

THE ASSOCIATION OF POSTAL OFFICIALS OF CANADA CONSTITUTION AND BYLAWS OF THE YORK BRANCH



York Constitution Adopted: July 1966

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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.
- 1.2 All references to HE or HIS in this Constitution and Bylaws shall be read HE/SHE or HIS/HERS.

ARTICLE 2: OBJECTIVES

The objectives of the York Branch are to:

- 2.1 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 protect the rights and interest of all members in the York Branch in matters connected with employer-employee relations;
- 2.3 provide training programs for Branch Representatives where it is deemed necessary.

ARTICLE 3: CONFIDENTIALITY

- 3.1 Member(s) of the Branch Executive Council, Branch Executive, and Committees shall preserve and protect the privacy, confidentiality and security of all records and other confidential information whether in hard copy, file, oral or computerized form they may have access to.
- 3.2 Any deliberate and unauthorized release of confidential information may be subject to legal action and can result in disciplinary action by the association.

ARTICLE 4: CONFLICT OF INTEREST

- 4.1. Purpose: The Branch Executives and the Branch Executive Council have a duty to ensure that the integrity of the decision making processes of the Association are maintained by ensuring that they and other members of the York branch are free from conflict or potential conflict in their decision-making. It is inherent in an Executive member's fiduciary duty that conflicts of interest be avoided. It is important that all members of the Branch Executives and Council and any other officer understand their obligations when a conflict of interest or potential conflict of interest arises.
- 4.2. Disclosure of Conflicts: Any Executive member, officer or committee member who is in Branch Executives by notification to the President or the Alternate President. Where the Branch President has a conflict, notice shall be given to the Branch Vice-President. The disclosure shall

be sufficient to disclose the nature and extent of the interest. Disclosure shall be made at the earliest possible time and, where possible, prior to any discussion and vote on the matter.

- 4.3. Where (i); an Executive member, officer or committee member is not present at a meeting where a matter in which the Executive member, officer or committee member has a conflict is first discussed and/or voted upon, or (ii); a conflict arises for an Executive member, officer or committee member after a matter has been discussed but not yet voted upon by the Branch Executive, or (iii); an Executive member, officer or committee member becomes conflicted after a matter has been approved, the Executive member, officer or committee member shall make the declaration of the conflict to the President or the Alternate Branch President as soon as possible and at the next meeting of the Board. If an Executive member, officer or committee member becomes interested in a contract or transaction after it is made or entered into, the disclosure shall be made as soon as possible after the Executive member, officer or committee member becomes so interested. An Executive member, officer or committee member may make a general declaration of their relationships and interests in entities or persons that give rise to conflicts.

ARTICLE 5: MEMBERSHIP, DUES AND FINANCES

- 5.1 Any official who holds an indeterminate appointment with Canada Post Corporation, or other appropriate employer that is eligible, by law can be a member in the Association.
- 5.2 The Branch Executive Council 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.
- 5.3 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.
- 5.4 Members on active service with the Canadian Armed Forces will be maintained in good standing as members of the York Branch during the period of such service.
- 5.5 The Branch Executive Council may invest funds not required for current operations into securities. Such investments shall be guaranteed bonds or secured bank certificates from institutions governed by the Canadian Deposit Insurance Corporation (CDIC).
- 5.6 Remuneration of expenses for elected and/or 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.
- 5.6.1 All expenses and travel claims must be accompanied by an official receipt with an expense claim form. They must be submitted to the Branch Secretary-Treasurer within two (2) months of incurring the expense.

- 5.6.2 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.
- 5.7 Expenses of \$2,000.00 or less must be authorized by two (2) of the Branch Executives.
- 5.8 expenses of greater than \$2,000.00 but less than \$5,000.00 must be authorized by the Branch Executive Council.
- 5.9 expenses of \$5,000.00 or more must be authorized by the General Membership at a General Membership meeting.
- 5.10 Cheques shall be signed by any two (2) of the authorized Branch Executives.

ARTICLE 6: BRANCH EXECUTIVE COUNCIL

- 6.1 The Branch Executives of the York Branch shall consist of the Branch President, the Vice-President and the Branch Secretary-Treasurer.

