her office before the expiration of their term, the Appointment Committee shall appoint a replacement.
- 3) The ballot will be prepared and approved by the Chief Returning Officer.
- 4) This Local will always conduct their Elections under Article 14.5c of the International Constitution.
- 5) The Chief Returning Officer will keep a current book of rules and guidelines incorporating procedures from the Local's By-Laws and the International Constitution which shall detail how elections will be run. These guidelines will also detail procedures set to facilitate the operations and handing of elections not mentioned in the By-Laws and Constitution.

Section B

- 1) a) Election of Officers shall be by ballot, as outlined in Section A above.
- b) Contract vote shall be by ballot. The proposed contract shall be posted forty-eight (48) hours in advance of the vote at all work locations. During work stoppage, a proposed contract shall be posted twenty-four (24) hours prior to the vote at sites to be determined. All votes for contract proposals or contract extensions will be property votes except during a work stoppage.
- c) Excluding full and Part-time Executive Board Members, delegates to conventions or conferences shall be elected by ballot at the General meeting.
- d) Delegates to the Ottawa District Labour Council will be appointed by the President/Business Agent.
- e) All arbitration votes shall be by ballot at the General Meeting.
- 2) Polling Clerks in good standing will be placed at each ballot box at each garage so as to give every Member a chance to vote.

- 3) Where possible, all polling clerks shall be selected from among laid-off workers in good standing. If there are insufficient numbers of laid-off workers in good standing, one hundred (100) percent of additional polling clerks shall be retirees. Where the number of retirees is not sufficient, the remainder of polling clerks shall be Members in good standing. The honorarium for each eight (8) hour shift shall be one hundred and twenty-five dollars (\$125.00) for retirees or one hundred and fifty dollars (\$150.00) for active Members, or the equivalent in lost wages. When vote is on property or for a contract, the Chief Returning Officer shall be paid an honorarium of two hundred and fifty dollars (\$250.00) or equivalent of lost wages.
- 4) The time frame for referendum ballots will be from 20:00 hours to 19:59 hours. Coverage of work stations for the purpose of voting shall be at the discretion of the Chief Returning Officer.
- 5) It is every Member's duty to ensure his/her name is on the voter list. A current Membership list will be available at the Union office.
- 6) The ballot box for Ballot Box votes shall be open for the General Meetings from 10:00 hours 14:00 hours for day meetings and from 18:00 hours to 22:00 hours for the evening meetings.
- 7) The general election of Officers advance poll shall be held one week prior to election between the hours of 08:00 and 20:00 hours at the Union Office, or at a time selected by the Chief Returning Officer.
- 8) All Members of the Local shall be sent notification in the mail of the date and time of the Election of Officers.

Section C

- 1) All Members casting their vote in a ballot, must present an Employer or Government issued photo identification. Each voter will initial beside his/her name before receiving a ballot.
- 2) Anyone causing a disturbance at a Polling Station will be asked to leave by any Returning Officer.
- 3) The Chief Returning Officer shall post results of the General Election of Officers.
- 4) Sixty (60) days prior to a General Election, publication of the Local Newsletter will be suspended until after said election.

Section D - Recounts

- 1) A request from a candidate for a recount shall be made in writing to the Chief Returning Officer no later than ten (10) days after the election results have been posted.

- 2) Upon receipt of written request, a recount shall be made by the Election Committee within five (5) days.
- 3) Any delegate or his/her scrutineer may attend any recount involving his/her election.

Section E - Tie Votes

In the event of a tie vote, there will be a run-off within 72 Hours after the original Vote. The Vote will take place at the Union Hall between 8am and 8 pm.

Section F - Ballot Destruction

Subject to the Constitution, all ballots shall be destroyed by shredding one (1) year after the date of the election.

Section G – Voting Method

Notwithstanding, the following By Law will not supercede section 22.4 of the ATU International Constitution or any other relevant clauses. Voting by show of hands will only be yes and no votes. Abstentions will *not* be included in the vote. Further to this, only the total number of votes cast will be used to determine the percentage of yes and no votes.

