

THE ASSOCIATION OF POSTAL OFFICIALS OF CANADA

YORK BRANCH

CONSTITUTION AND BY-LAWS

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Lance Graham
Branch President

Philip Denny
Branch Secretary Treasurer

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ARTICLE – 1 : NAME AND FORM OF THE ORGANIZATION:

The name of this branch of THE ASSOCIATION OF POSTAL OFFICIALS OF CANADA shall be the “ YORK BRANCH ” and it’s 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 the employer-employee relations.
- 2.3 To provide training programs for representatives where it is deemed necessary and this information will be presented at the 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 in this 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 shall not be entitled to stand for election, vote or make motions. When recognized by the Branch President an Associate Member may address the membership at a meeting.
- 3.3 The York Branch at a General Membership Meeting may impose an additional dues levy where there is a quorum, by two-thirds of the voting members in attendance.
- 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 service.

- 3.5 The Branch Executive Committee may invest funds not required for current operations in securities. Such investments shall only be in guaranteed bonds or secured bank certificates from institutions governed by the CIDC.
- 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or other persons while on official branch business shall be governed by the York Branch constitution except where superseded by the National Constitution.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 **E**xpenditures of \$2000.00 or less must be authorized by two (2) of the Branch Executives.
- 3.9 **E**xpenditures of greater than \$2000.00 but less than \$5000.00 must be authorized by the Branch Executive Council.
- 3.10 **E**xpenditures of \$5000.00 or more must be authorized by the General Membership at a General Membership meeting.
- 3.11 **A**ll 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 **A**ll expense claim forms shall be signed by the claimant and approved by a member of the Branch Executives prior to the cheque(s) being issued. Branch Executive shall not approve their own claim.
- 3.13 **C**heques shall be signed by two (2) of the Branch Executives.

ARTICLE – 4 : BRANCH EXECUTIVES:

- 4.1 **T**he 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 THE BRANCH EXECUTIVES:

5.1 Branch President

The Branch President shall function as the Chief Executive Officer of the Local Association. The position shall;

- 5.1.1 See that all Branch Executive Council and Committees are attending to their duties and that business at all times is conducted with respect and in a proper 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 of the Association;
- 5.1.4 Preside at all Regular and Special Meetings;
- 5.1.5 Exercise supervision over the affairs of the York Branch of the Association;
- 5.1.6 The position shall cast the deciding vote in case of a tie on any matter being voted on;
- 5.1.7 Assign duties to members of the Branch Executive Council and members of any Committees;
- 5.1.8 Report on the administration of the office and the affairs of the York Branch of the Association in their Newsletter and on the Website;
- 5.1.9 Appoints members on all committees unless otherwise specified by the Constitution as per article 19.2;
- 5.1.10 Notify the Branch Executive Council of all dates for set meetings;
- 5.1.11 Setup and administer education sessions and training programs;
- 5.1.12 Ensure the correction of spelling, grammatical and formatting errors, in cases where the intent of the Constitution provision would not be changed or altered;

5.1.13 in the case of an emergency expenditure of \$5000.00 or more, the position may authorize the expenditure without approval. In such circumstance, the position shall notify the Branch Executive Council and must disclose this expenditure to the next General Membership Meeting.

5.1.14 Is an authorized signing Branch Executive on financial matters.

5.1.15 Preside at all meetings of the Branch Executive Council.

5.2 Alternate Branch President

5.2.1 Is a Branch Vice-President who is elected to this position by the Branch Executive Council in addition to his Branch Vice President role.

5.2.2 Replaces the Branch President in his absence or his failure to discharge the duties of the position as determined and voted on by the Branch Executive Council;

5.2.3 Accede to the position of Branch President in the case of death or resignation for the remainder of the term of office;

5.2.4 Is an authorized signing Branch Executive on financial matters;

5.3 Branch Secretary Treasurer

5.3.1 Fully responsible for all correspondence, finances and official documents;

5.3.2 Organize, compile, publish and update the website and newsletter, all amendments to the Constitution and Contract proposals;

