CALGARY LOCAL 4095
AIR CANADA COMPONENT
BYLAWS

OCTOBER 2004

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THE BYLAWS of the CALGARY LOCAL 4095 of the AIR CANADA COMPONENT of CUPE

SECTION 1 – NAME

The name of this Local shall be: Local 4095 of the Air Canada Component of CUPE for all cabin personnel based in Calgary, Alberta.

SECTION 2 – DUTIES and OBJECTIVES

2.1 The principal duties and objectives of the Local shall be to:

(a) Work with the Component and other Locals within the Component to achieve the union's objectives contained in Section 2 ("Duties and Objectives") of the Component Bylaws;

(b) Settle promptly disputes and Level I grievances which may arise between its members and the employer in accordance with procedures established within the Component;

(c) Administer and enforce the collective agreement, in conjunction with the Component, in all other respects;

(d) Inform regularly all Local members on the matters affecting the union, including Local activities to fulfill union objectives;

(e) Establish and maintain Local Committees in accordance with these Bylaws;

(f) Receive and administer the union dues received from the Component in accordance with Section 9 of the Component Bylaws;

(g) Establish and approve a Local budget;

(h) Pay, or cause to be paid, all properly substantiated expenses associated with the Local's activities;

(i) Train and educate its union officers and members; and

(j) Affiliate, on a voluntary basis and finances permitting, to labour

councils, provincial federations of labour, CUPE district councils, CUPE provincial divisions and other labour bodies.

2.2 Locals may enact Local Bylaws as they deem necessary provided that such Bylaws are consistent with the Component Bylaws and the CUPE Constitution. Local Bylaws shall be subject to the approval of the National President of CUPE before being applied.

SECTION 3 - INTERPRETATION and DEFINITIONS

3.1 Masculine pronouns shall be understood to include the feminine gender

3.2 The English and the French texts of these Bylaws shall have equal force.

3.3 The Canadian Union of Public Employees shall be referred to as "CUPE".

3.4 The Air Canada Component of CUPE shall be referred to as the "Component" and/or the "ACC".

SECTION 4 - MEMBERSHIP MEETINGS - Regular and Special

4.1 Regular meetings of the Local may be called monthly, but in any event not less than quarterly. A minimum notice of seven (7) days shall be given for all regular membership meetings.

4.2 Special membership meetings may be ordered by the Local Executive or requested in writing by no fewer than 20% of the Local members. The President shall immediately call a special meeting when so ordered or requested and shall see that all members receive at least forty-eight (48) hours notice of the special meeting and the subject(s) to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.

4.3 A quorum for the transaction of business at any regular meeting or at any special membership meeting shall be 5 members of the Local in addition to the Chair.

4.4 The order of business at a regular membership meeting is as follows:

(i) Roll call of Officers
(ii) Reading of Minutes
(iii) President's report
(iv) Treasurer's report
(v) Communications and bills
(vi) Local Executive report
(vii) Reports from committees and delegates
(viii) Nominations
(ix) Unfinished business
(x) New business
(xi) Good of the Union
(xii) Adjournment

SECTION 5 - VOTING OF FUNDS

Except for ordinary expenses and bills as approved at membership meetings, no sum over fifty ($50.00) dollars shall be spent for the purpose of a grant or contribution to a member or any cause outside CUPE, except by a notice of motion given in writing and dealt with at the following membership meeting.

SECTION 6 – OFFICERS

6.1 The officers of the Local shall be the President, three (3) Vice-Presidents, one (1) Secretary-Treasurer, and three (3) Local Trustees.

6.3 All Local Officers shall be elected by the Local membership under the direction of the Component Tabulating Committee in accordance with Appendix "C" of the Component Bylaws.

SECTION 7 – LOCAL EXECUTIVE

7.1 The Local Executive shall be comprised of all Local officers, except the Trustees.

7.2 The Local Executive shall meet at least once monthly which may be by conference call.

7.3 A majority of all the members of the Local Executive constitutes a quorum.

7.4 Local Executive officers shall hold title to any real estate of the Local as trustees for the Local. They shall have no right to sell, convey, or encumber any real estate without first giving notice and then submitting the proposition to a membership meeting and having it approved.

