



**AMALGAMATED
TRANSIT
UNION
LOCAL 569**

EDMONTON ALBERTA

Bylaws

AS RATIFIED

On: May 29, 2024

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ARTICLE 1 - NAMES AND TERMS

- 1.1. This organization shall be known as the Amalgamated Transit Union, Local 569. Its jurisdiction shall be all employees covered by the certificates it holds from the Alberta Labour Relations Board.
- 1.2. The following acronyms, when used in this document, shall have these meanings:
 - 1.2.1 ATU – Amalgamated Transit Union
 - 1.2.2 CBA – Collective Bargaining Agreement
 - 1.2.3 CGL – International Constitution and General Laws
 - 1.2.4 LU – Local Union
 - 1.2.5 LRB – Labour Relations Board
 - 1.2.6 WCB – Workers Compensation Board
 - 1.2.7 LTD – Long-Term Disability
 - 1.2.8 Member in good standing – Member who has paid their initiation fee, has paid their dues and kept them up to date, and paid any special assessment, as per Section 21.6 of the CGL
 - 1.2.9 STD – Short-Term Disability
 - 1.2.10 Bargaining unit – Unit that has a distinct contract within the Union
 - 1.2.11 Bargaining group – Large groups, such as ETS Main, may be broken up into smaller, more manageable subgroups, such as ETA Main Group 1, Group 2, and Group 3

ARTICLE 2 - OBJECTIVES

The objects of these Bylaws are to:

- 2.1. Lay down the rules by which the business of the Local will be conducted in a strictly legal manner
- 2.2. Secure and defend our rights, safety and seniority
- 2.3. Safeguard our interests as workers
- 2.4. Create an environment where character, intelligence, integrity and skills are developed

- 2.5. Secure employment for our members and adequate pay for our work
- 2.6. Reduce hours of labour and by all legal means improve social conditions
- 2.7. Promote, encourage and defend the formation of disability, old age and death benefit funds
- 2.8. Promote and encourage the principles and practices of conciliation and arbitration in settlement of all difficulties between Labour and capital (management)
- 2.9. Abide by and support all sections of the CGL of this Union, and these Bylaws
- 2.10. Expand our jurisdiction by organizing other workplaces that currently do not have the benefit of Union representation
- 2.11. Create a safe work environment by following the ATU 569 Harassment and Violence in the Workplace Policy

ARTICLE 3 - SECURITY

- 3.1. There shall be no video, photo or audio recording by any electronic device of Local 569's Membership Meetings, Executive Board Meeting or any other meeting the Local may call.
 - 3.1.1. Anyone found to be recording during a meeting will be immediately escorted from the meeting by the Sergeant-at-Arms and will be prohibited from rejoining for a period of 24 hours.
 - 3.1.2. Upon escorting the person recording from the building, the Sergeant-at-Arms will ensure, to the best of their ability, that all recordings are destroyed.
- 3.2. Under the Section 21.7, Disclosure of Union Business, of the International CGL, updated 2022:

“No officer or member of the LU shall furnish to any unauthorized person a list of the names and addresses of the membership. All business of the LU must be kept strictly private from persons outside of the Union, unless publication be authorized by the LU, and persons giving out any information contrary to the LU shall, after proceeding in accordance with the provisions of Section 22, if found guilty, be fined, suspended, or expelled.”

ARTICLE 4 - MEMBERSHIP

- 4.1. Qualification for membership in this Local shall follow the governing sections of the International CGL. The initiation fee for new members shall be \$15.00,

payable on date of initiation or via payroll deduction. To be a member in good standing in the Local, members must have paid their initiation fee and dues (or arranged for payroll deduction of these amounts) and kept them up-to-date.

4.2. Members retiring from employment and desiring to retain their membership in this Union shall have the right to do so provided they do not enter employment that is detrimental to the interests of the Union. Revoking a retiree's membership on this basis is subject to CGL Section 22, Charges, Trials and Penalties. Retiree members will then be entitled to the following rights and benefits: They shall have a voice but no vote on any matters affecting the LU, except that they shall be permitted to vote in the election of all LU table officers and delegates to ATU International Convention.

4.3. Any Officer who accepts another Elected Position outside of ATU 569 which would interfere with the duties which they were elected to perform, must have approval from the Executive Board

4.4. Members-At-Large

Members-at-Large are members in good standing who no longer retain their active status in the LU but who wish to keep their membership in the International Union.