5.3.3 Maintains membership list;

5.3.4 Communicate, organize and distribute all Correspondence as required;

5.3.5 Keep a record of all proceedings and reports;

5.3.6 Draw and attest cheques;

5.3.7 Collect all monies for the York Branch Association and deposit such funds in

- a credited financial institution approved by the Executive;
- 5.3.8 Have all accounts correctly posted and ready for examination;
 - 5.3.9 Attend all meetings of the Executive and Executive Council;
 - 5.3.10 Collect all reports that are to be included in the Newsletter from the Executive Council and distribute to the members;
 - 5.3.11 Responsible to update the Website;
 - 5.3.12 Conduct all purchases on behalf of the Local Association;
 - 5.3.13 Be responsible for the administration/maintenance of the office;
 - 5.3.14 Present copies of the financial statement to the membership at the General Membership Meeting;
 - 5.3.15 Is an authorized signing Branch Executive on financial matters;
 - 5.3.16 Shall attend all Branch Executive, Branch Executive Council, General Membership and Special meetings of the branch;
 - 5.3.17 When required by the Branch Executive Council or the Auditors, he must produce all records in his keeping to the Association;
 - 5.3.18 Ensure the National Office and the General Membership receives copies of audits conducted on the finances of the York Branch in August and February. Audit reports shall be presented at the September and March meeting;
 - 5.3.19 Shall report to and assist the Branch President;
 - 5.3.20 All expenses incurred by/on behalf of the York Branch Association must be submitted in the first week of the month to the Branch President

ARTICLE – 6 : THE BRANCH EXECUTIVE COUNCIL:

- 6.1 There shall be a Branch Executive Council, which shall consist of the Branch Executive and the Branch Vice-Presidents. It shall meet regularly at the call of the Branch President.
- 6.2 At the request of the Branch Executive Council and upon their willingness to accept, the outgoing Branch President and one other Executive member shall act as advisors to the Branch Executive for a period not to exceed ninety (90) days. They shall have the right to participate in all meetings with no voting privileges and shall have the same benefit 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 this constitution.
- 7.2 The Branch Executive Council has the right to remove any appointed member who has not fulfilled the duties and obligations of the appointed position in a satisfactory manner.
- 7.3 When a vacancy exists at the Alternate Branch President and/or Branch Secretary Treasurer level, there will be a vote within the Executive Council to fill the position from the existing Branch Executive Council within 60 days.
- 7.4 The Branch Executive Council of the York Branch of the Association of Postal Officials of Canada (A.P.O.C.) shall establish by a simple majority the number of (A.P.O.C.) Branch Representatives allotted to each office.
- 7.5 The Branch Executive or other authorized Branch Representative shall represent any member(s) who have not been allotted Representation.

ARTICLE – 8 : BRANCH VICE PRESIDENT:

8.1 Every Office recognized by the York Branch of the Association of Postal Officials of Canada (A.P.O.C.) shall have a Branch Vice President that consists of Sales and Serve, Gateway, South Central, Delivery and Mail Operation Support / Transportation / Human Performance Management

ARTICLE – 9 : DUTIES OF THE BRANCH VICE PRESIDENT:

- 9.1 **S**chedule and attend monthly meetings/consultations with Director(s) and his Branch Representatives;
- 9.2 Prepare, investigate and represent members at grievance hearings;
- 9.3 Assist the Branch President in conducting the affairs of the Association;
- 9.4 Represent the Branch President when required;
- 9.5 Responsible for coaching and mentoring the A.P.O.C. 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 and collect monies from new members and forward to Branch Secretary Treasurer from area of which he is responsible;
- 9.9 Maintain and update a list of Members in his area and forward a copy to the Branch Secretary Treasurer;
- 9.10 Notify all Branch Representatives in his area of all scheduled meetings by the Branch President.
- 9.11 **A** Branch Vice President must apply through the Branch Executive Council to have an A.P.O.C. Representative or request for additional A.P.O.C. Branch Representatives.

