

**LOCAL 583
BY - LAWS**

CALGARY, ALBERTA

January 1, 2019

**AMALGAMATED TRANSIT
UNION**

**AMALGAMATED TRANSIT
UNION**

www.atu583.com

AMALGAMATED TRANSIT UNION LOCAL 583

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Year's

WEB PAGE: www.atu583.com

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PRESIDENT/BUSINESS AGENT

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FINANCIAL SECRETARY/TREASURER

finsec@atu583.com

**EXECUTIVE VICE PRESIDENT/ASSISTANT
BUSINESS AGENT**

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RECORDING SECRETARY - MAINTENANCE/OFFICE

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REGULAR UNION MEETINGS:

SECOND TUESDAY OF EACH MONTH
10:00 A.M. & 7:30 P.M.

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SECTION A – 100
GENERAL

ARTICLE 101

This organization shall be known as Local 583 Amalgamated Transit Union.

ARTICLE 102
OBJECTIVES

The object of these By-laws is to lay down rules by which business of the Local may be conducted in a strictly legal manner.

To secure and defend our rights and seniority, safe-guard our interest as workers, create an authority whose seal shall constitute a certificate of character, intelligence and skill.

To secure meaningful employment and adequate pay for our work; and by all legal means to elevate our moral, intellectual and social condition.

To encourage the formation and improvements of sick, accident, old age and death benefits funds.

To encourage the principle and practice of conciliation and arbitration in settlement of all difficulties between labour and management; to establish order, insure peace and harmony, promote the general cause of humanity and brotherly ways, and to secure the blessings of friendship, equality and truth.

To abide and support all Sections of the “Constitution and General Laws” of our International Union, and endeavour to obtain for ourselves the fulfilment of all the declarations set forth in the preamble of the “Constitution and General Laws” of this Union and in these Bylaws.

ARTICLE 103 MEMBERSHIP

Qualifications for membership in this Local shall be in compliance with the governing sections of the International Constitution and General Laws.

The Initiation Fee for new members shall be Twenty Dollars (\$20.00) payable by payroll deduction.

All new employees applying for membership in the Local must do so by signing the regular membership application and initiation form. All non signed and/or Members shall pay the same dues as is applicable to regular members.

A member attending fifty percent (50%) of all meetings held within their respective bargaining unit, commencing with the January Union meeting each year, will be refunded a cheque in the amount of seventy-five dollars (\$75.00) by year end. To receive credit for any meeting, the member must attend for a minimum of 30 minutes or the entire meeting, whichever is less. There will be no excuse accepted for non-attendance excepting long-term illness, where a member is confined to home or hospital or if the absence is a result of his or her regular scheduled shift. In this case, credit for these meetings must be applied for within 10 days of the meeting. Any member that cannot attend a meeting as a result of performing Union duties may receive credit for that meeting on approval of the Executive Board.

It shall be the responsibility of the member leaving the Bargaining Unit to cease their membership and inform the Local Union Office. All dues premiums shall be applicable until date of notification.

Furloughed members may retain membership in the L.U. for one (1) year from the last day of the month of layoff and shall retain all the rights of L.U. membership so long as they remain members in

good standing. Thereafter they shall have the right to become Members at Large as per the constitution. As Members at Large, they will have no voice or vote on any matters affecting the L.U. or I.U. including election of officers and labour contract or pension matters.

Members retiring from service and desiring to retain their membership in this Union shall have the right to do so providing they do not enter into employment that is detrimental to the interests of the Union. Such members will then be entitled to the following rights and benefits. They shall have a voice but no vote on any matters affecting the Local or Union except that they shall be permitted to vote at the election of Officers and delegates to conventions.

ARTICLE 104

DUTIES OF EXECUTIVE OFFICERS AND EXECUTIVE BOARD

Each of the elected and appointed Officers of this Local shall perform the duties of their office in compliance with these By-laws and the Constitution and General Laws of the Amalgamated Transit Union. No Officer shall assume authority or responsibility to incur expense to the Local except as the By-laws and the General Laws of the Union provide. Such Officers as are required to give bond shall be bonded in the bonding department of the Amalgamated Transit Union and upon retiring from office must, deliver all books, papers, records, keys, passwords, cell phones and other property belonging to the Local, to their successor in office. Cell Phones are property of the Local and will be used for Union business. Any personal long distance calls will be the responsibility of the subscriber unless prior approval is authorized.

The Executive Officers of the Local are President/Business Agent, Financial Secretary-Treasurer, Executive Vice-President /Assistant Business Agent and Recording Secretary-Maintenance/Office and shall by virtue of their office be members of the Executive Board.

President/Business Agent, Financial Secretary-Treasurer, Executive Vice-President /Assistant Business Agent and Recording Secretary-Maintenance/Office shall be full time Union positions.

The full time officers shall work a rearranged workweek to allow for an earned Scheduled Day Off every third week. These days may be banked, however, they have no monetary value. They are forfeited if unused.

