

APOC York Branch Local Constitution and By-Laws



March 2016

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THE ASSOCIATION OF POSTAL OFFICIALS OF CANADA

**CONSTITUTION AND BY-LAWS
YORK BRANCH**

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Sandra Burgess
Branch President

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ARTICLE 1: NAME AND FORM OF THE ORGANIZATION

- 1.1 The name of this branch of THE ASSOCIATION OF POSTAL OFFICIALS OF CANADA shall be the "YORK BRANCH" and its components.

ARTICLE 2: OBJECTIVES

- 2.1 To unite all members in the York Branch into a single organization by soliciting members' participation regardless of their classification, position, and/or location in order to create a united voice among all members in the York Branch;
- 2.2 To protect the rights and interest of all members in the York Branch in matters connected with employer-employee relations.
- 2.3 To provide training programs for representatives where it is deemed necessary and this information will be presented at general membership meetings.

ARTICLE 3: MEMBERSHIP, DUES AND FINANCES

- 3.1 Any official who has an indeterminate appointment with Canada Post Corporation, or other appropriate employer, that is eligible by law can be a member of the Association.
- 3.2 The Branch Executive Committee may grant Association Membership to any member in good standing upon retirement or to a member who has rendered meritorious service to the Association. Associate Members shall be governed by Article 5 of the National Constitution and will not be entitled to stand for election, vote or make any motions. When recognized by the Branch President an Associate Member may address the membership at the meeting.
- 3.3 The York Branch may impose an additional dues levy where there is a quorum of two-thirds (2/3) of voting members in attendance at a General Membership Meeting.
- 3.4 Members on active service with the Armed Forces will be maintained in good standing as members of the York Branch during the period of such serviced.
- 3.5 The Branch Executive Committee may invest funds not required for current operations into securities. Such investments shall only be guaranteed bonds or secured bank certificates from institutions governed by the Canadian Deposit Insurance Corporation (CDIC).

- 3.6 Remuneration of expenses for elected and appointed officers or other persons while on official branch business shall be governed by the York Branch constitution except where superseded by the National Constitution.
- 3.7 All references to HE or HIS in this Constitution and By-Laws shall be read HE/SHE or HIS/HERS.
- 3.8 Expenditures of \$2,000 or less must be authorized by two (2) of the Branch Executives.
- 3.9 Expenditures of greater than \$2,000.00 but less than \$5,000.00 must be authorized by the Branch Executive Council.
- 3.10 Expenditures of \$5,000.00 or more must be authorized by the General Membership at a General Membership meeting.
- 3.11 All expenditures must be accompanied by an expense claim form and submitted within sixty (60) days of incurring the expense to the Branch Secretary-Treasurer on a bi-monthly basis.
- 3.12 All expense claim forms shall be signed by the claimant and approved by a member of the Branch Executive prior to the cheque(s) being issued. Branch Executives shall not approve their own claim.
- 3.13 Cheques shall be signed by two (2) Branch Executives.

ARTICLE 4: BRANCH EXECUTIVES

- 4.1 The Branch Executives of the York Branch shall consist of the Branch President, the Alternate Branch President and the Branch Secretary-Treasurer.

ARTICLE 5: DUTIES OF BRANCH EXECUTIVES

Branch President

- 5.1 The Branch President shall function as the Chief Executive Officer of the Local Association. The President shall:
 - 5.1.1 ensure that the Branch Executive Council and Committees are fulfilling their duties in a respectful and business-like manner;
 - 5.1.2 have the authority to interpret the York Branch Constitution and his interpretation shall be conclusive and in full force and effect unless reversed by the National Executive;