ARTICLE 7: DUTIES OF BRANCH EXECUTIVE COUNCIL

BRANCH PRESIDENT

- 7.1 The Branch President shall function as the Chief Executive Officer of the Local Association. The President shall:
 - 7.1.1 ensure that the Branch Executive Council and committees are attending to their duties and at all times business is conducted with respect and in a professional manner;
 - 7.1.2 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;
 - 7.1.3 sign all official documents of the York Branch;
 - 7.1.4 preside over all regular and special meetings;
 - 7.1.5 exercise supervision over the affairs of the York Branch;
 - 7.1.6 in the case of a tie on any matter being voted on, cast the deciding vote;
 - 7.1.7 assign duties to members of the Branch Executive Council and members of any committee;
 - 7.1.8 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);

- 7.1.9 appoint members on all committees unless otherwise specified by the Branch Constitution as per Article 19.2;
- 7.1.10 notify the Branch Executive Council of dates for scheduled meetings;
- 7.1.11 set up and administer education sessions and training programs;
- 7.1.12 ensure the correct spelling, grammar and format in cases where the intent of the provision of the Constitution will not be changed or altered;
- 7.1.13 In the case of an emergency expense of \$5,000.00 or more, the Branch President may authorize the expense without approval. In such a circumstance, the Branch President shall notify each Branch Executive Council member and shall disclose this expense at the next General Membership Meeting;
- 7.1.14 is an authorized signing agent of the Branch Executive Council;
- 7.1.15 presides at all meetings of the Branch Executive Council.

ALTERNATE BRANCH PRESIDENT

- 7.2 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;
 - 7.2.1 accede to the position of the Branch President in the case of death or resignation for the remainder of the term of office;
 - 7.2.2 is an authorized signing agent for the Branch financial matters.

BRANCH SECRETARY-TREASURER

- 7.3 The Branch Secretary-Treasurer is responsible for all correspondence, finances and official documents;
 - 7.3.1 organizes, compiles, publishes and updates the Branch website and newsletter, all amendments to the Constitution and contract proposals;
 - 7.3.2 maintains membership lists;
 - 7.3.3 communicates, organizes and distributes all correspondence as required;
 - 7.3.4 maintains records of all proceedings and reports;
 - 7.3.5 draws and attests cheques;

- 7.3.6 collects all monies for the Branch and deposits such funds in an accredited financial institution approved by the Branch Executive;
- 7.3.7 have all accounts correctly posted and ready for examination;
- 7.3.8 collect all reports that are to be included in the newsletter from the Executive Council and distribute to the members;
- 7.3.9 conducts all purchases on behalf of the Branch;
- 7.3.10 is responsible for the administration and maintenance of the office;
- 7.3.11 present copies of the financial statement at the General Membership Meetings;
- 7.3.12 is an authorized signing agent for the Branch Executive on financial matters;
- 7.3.13 shall attend all Branch Executive, Branch Executive Council, General Membership and special meetings of the branch;
- 7.3.14 when required by the Branch Executive Council or the Auditors, he must produce all records in his keeping to the Association;
- 7.3.15 ensure 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;
- 7.3.16 shall report to and assist the Branch President.
- 7.3.17 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 8: THE BRANCH EXECUTIVE COUNCIL

- 8.1 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.
- 8.2 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 advisors 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 9: DUTIES OF BRANCH EXECUTIVE COUNCIL

- 9.1 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.
- 9.2 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.
- 9.3 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.
- 9.4 The Branch Executive Council shall establish by a simple majority vote the number of Branch Representatives allotted to each office.
- 9.5 The Branch Executive or authorized Branch Representative shall represent any member who has not been provided representation.

ARTICLE 10: BRANCH VICE PRESIDENTS

- 10.1 Each Office recognized by the Branch shall have a Vice President for the following: Sales/Serve, Gateway, South Central Letter Processing Plant, Delivery, Mail Operations Support, Transportation/Human Performances Management and Learning and Development.