Pertaining to financial matters, all of the Full Time Officers shall have signing authority on behalf of the Local. A minimum of two (2) signing authorities must be used on all financial expenditures, one of whom must be the Financial Secretary-Treasurer.

The business of the Local between Executive Meetings shall be conducted by the Full Time officers according to Section 13.9 of the Constitution and General Laws.

PRESIDENT BUSINESS/AGENT

It shall be the duty of the President Business Agent to:

- preside at all meetings of the Local;
- preserve order and enforce the Constitution and General Laws and these By-laws;
- ensure that all Officers and Union Representatives perform their respective duties;
- to appoint all committees not otherwise provided for;
- ensure that all correspondence and related business is dealt with appropriately, and may address and carry on related correspondence;
- be chief spokesperson of the Negotiating Committee;
- be spokesperson for the Local to the media;
- be involved in all decisions related to grievances and shall present grievances whenever necessary;
- be ex-officio on all committees;
- authorize lost time for Executive Board and other members to carry out their Union duties;
- shall be the Office Manager
- may appoint an alternate to act in any capacity if required;

FINANCIAL SECRETARY-TREASURER

It shall be the duty of the Financial Secretary-Treasurer to:

- carry on correspondence and perform such duties as pertain to this office;
- deliver to the Local at the expiration of the term, all property entrusted to their care;
- carry out the instructions of the President-Business Agent and the Executive Board in supervising the affairs of the Local;
- may present grievances when required;
- collect all monies due to the Local and pay all bills owed by the Local by cheque;
- deposit all funds of the Local in such banks as the Local may select as soon as possible as the money is received. All interest accruing on such money shall be deposited to the credit of the Local;
- prepare a six (6) month statement of the financial transactions of the affairs of the Local and shall deliver to the auditing committee such statements with all books and vouchers, for authentication every six (6) months;
- may order additional audits if required;
- shall be ex-officio on all committees;
- shall keep the Local in good standing with the International Union and with all central bodies with which the Local is affiliated;
- shall be bonded in such amount as the Constitution and General Laws requires and the premium to be paid by the Local;
- shall be responsible for collection of all dues, fines and assessments, and other monies due the Local;
- shall chair Social Committee and co-ordinate communications between the Social Committee and the Executive Board.

- shall act as Returning Officer for elections and secret ballot votes;
- act as privacy officer
- carry out the instructions of the Executive Board with respect to the purchasing and booking requirements for all social functions.
- track all Officers vacation and SDO entitlements.

EXECUTIVE VICE-PRESIDENT/ASSISTANT BUSINESS AGENT

It shall be the duty of the Executive Vice-President/Assistant Business Agent to:

- render such assistance as may be required;
- assist the officers in conducting the affairs of the Local;
- shall present grievances pertaining to operations as required up to and including the arbitration level, and shall carry on all related grievance correspondence and present it to the membership at the Union Meetings;
- be ex-officio on all committees;
- shall assist the members in benefits matters as required;
- shall be the direct liaison to the Chief Steward of Operations on issues brought forward between Regular General meetings;
- shall track and administer all operations lost time as authorized by the President and provide a written weekly report to the Financial Secretary Treasurer;
- shall assume the duties of Recording Secretary in the absence of the Recording Secretary-Maintenance/Office.
- In the absence of the President-Business Agent office, the Executive Vice-President shall perform all duties pertaining to the office of the President-Business Agent;
- in case of a vacancy in the President-Business Agent's office the Executive Vice-President shall preside until the Local elects a President/Business Agent to fill the vacancy.

RECORDING SECRETARY-MAINTENANCE/OFFICE

It shall be the duty of the Recording Secretary-Maintenance/Office to:

- render such assistance as may be required;
- assist the officers in conducting the affairs of the Local;
- shall present grievances pertaining to their area as required up to and including the arbitration level, and shall carry on all grievance correspondence and present it to the membership at the Union Meetings;
- be ex-officio on all committees;
- shall be the direct liaison to the Chief Steward of Maintenance/Office on issues brought forward between Regular General meetings;
- shall assist the members in benefits matters as required;
- shall track and administer all office and maintenance lost time as authorized by the President and provide a written weekly report to the Financial Secretary Treasurer;
- keep a correct account of the proceedings of the Local;
- call the roll of Officers;
- ensure the Union postings and correspondence are provided as required.

EXECUTIVE BOARD

The Executive Board shall be comprised of President/Business Agent, Executive Vice President/Assistant Business Agent, Financial Secretary/Treasurer, Recording Secretary/Maintenance/Office, Chief Steward of Operations, Chief Steward of Maintenance/Office, Three (3) Conventional Operations Representatives, One (1) active LRT Operations Representative, One (1) Fleet Services Representative, One (1) Transit Maintenance Representative, One (1) Office Representative, One (1) Community Shuttle Representative and One (1) Accessible Transit Representative.

All Transit Operations Executive Board members shall be equal in stature.

The Senior Executive Board position will be determined in the following manner, term as: Executive Board Member, Shop Steward, Job Steward, Union membership (should the need arise).