- 5.1.3 sign all official documents of the York Branch;
- 5.1.4 preside over all regular and special meetings;
- 5.1.5 exercise supervision over the affairs of the York Branch;
- 5.1.6 in the case of a tie on any matter being voted on, cast the deciding vote;
- 5.1.7 assign duties to members of the Branch Executive Council and members of any committee;
- 5.1.8 report on the administration of the Office and the affairs of the York Branch in their newsletters and on the Branch website (www.apocyork.com);
- 5.1.9 appoint members on all committees unless otherwise specified by the Branch Constitution as per Article 19.2;
- 5.1.10 notify the Branch Executive Council of dates for set meetings;
- 5.1.11 set up and administer education sessions and training programs;
- 5.1.12 ensure the correct spelling, grammar and format in cases where the intent of the provision of the Constitution will not be changed or altered;
- 5.1.13 in the case of an emergency expenditure of \$5,000.00 or more, the Branch President may authorize the expenditure without approval. In such circumstances, the Branch President shall notify the Branch Executive Council and must disclose this expenditure at the next General Membership Meeting;
- 5.1.14 is an authorized signing agent of the Branch Executive Council;
- 5.1.15 presides at all meetings of the Branch Executive Council.

Alternate Branch President

- 5.2 If a Vice President who is elected to this position by the Branch Executive Council, will do so in addition to his role as Vice President of his office;
- 5.2.1 accede to the position of the Branch President in the case of death or resignation for the remainder of the term of office;
- 5.2.2 is an authorized signing agent for the Branch financial matters.

Branch Secretary-Treasurer

- 5.3 The Branch Secretary-Treasurer is responsible for all correspondence, finances and official documents;
- 5.3.1 Organizes, compiles, publishes and updates the Branch website and newsletter, all amendments to the Constitution and contract proposals;
- 5.3.2 maintains membership lists;
- 5.3.3 organizes and distributes all correspondence as required;
- 5.3.4 maintains records of all proceedings and reports;
- 5.3.5 draws and attests cheques;
- 5.3.6 collects all monies for the Branch and deposits such funds in an accredited financial institution approved by the Branch Executive;
- 5.3.7 ensures all accounts correctly posted and ready for examination;
- 5.3.8 collect all reports that are to be included in the newsletter from the Executive Council and distribute to the members;
- 5.3.9 conducts all purchases on behalf of the Branch;
- 5.3.10 is responsible for the administration and maintenance of the office;
- 5.3.11 presents copies of the financial statement at the General Membership Meetings;
- 5.3.12 is an authorized signing agent for the Branch Executive on financial matters;
- 5.3.13 shall attend all Branch Executive, Branch Executive Council, General Membership and special meetings of the branch;
- 5.3.14 when required by the Branch Executive Council or the Auditors, he must produce all records in his keeping to the Association;
- 5.3.15 ensures the National Office and the General Membership receive copies of audits conducted of the finances of the Branch each August and February. Audit reports shall be presented at the September and March meetings;
- 5.3.16 shall report to and assist the Branch President.
- 5.3.17 All expenses incurred by/on behalf of the Branch must be submitted in the first week of the month to the Branch President for authorization.

ARTICLE 6: THE BRANCH EXECUTIVE COUNCIL

- 6.1 There shall be a Branch Executive Council which shall consist of the Branch President, Branch Secretary-Treasurer, Branch Vice Presidents and the Tyler. They shall meet monthly.
- 6.2 At the request of the Branch Executive Council and upon their willingness to accept, the outgoing Branch President and one executive member shall act as advisers to the Branch Executive for a period not to exceed ninety (90) days. They shall have the right to participate in all meetings without voting privileges and shall have the same benefits as a Branch Executive Member that is equivalent to the position vacated.

ARTICLE 7: DUTIES OF BRANCH EXECUTIVE COUNCIL

- 7.1 The Branch Executive Council shall have the right to make interim appointments to any vacant position which has not been filled at an official election. Where a position on the Branch Executive Council is vacated during the term of office, the position shall be filled through the election process in accordance with the Branch Constitution.
- 7.2 The Branch Executive Council has the right to remove any appointed member who has not satisfactorily fulfilled the duties and obligations of their appointed position.
- 7.3 When a vacancy exists at the Alternate Branch President and/or Branch Secretary-Treasurer level, there will be a vote within the Branch Executive Council to fill the position from the existing Branch Executive Council within thirty (30) days.
- 7.4 The Branch Executive Council shall establish by a simple majority vote the number of Branch Representatives allotted to each office.
- 7.5 The Branch Executive or authorized Branch Representative shall represent any member who has not been provided representation.