ARTICLE 15 CHANGE(S) TO BY-LAWS

- 1)
 - a) Any amendment or change to these By-Laws shall be submitted in writing and read at two (2) General meetings of the Membership before adoption and shall require a two-thirds (2/3) majority vote of the Membership in attendance to adopt. After adoption by the Membership, the By-Laws, Rules or Amendments shall be forwarded to the International President before going into effect.
 - b) A Notice of Motion may be submitted, in writing, to the Secretary Treasurer. The Member moving the Motion must be in attendance at either the Charter meeting or the evening. Charter meetings and evening meetings are as defined in Article 19 of this Local's By-Laws.
 - c) Full-time Executive Board Members will not be eligible to be nominated to the By-Law Committee unless there are no other Members with their meeting requirements, in accordance with Article 36 of these By-Laws.
 - d) The Vice President and Part-time Executive Board Officers will not be eligible to be nominated to the By-Law Committee unless there are no other Members with their meeting requirements, in accordance with Article 36 of the By-Laws.
- 2) The By-law Review Committee shall be elected no later than six (6) months prior to the

Triennial Meeting. The Committee shall consist of four (4) Members of Transportation, two (2) Members of Equipment, one (1) Member of Para Transpo, one (1) Member of the Royal Canadian Mint, one (1) Member of Alstom shall remain a Standing Committee for the next three (3) years. The first meeting of the By Law Review Committee shall be no later than thirty (30) days following the election of said By Law Review Committee.

- 3) The Committee shall make its final report and recommendations no later than two (2) months prior to the Triennial meeting.
- 4) Any recommendation brought forth to the By-Law Committee for consideration, shall be voted on at the Committee, before being brought to the Members.
- 5) The Recommendation of the Committee and the notices of motion shall be read at two (2) regular meetings of the Local before adoption, and shall require a two-thirds (2/3) vote of the Membership voting at the designated meeting.

ARTICLE 16 RESIGNATIONS

- 1) Any Officer or Member of the Executive Board, with the exception of the Secretary-Treasurer, desiring to resign shall present his/her resignation in writing to the Secretary-Treasurer who shall then present same to the Executive Board.
- 2) The Secretary-Treasurer shall present his/her resignation to the President/Business Agent, who shall place same before the Executive Board. At the next regular meeting following receipt of said resignation, a decision on the resignation shall be reached.
- 3) The Member of any committee, if desiring to resign, shall present his/her resignation to the Secretary-Treasurer, who shall present same at the next meeting of the Executive Board. Decisions upon the resignation shall be reached at this meeting.

ARTICLE 17 ARRANGEMENTS FOR THE FILLING OF ANY OFFICE OR POSITION VACANT DUE TO RESIGNATION

The meeting to which a resignation has been presented has the authority under the By-Laws to receive a resignation. If the resignation is accepted, the meeting shall authorize arrangements for the holding of an election to fill the vacancy. These arrangements are to be consistent with the provisions of the Constitution and these By-Laws. The vacancy shall be filled within sixty (60) days.

In the case of illness of a full-time Member, the President of the Local shall appoint a Member of the Executive Board to perform the duties of that position until the next General Meeting, at which time an election will be held amongst the elected Board Members of their respective division to carry on the duties until such time as the full-time Member returns.

ARTICLE 18 SHOP STEWARDS

- 1) Shop Stewards may be established in Divisions, where the Executive Board deems it necessary. These Stewards to qualify for appointment must conform to laws appearing in the eligibility clause of the Constitution and shall be appointed by the Appointment Committee.
- 2) The Shop Steward shall handle only complaints in the section or department he/she was appointed to represent. He/she shall deal through his/her immediate superior and, if not successful, shall turn such complaints over to his/her Executive Board representatives, who shall process them through the regular grievance procedure.
- 3) Stewards are expected to meet on a regular basis with their Executive Board Member.
- 4) Education seminars shall be provided for Shop Stewards when deemed necessary by the Executive Board.
- 5) Shop Stewards have priority over any Member on any courses with the exception of the Executive Board.
- 6) An updated list of Shop Stewards shall be posted in their respective divisions.
- 7) Shop Stewards must attend six (6) General meetings per year as well as six (6) Shop Steward meetings per year.
- 8) All eligible Shop Stewards shall receive an invitation to the annual Retirement Dinner Dance.