ARTICLE 5 - HOURS OF OPERATION

5.1. The hours of operation for the Local Officers shall be:

5.1.1. A work week of Monday to Friday

5.1.2. 80 hours bi-weekly (40 hours/week), arranged to facilitate office open hours from 08:00 to 16:30

5.1.3. A compressed work week may be implemented such that officers work 80 hours in 9 days instead of 10, the 10th day being a day off

5.1.4. Compressed days must be taken by the end of every year, or they are lost (not paid out)

ARTICLE 6 - OFFICERS

6.1. The Regular Officers of the Local shall be:

6.1.1. President/BA

6.1.2. Financial Secretary/Treasurer – Assistant Business Agent (FST/ABA)

6.1.3. Maintenance Assistant Business Agent (Maintenance/ABA)

- 6.1.4. Vice President – Assistant Business Agent (VP/ABA)
- 6.1.5. Recording Secretary
- 6.2. The Executive Board of this Local shall consist of:
 - 6.2.1. President-Business Agent
 - 6.2.2. Financial Secretary-Treasurer – Assistant Business Agent
 - 6.2.3. Maintenance - Assistant Business Agent
 - 6.2.4. Vice-President – Assistant Business Agent
 - 6.2.5. Recording Secretary
 - 6.2.6. Bargaining unit or group representatives: Each bargaining unit or group with 50 members or more will become eligible for one representative. If a unit/group has more than 250 members, it will become eligible for a second representative. If a unit/group has more than 500 members, it will become eligible for a third representative, up to a maximum of 3 representatives.
 - 6.2.7. Any bargaining unit, with the exception of ETS-Main, with more than 100 people is entitled to elect a bargaining unit executive board composed of a chairperson, a vice chair a scribe.
 - 6.2.8. The count of membership for each bargaining unit or subunit will be determined during the year of election on July 1
 - 6.2.9. The makeup of the executive board will only be adjusted at each election
 - 6.2.10. If a bargaining unit joins or withdraws from ATU Local 569, it will be the prerogative of the President either to add or to remove a representative for that bargaining unit.
- 6.3. The Executive Board representatives shall also act as Shop Stewards but shall have no standing on the Council of Shop Stewards.

ARTICLE 7 - DUTIES OF LOCAL OFFICERS

7.1. GENERAL

The elected and/or appointed Officers of this Local shall:

- 7.1.1. All be members in good standing in the Local, having paid their initiation fee and dues, and kept them up to date
- 7.1.2. Perform the duties of their office in compliance with these Bylaws and the CGL of the Union
- 7.1.3. Not assume authority, responsibility or expense to the Local except as the Bylaws and CGL provide
- 7.1.4. Be required to be bonded with the bonding department of the Amalgamated Transit Union; the Local will assume all bonding costs
- 7.1.5. Deliver to the Local at the expiration of their terms all property entrusted to their care, whether digital, intellectual, electronic or material

SPECIFIC DUTIES OF OFFICERS

7.2. President-Business Agent

The President/BA shall:

- 7.2.1. Be the Chief Executive Officer of the LU
- 7.2.2. Have general supervision over all the LU's affairs between the Executive Board and membership meetings
- 7.2.3. Be responsible, with the FS-T/ABA, for directing the Local's investment portfolio
- 7.2.4. Preside at all meetings of the LU
- 7.2.5. Ensure all locks and building security codes are changed upon the election of a new Executive, if deemed necessary
- 7.2.6. Ensure that all the property of the Local is present and accounted for
- 7.2.7. Ensure all passwords to the Local's electronic devices are logged with the Administration and are changed at the beginning of the term of each new President/BA

- 7.2.8. Preserve order, and enforce the CGL and the Local Bylaws
- 7.2.9. Ensure that all Officers perform their respective duties
- 7.2.10. Appoint all committees not otherwise provided for
- 7.2.11. Assign WCB, LTD and other portfolios to Full-time Officers in an equitable manner based on aptitude, workload and availability
- 7.2.12. Decide all questions of order, subject to an appeal to the LU, and have a right to vote in secret ballot votes along with the other members who cast their ballots
- 7.2.14. Cast the deciding vote in the event of a tie in a standing or hand vote of the Executive Board or the Membership
- 7.2.15. Announce the result of all votes, and enforce all fines and penalties
- 7.2.16. Have the power to call special meetings when requested by one-third or more members in writing
- 7.2.17. Sign all orders on the treasury for such money as shall by the CGL and the Local Bylaws, or by vote of the LU, be ordered paid
- 7.2.18. Be 1 of 2 remaining signing officers for such money as shall by the CGL and the Local Bylaws, or by vote of the LU, be ordered paid
- 7.2.19. Perform such other duties as the CGL and the Local Bylaws may require
- 7.2.20. Look after the welfare of the organization in general, as instructed by the Local and the Executive Board
- 7.2.21. Give consideration to members who show interest in or potential for becoming either a representative of the union executive board or a shop steward by encouraging them to run for those positions