ARTICLE 8: BRANCH VICE PRESIDENTS

- 8.1 Each Office recognized by the Branch shall have a Vice President which consists of Sales / Serve, Gateway, South Central Letter Processing Plant, Delivery and Mail Operations Support / Transportation / Human Performances Management.

ARTICLE 9: DUTIES OF THE BRANCH VICE PRESIDENT

- 9.1 Schedule, chair and attend monthly meetings/consultations with his Branch Representatives and the Corporation;
- 9.2 Prepare, investigate and represent members at grievance hearings;
- 9.3 Assist the Branch President in conducting the affairs of the Association; represent the Branch President when required;
- 9.5 responsible for coaching and mentoring the APOC Branch Representatives for his office;
- 9.6 shall attend all Branch Executive Council, General Membership and special meetings;
- 9.7 report on the administration and affairs of his office at meetings and in the newsletter;
- 9.8 sign up and collect monies from members from the office for which he is responsible and forward to Branch Secretary-Treasurer;
- 9.9 maintains and updates lists of members in his office and forwards copies to the Branch Secretary-Treasurer;
- 9.10 Notifies all Branch Representatives in his office of scheduled meetings by the Branch President.
- 9.11 A Branch Vice President must apply through the Branch Executive Council to request additional representatives.

ARTICLE 10: BRANCH REPRESENTATIVES

- 10.1 Each office shall have Branch Representatives as shown in the Organizational Chart for the York Branch known as “Appendix A” on the last page of this constitution.

ARTICLE 11: DUTIES OF BRANCH REPRESENTATIVES

- 11.1 Shall report and assist the Branch Vice President

- 11.2 initiate the investigation to resolve issues at the complaint stage prior to submitting a grievance or other matters of interest or concern for members in his area of responsibility.

ARTICLE 12: DUTIES OF THE TYLER

- 12.1 Shall maintain and send the membership attendance records after each General Membership Meeting to the Branch Secretary-Treasurer;
- 12.2 shall report to and assist the Secretary-Treasurer.

ARTICLE 13: DUTIES OF THE AUDITORS

- 13.1 Audit the finances of the York branch of the Association in the months of August and February;
- 13.2 provide a report of the audit to the General Membership Meeting in September and March;
- 13.3 send copies of the audit reports to the National Office upon completion.

ARTICLE 14: NOMINATIONS AND ELECTIONS

- 14.1 Nominations for elections of the Branch Executive shall be held at the General Membership Meeting in July following the National Convention and shall hold office for three (3) years. To be eligible for a Branch Executive position, a member must be in good standing and must have attended a minimum of ten (10) General Membership Meetings in the thirty-six (36) months preceding nominations and a further four (4) of these meetings must have been attended in the twelve (12) months preceding nominations.
- 14.2 Nominations for elections of the Branch Vice Presidents shall be held at the General Membership Meeting in July following the National Convention and shall hold office for three (3) years. To be eligible for a Branch Vice President position, a member must be in good standing, and must have attended a minimum of ten (10) General Membership Meetings in the thirty-six (36) months preceding nominations, and further four (4) of these meetings must have been attended in the twelve (12) months preceding nominations. The Branch Vice President must work in the Office they represent. They will be elected by the membership of their respective Office. If a member is ineligible to run for the position of Branch Vice President for an office, the Branch Executive Council shall appoint a member from the office to fill the vacant position in the following manner:
 - The Branch Executive Council will appoint a member from inside that office;

- the Branch Executive Council will appoint a member from outside of that office.