ARTICLE 19 MEETINGS OF THE LOCAL

- 1) The meetings of the Local shall be as follows:
 - a) Triennial
 - b) Regular general meetings
 - c) Special
- 2) No meeting of the Local will take place on a statutory or designated holiday covered under the Canada Labour Code, and/or the Collective Agreement between the Local and the Employer. Wherever possible, and with the consent of the Membership, the same provision shall apply for major religious Holy days.
- 3)
 - a) When a Member in good standing is on official Union business at the time of a General Meeting, upon written request to the Executive Board, the Member will receive credit as if he/she had attended the meeting.
 - b) Members in good standing may request meeting credits in accordance to Article 14.2 - Eligibility for LU Office under the Constitution.

Regular Meeting

- 1) The regular General Meetings of the Local shall be held on the second Tuesday of each month, at the following times:
 - a) the Charter meeting to be held at 10:30 hours with a curfew of 13:30 hours.
 - b) the evening meeting to be held at 18:30 hours with a curfew of 21:30 hours.
 - c) If a timing conflict exists, the Executive Board, with prior notice to the Membership, may alter the dates.
- 2) All issues pertaining to the affairs of the Local and/or any decision affecting the welfare of the Membership shall be dealt with at the regular General Meeting.
- 3)
 - a) That all audio and video recording be banned during the proceedings of any General and/or all special Membership meetings of ATU Local 279.
 - b) That no Union documentation is to be posted online where visible to non-members unless approved by the ATU Local 279 Executive Board.

Triennial Meeting

The Triennial Meeting shall be the meeting following the election of Officers.

Special Meeting

A Special Meeting may be held at the call of the President/Business Agent who, in doing so, shall act with the authority of the Executive Board. Nothing may be placed before this meeting, either for discussion or for decision, unless it relates to the matter or matters set out in the notice calling the meeting.

ARTICLE 20 MEETINGS OF THE EXECUTIVE BOARD

- 1) The Executive Board shall meet at least once during each calendar month. The time and date shall be set by the Executive Board, as outlined in the International Constitution.
- 2) Executive Board Members will attend all regular monthly Membership meetings, both morning and evening sessions, in a Union calendar year (July 1st to June 30th) unless authorized by the President, for reasons including but not limited to scheduled vacation, scheduled Union business, family emergency or illness. An Executive Board Member whose regular scheduled work conflicts with these meeting times will be booked off on Local Union duties by the President/Business agent and compensated for Lost Time.
- 3) Executive Board Members must attend a minimum of six (6) Executive Board meetings in a Union calendar year (July 1st to June 30th), as well, they may not miss more than two (2) consecutive Executive Board monthly meetings unless authorized by the President. If the Executive Board Member fails to meet these requirements, the position shall be declared vacant and all rules and procedures regarding a vacant Executive Board position shall be put into action.

- 4) A Special Executive Meeting may be called whenever, in the opinion of the President/ Business Agent or a majority of the Executive Board, such a meeting is necessary. The time and place of the meeting shall be decided upon by the President/Business Agent and the Members of the Executive Board shall be notified, if possible, by letter, of the purpose for which the meeting is called. Deliberations shall be kept within the scope of purpose for which the meeting is called.

ARTICLE 21 MEETINGS OF COMMITTEES

A meeting of any committee may be called by the President/Business Agent or by the Chairperson of that Committee.

