

UNITED TRANSPORTATION UNION

LOCAL 1778 - BYLAWS

April 8, 2002

ARTICLE 1

TIME AND PLACE OF MEETING

The Local shall meet once monthly, on the second Monday of each month, at 13:00 Hrs. If the designated day falls on a statutory holiday, then the meeting will be held the next regular working day, or by majority vote of members present at the monthly meeting, the date of the following month's meeting may be changed to any convenient day.

The meeting shall be held at The Delbrook Rec Centre, 600 West Queens Rd., North Vancouver or as designated by the President. Notice of change of Union meeting place shall be included in the Notice of Meeting.

ARTICLE 2

AMENDING BYLAWS

These Bylaws may be amended to change any or all Articles by posting Notice of Amendment at all points where members are employed. The Notice of Amendment shall be posted at least twenty-one (21) days in advance of meeting where amendment shall be voted upon, stating time and place of meeting and which Article(s) amendments shall be voted upon. Changes will only be adopted by a vote of over 66% of the members present.

ARTICLE 3

ELECTIONS OF OFFICERS, LEGISLATIVE REPRESENTATIVES, DELEGATES and LOCAL COMMITTEE PERSONS

The election of officers and representatives required by the Constitution shall be held in November, based on the triennial or quadrennial time frame as dictated by the Constitution, along with all conditions as dictated by the Constitution.

Elections shall be conducted by mail ballot according to the procedure established by the Constitution. Tellers will be appointed by the President. The Secretary will make other required arrangements for the election, including preparation of ballots, with the assistance of the appointed tellers. In recognition for this service, the Secretary and the tellers will be paid \$50 each.

ARTICLE 4

DUTIES OF OFFICERS AND REPRESENTATIVES

All officers and representatives shall perform their duties, as specified in the Constitution, to the best of their ability, without prejudice to any member.

ARTICLE 5

RULES OF ORDER

The Rules of Order of the International shall be used by this Local, insofar as they can be made applicable. Parliamentary matters not specifically covered by said Rules of Order will be decided in accordance with the parliamentary principles contained in Robert's Rules of Order, Revised.

Article 6 removed by Pres. boyd

ARTICLE 7

SALARIES OF OFFICERS AND REPRESENTATIVES

The following officers and representatives shall be paid for duties of their offices the following:

President: \$50.00 per month.

Secretary - Treasurer: The equivalent of two (2) days pay at the prevailing Yard Foreman's rate of pay per month.

Local Chairperson: Removed by Pres. Boyd

Legislative Representative: The equivalent of one (1) days pay at the prevailing Yard Foreman's rate of pay per month.

All salaries paid in advance, on the first day of the month.

It is expected that salaries for officers and representatives will provide adequate remuneration for their duties, and for reasonable mileage and expenses within the terminal. However, should the duties of any officer, representative or member necessitate booking off to conduct union business, or should their work load be such as to require extra remuneration or expenses, they shall be entitled to claim for extra monies under Bills of Allowance at the local meeting and in accordance with the reporting requirements under Art. 8 of these bylaws.

ARTICLE 8

REPORTING, ACCOUNTABILITY AND FINANCIAL RESPONSIBILITY

The necessity of representing the membership must be balanced with the local's continuing ability to pay. Officers and representatives must be diligent to ensure that expenses and remuneration claimed are reasonable and any expenses claimed fall outside the remuneration provided by their monthly salaries. Every attempt should be made to schedule and arrange union work in such a manner as to minimize expense to the Local.

Reporting

In addition to the requirements the Constitution, Officers, Representatives and members performing duties on behalf of the local must provide a written report of their activities to the Secretary / Treasurer in advance of, or at, each regular meeting. Reports will be presented to the membership and will be included in the minutes of the meeting. Reports will include, but are not limited to, a detailed account of dates and times when the duties were performed, the nature of duties performed and expenses claimed, if any.

Expenses and Wage Loss

Any officer, representative or member encountering personal cost or loss wages to him / herself, or who encounters a work load not sufficiently covered by the monthly salary for the office shall be entitled to claim for repayment under Bills of Allowance, subject to approval by the membership. He/she will be required to present to the Secretary / Treasurer, in advance of, or at, the regular meeting, an itemized written statement of what is being claimed, the reason for same, and any receipts which may support the claim.

Phone Guidelines

The local chairperson will be provided with phones services, including a separate phone line and cell phone, if required. Claimants are encouraged to seek the lowest possible long distance charges, based on calling patterns and to employ "smart ring" services, if practicable.

Per Diem Guidelines

If required to travel to Squamish, meals will be paid to maximum of \$39.00, supported by receipts. Except in unusual circumstances, it is expected that travel to Squamish be made in the same day. If not, compensation will be considered as detailed for overnight travel.

Should an overnight stay be required, per diem for out of town expenses will be paid to a maximum of \$150.00 per night for meals and accommodations, supported by receipts.

If travel in a personal vehicle is required, officers, representatives and members shall be entitled to claim \$0.345 per mile traveled or at the rate designated by the UTU International office from time to time.

Officers and/or members traveling to North Vancouver for sole purpose of attending the regular monthly meeting shall be compensated for mileage at the prevailing rate. To encourage ride sharing, only the first two drivers arriving at the meeting, as determined by signatures in the register, shall be paid mileage.

Operating Expenses

The Secretary / Treasurer is authorized to pay Local expenses such as salaries, rent for the meeting place, office supplies, association membership, newsletter expenses, withholding and taxes, WCB premiums, postage, bank charges, etc., All payments shall also be included in the Secretary / Treasurer's report at each regular meeting. The membership in attendance may question the payment of any and all submissions, and then vote upon payment.

The Secretary /Treasurer shall have the authority, granted upon the office by the Constitution, to question any payment and withhold the payment of same.

At each meeting of the Local, the Secretary /Treasurer shall read out the balance of cash on hand for the Local, the Local Committee of Adjustment, the General Committee of Adjustment, all dues or other incomes to the Local and the salaries of all officers and representatives.

Emergency or Extraordinary Payment

Emergency or extraordinary payments not previously approved by the membership may be paid subject to the approval of the President and at least two other local officers. Such payment must be presented under Bills of Allowance at the next regular meeting. Such payment not to exceed \$500.

Donations

This Local may support any recognized political party, charity or service group, when requested for funding has been properly received and voted upon by the membership present.

Audit

The trustees will be paid \$100 each to perform the yearly audit.

Newsletter and Web Page

The Local shares the expenses of the publication of a newsletter and the maintenance of a web page with Local 1923. In January, the editor will submit a report for the newsletter to the membership of both locals which details the expenses incurred for the previous year and a budget for the new year. The Secretary / Treasurer is authorized to pay expenses for salaries, printing, supplies, postage, internet access and domain hosting as detailed in the annual budget. Such expenses will be presented in the Secretary /Treasurer's monthly report to the Local.

Union Services

The local will employ services and purchase goods from unionized establishments whenever possible.