- 14.3 Nominations for elections of the Tyler and the two (2) Auditors shall be held at the General Membership Meeting in July following the National Convention and shall hold office for three (3) years. To be eligible for a Tyler or Auditor position, a member must be in good standing, and must have attended a minimum of ten (10) General Membership Meetings in the thirty-six (36) months preceding nominations and further four (4) of these meetings must have been attended in the twelve (12) months preceding nominations.
- 14.4 Nominations and elections of all other committees not mentioned in this constitution shall be held in January of each year and they shall hold that position for one (1) year. To be eligible a member must be in good standing. They shall be nominated and elected at the January General Membership Meeting.
- 14.5 Nominations for elections of Branch Representatives shall be held in January of each year and they shall hold office for one (1) year. To be eligible a member must be in good standing and must have attended a minimum of two (2) General Membership Meetings in the twelve (12) months preceding nominations. Branch Representatives must work in the office they represent and shall be nominated and elected by the membership of their respective office.
- 14.6 The Election Committee is responsible to ensure that each member has the opportunity to cast a ballot. Balloting to be conducted by mail except for Branch Representatives.
- 14.7 It is the responsibility of any member who has not received ballot to inform the Election Committee within sufficient time to receive and cast their ballot.
- 14.8 With the exception of the alternate Divisional Vice President members may only hold one elected office. A National Officer may not hold an elected office in the Branch.
- 14.9 Upon the completion of the election, the Election Committee will report the number of votes received for each candidate and present the results at the General Membership Meeting following elections. The election results will be published in the newsletter and on the Branch website. In the event of a tie in an election, there shall be a reissue of ballots to the Membership for subsequent election. In the event of a tie after the second vote, the Branch Executive Council will vote to break the tie. Members elected and/or appointed to the position of Vice President shall take office and be sworn in at the next General Membership Meeting following the election.
- 14.10 The Branch Secretary-Treasurer shall notify the Membership of all eligible nominees prior to the September General Membership Meeting at which

nominations for elections of the Branch Executive Council, Tyler, Auditors and Branch Representatives is to be held.

- 14.10.1 Any Branch Vice President, Auditors or Tyler vacancy that occurs during an elected term shall apply Article 7.1 until an election is held. The process for election starts when the vacancy is known and is not to be filled until at least fourteen (14) days' notice is given to the Membership informing them of the date for nominations for election of said vacancy.
- 14.10.2 Any vacancy in Branch Representative or committees which occurs during an elected term shall be filled by appointment for a remainder of the term as provided for in Article 7.1.
- 14.11 To be eligible as a delegate or alternate to the National Convention, a member must attend a minimum of ten (10) General Membership Meetings between July after the last convention and the November prior to next convention. Further, a minimum of four (4) of these meetings must have been attended in the twelve (12) months preceding January prior to convention.
- 14.12 At the January Membership Meeting selection of delegates and alternates for the National Convention will be determined by ranking of attendance (highest to lowest) of the Branch Membership Meetings as per Article 14.11.
- 14.13 All members of the Branch Executive Council shall be excluded from the Article 14.12. They shall have the automatic right to attend National Conventions as delegates.
- 14.14 The Tyler must verify Membership attendance records to confirm eligibility for any election or appointment and for the selection of delegates and alternates for the National Convention.
- 14.15 Whenever an election vote is required by the Branch, the Election Committee shall mail a ballot to all Members;
- (1) which has a unique identification;
 - (2) that is on dark coloured paper;
 - (3) with the question clearly stated;
 - (4) with a return envelope.
- 14.16 At the termination of office, elected and appointed members shall return all records, correspondence and assets of the Association to the Branch.