ARTICLE 22 THE ORDER OF BUSINESS FOR A REGULAR MEETING

- 1) Call to Order by the President/Business Agent
- 2) Roll Call of Officers
- 3) Approval of Minutes of Previous Meeting
- 4) Communications and financial Statement
- 5) Notices of Motion and/or Arbitrations
- 6) Nominations and Election of Officers
- 7) Reports of Officers
- 8) Installation of New Officers
- 9) Reports of Delegates and Standing and Special Committees
- 10) Unfinished Business
- 11) New Business and Welfare of the Local
- 12) Adjournment

ARTICLE 23
THE ORDER OF BUSINESS OF THE
EXECUTIVE BOARD MEETING

- 1) Call to Order by the President/Business Agent
- 2) Roll Call of the Members of the Executive Board
- 3) Approval of minutes of the previous meeting
- 4) Accounts and financial Statement
- 5) Correspondence
- 6) Reports of Officers and of Committees within the Board
- 7) Unfinished business -New Business
- 8) Adjournment

ARTICLE 24
THE ORDER OF BUSINESS
OF A SPECIAL MEETING

- 1) Call to order by the President/Business Agent
- 2) Examination of Members by Sergeant-at-Arms
- 3) Roll call of Officers
- 4) The Reading of the Notice calling the Special Meeting
- 5) Formulation of recommendations or resolutions within the limitations provided for in Article 19 of these By-Laws
- 6) Adjournment

ARTICLE 25
THE ORDER OF POSTPONEMENT
OR CANCELLATION OF A MEETING

A meeting may be postponed or cancelled when it has been called for a certain time at a certain place, and the number of Members necessary for a quorum are not present at fifteen (15) minutes after the time at which the evening meeting was to have been called to order. The calling of the postponed meeting is to be left to the President/Business Agent. Notice of the postponement of a meeting is desirable, but not necessary.

ARTICLE 26

DURATION OF SPEECH DURING A DEBATE

The duration of any speech upon a question at any meeting shall not exceed two (2) minutes twice in total, except with permission of the meeting. No Member shall speak more than twice on the same question except by the consent of the Chairperson.

ARTICLE 27

QUORUM

- 1) Fifteen (15) Members, excluding Executive Board Members, shall constitute the quorum of a Triennial Meeting or of a General Meeting of the Local. The following shall constitute a quorum for a Special Division Meeting:
 - a) O.C. Conventional/Equipment Division -75
 - b) Para Division -15
 - c) Royal Canadian Mint Division -5
 - d) Alstom Division -5

No quorum shall be required for the purpose of nominating delegates for meetings or conventions, or for the purpose of nominating candidates for Officers of the Local.

- 2) If a quorum is lost at any meeting, the meeting may continue, however, only as an information meeting. No voting shall take place after a quorum is lost.
- 3) A majority of the Executive Board or any Standing Committee shall constitute a quorum of these bodies.

ARTICLE 28

DUES

- 1) Initiation fees to join A.T.U. Local 279, subject to provisions of the Constitution, shall be two hundred dollars (\$200.00) paid by check off, to a maximum of ten (10) pay periods.
- 2) Members who are delinquent two (2) months in their dues will be notified once by registered mail by the Secretary-Treasurer and, following non-payment, will be struck from the Members Roster of the Local and the International Union, and will be considered non-Members.
- 3) No monies for dues, once received, will be refunded or returned for any reason, unless it has been decided that the amount collected was not due.
- 4) Active Members: Subject to the provisions of the Constitution, the amount of dues shall be established at one (1) hour's pay at the Member's job classification rate per pay period plus an additional \$1.50. Active Members include: Members actively at work, Members on long-

term disability (two years own occupation), Members receiving Workplace Safety and Insurance benefits, Members on a leave of absence and/or receiving wage replacement benefits.

- 5) Terminated Members: Members who have been terminated and are continuing through the grievance procedure shall pay twenty dollars (\$20.00) per month. Upon return to work or settlement of the grievance, dues in arrears must be paid in full and current dues deductions reinstated.
- 6) Inactive Members: Members who become inactive and after two (2) years on long-term disability - any occupation, medical leave of absence, WSIB, or wish to be Members-at-large, shall have their dues reduced to twenty dollars (\$20.00) per month until retirement or change in status.
- 7) Any Member removed from the Membership rolls and desire reinstatement within 12 months may be reinstated by paying all their arrears, plus in addition, one (1) dollar a month for each month that they have been in arrears as a reinstatement fee. Any Member who has been in arrears for more than 12 months cannot be reinstated into Membership.
- 8) Subject to the Constitution and By-Laws, the Executive Board will not assess the Membership or add a surcharge without the consent of the Membership. To assess the Membership or impose a surcharge, a majority approval at a Regular or Special Meeting must be obtained.