It shall be the duty of the aforementioned positions to assist in matters pertaining to their respective sections. They shall hear all cases refused by the Companies and recommend further action, or dropping of said cases.

The Executive Board shall meet on the Thursday preceding the Regular Monthly Meeting. Special Meetings of the Board may be called by the President/Business Agent. They shall consider all grievances and complaints that may arise. Any member or members having a grievance that was not adjusted to their satisfaction may appear before the Executive Board to present their case. When the need arises the Executive Board by majority approval may change the day of the Executive Board Meeting, and such meeting shall take place prior to the Regular Union Meeting.

It shall be the duty of all Officers and all elected and appointed representatives to attend all Regular Meetings within the bargaining unit. Any representative holding an elected position, missing three (3) consecutive meetings without a valid excuse, upon charges being filed, may have their position declared vacant by a trial board. Any subsequent vacancy will be filled as per these by-laws.

Any Officer desiring to resign shall first submit such resignation to the Executive Board of the Local in writing. If the Board finds that the accounts are correct, they shall recommend to the Local the acceptance of the resignation; No resignation shall be accepted so long as all accounts of the Officer are not properly adjusted with the Local.

Any Executive Board Representative unable to occupy their regular workplace position in the work area from which they were elected shall have an Alternate appointed until their return. The appointed alternate will be chosen from that work area.

Committees and vacancies other than Executive Officer positions shall be appointed by the Executive Board.

ARTICLE 105

DUTIES OF MEMBERS

It shall be the duty of all members to sustain the Officers in the proper discharge of their duties, by strictly adhering to their obligation and by obeying the Constitution and Bylaws of the Union in compliance with the governing section of the General Laws.

Upon written complaint to the Union Office of a member against another member such complaint will be investigated by at least one Executive Board Member who shall form part of the Conflict Resolution Committee. Should the complaint be justified, the offending member may be brought into the Union Office and warned as to future conduct. On subsequent violations the offending member may be brought before the Executive Board.

No member shall be allowed to injure the interest of any members by undermining them in place, wages or in any other wilful act by which the reputation or employment may be injured. Members who perform the required duties of paid supervision shall be governed by the rules of the employer.

Any member, who transfers to another city department or becomes outside of the Local's jurisdiction, shall be issued a Union Withdrawal Card when and if requested.

Any member covered with reversion rights to their previous position shall be responsible to maintain their full monthly Dues and Union Group Insurance up to date at all times.

INDIVIDUAL ACTION: Any member of the Local, other than those authorized, who presents a grievance, or enters into any agreement or contract with the employing company, shall be subject to suspension or expulsion from the Local.

MEMBERSHIP BUTTONS: All new members shall be issued a Union pin. All members are encouraged to wear their Union pin in plain view.

CHANGE OF ADDRESS: Any member changing his/her address must notify their Local Union Office immediately.

LEAVE OF ABSENCE: Members on a Leave of Absence from the employer shall maintain themselves in good standing by paying dues and assessments directly to the Local Union Office.

ARTICLE 106 EXPENSES

Full-Time Officers shall receive a monthly amount of twenty six point zero cents (\$0.260) each per member of the total membership as shown on the Local's books for the previous month to defray out of pocket expenses incurred in the work of the Local.

The Chief Stewards as outlined in Section C, shall receive fourteen point two cents (\$0.142) per member per month as shown on the membership list of their respective bargaining unit.

Executive Board members except for those previously mentioned shall receive seven point one cents (\$0.071) per member per month as shown on the membership list of their respective bargaining unit.

Shop stewards shall receive four point two cents (\$0.042) per member per month as shown on the membership list of their respective bargaining unit.

Honorariums are to defray out of pocket expenses incurred in the work of the Local.

All above expenses shall be adjusted by the City of Calgary C.P.I. in February of each year.

WAGES

The Full Time Officers shall be paid a base rate of forty nine dollars and seventy six cents (\$49.76) per hour (December 26, 2016) based on 80 hours bi-weekly. Any additional percentage increase negotiated with the City of Calgary and ATU 583 Collective Agreement shall be attached to the base rate.

Local 583 shall bear the cost of all benefits and premiums normally borne by the employer from which the full time officers are on leave.

The maximum number of weeks an Officer can bank will be eight.

Any vacation payout for Full Time Officers, aside from banked vacation, must be approved by the Executive Board.

RATE DIFFERENCE

Chief Steward – Operations, and Chief Steward-Maintenance/Office as outlined in Section C, who are required to attend the following meetings shall be paid the difference between their regular rate of pay and ten percent (10%) above Journeyman 1 (Automotive/Heavy Duty Mechanic) rate of pay for actual time worked up to a maximum of eight (8) hours per day. Rate difference shall be paid once per month. The monthly total amount shall be rounded to the next half hour.

Meetings when the rate of pay shall be in effect are: Regular/Special Union meetings, Executive meetings, Grievance meetings, Union Orientation, meetings as established through the Union Office, Sign-up meetings as defined in the Collective Agreement.