ARTICLE 15: MEETINGS

- 15.1 Branch General Membership Meetings shall be held every other month. Any meeting may be canceled with the consent at the previous meeting. At least six (6) General Meetings shall be held each year. The time and place of meetings shall be published in the newsletter and the Branch website at least fourteen (14) days prior to the meeting date. Twenty (20) members in good standing shall constitute a quorum.
- 15.1.1 Unfinished business from a General Meeting at which a quorum was not in attendance shall be carried forward to the next meeting at which time the Membership will constitute a quorum to conclude such business.
- 15.2 General Membership Meetings will be scheduled for the third Sunday of every other month unless the Membership agrees to reschedule the meeting by a vote.
- 15.3 Special meeting may be called by the Branch President at his discretion. Twenty-five (25) members in good standing can request the Branch President to call a special meeting. The request must be made in writing with signatures.
- 15.4 When necessary and time permitting, all special meetings must be posted at least forty-eight (48) hours in advance of the meeting. The meeting shall deal only with the business for which it was called.
- 15.5 It shall be the duty of the Branch Executive Council, Branch Representatives and all members to encourage new members to attend General Membership Meetings.
- 15.6 Where a member arrives late or leaves early at a General Membership Meeting arrives late or leaves early he must be in attendance for a minimum of fifty percent (50%) of the meeting to receive a credit for being present.

ARTICLE 16: TRAVEL EXPENSES, ALLOWANCES & SALARIES

16.1 Salaries may be paid to the Branch Executive Council, Branch Representatives, Tyler and Auditors providing they meet the conditions set out in Article 16.1.1 and in the following manner at the highest increment of the annual salary for an OP1:

Branch President	8.50%
Branch Secretary-Treasurer	7.00%
Alternate Branch President	5.00%
Branch Vice President	4.00%
Branch Representative	2.25%
Tyler	2.25%
Auditor	0.75%

In order to be eligible to receive a salary, the Branch Executive Council, Branch Representatives, Tyler and Auditors must attend the following meetings;

- 16.1.1 the Branch Executive Council must attend the Branch Executive and General Membership meetings;
- 16.1.2 the Branch Vice Presidents must attend consultations, Branch Executive Council and General Membership meetings;
- 16.1.3 the Tyler must attend the Branch Executive Council and General Membership Meetings;
- 16.1.4 the Auditors must attend two-thirds (2/3) of all General Membership meetings each year except if absent with the authorization of the Branch Executive Council;
- 16.1.5 Notwithstanding articles 16.1.1.1 to 16.1.1 all Branch Representatives shall be eligible to receive salary if:
1. the Representative is on CPC approved leave;
 2. the Representative is scheduled to work during the period of the Branch General Meeting.
- 16.1.6 The representative shall not be eligible to receive salary only in the month in which the Representative did not adhere to 16.1.1 to 16.1.4.

- 16.2 Salaries shall be paid to members of Branch Executive Council, Tyler and Divisional Representatives from the APOC National Office. The salary will be contingent upon the members being present at the scheduled bi-monthly General Membership Meeting except if absent with the authorization of the Branch President and as per 16.1.5. The salary will also apply to the following month when there is no General Membership Meeting. Honorariums shall be paid to the Auditors by the Local as outlined in Article 16.1.
- 16.3 Mandatory claim forms must be submitted by any member of the Branch authorized by the Branch President to perform Association business. Members shall be paid expenses and allowances by the Branch at the prevailing rates set by the APOC National Office when not otherwise paid.
- 16.4 Each member required to use his vehicle while on Association business as authorized by the Branch President shall be paid mileage allowance at the prevailing rate of the National Office of the Association.
 - 16.4.1 For purposes of mileage allowance, where a member is elected to represent an office that he does not work in, that office shall be deemed his home office
 - 16.4.2 Notwithstanding the above, the Branch President, or his representative when engaged in all or part of the duties as the Alternate/Divisional Vice President shall not be reimbursed by this Branch for expenses, mileage, per diem allowance, or transportation. The expenses are to be reimbursed by the National Office.
- 16.5 Alternate Delegates attending National Convention or Branch Presidents meetings shall not receive any financial benefit above that of a Branch Delegate.
- 16.6 The York Branch shall maintain a contingency fund that will be not less than one year's operating costs of the Branch.
- 16.7 The York Branch shall establish a reserve fund sufficient to maintain the assets of the Branch in good condition and repair or replace any that become unserviceable.
- 16.7 The York Branch Secretary-Treasurer shall present an operating budget for each year to the Executive Committee for approval. The approved budget shall be reported at the General Membership Meeting for that year at the January meeting