ARTICLE 11: DUTIES OF THE BRANCH VICE PRESIDENT

- 11.1 Schedule, chair and attend monthly meetings/consultations with his Branch Representatives and the Corporation;
- 11.2 Prepare, investigate and represent members at grievance hearings;
- 11.3 Assist the Branch President in conducting the affairs of the Association;
- 11.4 represent the Branch President when required;
- 11.5 responsible for coaching and mentoring the A.P.O.C Branch Representatives for his office;
- 11.6 shall attend all Branch Executive Council, General Membership and special meetings;
- 11.7 report on the administration and affairs of his office at meetings and in the newsletter;
- 11.8 sign up and collect monies from members from the office for which he is responsible and forward to Branch Secretary-Treasurer;

- 11.9 maintains and updates lists of members in his office and forwards copies to the Branch Secretary-Treasurer
- 11.10 Notify all Branch Representatives in his area of all scheduled meetings by the Branch President.
- 11.11 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 for 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 Welcome, confirm and record members' attendance at all meetings of the Branch;
 - 12.2 not allow non-members to enter unless authorized to do so by the Branch President;
 - 12.3 maintain and send the membership attendance records after each General Membership Meeting to the Branch Secretary-Treasurer;
- 12.4 report to and assist the Secretary-Treasurer;

ARTICLE 13: DUTIES OF THE AUDITORS

- 13.1 Audit the finances of the York Branch 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; four (4) of which 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; four (4) of which must have been attended in the twelve (12) months preceding nominations.
 - 14.2.1 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 vacant position will be filled as follows:
 - 14.2.2 The Branch Executive Council will appoint a member from within that office;
 - 14.2.3 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 and 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 two (2) years. 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 a 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 reports the number of votes received for each candidate and presents 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 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 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 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.
 - 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 have attended a minimum of ten (10) General Membership Meetings between July

following the last convention and November prior to the next convention. Further, a minimum of four (4) of these meetings must have been attended in the twelve (12) months preceding January prior to the convention.

14.12 Selection of delegates or alternates to the National Convention will be determined by the ranking of attendance (highest to lowest) of Branch Membership Meetings within the timeframe mentioned in Article 14.11 and shall take place at the January General Membership Meeting.

14.12.1 The Branch Executive Council shall have the right to appoint, designate or elect at a branch meeting delegates and alternate delegates to the forthcoming National Convention of the Association within a period of not less than five (5) months prior to the Convention. Only members in good standing shall be eligible for appointment, designation or election as delegates or alternate delegates.

14.13 All members of the Branch Executive Council shall be excluded from the provisions of Article 14.12. They shall have the automatic right to attend National Conventions as delegates.

14.14 The Tyler shall verify a member's attendance record to confirm eligibility for any election or appointment and for the selection of delegates and alternates to the National Convention.

14.15 Whenever an election vote is required by the Branch the Election Committee shall mail to all eligible voting members to the last known address on file, a ballot; with the exception of voting for delegates or alternates for National Presidents meeting or National Conventions

- (1) which has a unique identification;
- (2) that is on 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 must turn over all records, correspondence and assets of the Association to the Branch (within 14 days ??).

ARTICLE 15: MEETINGS

15.1 General Membership Meetings of the Branch shall be held every other month. A meeting may be canceled at the consent of the members in attendance at the previous meeting. At least six (6) General Membership Meetings shall be held each year. The time and place of meetings shall be published in the newsletter/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 Membership 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 General Membership Meetings will be scheduled for the third Sunday of every other month unless the members agree to reschedule the meeting by a vote.
- 15.3 Members are required to register their attendance at all meetings with Tyler or designate upon arrival.
- 15.4 Special meetings 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.
- 15.5 When necessary and time permitting all special meetings must be posted on the branch website at least forty-eight (48) hours in advance of the meeting. The meeting shall deal only with the business for which it was called.
- 15.6 It shall be the duty of the Branch Executive Council, Branch Representatives and all members to encourage new members to attend General Membership Meetings.
- 15.7 Members must attend at least fifty percent (50%) of the duration of a General Membership Meeting to receive credit for the meeting. Credits will be based on the amount of time they have attended in total minutes.

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 adjusted annually in the following manner at the highest increment of the annual salary for an OP1 as per the Collective Agreement:

Branch President	8.50%
Branch Secretary/Treasurer	7.00%
Alternate Branch President	5.00%
Branch Representative	4.00%

Branch Vice-President	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 meetings;

- (a) The Branch Executive Council must attend the Branch Executive meeting and the General Membership meeting;
- (b) The Branch Vice-Presidents must attend management consultations, Branch Executive Council and General Membership meetings;
- (c) The Branch Representatives must attend management consultation meetings and General Membership Meetings.
- (d) The Tyler must attend the Branch Executive Council and General Membership Meetings
- (e) The Auditor must attend two-thirds (2/3) of all General Membership Meetings each year.