ARTICLE – 10 : BRANCH REPRESENTATIVES/TYLER/ AUDITORS:

- 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 Shall initiate the investigation to resolve issues at the complaint stage prior to submitting a grievance, or other matters of interest or concern to members in his area of responsibility;
- 11.3 Shall act as a Branch Representative for members in the office that they work in or at the request of the Branch President represent a member outside the office that they work in;
- 11.4 Branch Representatives shall attend Local Consultation Meetings and replace the Branch Vice-President in their absence at such meetings, when required;
- 11.5 Branch Representatives shall attend all Branch Representatives Meetings scheduled by their Branch Vice-President;

ARTICLE – 12 : DUTIES OF THE TYLER:

- 12.1 Shall welcome, confirm and record members at all meetings of the Branch;
- 12.2 Shall not allow non-members to enter unless authorized to do so by the Branch President;
- 12.3 Shall maintain and send the membership attendance records after each meeting to the Branch Secretary Treasurer;
- 12.4 Shall report and assist the Secretary Treasurer.

ARTICLE – 13 : DUTIES OF THE AUDITORS:

- 13.1 Shall audit the finances of the York branch of the Association in the months of August and February;
- 13.2 Shall provide a report of the audit to the General Membership Meeting in the months of September and March;
- 13.3 Shall 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 further, four (4) of these meetings must have been attended in the twelve (12) months preceding nominations
- 14.2 **N**ominations 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. Branch Vice-President must work in the Office they represent. They will be elected by the membership of their respective Office (s). If no member is eligible to run for the position of Branch Vice-President for an Office, the Branch Executive shall appoint a member from that Office to fill the vacant position in the following manner:
 - 14.2.1 **T**he Branch Executive will appoint a member from inside of that Office.
 - 14.2.2 **T**he Branch Executive 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 and Auditor(s) 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. Members elected to the Tyler or Auditors positions shall take Office and be sworn in at the General Membership Meeting following 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 for election of Branch Representatives. Branch Representatives must work in the Office they represent and shall be nominated and elected by the membership of their respective Office.
- 14.6 It will be the Election Committees responsibility to see that every member has had an opportunity to cast a ballot. Such balloting to be done by mail except for the Branch Representatives.
- 14.7 It will be the responsibility of any member who has not received a ballot to inform the Election Committee within sufficient time to receive and cast their ballot.
- 14.8 Members may hold one elected office only. A National Officer may not hold an elected office in the York Branch.
- 14.9 **T**he election must be completed and the election committee report of the number of votes received for each candidate presented to the membership at the General Membership Meeting following elections. The election results

will be published in the Newsletter/Website. In the event of a tie in an election, there shall be a reissue of ballots to the members for election. In the event of a tie remaining after the second vote, the Branch Executive Council will vote to break the tie.

Members elected and/or appointed to a Vice-President position shall take Office and be sworn in at the next General Membership Meeting following the elections.

- 14.10 The Branch Secretary Treasurer shall notify the membership of all eligible nominees before the first day of the month of the General Membership Meeting at which nominations for elections of the Branch Executive Council, Tyler, Auditors or Branch Representatives is to be held.
- 14.10.1 Any Branch Vice President, Auditors or Tyler vacancy that occurs during an elected term shall have Article 7.1 applied 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 to said vacancy. In order to be eligible for said vacancy a member in good standing must have complied with Articles 10.2 or 10.3, whichever is applicable;
- 14.10.2 Any vacancy in Branch Representatives or Committees which occurs during an elected term shall be filled by appointment for the remainder of the term as provided for in Articles 7.1.
- 14.11 **T**o be eligible to be a delegate or alternate to National Convention a member must have attended a minimum of Ten (10) General Membership Meetings between July after last Convention and 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 **S**election of delegates or alternate to National Conventions will be determined by the ranking of attendance (highest to lowest) of Branch Membership Meetings within the time frame mentioned in article 14.11 shall take place at the January General Membership Meeting. If required, Elections will be held at the next General Membership Meeting.
- 14.13 All members of the Branch Executive Council shall be excluded from the provisions of Article 14.12. They shall have an automatic right to attend National Conventions as delegates

- 14.14 The Tyler must verify a member's attendance records to confirm eligibility for any election or appointment and for selection of delegates and alternates to convention.
- 14.15 Election Voting: Whenever an election vote is required by the Branch; the Election Committee shall mail to all voting members for whom a current address is on file, a ballot:
- (1) which has a unique identification,
 - (2) that is on a dark coloured paper,
 - (3) with the question clearly put,
 - (4) together with a self-addressed reply envelope.
- 14.16 At the termination of office, elected and appointed members shall turn over all records, correspondence and assets of the Association to the Branch.

