



CANADIAN UNION OF POSTAL WORKERS

KITCHENER/WATERLOO LOCAL (560)

27 Manitou Drive, Unit 2-C,

Kitchener, Ontario N2C 1K9

Tel (519) 895-2655 Fax (519) 895-2654

Bylaws Governing The Canadian Union of Postal Workers Kitchener-Waterloo Local 560



Revised & Adopted at the General Meeting held on February 4th, 2023

Sister Amanda Goveas
Secretary Treasurer

"The Struggle Continues!"



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Article 1 Name and Composition

- 1.1 Subject to and in accordance with the provisions of the National Constitution of the Canadian Union of Postal Workers, the following bylaws shall apply to all Members of the Kitchener-Waterloo Local.
- 1.2 The name of the Union shall be the Canadian Union of Postal Workers, Kitchener-Waterloo Local hereinafter referred to as the 'Local'.
- 1.3 The local shall be affiliated with the Ontario Federation of Labour and the Waterloo Regional Labour Council and the District Labour Council.
- 1.4 The local is composed of the Members as a whole. It is comprised of a Local Executive Committee which shall consist of a least six (6) Members in good standing.
- 1.5 The Members, at regular monthly meetings or by referendum vote, authorized by the Members at a regular monthly meeting, are the supreme authority of the local.

Article 2 Objectives

- 2.1 The objective of the local shall be:
 - a) To improve the general well-being of the Members, through collective bargaining, lobbying & in particular the wages, hours of work & their working conditions.
 - b) To promote the fundamental principles of Trade Unionism & the improvement of conditions of all workers.
 - c) To defend the rights & benefits acquired by the Union; and
 - d) To ensure the Members realize that the power of the Union rests on their collective strength.

Article 3 Eligibility for Membership

- 3.1 An Employee who does not perform managerial functions is eligible for Membership in the Union under the following conditions:
 - a) if they sign an application for Membership card,
 - b) if they undertake to comply with the Constitution & Policies of the Union & the bylaws of the local,
 - c) if they pay the initiation fee, subject to Section 9.27 of the National Constitution:
and



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- d) if they are accepted by the local.

Equal Rights

3.2 All members of the Union enjoy equal rights and this, without discrimination.

Rights and Duties of Members

3.3 The status and “loss of status” of a Member in good standing, and their reinstatement are subject to article 1.07 to 1.21 inclusive of the National Constitution.

Article 4 Dues & Initiation Fees

- 4.1 Dues to the local shall be fixed by the Membership decision & provisions for the same included in the bylaws, except that in no case may such dues be less than that set out by the National Constitution.
- 4.2 The local shall require from any new Member an initiation fee of \$5.00. The initiation fee is the property of the local. During organizing campaigns of non-unionized workers, the initiation fee shall be the same, as that required by the relevant legislation.
- 4.3 Each Member shall comply with the National Constitution & Policies of the Union & the Bylaws of the Local. They shall also pay, without delay, any assessment imposed in accordance with the National Constitution.

Article 5 Local Executive Committee

- 5.1 The local Executive Committee shall consist of at least six (6) Officers:
President, Vice-President, Secretary Treasurer, two (2) Chief Shop Stewards & the Recording Secretary.
- 5.2 Four (4) Executives at Large will be elected to the Executive Committee.
- 5.3 The Executive Committee shall be responsible for the administration of the affairs of the local.
- 5.4 The Executive Committee shall be responsible for the enforcement of the National Constitution & Bylaws of the local & the policies established therein.