16.2 Notwithstanding article 16.1.1 all Branch Representatives shall be eligible to receive a 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.

16.2.1 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 16.1.6

16.2.2 Salaries shall be paid to members of the Branch Executive Council, Tyler and Divisional Representatives from the APOC National Office. The pay will be contingent upon the Member being present at the General Membership Meeting except if absent with the authorization of the Branch President; the pay will also apply in the months where there is no scheduled General Membership Meeting. Honorariums shall be paid to the Auditors by the Branch Local as outlined in Article 16.1

- 16.3 Members shall be paid for expenses and allowances by the Branch at the current rates set by the APOC National Office. Claim forms must be submitted with original receipts within sixty (60) days of the date of the expense. No payment for any expenses shall be made unless authorized by the Branch President.
- 16.4 Any member required to use his vehicle while on Association business as authorized by the Branch President shall be paid a mileage allowance at the current rate of the National Office of the Association.
- 16.5 Where a member is appointed to represent an office outside their home office they shall be deemed to work in that office for the purpose of payment of mileage allowances.
- 16.6 Notwithstanding clause 16.5, 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 the Branch for expenses, mileage, per-diem allowance, or transportation. These expenses will be reimbursed by the National Office of the Association.
- 16.7 The York Branch shall maintain a contingency fund that shall not be less than one years' operating costs of the Branch.
- 16.8 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 in January.
- 16.9 When a Branch Executive, Council member, Branch Representative, Tyler or Internal Auditor is voted out of office and the incoming elected officer is sworn into office, both the outgoing and incoming officer must be paid the salary for the month of the swearing in for the position that has been vacated.

ARTICLE 17: RULES OF ORDER

- 17.1 The Branch President shall not take part in debates while in the chair. Should he desire to do so
1. he shall call upon the Alternate President or;

2. in the Alternate Presidents absence, one of the Branch Vice-Presidents to act as Chairperson,
3. the Branch President will be allowed to 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 judgement of the branch, unless overruled by the member present as stated above.
- 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 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 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 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 meeting the mover will surrender their own right to speak to the motion or amendment under discussion to a motion.
- 17.9 A member must state their name and office upon rising to address any Branch meeting.

- 17.10 No speaker may be interrupted except on a point of order.
- 17.11 The Branch President, at their discretion, may allow ten minutes or less of free debate. If no motion is brought forth, the meeting will proceed to the next item of business. Aside from this, no discussion is in order until there is a motion before the meeting.
- 17.12 Any motion must be seconded before it can be debated at the branch meeting. If no seconder is found, the meeting will proceed to the next item of business.
- 17.13 An amendment to a motion requires a seconder before it can be debated on and must be related to the motion in the same way 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.
- 17.14 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.
- 17.15 Motions to change the regular order of business or to suspend the rules requires a two-thirds (2/3) majority and are not debatable.
- 17.16 A motion may not be withdrawn without the consent of the mover and the seconder;
- 17.17 The previous question (i.e. “A vote will now be taken.”) requires an immediate vote and is not debatable. The motion can only be moved and seconded by a member who has not previously spoken to the motion.
- 17.18 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.

17.19 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 the Branch Secretary-Treasurer;

18.7 Reports from Branch Vice-Presidents or designates and Committees;

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 Swearing in of Executive Council (if required);

18:12 Date/time of next meeting;

18.13 Adjournment.

ARTICLE 19: GENERAL BYLAWS

19.1 Attendance

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. Elected officers 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.

19.1.2 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 The Tyler shall be governed by articles 14.1, 14.2, 14.2.1, 14.2.2, 14.3, 14.4, 14.5 and 19.1 with regards to any absence.

19.2 Standing Committees

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 Election 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 bylaws, 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 posted on the Branch website at least fourteen days prior to the next General Membership Meeting.

19.4 Whenever a referendum is required by the Branch, the Election Committee shall mail a ballot to all eligible voting members to the last known address on file, a ballot;

19.4.1 having a unique identification;

19.4.2 that is on a dark colored paper;

19.4.3 with the question clearly put;

19.4.4 together with a self-addressed reply envelope;

19.5 **Charges Against Members**

Notwithstanding section 19.1, 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.