Meetings such as employee call ins and when relieving an Officer for vacation or illness, do not pay the rate difference. When relieving in the office, rates will only be paid if no Full Time Officer is in the office on that day.

Negotiation and By-law Committee members, while conducting business of these committees, and representatives who relieve in a full-time officers position shall be paid ten percent (10%) above Journeyman 1 (Automotive/Heavy Duty Mechanic) rate to a maximum of eight (8) hours per day. Negotiation and By-law committee members shall only be paid the rate for actual time worked.

PER DIEM

Any member authorized to attend an out of town Union related function shall be allowed one hundred and two dollars and sixty two cents (\$102.62) per day for meals and incidentals in addition to hotel and travelling expenses.

Any member authorized to attend a Union related function where meals are provided shall receive twenty-two dollars and sixty three cents (\$22.63) per day for incidental expenses.

Where a member is authorized to attend a Local Union related function and meals are not provided, they shall receive twenty-eight dollars and thirty cents (\$28.30) per day for meals and incidental expenses.

Any member authorized to attend a Union related function shall have their registration and banquet ticket paid for.

Any member authorized to attend a Union related function shall be reimbursed for parking expenses against receipts.

Any member authorized to attend a Union related function shall be paid the appropriate exchange rate.

The Financial Secretary Treasurer will endeavour to pay all per diem's prior to Union related functions.

All above expenses shall be adjusted by the City of Calgary C.P.I. in February of each year.

LOST TIME

All Officers, Executive Board Members, Shop Stewards, Job Stewards, Delegates to conventions and Committee Members doing work for the Local which requires their absence from duty shall receive their regular rate of pay for lost time and benefits. Scrutineers will be paid for total time worked.

TRAVELLING EXPENSES

Any delegate attending Conventions, Seminars or Schools on behalf of the Local shall travel by car when possible and practical, and shall be paid the current Canada Revenue Agency automobile allowance per kilometre from point to point.

When travelling for the Local to conventions, seminars or schools, a total of three (3) ATU pins will be given to each delegate, if requested.

When two (2) or more delegates attend Conventions, Seminars or Schools on behalf of the Local and the said delegate(s) take one car for traveling to wherever such convention, seminar or school is held, the member taking their car shall be allowed paid the current Canada Revenue Agency automobile allowance per kilometer from point to point. Such delegate shall provide transportation for up to four delegates there and back.

Should it be determined that a car will be used and one or more delegates choose to travel by some other mode they shall not receive any travel expense.

When necessary to travel by airline, all tickets and any required insurance shall be arranged and paid for by the Union Office. Delegates shall travel coach class. Delegates requesting travel arrangements other than those determined by the office will be responsible for any additional costs.

Delegates who fail to attend without a legitimate reason shall be responsible to reimburse the Local for all funds, less the amount recovered through cancellation insurance, if any.

In the event that delegates are required as a result of travel arrangements to stay beyond the required time, such delegates shall be paid per diem, wages and accommodation expenses for each additional day.

Should a delegate (s) choose to travel by car they shall only be reimbursed mileage up to the actual cost of travel the Union could have arranged.

Delegates choosing some other mode of transportation shall be reimbursed as per receipts only up to the actual cost of travel the Union could have arranged.

Vehicle rental expenses shall be paid upon approval of the Full Time Officers.

When three or more Officers or Executive Board members are travelling by air they shall travel on separate flights where practical.

EXECUTIVE AND/OR NEGOTIATION EXPENSES

Executive and/or negotiation expenses must be approved by the membership.

ARTICLE 107 COMMITTEES

Members of this Local will not be allowed to constitute themselves as Committees.

All Committees shall report to and be accountable to the Executive Board of the Local.

All Committee recommendations including appointments of Chairs must receive Executive Board approval in order to be implemented.

There shall be elected or appointed by the Executive Board a Social Committee whose duty it shall be to put on, on behalf of the Local, an Annual Banquet, Annual Picnic, Christmas Party and other social functions the Local may desire to hold. Only members of Local 583 and invited guests shall attend our Annual Christmas Party and Picnic. Non members wishing to attend social functions shall be allowed to attend at an agreed rate. Expelled members will not be permitted to attend. Children under legal guardianship of members will be allowed to participate in all Social functions. Spouses of fallen Executive Board members will be invited to all social functions.

The Social Committee shall encourage Local 583 Support Group members to participate in any social function of the Local.

There shall be a Scholarship Committee selected from the Executive Board. The purpose of the committee will be to award any available scholarships and to select the title of the scholarship annually.

There shall be a Fellowship Committee consisting of operations, maintenance and office members. Their duty will be to advise the Financial Secretary of members off sick and those in hospital so some remembrance might be sent to sick members. Also the Committee members will be reimbursed upon Executive Board approval and receipts for small items taken to sick members when they are visiting said members; and be responsible for providing an Honour Guard of six (6) members for local funerals for members of Local 583. Lost time shall be paid for attendance. Members who are in good standing and who would like to become Honour Guards must notify the Union Office and shall be selected on a rotating basis.