ARTICLE 29 LEGAL AND ARBITRATION

1 a) The assessment of grievance and arbitration costs are to be continued at the rate of one assessment per pay until such time as the grievance and arbitration fund is showing a surplus of one hundred thousand dollars (\$100,000.00), at such time dues will revert back to the regular rate as stated in Article 28 (4) pay period until the surplus is used up and the voting on additional grievance and arbitrations will create deficit in this amount. This By Law will not take away the right of the Local to assess the Membership for grievance and arbitration costs as outlined in the ATU International Constitution under Article 21.15.

- b) The Executive Board will decide the merits for arbitration for any Member of Local 279 who has been terminated. Should the Executive Board decline arbitration, the Member may request a Membership approval vote for arbitration.

ARTICLE 30
SPECIAL EVENTS AND DONATIONS

1) The Special Events and Donations will cover expenditures, including:

- a) **Flowers or Donations:** Upon the death of a Member or spouse or child or mother or father.
- b) **Annual Dinner Dance:** All Members in good standing and who have retired by December 31st in the current year, will be entitled to attend the Annual Dinner/Dance held in the year following retirement.

Members wishing to attend may purchase tickets at a price to be set by the Executive Board. Retirees and their spouses shall attend this function free of charge. Past Board Members and their spouses shall attend this function free of charge.

Any Member of the Local 279 of the Amalgamated Transit Union with at least twenty years of paid Dues to Local 279 who are forced to leave this Local due to illness or injury will be entitled to receive a wrist watch upon their normal retirement.

The retiring Member will be given a wrist watch or a ring engraved with the inscription of the Local at a reasonable cost as approved by the Executive Board.

- c) **ATU Local 279 Annual Picnic**
- d) **ATU Local 279 Annual Charity Golf Day**

2) Upon having completed one (1) full term (three years) of office, an Executive Board Member will be presented with his/her choice of a wrist watch or ring engraved with the inscription denoting the position held and years of service in Office in the Local as a token of appreciation for services rendered. This token of appreciation will only be presented once should an Officer return at a later time to any office.

3) A Notice of Motion or Amendment to:

- Assess the Membership,
- Donate more than \$500.00, or
- Have the effect of raising dues

must be posted prominently on all properties one (1) month before the Motion of Amendment is voted on.

4) Any donation to support a sister Local not to exceed Five thousand dollars (\$5,000.00)

ARTICLE 31
MONIES RECEIVED BY LOCAL

- 1) All monies for initiation fees, monthly dues, assessments and benefits of any kind, as well as monies from any other source, shall, upon receipt by the Local, become the property of the Local Union.

ARTICLE 32
THE FINANCIAL YEAR

The financial year of this Local shall begin with the first day of January each year and shall end with the thirty-first day of December of the calendar year. A yearly budget is to be presented by November and approved by December of each year. The division of the financial year into two (2) periods of six (6) months each shall be as follows:

- 1) **First Half:** January, February, March, April, May, June
- 2) **Second Half:** July, August, September, October, November, December

ARTICLE 33
PROPERTY OF THE LOCAL

- 1) All assets, papers and files pertaining to Local 279 shall be deemed the property of the Local and shall not be permanently removed from the Local office by any person unless authorized by the Executive Board.
- 2) Upon receipt of any property of the Local, the receiver shall provide a written and signed receipt to the Secretary-Treasurer for the said property.
- 3) Twice each year, just prior to the end of the financial period as defined in Article 32 of these By-Laws, an inventory of all Local assets shall be undertaken.
- 4) Capital expenditures of over one thousand five hundred dollars (\$1500.00) excluding emergency repairs, shall be made only by a two-thirds (2/3) majority vote of the Members of the Local in attendance at a General Meeting.
- 5) Any property of the Local that is deemed surplus or is no longer needed shall be disposed of using a silent auction for Members only.
- 6) All Equipment, ie: Laptop computers, purchased by the Local, shall remain the property of the Local.