19.5.1 Any Branch Executive Council member presenting a charge against a Branch Member

19.6 **Financial 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 **Fiscal 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 Constitutional Amendments

The Constitution and bylaws 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 the 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 each year.

19.8.3 All amendments shall require a two-thirds (2/3) vote of the members at this meeting to carry provided a quorum is in attendance,

19.8.4 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.

19.8.5 The York Branch Constitution is available on the Branch website. A hard copy will be provided to any York Branch member who submits a written request to the Branch Secretary-Treasurer.

APPENDIX "A"

ORGANIZATIONAL CHART FOR THE YORK BRANCH

PRESIDENT

1ST VICE
PRESIDENT

SECRETARY
TREASURER

DELIVERY (C&D) VICE PRESIDENT	SOUTH CENTRAL VICE PRESIDENT	SALES SERVE VICE PRESIDENT	GATEWAY VICE PRESIDENT	MOS/TRANS/HPM VICE PRESIDENT
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REPRESENTATIVE	REPRESENTATIVE	REPRESENTATIVE	REPRESENTATIVE	REPRESENTATIVE
REPRESENTATIVE	REPRESENTATIVE	REPRESENTATIVE	REPRESENTATIVE	REPRESENTATIVE
REPRESENTATIVE	REPRESENTATIVE	REPRESENTATIVE	REPRESENTATIVE	REPRESENTATIVE
REPRESENTATIVE		REPRESENTATIVE	REPRESENTATIVE	TYLER
REPRESENTATIVE			REPRESENTATIVE	AUDITOR
REPRESENTATIVE				AUDITOR

APPENDIX "B"

Discipline of Members

- 1) Disciplinary action may be defined as a formal procedure established by the Association to impose sanctions upon a member, officer or representative for violations of duties and conduct. Disciplinary action may include:
 - A. written reprimand
 - B. suspension from membership for a specified period
 - C. expulsion from the Association
 - D. removal from his elected or appointed office
 - E. should it be found necessary to remove an Association Representative from office, the member shall be barred for life from holding any office within the Association, unless the original decision is overturned upon appeal in accordance with clause 4.

- F. The accused may appeal a finding of guilt and any penalty imposed, by sending a written appeal to a National officer that was not involved with the case/decision. The appeal must be made within twenty-five (25) calendar days of when the decision of the Committee was reported to the accused.
 - G. warning, suspension or termination of membership.
2. Any person, or the Association, may file a complaint against any member of the Association who:
 - A. engages in workplace violence, or workplace discrimination, harassment or reprisal
 - B. acts in an unprofessional manner
 - C. is in conflict of interest to the detriment of another member of the Association
 - D. acts in a manner detrimental to the objects of the Association
 - E. violates any of the Association's agreements
 - F. violating any provision of this constitution, by-laws, or written policies of the Association
 - G. carrying out any conduct which may be detrimental to the Association as determined by the board in its sole discretion
 - H. for any other reason that the board in its sole and absolute discretion considers to be reasonable, having regard to the purpose of the Association.
 3. The Executive Council shall established a Disciplinary Committee from its DVP team of at least three members who shall investigate and adjudicate charges filed alleging a violation of article 1. In the event the charge (S) is made against any or all of the DVP, those DVP so charged cannot be members of the Committee. The Chair shall default to a Divisional Vice-President chosen by the other Divisional Vice-Presidents by a majority vote.
 4. In the event that the Disciplinary Committee determines that a member is found guilty for any alleged complaint against them, the president, or such other officer as may be designated by the Executive Council, shall provide twenty (20) days' notice of its decision to the member and shall provide reasons for such decision. The member may make written submissions to the President, or such other officer as may be designated by the Executive Council, in response to the notice received within such twenty (20)day period In the event that no written submissions are received by the President, the President, or such other officer as may be designated by the Executive Council, may proceed to notify the member of its decision. If written submissions are received in accordance with this section, the Executive Council will consider such submissions in arriving at a final decision and shall notify the member concerning such final decision within a further twenty (20) days from the date of receipt of the submissions. The Executive Council's decision shall be final and binding on the member, without any further right of appeal.