7.3. Financial Secretary-Treasurer/Assistant Business Agent

The FS-T/ABA shall:

- 7.3.1. In conjunction with the President/BA, carry on all correspondence and perform such other duties as pertain to their office
- 7.3.2. Ensure all passwords to the electronic devices are logged with Administration and changed at the beginning of the term of each new FS-T/ABA

- 7.3.3 Carry out the instructions of the President/BA and of the Executive Board, and work in conjunction with them in supervising the affairs of the Local
- 7.3.4 Sign all cheques and bank drafts, and perform such other duties as the CGL and Local Bylaws of the Local may require
- 7.3.5 Keep a true and proper account of incoming dues and outgoing expenses between the Local and its members
- 7.3.6 Conduct an annual review of members and reconcile the Local's list of active members against that of the International
- 7.3.7 Be responsible for all monies due to the Local and deposit same in the bank designated by the Local
- 7.3.8 Be responsible, with the President/BA, for directing the Local's investment portfolio
- 7.3.9 Deposit in the Local's accounts all monies in excess of the amount required for current expenditures
- 7.3.10 Obtain approval of the Local President/BA prior to payment of all bills and invoices
- 7.3.11 In the monthly financial report, give a breakdown of expenditures of all monies received and paid out, and prepare a monthly statement of receipts, deposits, expenditures and balances
- 7.3.12 See that the Local is kept in good standing with the ATU International by forwarding all reports to the General Office and receiving confirmation for the same
- 7.3.13 Purchase a remembrance on behalf of the Local to express our sympathies upon the death of a member or a member of their immediate family
- 7.3.14 Send a token of the Local's concern to a member who is in hospital for more than one day, provided the Local's office is notified
- 7.3.15 Ensure that officers have a full understanding of the Bylaws concerning the salaries, car allowances, per diems and expenses to which they are entitled
- 7.3.16 Accurately document all salaries and paid leave for union officers
- 7.3.17 Prevent any officer, including the President/BA of the Local, from approving their own reimbursement expenses

- 7.3.18 Ensure that a complete, secure and accurate list of members is kept
- 7.3.19 Ensure that the sign-in book for Membership meetings is kept and accurately updated

7.4. Maintenance/Assistant Business Agent

The Maintenance/ABA shall:

- 7.4.1. In conjunction with the President/BA, carry on all correspondence and perform such other duties as pertain to the office
- 7.4.2. Ensure all passwords to the electronic devices are logged with Administration and changed at the beginning of the term of each new Maintenance/ABA
- 7.4.3. Carry out the instructions of the President/BA and of the Executive Board, and work in conjunction with them in supervising the affairs of the Local
- 7.4.4. Supervise all sign-ups and sheet perusals in each area of the maintenance department
- 7.4.5. Ensure all sign-ups are appropriately staffed by Executive Board Members or Shop Stewards

7.5. Vice President/Assistant Business Agent

The VP/ABA shall:

- 7.5.1. Ensure all the property of the Local is present and accounted for
- 7.5.2. Ensure all passwords to the electronic devices are logged with Administration and changed at the beginning of the term of each new VP/ABA
- 7.5.3. In the absence of the President/BA, preside at all meetings and perform all duties pertaining to the office of President/BA
- 7.5.4. Be 1 of 2 remaining signing officers for such money as shall be ordered by the CGL, the Local Bylaws or by vote of the LU
- 7.5.5. In the case of a vacancy in the President/BA office, preside in the office until the Local elects a President/BA to fill the vacancy
- 7.5.6. Supervise all signups and sheet perusals
- 7.5.7. Ensure all sign-ups are appropriately staffed by Executive Board Members or Shop Stewards

- 7.5.8. Carry out the instructions of the President/BA and of the Executive Board, and work in conjunction with them in supervising the affairs of the Local

7.6. Recording Secretary

The Recording Secretary shall:

- 7.6.1. Ensure all passwords to the Local's electronic devices are logged with Administration and changed at the beginning of each new Recording Secretary's term
- 7.6.2. Prepare and maintain accurate minutes of the Executive Board Meetings, Membership Meetings and any Special Meetings
- 7.6.3. Keep accurate records of motions, amendments, debates, discussions and financial votes
- 7.6.4. Ensure minutes contain: quorum, meeting venue, all motions and votes
- 7.6.5. Call the roll of officers when required
- 7.6.6. Perform such other duties as pertain to this office
- 7.6.7. Sign their initials, with the President/BA, on the monthly meeting minutes that will be used by auditor
- 7.6.8. Sign audit reports, along with President/BA