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- 5.5 The Executive Committee shall have the authority to designate a Union Steward in any office or station.
- 5.6 No person shall hold more than one (1) office, but any Member of the Executive may act as a Steward on an emergency basis.
- 5.7 A minimum of five (5) voting Members of the Executive Committee will be required as a quorum for the transaction of any business at the Executive Committee meeting.
- 5.8 Vacancies on the Executive Committee, other than the position of President, shall be filled in a democratic manner by election from the eligible Members in accordance with Article 8 of the local Bylaws.
- 5.9 Election of the Local Executive Committee Officers & Trustees shall take place in the month of September in the year that the National Convention is to be held.
- 5.10 The Executive Committee shall take the necessary steps to ensure that all locally organized union functions are fully accessible and shall ensure that newly purchased/rented local offices are fully accessible.
- 5.11 The Secretary Treasurer shall create all future Union Leave schedules for the Executive to review and adjust as needed to adopt.
- 5.12 Should there be a requirement for additional time off booked for any Executive or Member to complete the work of the Local beyond a predetermined schedule, it will have to be requested and approved by a motion adopted by the Local Executive.
- 5.13 Should there be a requirement for additional time off booked by the Grievance Committee for unforeseen Grievance related occurrences, Grievance Pre-Arbitration, 1st Level and Arbitration, a request sent to the Executive for approval and authorizations sent by the Secretary Treasurer.
- 5.14 Should there be a requirement for additional time off booked by the WSIB representatives for unforeseen WSIB related occurrences, a request sent to the Executive for approval and authorizations sent by the Secretary Treasurer.
- 5.15 All approved Union authorization shall be sent by the Secretary Treasurer.



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Article 6 Duties of the Executive Committee Members and Union Steward

6.1 President

- a) The President shall be the senior officer of the local, presiding at all regular meetings.
- b) They shall appoint all committees not otherwise provided for. Such appointments shall be approved at the next general membership meeting. They shall be an ex officio Member of all committees.
- c) They shall with any representative of the employer discuss Union matters. The President shall co-sign all cheques drawn on the account of the local.
- d) They shall be responsible for all grievances in their local & shall assist the Chief Shop Stewards in all grievance-related work in the local.
- e) They shall keep the Executive officers informed on all activities between the local & National office of the Canadian Union of Postal Workers.
- f) They shall have authority to appoint Union Stewards in the best interest of the Membership, subject to the approval of the Executive Committee.
- g) They shall be part-time officer of the local.

6.2 Vice-President

- a) The Vice-President shall assist the President in the performance of their duties.
- b) In the absence of the President, they shall assume the duties & responsibilities of the President. In the event of a vacancy in the office of the President, the Vice-President shall become the President of the local for the remaining term of the President.
- c) The Vice-President shall be responsible for the implementation of all organization programs in conjunction with the local Executive Committee.
- d) The Vice-President shall be responsible for the implementation of all health & safety programs in conjunction with the Local Executive Committee.
- e) The Vice-President shall be responsible for the implementation of all education programs in conjunction with the Local Executive Committee.

6.3 Secretary Treasurer:

- a) Shall with the President be the authorized signature on all cheques issued on behalf of the local.
- b) Shall receive all revenues from all sources on behalf of the local & deposit same to the credit of the local in a chartered bank or credit union approved by the general membership.
- c) Shall be responsible in conjunction with the assistance of the Recording Secretary, for maintaining the checkoff records of the Membership of the local.
- d) Shall prepare a financial statement monthly & present such at the regular meeting of the local.



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- e) Shall not pay any monies without bill or voucher.
- f) The fiscal year of the local shall be from July 1 to June 30 of the following year. A financial report shall be prepared & sent directly to the national Secretary Treasurer within sixty (60) days following the end of the fiscal year. A copy of such shall be placed on file & another sent to the National Director of the Region.
- g) Shall file every two (2) months a financial statement to the National Director or as per schedule.
- h) Shall send a copy of all expenses submitted for the previous month to the members of the Executive Committee, 5 days prior to the scheduled executive meeting.

6.4 **Recording Secretary:**

- a) Shall be responsible for all communications to the local officers.
- b) Shall be responsible for all correspondence in the name of the local.
- c) Shall be responsible for all official documents of the local.
- d) Shall be responsible for all minutes of meetings of the Executive Committee & all general membership meetings of the local.
- e) Shall, in conjunction with the Secretary Treasurer, be responsible for maintaining a complete file system & record of the Membership of the local.
- f) Shall be responsible for the attendance book for all purposes.
- g) Shall supply local Membership with any changes in the bylaws, approved by National Office, immediately.