ARTICLE 34
SALARIES OF OFFICERS

- 1) All full-time Executive Board Members will be responsible for paying their share (employee share) of pension plan contributions and CPP contributions.

- 2) **President/Business Agent** - Full Time - \$ 113,889.83 plus benefits; and a monthly cell phone allowance of one hundred dollars (\$100.00).
- 3) **Secretary-Treasurer** – Full Time - \$108,529.55 plus benefits; and a monthly cell phone allowance of one hundred dollars (\$100.00).
- 4) **Vice-President** – Part-Time - \$1004.89 per month. RRSP top up to a maximum of \$29.00 per month and a cell phone allowance of one hundred dollars (\$100.00).
- 5) **Assistant Business Agents** – Full time - \$108,529.55 plus benefits; and a monthly cell phone allowance of one hundred dollars (\$100.00).
- 6) **Executive Board Members Part-Time (Grievance)** - \$890.36 per month; RRSP top up to a maximum of \$29.00 per month and a cell phone allowance of one hundred dollars (\$100.00).
- 7) Full-time Officers shall have an annual vacation corresponding to their entitlement with the employing body. Periods of vacations to be determined by the Officers themselves subject to the approval of the Presidents/Business Agent. It is to be understood that adequate coverage of the Local must be maintained at all times.
- 8) Full-time Officers will take their vacations in the current year. Any carried over vacation time resulting from contract talks, illness, maternity leave or paternity leave, shall be taken at the earliest opportunity, otherwise the vacation shall be booked at the first available time by the President. Vacation must be taken prior to the end of term (Triennial Year).
- 9) Recognized instructors who are Members of Local 279 who are not receiving lost time shall be remunerated at a maximum of eight (8) hours at his/her regular hourly rate of pay per day when teaching authorized Local 279 courses.
- 10) Officers who are not full time shall be paid, in addition to their salaries, for all lost time resulting from Union business which they have been authorized to carry out. Exceptional cases may be brought before the Executive Board for approval.
- 11) All of these salaries are subject, as of July 1, 2024, to the percentage increases attained in increased wages for the individual Member for each new contract of the largest bargaining unit.

ARTICLE 35 FINANCIAL REPORT

A detailed financial report shall be presented and approved at the monthly General Meetings.

ARTICLE 36 OFFICERS

No Member will be eligible for candidacy to an office on the Executive Board, any elected

position or for a convention unless he/she has attended six (6) regular meetings in each year for two years preceding a General Election or a convention nomination meeting. Please note: In order to be credited attendance for a meeting, the Member must be present when the meeting is called to order or prior to the meeting's adjournment. Attendance is verified only by signing the attendance book or by being mentioned in the minutes of the General Meeting. The same shall hold true for eligibility for delegate nominations for the ATU Canada and nominations for the By-law Committee.

ARTICLE 37 BONDING OF OFFICERS

- 1) The instructions contained in the Constitution in reference to bonding of Officers, or of other persons, shall be observed by this Local.
- 2) The Executive Board will determine the amount of bond to cover each Officer and any other person requiring bonding.

ARTICLE 38 DISCIPLINE

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

ARTICLE 39 RESPONSIBILITY FOR INFORMATION

- 1) A Member is required to keep the Secretary-Treasurer informed of his current full address and telephone number.
- 2) Wherever possible, contracts, Constitution and By-Laws will be in both official languages.

ARTICLE 40 RULES OF ORDER

- 1) Notices of motion must be submitted in writing to the Secretary-Treasurer of the Union.
- 2) A ballot vote issue can only be amended by a ballot vote.
- 3) Any Member wishing to address the Local must rise and, if requested, use the microphone provided. If more than one Member rises at the same time, the Chair shall decide who shall have the floor and the other shall speak next in order.
- 4) During the reading of the Officers reports, communications, and/or other papers, and when a Member is addressing the Local, silence shall be observed.
- 5) No Member shall interrupt another Member when speaking or disturb the harmony thereof by abusive, disorderly, or profane language. Any Member who refuses to obey the Chair

shall be admonished by that Officer. If the Member offends again, he/she shall be excluded from the room for the meeting, and afterwards dealt with as the Local shall determine.