ARTICLE – 15 : MEETINGS:

- 15.1 **A** General Meeting of the Branch shall be held every other month Any meeting may be canceled by the consent of the previous meeting. At least six (6) General Meetings shall be held each year. The time and place of meetings shall be published on the Newsletter/Website at least fourteen (14) days prior to the meeting date. Twenty members in good standing shall constitute a quorum.

Any unfinished business from a General Meeting at which a quorum was not reached shall be carried forward to the next meeting at which time the membership in attendance will constitute a quorum to conclude such business

- 15.2 **All** Regular General Membership Meetings will be scheduled for the third Sunday of every other month, unless the members agrees to move the scheduled meeting by a vote in a General Membership meeting
- 15.3 "Special Meetings" may be called by the Branch President at his discretion. Twenty-five members in good standing can require the Branch President to call a Special Meeting, such requirements to be in writing over their signatures. Those members requesting the Special Meeting must form a quorum.

- 15.4 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 bring and encourage new members to attend General Membership Meetings.
- 15.6 Where a member leaves a General Membership Meeting early or arrives late, they must have been in attendance for a minimum of fifty percent (50%) of the meeting to receive credit.

ARTICLE – 16 : TRAVEL, EXPENSES, ALLOWANCES & SALARIES:

- 16.1 Salaries may be paid to the Branch Executive Council, Branch Representatives, Tyler and Auditors provided 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%

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

- 16.1.1.1 The Branch Executives must attend the Branch Executive, Branch Executive Council and General Membership meeting;

- 16.1.1.2 The Branch Vice-Presidents must attend Consultations, Branch Executive Council & General Membership meetings;

- 16.1.1.3 The Branch Representatives must attend Consultation meetings & General Membership meetings;

- 16.1.1.4 The Tyler must attend the General Membership meetings;

16.1.1.5 **T**he Auditors must attend two third (2/3) of all General Membership meetings each year;

Except if absent with the authorization of the Branch President.

16.1.2 **S**alaries shall be paid every month upon presentation of an expense claim for the Branch Executive Council, Branch Representatives and Tyler. Auditors will be paid upon presentation of an expense claim form

16.1.2.1 **A**ny member of the York Branch authorized by the Branch President to perform Association business on behalf of the Branch shall be paid expenses, allowances and pay at the prevailing rates set by the National Office of the Association, when not otherwise paid.

16.2 **E**ach member required to use his vehicle while on Association business as authorized by the Branch President, shall be paid a mileage allowance at the prevailing rate of the National Office of the Association. No mileage shall be paid for any travel to/from the York Branch office to/from a member's home or their Canada Post office.

16.2.1 **F**or purposes of mileage allowance, where a member is elected to represent an office that they do not work in, they shall be deemed to work in that office.

16.3 **N**otwithstanding 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 allowances, or transportation. The expenses are to be reimbursed by the National Office.

16.4 Alternate Delegates attending National Convention or Branch Presidents meetings shall not receive any financial benefit above that of a Branch Delegate.

16.5 The York Branch shall maintain a Contingency Fund that shall be not less than one years operating costs of the Branch.

16.6 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.

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 Presidents 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 meeting.
- 17.3 In every case the ruling of the chair must stand as the judgment of the branch, unless overruled by the members present as above stated.
- 17.4 No member can speak more than once to a motion except the mover who also shall be allowed to close the debate.
- 17.5 The Branch President shall state every 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 reasons 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 risen to put the question to a vote of the branch.
- 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 rule (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 meeting the mover will surrender their own right to speak to the motion or amendment under discussion.