6.5 **Chief Shop Steward:**

- a) Shall be responsible for all grievances & work related to grievances of the local.
- b) Shall be responsible for planning & chairing the Shop Stewards meetings.
- c) Shall keep current with arbitration decisions & inform the Executive & Stewards of the decisions, along with any changes in the policies due to these arbitrations.
- d) Shall assist the Vice-President in planning & presenting to all interested Members, courses dealing with the contract & grievance/arbitration decisions at least once a year.

6.6 **Executive at Large**

- a) The Executive at Large shall be Members with a vote on the Executive Committee.
- b) Shall assist the rest of the Executive in the performance of their duties.
- c) The Executive Committee shall appoint the duties of each Executive at Large.



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6.7 Shop Stewards

- a) are the link between the Local Executive Committee and the members of their work shift;
- b) promotes the policies of the Union and enforces the Constitution and the decisions of the members taken at Convention, through a referendum or at a general meeting;
- c) ensures a strong union presence on their work shift;
- d) enforces the collective agreement;
- e) promotes the objective of the Union and those of the labor movement in general
- f) regularly informs the members of the decision of a general meeting, the activities of the Union, the Union publications and any other item of interest for the Union and the well-being of the members.
- g) As adviser for the workers, defends the interest of the members they represent, in all cases
- h) Keeps the Local President advised at all times on all problems, complaints and grievances among the work floor.

All members of the Local have the right to be represented by Shop Stewards, the number to be determined by the Local Executive Committee, subject to the approval of the general membership meeting.

Article 7 Finance

- 7.1 The Local must prepare and submit a budget estimate to the general membership at a meeting of the local to be held at the beginning of each fiscal year and, for this purpose, the Local may be assisted by the Regional Executive Committee.
- 7.2 All funds are to be used for Union purposes only.
 - a) In consultation with the local Executive Committee, the Budget Committee shall be authorized to make any adjustments in the budget, subject to approval of a general membership meeting.
 - b) Honorarium or expense allowance to be determined by the Budget Committee may be paid to the local Executive & Shop Stewards. These will be paid one (1) month at a time at the end of each month upon approval of the Executive Committee.
 - c) The local shall not pay any special allowances or wages to any official delegates attending the National Convention.
 - d) The local shall send a token donation to any area union on strike.
 - e) In the case of the death of a Member in good standing of the Kitchener-Waterloo Local, the local may send a twenty (20) dollar donation to a fund on their behalf.



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- f) any cheque or payment of an account for an item(s) or expense exceeding five hundred (\$500) dollars not provided for in the budget or authorized by the Local By-Laws or National Constitution must be approved at a general membership meeting.
- 7.3 The Local shall use Union rebate funds for Union purposes only, such as;
- a) the payment of per capita to Labour Councils;
 - b) local education seminars;
 - c) salaries for full-time officers;
 - d) payment of salaries (leave for union business);
 - e) postage;
 - f) telephone, facsimile, Internet;
 - g) administrative fees to financial institutions;
 - h) rent;
 - i) expenses for meetings of the Local Executive Committee and committees;
 - j) special campaigns, approved by the National Executive Board
 - k) bereavement tribute for a member of the Local;
 - l) financial support for the trade union movement;
 - m) rental of meeting rooms;
 - n) legal fees;
 - o) office maintenance;
 - p) local printing fees;
 - q) printing supplies and office equipment;
 - r) all other expenses approved by the National Executive Board.

Article 8 Nominations & Elections

8.1 The Local Secretary Treasurer shall receive nominations in writing for elections as per article 8.2 of the Local Bylaws, no later than thirty (30) days prior to the elections.

8.2 Elections of officers shall be held in accordance with Article 5.9 of the Local Bylaws.

8.3

- a) A Member must have attended 2/3rds of the meetings during the past twenty-four(24) months prior to the date of the election in order to be eligible to stand for election.
- b) The requirements of article 8.3(a) of the Local Bylaws does not apply for women whom wish to attend Women's Conferences on behalf of the Local.