- 6) The Chair shall not be permitted to speak on any subject while discharging his duty as Chairperson except on matters of order, in which he/she shall have precedence. When the Local requires an account of facts within his/her knowledge, then he/she may state the facts requested.
- 7) The President/Business Agent shall have the right, in the absence of the Vice-President or any other Officer, to name any Member to perform the duties of that Chair who shall be, during such time, invested with all powers of that office.
- 8) A Member shall not be interrupted while speaking, except on a question of privilege, a call to order, or for the purpose of explanation.
- 9) If, while speaking, a Member is called to order, he/she shall, at the request of the President/Business Agent, take his/her seat until the question is determined. Then, if permitted, he/she may proceed.
- 10) Each Member, when speaking, shall stand and respectfully address the presiding Officer, confining himself to the question under debate and avoiding sarcasm and the disparagement of personalities.

ARTICLE 41

NEGOTIATING COMMITTEE AND ARBITRATION COMMITTEE

- 1) The Negotiating Committee for the O.C. Transpo contract shall consist of:
 - a) President/Business Agent
 - b) Vice-President
 - c) Secretary-Treasurer
 - d) Assistant Business Agent/Transportation
 - e) Assistant Business Agent/Equipment
 - f) Where the President/Business Agent deems expertise is necessary, other individuals may be requested to assist in negotiations.
- 2) The following Officers will form the Negotiating Committee for the Para Transpo contract:
 - a) President/Business Agent

- b) Vice-President
 - c) Secretary-Treasurer
 - d) Executive Board Member/Para Transpo
- 3) The following Officers will form the Negotiating Committee for the Royal Canadian Mint contract:
- a) President/Business Agent
 - b) Vice-President
 - c) Secretary-Treasurer
 - d) Assistant Business Agent/Equipment
 - e) Executive Board Member/Royal Canadian Mint
- 4) The following Officers will form the Negotiating Committee for Alstom contract:
- a) President-Business Agent
 - b) Vice-President
 - c) Secretary-Treasurer
 - d) Assistant Business Agent/Equipment
 - e) Executive Board Member/Alstom
- 5) The following Officers will form the committee to attend Arbitration hearings:
- a) President/Business Agent
 - b) Assistant Business Agent of the department concerned as Chair of this committee
 - c) Executive Board Members as deemed necessary by the Assistant Business Agent concerned and the President/Business Agent
 - d) Where the Assistant Business Agent and the President/Business Agent deem expertise is necessary, individuals may be requested to attend arbitration

ARTICLE 42 TRAVEL EXPENSES

- 1a) Any education seminar, where room and board is being included in the registration fee, an allowance of thirty (\$30.00) dollars per day will be allocated to cover personal expenses.
- b) Any Seminar or Course in Ottawa, which are arranged by the Union will include an allowance of forty dollars (40.00) per day to cover all expenses.
- 2) Delegates to conventions and/or conferences shall be paid an allowance of one hundred and thirty-five dollars (\$135.00) per day for the actual number of days required to register, travel to, attend and return from a convention and/or Union functions. Such allowance shall be for all personal expenses of the delegates except lodging accommodation and transportation fares to and from the convention.
- 3) Any convention or seminar conducted within 75 kilometers of the Union Hall address will

be provided with only one (1) hospitality room. All Executive Board Members will have joint access and use of this room. A limit of one (1) hospitality room shall apply to the entire Executive Board and no other rooms shall be booked.