7.5 Should any Local Executive member fail to answer the roll call for three consecutive regular Local membership meetings or four regular Local Executive meetings without having submitted good reasons for those absences, his office shall be declared vacant and shall be filled by an election.

SECTION 8 - DUTIES OF OFFICERS

8.1 The Local President shall:

(a) Be responsible for the conduct of the affairs and business of the Local;

(b) Call and preside over all Local meetings, preserve order, enforce the CUPE Constitution and the Local Bylaws, and generally exercise supervision over all Local activities;

(c) Report on the administration of her/his office to membership meetings and Local Executive meetings;

(d) Be responsible for the appointment and functioning of all Local Committees, ensuring their duties are performed and shall appoint the Chairpersons of those Local committees;

(e) Be a member of all Local Committees ex-officio;

(f) Be responsible for enforcing the provisions of the Collective Agreement and any rules or Letters of Understanding arising out of negotiations, including the filing of all necessary grievances at Level I;

(g) Ensure that all Local officers perform their assigned duties;

(h) Introduce new members and welcome them to the Local;

(i) Sign all cheques and ensure that the Local's funds are used only as authorized or directed by the Constitution, Bylaws, or vote of the Local membership;

(j) Be responsible for the proper distribution of Union bulletins, publications, and notices to the membership;

(k) Represent the Local as an automatic delegate to the CUPE National Convention and the ASD Conference; and

(l) Represent the Local at all Air Canada Component Executive Committee (hereinafter referred to as the "ACCEX") meetings or designate a Local Vice-President to attend.

8.2 The Local Vice-President(s) shall:

(a) If the President is absent or incapacitated, perform all duties of the President, according to established Local procedures; and

(b) Perform such duties as may from time to time be assigned by the Local President and/or the Local Executive.

8.3 The Local Secretary-Treasurer shall:

(a) Keep full, accurate and impartial account of the proceedings of all regular or special membership and Local Executive meetings, ensuring that these records include a copy of the full financial report;

(b) Record all alterations in the Local Bylaws;

(c) Have all records ready on reasonable notice for auditors and Trustees;

(d) Preside over membership and Local Executive meetings in the absence of both the President and the Vice-President(s);

(e) Be responsible for supervision of the financial affairs of the Local;

(f) Be responsible for establishing and supervising proper accounting procedures in the receipt and disbursement of funds in accordance with the Local Bylaws;

(g) Prepare and submit to the Local Executive for approval a budget of the anticipated revenue and expenses of the Local for the fiscal year no later than ninety (90) days after the start of the same fiscal year;

(h) Ensure quarterly financial statements are prepared and submitted to the Local officers;

(i) Make a full financial report to meetings of the Local's Executive, as well as a written financial report to each regular membership meeting, detailing all income and expenditures for the period;

(j) Throughout his/her term, and on behalf of the Local Union membership, be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or vouchers for every disbursement made, as well as records and supporting documents for all income received by the Local;

(k) Have the books audited by the Local Trustees annually and forward such audit to the officers of the Local, the Component Secretary-Treasurer and CUPE;

(l) Be bonded through the master bond held by the National Office, and any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office; and

(m) On termination of office, surrender all books, seals and other properties of the Local to his successor.

8.4 The Local Trustees shall:

(a) Act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, and the Local Committees, at least once every calendar year;

(b) Make a written report of their findings to the first membership meeting following the completion of each audit;

(c) Submit in writing to the Local President and Local Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's funds, records, and accounts are being maintained by the Local Secretary-Treasurer in an organized, correct and proper manner;

(d) Be responsible to ensure that monies are not paid out without proper constitutional or membership authorization;

(e) Ensure that proper financial reports are made to the membership;

(f) Inspect at least once a year any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local, and report their findings to the Local Executive; and

(g) Send a copy of the completed audit report (on the prescribed form provided by the CUPE National Secretary-Treasurer), as well as a copy of their report to the Local Union membership, a copy of their recommendations and/or concerns sent to the Local President and Local Secretary-Treasurer and the Local Secretary-Treasurer's response, to the CUPE National Secretary-Treasurer, with a copy to the assigned CUPE National Representative.