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8.4

- a) Superannuated Members will not take part in the nomination, election or delegation.
- b) The exception to Article 8.4 a) of the Local Bylaws is in the event Nominations and Elections have been exhausted and there are remaining vacant delegate positions to the Ontario Federation of Labour, the Waterloo Regional Labour Council and the District Labour Councils; Superannuated Members may be appointed by the Executive Committee to be a delegate to any and / or all of the above mentioned Councils.

8.5 The candidate receiving at least fifty percent (50%) plus one (1) vote shall be declared elected.

8.6 Elections of 1st, 2nd, 3rd and 4th Alternates to delegates shall take place when electing the delegates to Regional Conference and / or National Convention.

8.7 Members wanting to observe Regional Conference and / or National Convention, must send their application to the Local Secretary Treasurer no later than thirty (30) days prior to Regional Conference and / or National Convention commences.

8.8 Up to 2 observers to Regional Conference and / or National Convention may be appointed by the Executive Committee from the applications submitted in accordance to Articles 8.7, subject to available funds.

Article 9 Meetings

9.1 General Membership meetings, when possible, shall be held the first Saturday of each month with the exception of July, August & December when meetings may be called if deemed necessary.

- a) The time & place of the meeting shall be placed on the bulletin boards at least seven (7) days in advance of the meeting.
- b) A quorum of at least twelve (12) Members, including Members of the Executive is necessary for any meeting. If a quorum is not achieved any Members in attendance at start of scheduled meeting will be recorded as attending meeting.

9.2 Meetings of the Executive Committee shall be called each month, preceding the general membership meeting.

9.3 The President at their discretion may call special meetings. All special meetings must be advertised & all Members informed within forty-eight (48) hours of such meeting. The meeting shall deal only with the business for which it was called.



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9.4 On any matters or subject of a contentious nature, which affects the Membership as a whole, the Executive Committee reserves the right to have a referendum vote of the entire Membership taken.

9.5 There shall be no smoking or vaping during meetings of the local.

9.6 Members on maternity leave or parental leave shall be considered as having attended General Membership or Special Meetings when:

- a) They offer their regrets in advance in writing to the Local Executive Committee (LEC);
- b) Confirm the period of time they will be on maternity leave or parental leave

The Local Executive Committee will acknowledge receipt and provide attendance credit for the period in questions.

Article 10 Rules and Procedure

10.1 At the commencement of each meeting, members entering the hall shall be required to sign an attendance register, and failure by a member to do so will result in them being officially absent for the purpose of the records of the Local.

10.2 The President, or in their absence, the designated presiding officer, shall open the meeting at the appointed time.

10.3 The presiding officer shall declare the meeting open by making the following announcement:

“Sisters and Brothers, we are about to open this meeting of the Kitchener/Waterloo Local of the CUPW. If there is anyone present not entitled to remain, he/her/they will please retire. The officers are requested to take their respective place and the Tyler will take their position”

10.4 The agenda for the regular membership meetings shall be as follows;

- a) Reading of the Union’s policy on harassment as found in D-5 of the National Constitution
- b) Acceptance and initiation of candidates of the membership according to the National Constitution
- c) Roll call of the officers
- d) Reading and adoption of minutes of the previous regular membership meeting and minutes of any special meeting



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- e) Reading of correspondence by the Secretary-Treasurer(recording Secretary) and the Executive Committee recommendation to the dealt with individually
- f) Financial report
- g) Report of officers and committees
- h) President's Report
- i) Elections and Election Committee, when appropriate
- j) Unfinished business
- k) New business
- l) Adjournment**

10.5 Rules of Order

- a) A member wishing speak shall raise their hand until they are recognized by the Chair. Upon being recognized, they shall state their name and speak only to the point at issue or they shall be ruled out of order by the Chair.
- b) No member shall interrupt a speaker except on a point of order
- c) No member shall speak more than once on the same subject while there is another member, who has not spoken, seeking to be recognized.
- d) A member who has not spoken on an issue may move "that the questions be now put to the meeting." Such a motion is not debateable and, if seconded and carried, the business before the meeting at that time shall be voted on without further debate. If the motion is not carried, debate on the original issue will continue.
- e) These rules are the subject to the provisions of the National Constitution and all other points or procedure shall be concerned by Bourinot's rules of order.