7.7. Executive Board

The Executive Board shall:

- 7.7.1. Supervise and direct the management of the Local
- 7.7.2. Introduce bylaw changes, when the Executive Board recommends them, to the membership for approval
- 7.7.3. Constitute the Grievance Committee, except for in-house grievances
- 7.7.4. Investigate all disputes and controversies between the members of the Local and the Employer
- 7.7.5. Report all findings to the regular meeting of the Local
- 7.7.6. Be empowered to call special meetings of the Local to consider any

matter or matters which, in the judgment of the Board, warrants the Calling of a Special Meeting

- 7.7.7. Have the authority to submit the results of negotiations on Agreements or other matters of importance to the entire membership for a referendum vote of the members
- 7.7.8. Conduct all votes under conditions and at times and places determined by the Executive Board
- 7.7.9. Appoint their own times for meetings of the Board, which shall be at least once monthly
- 7.7.10. Attend any special Meetings called by the President/BA when it is deemed necessary
- 7.7.11. Have a quorum of the majority of the Executive Board to do business
- 7.7.12. Be required to attend a minimum of 50% of the Executive Board Meetings per year
- 7.7.13. Be required to attend a minimum of 50% of General Meetings per year

7.8. Sergeant-At-Arms

The Sergeant-At-Arms shall:

- 7.8.1. Maintain sign-in sheets for each month's Membership Meetings and ensure that all members in attendance have signed in
- 7.8.2. Ensure all attendees at the meeting are members in good standing of the Local
- 7.8.3. Provide the attendance counts at the Membership Meetings to the Recording Secretary for motion votes in the minutes. These counts are to be finalized when the Financial Report is started. The sign-in book should be marked when the Financial Report starts for the attendance count.
- 7.8.4. Ensure all sidebar conversations do not interrupt the Membership Meetings
- 7.8.5. Ensure that order in the meeting is kept, up to and including escorting members from the building as necessary, according to the Bylaws

- 7.8.6. Ensure any guest speakers have a reserved parking space at the rear of the Union Hall
- 7.8.7. Receive an honorarium for performing the duties of said position in an amount to be determined by the Executive Board. This honorarium shall be reviewed by the Executive Board annually.

7.9. Bargaining Units

7.9.1. Chairperson

- 7.9.1.1. It shall be the duty of the Chairperson, in the absence of the President/BA and Vice President/ABA of Local 569, to preside at all bargaining unit meetings, to preserve order, and enforce the CGL and Local 569 Bylaws.
- 7.9.1.2. The Chairperson shall see that all Officers and Shop Stewards perform their respective duties and, in the case of vacancy in any bargaining unit office, the Chairperson shall see that the elections are held, or officers appointed to the vacancy.
- 7.9.1.3. They shall have power to call special meetings when requested to do so by one-third (1/3) or more of the bargaining unit members in writing. These informal meetings are on issues pertaining to the local unit, and such a meeting would not be a session of Local 569.
- 7.9.1.4. When serving as Chair of a meeting, they shall have the right to vote only in case of a tie, when they shall cast the deciding vote.
- 7.9.1.5. They shall, by virtue of their office, be the Chairperson of all Bargaining Unit Committees.
- 7.9.1.6. They shall keep the President/BA advised of all important and controversial issues concerning the bargaining unit.

7.9.2. Vice Chairperson

- 7.9.2.1. It shall be the duty of the Vice Chairperson to assume the duties of the Chairperson in his/her absence.
- 7.9.2.2. The Vice Chairperson shall perform all duties pertaining to that office and render such assistance as may be required of them.
- 7.9.2.3. In case of vacancy in the Chairperson's office, the Vice

Chairperson shall preside until a Chairperson is elected to fill the vacancy.

7.9.3. Scribe

- 7.9.3.1. The Scribe of a bargaining unit shall record the minutes of all bargaining unit meeting sessions in the absence of the Recording Secretary.
- 7.9.3.2. If the Scribe is unable to attend a session of a bargaining unit meeting, the Scribe will make arrangements with either the Recording Secretary or Chairperson to have a Union representative take notes.
- 7.9.3.3. The Scribe shall forward promptly to the Recording Secretary any notes of bargaining unit meetings that the Recording Secretary did not attend.
- 7.9.3.4. The Scribe shall provide the attendance counts at the Membership Meetings to the Recording Secretary for motion votes in the minutes. These counts are to be finalized when the Financial Report is started. The sign-in book should be marked when the Financial Report starts for the attendance count.