There shall be a Woman's Committee consisting of a Chair and Secretary who will have the authority to call meetings upon approval of the President/Business Agent (P.B.A.).

There shall be a Political Action Committee consisting of a Chair and Secretary who will have the authority to call meetings upon approval of President/Business Agent (P.B.A.).

The Occupational Health and Safety Committee will encourage and provide members to the Joint Worksite Health and Safety Committees and other appropriate Committees.

There shall be a Conflict Resolution Committee as referred to in Article 105.

There shall be a Sign-Up Committee comprised of members selected from the Operator's Seniority List to work the Calgary Transit quarterly Sign-Up. One member will be selected from the Executive Board and shall provide a report following the completion of each Sign-Up.

There shall be an Assault Prevention Committee consisting of a Chair and Secretary who shall meet monthly to review previous assaults and strategies to reduce the negative impact on our members.

The By-law Committee shall consist of President/Business Agent, Financial Secretary-Treasurer, Executive Vice-President/Assistant

Business Agent, Recording Secretary- Maintenance/Office, Chief Steward – Operations, Chief Steward – Maintenance/Office.

The Negotiating Committee (City of Calgary) shall consist of: President/Business Agent, Financial Secretary-Treasurer,

Executive Vice-President/Assistant Business Agent, Recording Secretary-Maintenance/Office, Chief Steward Operations, Chief Steward – Maintenance/Office. Additional members may be appointed if required.

ARTICLE 108
DUES AND ASSESSMENTS

The dues of Active members of the Local shall be one point two five percent (1.25%) of their basic bi-weekly wage or salary.

The dues of retired members of the Local shall be provided for in Section 18.2 of the Constitution and General Laws.

The dues of members whose wages or salaries are drawn out of the Long Term Disability Plan (LTD), or who are on a Leave of Absence who wish to maintain their membership shall be fifteen dollars and seventy five cents (\$15.75) monthly or as provided in the

Constitution and General Laws. Members who for other reasons leave the Bargaining Unit must maintain their membership to maintain their reversion rights as provided in the Collective Agreement.

The dues of members moving into exempt positions wishing to maintain their membership shall be nineteen dollars and forty four cents (\$19.44) bi-weekly. All future negotiated increases within the bargaining unit of the area they work within shall be added to the base rate (January 1, 2018)

Members being laid off as a result of loss of school bus services during the months of July and August may ask the Local to request a waiver of per capita tax from the International President.

ARTICLE 109
TRIALS AND APPEALS

All trials and appeals shall be handled in accordance with the International Constitution and General Laws.

ARTICLE 110

RULES OF ORDER

The order of business for each meeting shall be as follows: Any member wishing to bring a question before the Local shall bring it up in the proper heading:

Roll Call

Minutes of Previous Meeting

Initiation of New Members

Communications

Grievances

Bills

Executive Board Report

Report of Officers

Report of Standing and Special Committees

Unfinished Business

New Business

Welfare of the Local

Nominations of Officers

Installation of Officers

Receipts and Expenditures

Adjournment

Any member who wishes to speak will rise and address the Chair and will confine themselves to the question before the house and avoid personalities.

No motions shall be in order to amend the minutes, unless some error of fact is contained therein.

When a question is before the Local, no motion shall be received except the following, which takes precedence in the order named: To Adjourn; To Lay on Table; For Previous Question; To Postpone; To Amend.

The following privilege questions are not debatable: To Adjourn; To Lay on Table; To Reconsider; For previous question.

All questions of order arising after a motion is made are in order except: When a person is speaking; When a vote is being taken; When a motion to adjourn has been defeated.

No motion or proposition on a subject other than that under discussion will be admitted under the colour of an amendment.

When a motion has been made and seconded and put by the chair, it can only be withdrawn with the consent of the maker and seconded.

When a motion has been carried, any member voting with the majority may move for reconsideration thereof, but no discussion of the main question shall be allowed.

When the reading of any matter is called and the same is objected to by any member, it shall be determined by a majority vote of the members present.

No person shall speak more than once on the subject until all members desiring the floor have been heard, and not more than twice without the consent of the Assembly.

The President shall be privileged to debate on all subjects by calling the Executive Vice-President to the chair, or any other member.

All communications shall be filed without vote unless other action be ordered.

A majority vote shall decide all questions, except as otherwise provided for in the Constitution and General Laws and these By-Laws.

No religious matter shall be discussed upon any pretext whatsoever.

Any matters and disputes not covered by the By-laws shall be decided by the Robert's Rules of Order, which is the parliamentary guide for the Union.

No collections, subscriptions, or soliciting shall be allowed amongst members on behalf of Local 583.

All members in good standing, shall be entitled to a General Election Ballot or any other Ballot, providing they have supplied the Local Headquarters with their correct address; the Financial Secretary-Treasurer shall, in turn notify the General Office and any subsequent change they make therein. However, where a ballot is taken in regular or special meetings, all members present, in good standing, shall be entitled to vote.