SECTION 9 – EXPENSES

9.1 The Local President shall pre-authorize all Local union work and costs thereof. Once the Local budget for a fiscal year has been approved at a Local meeting, expenses contained in the budget are deemed as pre-authorized. Any expenses above the approved Local budget amounts shall require authorization from the Local President before being incurred.

9.2 Pre-authorized expenses shall be paid as follows:

a. Meal allowances amounts shall be in accordance with the Collective Agreement;

b. Car allowance shall be at 30 cents per km with a maximum daily cap of $20.00; and

c. Reasonable hotel, meeting and other expenses once properly substantiated.

9.3 The Local shall only pay for flight release charges when the flight release has been requested by the Local President.

SECTION 10 – LOCAL OFFICER ELECTIONS

The Local Officer Elections shall be held under the direction of the Component Tabulating Committee in accordance with the Component Bylaws.

SECTION 11 – DELEGATES

Delegates to the ASD Conference and the CUPE Convention shall be elected in accordance with the Component Bylaws.

SECTION 12 – COMMITTEES

12.1 In accordance with Section 8.1(d), the Local President shall make the following appointments (and fill vacancies as required) to the membership of the established Local Committees below:

(a) Local Base Scheduling / Pairing Evaluation Committee:
- Chairperson, and
- Additional members as required.

(b) Local Health & Safety Committee:
- Chairperson, and
- Additional members as required.

12.2 Special ad hoc Local Committees may be established for a specified purpose and period by the Local President. The Local President shall appoint the Chairperson of any such Special ad hoc Local Committee and any additional members as required.

12.3 Any Local member at any Local meeting may make a motion to establish a new Local Committee or a Special ad hoc Local Committee.

12.4 The Local President shall appoint and remove Local Committee Chairpersons in accordance with the Local Bylaws. Local Committee Chairpersons and members shall be appointed for an initial term of no more than two (2) years commencing thirty (30) days following Local Officer Elections. Local Committee Chairpersons and members may be re-appointed to subsequent two (2) year terms.

12.5 For each Local Committee, the Local President shall provide:

(a) A specific mandate;
(b) A budget for the fiscal year for the Local Committee's activities;
(c) A method of regular reporting to the Local President.

12.6 The Local President shall pre authorize all Local Committee union work and costs thereof. Once the Local Committee budget for a fiscal year has been approved at a Local meeting, expenses contained in the budget are deemed as pre authorized. Any expenses above the approved Local budget amounts shall require authorization from the Local President and approval at a Local meeting before being incurred. Each Local Committee member shall be reimbursed for her/his expenses in accordance with Section 9 of these Bylaws from the respective Local Committee budgets.

12.7 Local Committee Chairpersons and members shall report to their Local President when carrying out assigned Local Committee responsibilities.

SECTION 13 - RULES OF ORDER

All meetings of the Local shall be conducted in accordance with the basic principles of Canadian parliamentary procedure. Some of the more important rules to ensure free and fair debate are appended to the Component Bylaws as Appendix "A". These rules shall be considered as an integral part of the bylaws and may be amended only by the same procedure used to amend the bylaws.

In situations not covered by Appendix "A" of the Component Bylaws, the CUPE Constitution may provide guidance, but, if the situation is not dealt with there, Bourinot's Rules of Order shall be consulted and applied.

SECTION 14 – AMENDMENT TO THE LOCAL BYLAWS

14.1 These Bylaws are always subordinate to the CUPE Constitution as it now exists or may be amended from time to time, and in the event of any conflict between these Bylaws and the CUPE Constitution the latter shall govern. Constitutional interpretation, including determination of conflict, is the prerogative of the National President of CUPE.

14.2 These Local Bylaws shall only be amended, added to, or suspended upon a majority vote of the Local membership at a duly called Local membership meeting. Any proposed change to the Local Bylaws shall be contained in the notice for the membership meeting.

14.3 No change in these Local Bylaws shall be valid and take effect until approved by the National President of CUPE. The validity shall date from the letter of approval of the National President of CUPE.

SECTION 15 – TRIALS

All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.