- 4) In addition, payment for lost time shall be at the proper rates made through the proper channels and/or on a per diem rate then in effect for the actual number of days required to register, travel to, attend and return from conventions. Delegates elected to attend conventions in the U.S.A. shall be paid in U.S.A. currency and/or proper currency. Full-time Officers shall receive and be entitled only to the per diem for the actual number of days required to register and travel to and from conventions.
- 5) All registration fees will be paid by the Local.
- 6) The Secretary-Treasurer shall ensure the most cost efficient travel arrangements be considered for any conferences and conventions. In recognition that reduced airfares may cause delegates to travel on their days off, delegates will be compensated by time off or wages, on a daily basis, for travel or attendance on such.
- 7) Mileage at seventy cents (\$0.70) per kilometer will be paid only up to the least expensive airfare available by major carrier.
- 8) Delegate(s) shall be responsible for any and all expenses incurred by any person or persons wishing to accompany said Delegate(s) on any conventions. Delegates shall pay for all Costs incurred by said guest(s) at the time of booking.

ARTICLE 43 NEWSLETTER AND WEBSITE

1) NEWSLETTER

An amount set by the Membership at the budget presentation shall be set aside for publication and distribution of the A.T.U. Newsletter. This newsletter fund may be augmented by the selling of approved advertising. The Local 279 Newsletter and Official Information Bulletins should be published three (3) times a year. The Newsletter Editor is to be selected by the Executive Board. He/she shall be booked off the appropriate amount of time required for editing and shall work in conjunction with the full-time Officers and Office Staff to write a newsletter. All information published in said newsletter shall be approved by the President/Business Agent.

2) WEBSITE

An amount set by the Membership at the budget presentation shall be set aside for maintaining the ATU 279 website. This website fund may be augmented by the selling of approved advertising. The Local 279 website editor is to be selected by the Executive Board. He/she

shall be booked off the appropriate amount of time required for editing, and shall work in conjunction with the full-time Officers and Office Staff to manage the website. All information published on said website shall be approved by the President/Business Agent.

ARTICLE 44 NEW MEMBER ORIENTATIONS

New Member orientations are to be conducted by the appropriate Officer. The Assistant Business Agent/Transportation will conduct the orientation for new Operators, the Assistant Business Agent/Equipment will conduct the orientation for new Equipment/Fleet Services Division Members, the Para Transpo Board Member will conduct the orientation for new Para Transpo Division Members and the Royal Canadian Mint Board Member will conduct the orientation for new Royal Canadian Mint Division Members and the Alstom Board Member will conduct the orientation for new Alstom Division Members. .

ARTICLE 45 LOST TIME

- 1) Every person booked off for Union duties for which lost time is paid must prepare a written report which is to be given to the Officer responsible for booking that person off.
- 2) If a Part-time Officer attends Negotiations on his/her day off, that Member shall be compensated for Lost Time either in wages or in time off.

ARTICLE 46 RETIREES

- 1)
 - a) Retired Members will have a voice but no vote on any matters affecting the Local Union.
 - b) Retired Members in good standing shall be eligible to vote for the position of President/Business Agent, Vice-President and Secretary-Treasurer only.
 - c) Retirees shall not be allowed to serve in any decision making capacity in the election process but may perform ministerial electoral functions such as acting as tellers, ballot clerks, election observers, not however, including service as a Member of the Election Committee.
- 2) Retired Members will be responsible for paying their Union Dues in order to remain Members in good standing.

ARTICLE 47 ADMINISTRATION OF THE LOCAL

The Executive Board will implement an administrative policy for the running of the offices of the Local, with help from a professional office consultant.

EPILOGUE

1. You are the Union, this is your Union, you have an obligation to become involved and make it work.
2. Union Members should not talk bad about other Union Members.
3. Members should report all "perceived" contract violations immediately.
4. Members should respect the opinions of other Union Members and treat each other with respect.
5. When at all possible, when you notice another Union Member having problems or problems between Members please contact a Union Representative or Union Office.
6. Members should not discuss opinions shared by other Members in Union meetings in the presence of Management.
7. "As a Union, united we stand divided we beg".

DATED AT _____ THIS _____ DAY OF _____, 2024.

THE BY-LAW COMMITTEE:

Marc Blondin: _____

Robin Dunbar: _____

Kiranpal (Shanty) Singh: _____

Patrick Collins: _____

Martin Lavigne: _____

Barry Low: _____

Daniel Dorion: _____

Richard Clarke: _____

Michael Wright: _____