ARTICLE 111 NOMINATIONS AND ELECTIONS

As per Article 14.4 and 14.7 of the International Constitution and General Laws, the Financial Secretary/Treasurer shall be the Chief Returning Officer.

Nominations of Officers shall take place every three (3) years at the Regular Chartered meeting in November and only members of Amalgamated Transit Union may attend.

Election of Officers shall be for a three-year term and shall run concurrently. They shall take place the first two (2) weeks in December.

Newly elected Officers shall take Office effective January 1 following the election.

All eligible members will have ballots mailed to their home address. The ballots shall be mailed no less than fifteen days prior to the Election Day and must be received up to Election Day to be valid.

A minimum of two scrutineers will be present throughout the preparation and mailing of the ballots. Any candidate or appointee of the candidate wishing to attend the preparation and mailing of the ballots may do so on their own time.

A list of all members eligible to vote shall be compiled. Each eligible member shall receive a ballot, a ballot envelope and a return mail envelope addressed to an independent accounting/auditing firm or law firm bound by their respective industry code of conduct. Instructions on how to return the ballot will be included.

The Returning Officer, on Election Day, shall retrieve the mailed in ballots from the selected firm, shall check each such returned envelope against the mailing list of eligible voters, checking off the members name as their return envelope is accepted for opening. After the return envelopes have been checked for eligibility, the return envelopes shall be opened and the unmarked ballot envelopes placed in a pile to be opened after all ballots have been taken out of the return envelopes.

A minimum of two (2) Scrutineers shall be present throughout this procedure. Where more than one identical ballot for same office was placed in the return envelope by the member, all ballots within that envelope will be declared void and duly noted on the election records.

Any member that does not receive a ballot may vote on Election Day at the Union office between the hours of 5:00 a.m. and 4:00 p.m.

Executive Officers shall be elected by the total membership.

Vacancies in any one of the Executive Officer positions shall be filled by election when practical.

Executive Board Members shall be elected on the following basis:

One (1) Chief Steward – Operations

One (1) Chief Steward – Maintenance/Office

Three (3) from Conventional Operations

One (1) Active LRT Operator

One (1) Executive Board Member from Fleet Services

One (1) Executive Board Member from Transit Maintenance

One (1) Executive Board Member from the Office Section

One (1) Executive Board Member from Community Shuttle

One (1) Executive Board Member from Accessible Transit

Stewards

One (1) Shop Steward from each of the following Maintenance and Office areas shall be elected:

Oliver Bowen Maintenance Facility

Fleet Services

Victoria Park

Spring Gardens

Anderson Garage

CT Maintenance not assigned to any of the above facilities

Four (4) from Conventional Operations

One (1) from Office/Clerical

One (1) active from LRT

One (1) from Community Shuttle

One (1) from Accessible Transit

Job Stewards will be appointed when necessary. Job Stewards and Committee members will be appointed by the incoming Executive Board.

The Officers will, by bulletin, notify the membership of a date when nominations will be received. Nominations shall be made from the floor at the Charter Union meeting in November.

Elections for the positions shall take place the week prior to the Regular Union meeting in December.

A member must have complied with the International Constitution and Local By-Laws in order to be eligible for any of the above

offices, and must satisfy the Local that they will be able to fulfil the duties of the office to which they are nominated.

Any elected Representative unable to occupy their regular workplace position in the work area from which they were elected shall have an alternate appointed until their return.

The Executive Board will appoint an Alternate until the successful candidate can return. The appointed Alternate will be chosen from that work area.

To be eligible to run for office the member must be in good standing for two (2) years the day preceding nomination and must have attended at least six (6) Regular Union Meetings each year during the twenty-four (24) months prior to, but including the nomination meeting.

Nominations and elections shall be conducted in compliance with the Governing Sections of the Constitution and General Laws and the Local By-laws.

No Officer of Local 583 shall hold office in any organization that is in conflict with the Constitution and General Laws and the Local By-laws of the Union.

The Executive shall determine the eligibility of nominees.

Sufficient photographs of candidates shall be supplied for posting on all bulletin boards and mail out ballots.

The Presiding Officer with the approval of the meeting, shall appoint a sufficient number of Scrutineers to see that the election is fairly conducted.

Additional Scrutineers may be appointed as required.

Candidates or appointees of the candidates desiring to be present when ballots are counted shall be privileged to do so.

Candidates for election will not be permitted access to Local Union membership lists for the purpose of electioneering.

ARTICLE 112

REFERENDUM VOTE

Matters of importance, may by majority vote of the membership at both morning and evening Union meetings be referred to a Referendum Vote of the entire Local.

An advance poll will be available during the week of the Referendum Vote (i.e. Monday to the day preceding the referendum) at the Union Office from 05:00 a.m. to 17:00 p.m.