Article 11 Delegations

- 11.1 Delegates shall be elected at a regular membership meeting from a list of eligible members drawn up by the Secretary-Treasurer. The alternatives of these delegates shall be the runner-up in order of votes received.
- 11.2 To be eligible to represent the Local, a member must be in good standing and must have attended two thirds (2/3s) of the regular meetings; they were eligible to attend in the previous twelve (12) months.



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Article 12 Committees

12.1 Grievance Committee

- a) The Grievance Committee shall consist of the President & the Chief Shop Stewards.
- b) Local Grievance Committee's prime functions shall be to study the results of the grievances & arbitration's & make recommendations to the Local Executive Committee.

12.2 Education Committee

The Local shall establish a Local Education Committee. This committee shall be comprised of the Local Vice-President and the two (2) Chief Shop Stewards and shall work under the direction of the Vice-President, in conjunction with the Regional Education & Organization Officer & the 2nd National Vice-President. Its prime function is to keep an ongoing program, designed to educate the Members on all facets of the Trade Union Movement. The Committee shall also review all applicants to all educational courses given at the Local, Regional and National levels of the Union and award credentials based on involvement, merit and the service needs of all facilities within the Local. A minimum of two thirds (2/3rd's) vote will be required to approve all candidates. The Vice-President shall gather all applications and convene the Committee for the selection process. This can be done in person or by conference call. No Member shall be approved for an Educational course that they have already attended, unless such course is an updated course of the previous course.

12.3 Safety Committee

- a) The Executive Committee shall appoint the Safety Committees.
- b) The prime concern of these committees is the health & safety of all Members of the local.
- c) It is the duty of all Members of the committees to report any circumstances or accidents that may lead or are leading to the deterioration of the above.
- d) There shall be two (2) committees; these to include one (1) responsible to Mail Processing & Transportation & the other to Collection/Delivery & Retail. Each committee shall be comprised of three (3) Members of the local as per legislation.

12.4 Budget Committee

- a) Shall consist of five (5) Members; the President, Secretary Treasurer, Recording Secretary & two (2) Members in good standing whom are NOT on the Executive Committee, to be appointed by the Executive Committee.
- b) Shall be responsible for determining honorariums & expense allowance paid to local Executive Committee officers & Shop Stewards.
- c) Shall be required to formulate an annual budget.



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12.5 **Organization Committee**

The local shall establish a local Organization Committee. This committee shall work under the responsibility of the Vice-President, in conjunction with the Regional Executive Committee & the 1st National Vice-President. Its duties shall be to prepare strike structures & recruit Members for any other organization campaign launched by the National Executive Board & the Local Executive Committee.

12.6 **Women's Committee**

Each local shall constitute a Local Women's Committee & for the locals where such a committee cannot be established, the responsibilities of the committee become the jurisdiction of the Local Executive Committee. The Local Women's Committee function shall be to study issues & concerns affecting women & shall make recommendations to the Local Executive Committee on:

- a) Involvement of women in the Union with the goal of full participation of women in all levels of the Union.
- b) The education of the membership on equality issues facing women.
- c) The situation of women in the post office & ways to improve it.

12.7 **Union/Management Committee**

- a) Shall be responsible for all meetings with management regarding changes or urgent issues as requested by the Union or management.
- b) Shall maintain an ongoing communication & provide minutes of such meetings to the Executive of the local.
- c) There shall be two (2) committees; these to include one (1) responsible to Mail Processing & Transportation, the other to Collection/Delivery & Retail. Each committee shall be comprised of four (4) Members of the local.

12.8 **Temporary Employees Committee**

- a) The Temporary Employees Committee shall be appointed by the Executive Committee of the local & shall consist of at least four (4) Members, two (2) temporary internal & two (2) temporary external.
- b) The primary concern of this committee is the issues facing the temporary employees of the local.