ARTICLE 17: RULES OF ORDER

- 17.1 The Branch President shall take no part in debates while in the chair but should the Branch President desire to do so, the Branch President shall call upon the Alternate President or in the Alternate President's absence one of the Branch Vice Presidents to act as chairperson and will speak from the floor. To regain the chair, the Branch President will make a formal request to the presiding chairperson.
- 17.2 The Branch President shall decide all points of order and every member must take their seat when called upon to do so by the presiding officer. Any member questioning the ruling of the presiding officer may appeal to the membership.
- 17.3 The ruling of the Chair must stand as the judgment of the branch in every case unless overruled by the Members present as stated above.
- 17.4 No member can speak more than once to a motion except the mover who shall also be allowed to close the debate.
- 17.5 The Branch President shall state each question coming before the meeting and immediately before it is put to the meeting shall ask "Are you ready for the question?" Any member who replies "no" must immediately state his reason when requested to do so by the chairperson;
- 17.6 No member shall be allowed to speak to any motion or move an amendment after the Branch President has put the question for a vote to the membership.
- 17.7 No member shall be allowed to speak for more than three minutes on any questions except in the case of a duly appointed Chairperson of a committee or delegation making a report;
- 17.8 Notwithstanding Article 17.7, any member who has not previously spoken to a motion may move that a speaker be granted a further three minutes. If the motion to extend is passed by the membership the mover will surrender his own right to speak to the motion or amendment under discussion.
- 17.9 A member must stand to address the Chair or to speak to a motion.
- 17.10 Upon first rising to address any meeting, the Member must give his name and office.
- 17.11 No speaker may be interrupted except on a point of order.

- 17.12 The Branch President, at their discretion, may allow up to ten minutes of free debate. If a motion is not brought forth, the meeting will proceed to the next item of business. No discussion is in order until there is a motion before the meeting.
- 17.13 Any motion must be seconded before it can be debated at the Membership Meeting. If there is no seconder, the meeting will proceed to the next item of business.
- 17.14 An amendment to a motion requires a seconder before it can be debated and must be related to the motion in the same way a sub-amendment (an amendment to an amendment) requires a seconder and must be related to the amendment. A sub-amendment under debate must be dealt with before a further sub-amendment can be moved.
- 17.15 In all cases where a motion has been amended, the Branch President will call for a vote on "The motion as amended". The amended motion will be read to the membership before the vote is taken and the motion is finally disposed of.
- 17.16 Motions to change the regular order of business or to suspend the rules requires two-thirds (2/3) majority and are not debatable.
- 17.17 A motion may not be withdrawn without the consent of the mover and the seconder.
- 17.18 The previous question, i.e. "A vote be now taken" requires an immediate vote and is not debatable. The motion can only be moved and seconded by a member who have not previously spoken to the motion.
- 17.19 A motion to proceed to the next item on the agenda is not debatable and can be moved and seconded only by members who have not already spoken to the motion under discussion. If the motion to proceed to the next item succeeds, the motion under discussion will be listed as unfinished business on the agenda for the next General Membership Meeting.
- 17.20 Matters not regulated by these rules of order will be decided by a vote of those in attendance. A simple majority will rule.