ARTICLE 113

BY-LAW AMENDMENTS

In order to amend, rescind, alter or adopt new By-laws, the proposed changes must be read at two Charter meetings and posted on all notice boards prior to such meetings. There shall be no discussion on the first reading on the proposed changes but full discussion shall take place at the second meeting and a two-thirds (2/3) vote of the meeting shall be required to amend, rescind, alter or adopt new By-laws.

Changes in these By-laws shall only be entertained at regular meetings held in September or March except those recommended by the Executive Board which shall be entertained at any regular meeting subject to the above conditions.

Proposed By-Law changes from the floor must be submitted in writing no less than 20 calendar days in advance of the September or March Regular Membership meeting to allow for proper posting as per Article 113 of the Local By-Laws. The signature of the member proposing the changes must be on the original submission.

All changes in these By-laws shall be subject to approval of the International Office as required by the Constitution and General Laws.

ARTICLE 114
SOCIAL, WELFARE AND DEFENSE FUND

WELFARE FUND

From the regular dues of each active member, one dollar (\$1.00) per month shall be transferred to the Welfare Fund and this amount shall be used for the purpose of helping sick members and providing aid for the needy members. This Welfare Fund shall be administered by the Executive Board subject to the approval of the membership.

This fund shall be accounted for separately and shall be included in the regular financial reports and local audits.

Donations to needy members or organizations will follow proper investigation by the Table Officers and recommendations to the Executive Board with approval of two-thirds (2/3) of the membership voting in favour at a regular meeting.

The fund shall provide for two \$1,000.00 scholarships, one academic and one vocational, to be awarded annually to a member or dependant of a member. In the event there is no application for one of the categories, both scholarships may be awarded to one category.

An Executive Board Member who serves the Union in a combination of positions including the Shop Steward for five (5) consecutive years and who retires, resigns or is defeated at election shall be presented with an appropriate gift recognizing the years of service. The value of this gift shall be no more than \$50.00 per year of service.

Upon retirement, all full time officers shall be presented with an appropriate gift. The value of this gift shall be no more than \$100.00 per year of Full Time Office service.

Upon retirement, all members in good standing of up to fifteen years (15) shall be presented with a cheque for one hundred dollars

(\$100.00) and an additional twenty-five dollars (\$25.00) for each year up to a maximum of five hundred dollars (\$500.00). A certificate of membership along with an appropriate retirement plaque shall be presented on his/her last day of work if possible.

Pins will be made available to recognize membership in good standing of 5, 10, 15, 20 25, 30, 35, 40, 45 and 50 years.

An appropriate bouquet of flowers shall be presented to the retiring member or spouse.

DEFENCE FUND

There shall be a special Defence Fund. Two dollars (\$2.00) per member per month from the regular dues shall be used for the purpose such as arbitration, strike and any cause, which will be proposed by the Executive Board with the approval of the membership. The fund will also save harmless the Local Officers from any legal action or lawsuits arising from the performance of their Office.

SOCIAL FUND

There shall be a separate Social Fund. Two dollars (\$2.00) per member per month from the regular dues shall be used for the purposes of taking care of Local 583's social functions.

Additional Expenses shall be recovered from the General Account upon recommendation of the Social Committee and the Executive Board and upon approval of the membership.

ARTICLE 115 DELEGATES

Any member in good standing as per the International Constitution and General Laws, shall be eligible to run for Delegate and alternate status to the International Convention of the Amalgamated Transit Union.

They shall be elected by the total membership in a separate election to be held concurrent with the regular tri-annual election of officers.

Nominations shall take place at the Regular Charter meeting in the month prior to election. Notice of nominations shall be posted no later than fifteen days prior to the nomination meeting.

A list of position numbers equal to the current formula for basis of representation determined by 6.4 of the Constitution and General

Laws shall be drafted for which nominees may let their name stand.

Four (4) additional positions shall be posted for alternate delegate status to fill any vacated or growth positions.

The vote shall be held by mail out ballot as per Article 111.

Candidates or appointees of the candidates desiring to be present when ballots are counted shall be privileged to do so.

The votes will then be tabulated and the elected delegates and alternates listed in order of highest vote getters.

Should a vacancy occur in the delegate list that delegate shall be struck from the list of Delegates and Alternates to the International Convention.

Delegates to all other Conventions, Seminars or Schools, etc, to be attended on behalf of Local 583 shall be by approval of the majority of the members voting in favour at morning and night Regular Union meetings or special meetings.

All delegates in order to be able to attend Conventions, Seminars or Schools, etc on behalf of Local 583 must be active members of the Executive Board, Shop Stewards, Job Stewards or on Local Committees or delegates to other Labour bodies where Local 583 has members acting on behalf of this Local.

Delegates will not be permitted to repeat the same course without Executive Board approval.

Full Time Officers shall be delegates to the ATU Canada of the Amalgamated Transit Union by virtue of their office on behalf of Local 583.

One of the Full Time Officers other than the President/Business Agent shall remain in the Office for business other than the ATU Canada and the International Convention of ATU if elected as a delegate. The President/Business Agent may appoint a Full Time Officer as an alternate.