12.9 **Human Rights Committee**

The Local Human Rights Committee shall consist of a minimum of four (4) Members with at least one (1) appointed from each of the following groups: workers of colour, lesbians, gays & transgenders, aboriginal & differently abled (disabled). The function of the committee shall be to study issues & concerns affecting people of colour, disabled people, lesbians, gays & transgenders, aboriginal people & shall make recommendations to the Local Executive Committee on:



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- a) The involvement of people of colour, disabled people, lesbians, gays & transgenders, & aboriginal people in the Union with the goal of full participation of such people in all levels of the Union.
- b) The education of the Membership on equality issues facing people of colour, disabled people, lesbians, gays & transgenders, & aboriginal people & in working with the Local's Education Committee, plan education sessions on these issues in the Local, coordinating with the Regional Education & Organization Officer.
- c) The situation of people of colour, disabled people, lesbians, gays & transgenders, & aboriginal people in the Post Office & ways to improve it.
- d) Fighting racism, homophobia & discrimination against people with disabilities.

12.10 Rural Suburban Mail Carriers Committee

- a) The Rural Suburban Mail Carriers Committee shall be appointed by the Executive Committee of the local & shall consist of at least four (4) Rural Suburban Mail Carrier Members.
- b) The primary concern of this Committee is the issues facing the Rural Suburban Mail Carriers of the local.

12.11 Youth Committee

- a) The Youth Committee shall be appointed by the Executive Committee of the local & shall consist of at least four (4) Youth Members.
- b) The primary concerns of this Committee is to deal with & address issues facing the Youth Members of the local.

12.12 Local Pension & Retiree Benefits Committee

The Local Pension & Retiree Benefits Committee shall work under the direction of the Local President.

- a) The Local Pension & Retiree Benefits Committee shall be appointed by the Executive Committee of the local & shall consist of at least four (4) Members, one (1) being an active Member & three (3) being retired Members with Retired Member or Lifetime Member status.
- b) The Committee shall follow the functions and make recommendations to the Local Executive Committee as per article 9.23 of the CUPW National Constitution.

12.13 Social Media Committee

- a) The Social Media Committee shall consist of the President, Vice-President, Secretary – Treasurer, Recording Secretary.
- b) The primary goal of this Committee is to provide the membership with information on the Union through; social media platform(s), Local website and ZOOM meeting application.



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Article 13 Trustees

- 13.1 The Trustees shall consist of two (2) members in good standing.
- 13.2 The trustees shall meet & examine the books of the local every six (6) months & may have additional meetings at their discretion, to verify if the expenses are in accordance with the by-laws and with the decisions adopted by the Executive Committee and/or the general membership meeting
- 13.3 The Chairperson of the Board of Trustees may call any additional meetings at their discretion, with a report submitted at the next general membership meeting. The National Secretary-Treasurer may also call such meetings.

Article 14 Conflict Resolution & Discipline

- 14.1 Article 8 of the National Constitution shall be used in its entirety by the Local.

Article 15 General

- 15.1 The Local shall not submit any resolutions with regard to federal legislation to any Labour Council or to any government body, if such legislation would have any effect on the members, unless such proposed resolution is in keeping with the resolutions already approved by the Union at National Convention or, if not so, unless such resolution has been approved by the National Executive Committee. Under no circumstances shall a resolution with regard to legislation be approved by a Local for submission to a central labor body if it had been disapproved by the National Convention, or the National Executive Committee.
- 15.2 Any Member of the Executive Committee absent without good reason in the opinion of the other Members for any three (3) meetings shall be retired & office filled in accordance with articles 5.7, 6.2(a) & 8 of the Local Bylaws.



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Article 16 By-Laws

- 16.1 All rules, bylaws & regulations hereto forth shall with the adoption of these bylaws become null & void.
- 16.2 Any changes in these bylaws shall be by notice of motion in writing & shall be read at two (2) consecutive meetings, subject in all cases to a majority vote of all Members present & approval of National C.U.P.W. for adoption of these bylaws as per the National Constitution.