ARTICLE 18: ORDER OF BUSINESS

The business of each meeting shall be conducted in the following order:

- 18.1 the Branch President shall open the meeting at the appointed time;
- 18.2 roll call of Branch Executive Council;
- 18.3 reading minutes of previous meeting;
 - 18.3.1 motion to approve;
 - 18.3.2 matters arising from minutes;
- 18.4 reading of correspondence (to be taken in short form unless any item is particularly specified);
- 18.5 bills and accounts;
 - 18.5.1 motion to approve;
 - 18.5.2 matters arising from the Financial Report.
- 18.6 Applications for Membership. Report on recruiting and membership by Branch Secretary-Treasurer
- 18.7 Reports from Branch Vice Presidents, Delegations and Committees. The first item of such reports shall be a full briefing on all recorded meetings attended by each Branch Vice President, delegations and committees in order to keep the membership informed;
- 18.8 unfinished business (motions for which a notice has been submitted);
- 18.9 new business;
- 18.10 elections and nominations (if required);
- 18.11 swearing in of the Executive Council (if required);
- 18.12 adjournment.

ARTICLE 19: GENERAL BY-LAWS

Attendance

- 19.1 Any member of the Branch Executive Council absent without good reason in the opinion of the Branch Executive Council for three (3) consecutive General Membership Meetings and/or Branch Executive Council meetings shall be retired and their office filled in accordance to procedures governing a vacancy of the Branch Executive Council. Any elected officer must attend at least one half (1/2) of all General Membership Meetings and Branch Executive Meetings in any two (2) month period to be entitled to their salary for that two (2) month period as prescribed in Article 16.1.
- 19.2 A Branch Representative must attend at least one half of all meetings called to by the Branch Vice President In any two (2) month period to be entitled to the salary for that two (2) month period as prescribed in Article 16.1.
- 19.3 The Tyler shall be governed by articles 14.1 to 14.5 and 19.1 with regards to any absence.

Standing Committees

- 19.2 There shall be a Standing Committee Chairperson appointed for each of the following:
 - 19.2.1 Constitution Committee;
 - 19.2.2 Social Committee;
 - 19.2.3 These chairpersons shall have the right to appoint a working committee as required.

Branch Procedure

- 19.3 Unless stated otherwise in these by-laws, Branch procedure shall be as stated in Bourinot's rules of order.
- 19.4 The Branch shall publish a bi-monthly newsletter to be mailed to each member and posted on the Branch website (www.apocyork.com) at least fourteen (14) days prior to a General Membership Meeting.
- 19.5 Whenever a referendum is required by the Branch, the Branch Executive Council shall mail a ballot to all Members;

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- having a unique identification;
 - that is on a dark colored paper;
 - with the question clearly stated;
 - together with a self-addressed reply envelope.

Charges Against Members

- 19.6 Any member of the York Branch presenting a charge against another member of the Branch must submit such a charge in writing with his signature to the Branch President or Secretary-Treasurer for presentation to the Branch Executive Council. The Branch Executive Council's decision shall be final unless an appeal is made at the next General Membership Meeting.

Financial Reports

- 19.7 The Auditors shall have ready a report for presentation in September for the mid-year and March in the following year for the year-end presentation at the General Membership Meetings.

Fiscal Year

- 19.8 The fiscal year shall be from January 1 to December 31.

Constitutional Amendments

- 19.9 The Constitution and By-Laws shall not be amended, rescinded, suspended or altered in any manner whatsoever unless a notice of motion be given in writing setting forth the nature of the proposed amendment unless otherwise provided for in this Constitution.
- 19.9.1 All proposed amendments to the Constitution must be submitted and signed by two (2) members in good standing to the Constitution Committee.
- 19.9.2 Proposed Constitutional amendments will be published on the Branch website and voted on at the November General Membership Meeting of each year.
- 19.9.3 All amendments require two-thirds (2/3) vote of the membership to carry, provided a quorum is in attendance.
- 19.9.4 If a quorum is not in attendance the amendments shall be voted on at the next General Membership Meeting.
- 19.9.5 The Branch President and Branch Secretary-Treasurer shall sign the APOC York Branch Local Constitution and By-Laws.