ARTICLE 116 CHARTER MEETINGS

There shall be at least one Charter meeting each month, where a full report of the work of all Officers, Committees and Executive Board shall be made. Notice of such meeting shall be posted at least three (3) days before the meeting date on all bulletin boards of all companies. In the event no meeting is held for lack of a quorum, all actions of the Executive Board which would have been reported to the membership at that meeting shall become final and binding upon the Local Union without further action by the membership. A Local Union may, under special and justifiable circumstances, omit the regular meeting if excused by the I.P.

The President/Business Agent, Executive Vice-President/Assistant Business Agent, Financial Secretary-Treasurer and Recording Secretary-Maintenance/Office shall be considered Table Officers by virtue of their Office.

A quorum for all Meetings of a Bargaining Unit whose membership exceeds two hundred (200) members shall be twenty-five (25) members.

SECTION B - 200
GROUP INSURANCE

ARTICLE 201
GROUP INSURANCE

The basic and dependant plan premiums will be subsidized at a rate of 30% (30% ATU, 70% member). These rates will be reviewed after the annual audit and adjusted by the previous year's experience rating to meet the subsidy criteria.

The optional insurance plan premiums will be paid fully by the member.

There will be a Group Insurance Committee to look after the business of the Group Insurance carried at present by this Union and Great West Life. This Committee will make available a written report to the membership meeting at the end of each fiscal year.

Only those members belonging to the Group Insurance Plan shall be entitled to vote on insurance matters.

The Insurance Committee shall consist of eligible: Table Officers under Section C, and this Committee shall meet with the Insurance Company Representative whenever it is deemed necessary.

The Group Insurance Account is to be kept in a separate bank account, to be audited every twelve months by the regular auditors, when doing the local yearly audit. The Insurance payments shall be by bi-weekly payroll deductions for all participating members, or under the provisions of Article 105 (Duties of Members).

Upon retirement, all members of the Group Insurance Plan in good standing shall receive the following sum from the Group Insurance fund:

After ten (10) years membership in the Group Insurance Plan -
Two Hundred and Fifty Dollars (\$250.00)

After fifteen (15) years of membership in the Group Insurance Plan - Five Hundred Dollars (\$500.00)

After twenty (20) years of membership in the Group Insurance Plan - Seven Hundred and Fifty Dollars (\$750.00).

After twenty-five (25) years of membership in the Group Insurance Plan - One Thousand Dollars (\$1,000.00), and an additional Fifty Dollars (\$50.00) per year thereafter.

BY-LAWS OF THE GROUP LIFE PLAN

ARTICLE 202 (NEW MEMBERS)

New employees must join our Insurance Plan within ninety (90) days of their hire date as a member of Local 583 (No medical examination required).

After ninety (90) days, applications for participation in our Insurance Plan will be considered, but with medical evidence to be presented at the applicant's own expense, with the Executive Board approval, unless a window opens as a result of a change to the plan.

Members on LTD for two (2) or more years shall have their premiums waived. Any outstanding balances shall be recouped from their final paycheque or group insurance refund.

Members who do not keep their dues up to date shall forfeit their group insurance. Written notice of arrears shall be provided twice to the last known address.

SECTION C – 300

MEMBERS EMPLOYED BY - THE CITY OF CALGARY

ARTICLE 301

TABLE OFFICERS

For the purpose of Special Called meetings for the City of Calgary bargaining Unit the following Officers will be considered Table Officers: President/Business Agent, Financial Secretary-Treasurer, Executive-Vice President/Assistant Business Agent, Recording Secretary-Maintenance/Office, Chief Steward - Operations and Chief Steward -Maintenance/Office.

Chief Stewards:

It shall be the duty of the Chief Stewards to:

- Assist in matters pertaining to their respective sections.
- Co-Chair the Conflict Resolution Committee.
- Co-Chair the Fellowship Committee.
- Co-Chair the Steward's meetings.
- Shall schedule representation for call-ins
- Shall be in charge and be responsible for notification and attendance at funerals.

The two (2) Chief Stewards shall be equal in stature. The Full Time Officers shall designate the top position when the need arises.

The senior Chief Stewards position shall be determined in the following manner:

Term of Chief Stewards – Term as Executive Board Member – Union Membership.

At the discretion of the Executive Vice-President/Assistant Business Agent or the Recording Secretary-Maintenance/Office, the Chief Stewards may be allowed to present grievances to Step II of the grievance procedure. All relevant information presented at such hearings shall be reported back to the appropriate Union Officer in writing.

ARTICLE 302
SPECIAL MEETINGS:

The President shall call a Special Meeting of the Bargaining Unit by a majority vote of the Local's Charter Meeting, a majority vote of the Executive Board, or upon the written request of one-third (1/3) or more of the membership. Notice of such special meeting shall be posted at least three (3) days before meeting date on all bulletin boards of all Companies.

The business to come before such special meeting must be specifically stated and no other business shall come before such meetings.

Note: Whenever the singular or masculine is used in these By-laws, it shall be considered as if the plural or feminine has been used where the context of the party hereto so require.