- 17.9 Members must stand to address the chair or to speak to a motion.
- 17.10 Upon first rising to address any meeting, a member must give their name and staff.
- 17.11 No speaker may be interrupted except on a point of order.
- 17.12 The Branch President at their discretion may allow ten minutes or less of free debate, but if no motion is brought forth, the meeting will proceed to the next item of business. Other than this, 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 by the meeting. If no seconder is found 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 ways 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 members before the vote is taken and the motion finally disposed of.
- 17.16 Motions to change the regular order of business or to suspend the rules require a two-thirds majority and are not debatable.
- 17.17 A motion may not be withdrawn without the consent of the mover and seconder.
- 17.18 The Previous Question, i.e. "That a vote be now taken", requires an immediate vote and is not debatable. It can only be moved and seconded by members who have not previously spoken to the motion.
- 17.19 Next business: 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 In matters not regulated by these rules of order will be decided by a vote of those in attendance, 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 for approval.
 18.3.2 Matters arising from minutes.
- 18.4 Reading of correspondence (to be taken in short form unless any item particularly specified).
- 18.5 Bills and accounts:
 18.5.1 Motion to approval.
 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 of Branch Vice-Presidents, Delegations and Committees. The first item of such reports shall be a full briefing on all recorded meetings attended by these Branch Vice-Presidents, delegations and committees so as to keep membership informed.
- 18.8 Unfinished business. (Motions for which a notice has been submitted.)
- 18.9 New business.

18.10 Election and nominations (if required)

18.11 Adjournment.

ARTICLE – 19 : GENERAL BY-LAWS:

19.1 **A**ttendance

19.1.1 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 on the Branch Executive Council and further that any elected officer must attend at least one half of all General Membership Meeting 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.

19.1.2 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.

19.1.3 In regard to any absence, the Tyler shall be governed by Article 14.1, 14.2, 14.2.1.1, 14.2.1.2, 14.3, 14.4, 14.5 and Article 19.1.

19.2 Standing Committees

There shall be a Standing Committee Chairperson appointed for each of the following:

19.2.1 Collective Agreement Committee

19.2.2 Constitutions Committee

19.2.3 Social Committee

These chairpersons shall have the right to appoint a working committee as required.

19.3 Branch Procedure

19.3.1 Unless stated otherwise in these By-Laws, Branch procedure shall be as stated in Bourinot's rules of order.

- 19.3.2 The Branch shall publish a bi-monthly Newsletter to be mailed to each member and posted on the Branch Website at least fourteen days prior to a General Membership Meeting.
- 19.4 Whenever a referendum is required by the Branch, the Branch Executive Council shall mail to all members for whom a current address is on file, a ballot:
- 18.9.1 having a unique identification,
 - 18.9.2 that is on a dark colored paper;
 - 18.9.3 with the question clearly put.
 - 19.4.4 together with a self-addressed reply envelope.
- 19.5 **C**harges Against Members
- Notwithstanding section 19.1, any member of the Branch presenting a charge against any other member of the Branch must submit such charge in writing over his signature, to the Branch President or Secretary Treasurer, for presentation to the Branch Executive Council. The Branch Executive's Council decision shall be final unless appeal is made to the next General Membership Meeting.
- 19.6 **F**inancial Reports
- The Auditors shall have ready for the General Membership Meeting in September for mid-year and March for year end and whenever the Branch may otherwise deem necessary, a Financial Report showing the standing of the accounts of the branch.
- 19.7 **F**iscal Year
- The branch year and the term of office for elected positions and committees of the branch shall be from January 1 to December 31 except where provided for in this Constitution.
- 19.8 **C**onstitutional Amendments
- 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.

- 19.8.1 All proposed amendments to this Constitution must be submitted and signed by two (2) members in good standing to the Constitution Committee.
- 19.8.2 Proposed Constitutional amendments will be published on the website and voted on at the November General Membership Meeting of each year.
- 19.8.2.1 Provided a quorum is in attendance all amendments shall require a two-thirds (2/3) vote of the members at this meeting to carry.
- 19.8.3.1 If a quorum is not in attendance the amendments shall be voted on and carried by two-thirds (2/3) of the members in attendance at the next General Membership Meeting.
- 19.8.3.2 The Branch President and Branch Secretary Treasurer shall sign the Constitution and By-Laws, when fairly written or printed in a book.

ORG CHART FOR THE YORK BRANCH