ARTICLE 8 - VACATING OFFICER POSITIONS

The Officer/s of the Local shall, upon:

- 8.1. Missing three consecutive meetings without a valid excuse, have their office/position declared vacant, subject to completion of the process set forth at CGL Section 22, Charges, Trials and Penalties.
- 8.2. Wishing to resign, submit a written resignation letter to the Executive Board of the Local prior to the next monthly Executive Board meeting. If the Board finds no irregularities, the resignation shall be accepted. No resignation shall be accepted if the Officer has not yet returned all local union property to the LU.
- 8.3. Per CGL Section 14.10, Elections to fill Unexpired Terms, if "a Local union office becomes vacant and there remains one (1) year or more in the term of office, an interim election shall be held to fill the vacancy; and when a Local union office becomes vacant and there remains less than one (1) year in term of office, the President/BA, subject to approval of the LU executive board, shall appoint a member qualified to hold office under Sections 14.2 and 14.3, to serve the remainder of the term of office, except that when the President/BA office becomes vacant the LU Vice President shall serve as provided for in Section 13.10. In the event that the interim election is to be held to fill the unexpired term of an LU officer or executive board member, the following rules shall apply: The nominations meeting and interim election

shall be held within 120 days of the vacancy in office” and “the 15-day mail notice of interim election required by Section 14.7 shall specify that the elections will include not only the original vacated position, but also any other office that may come open by resignation of the incumbent during the nominations process.”

- 8.4. Be appointed in all cases hold office until the interim election, subject to the conditions as set forth in the CGL of the Union.

ARTICLE 9 - OFFICE EXPENSES

- 9.1. There will be petty cash in an amount of up to one thousand dollars (\$1000.00), which will be used by the FS-T/ABA for miscellaneous expenses. The amount is to be reviewed on an annual basis by the President/BA, FST/ABA and the most senior member of the Administration’s staff.

ARTICLE 10 - COMMITTEES

- 10.1. All committees appointed by the Executive Board or President/BA shall present a report orally at the Monthly Membership Meeting. If no committee member is available to attend an Executive Board or Monthly Membership Meeting, the committee shall present a written report to the Recording Secretary to report on their behalf.
- 10.2. Members of the Local shall not start or set up committees for any reason without the concurrence of the Executive Board.
- 10.3. There shall be standing committees appointed by the President/BA, with the approval of the Executive Board, at the first regular meeting following the election, as follows:
 - 10.3.1. ETS-Main Negotiating Committee: Consisting of the President/BA, FS-T/ABA, Maintenance/ABA, VP/ABA, Recording Secretary and one other Executive member selected to provide balance between Operations and Maintenance. Other members may be added as the President/BA and Committee decide.
 - 10.3.2. St. Albert Negotiating Committee: Consisting of the President/BA, the FS-T/ABA (or other table officer, as the President/BA deems necessary), the Executive Board, St. Albert Representative and other members as the President/BA and committee may decide
 - 10.3.3. Red Deer Negotiating Committee: Consisting of the President/BA, VP/ABA (or other table officer, as the President/BA deems necessary), the Executive Board, Red Deer Representative and other members as the President/BA and committee may decide

- 10.3.4. The Strathcona County Transit Negotiating Committee: Consisting of the President/BA, FS-T/ABA (or other table officer, as the President/BA deems necessary), the Executive Board, Strathcona County Transit Representative and other members as the President/BA and committee may decide
- 10.3.5. The Edmonton on Demand bargaining unit committee shall consist of the President/BA, the FS-T/ABA (or other table officer, as the President/BA deems necessary), the Executive EOD member and other members as the president and committee may decide
- 10.3.6 Bargaining Committees for newly organized bargaining units shall consist of members as appointed by the President and approved by the Executive Board.
- 10.4. The President/BA, the Local Unit chair and other members, as the President/BA and committee may decide, shall serve as the Negotiating Committee for a new Bargaining Unit for which a Negotiating Committee has not yet been established.
- 10.5. All committee members shall respect the confidentiality of their various Committees' information.
- 10.6. All committee members shall demonstrate their commitment by signing an attendance letter designating the number of Committee meetings they must attend. If the number of meetings (*i.e.* out of 12 meetings/year, attend 6 meetings) is not met, a member will be removed from the Committee.
- 10.7. Standing Committees of the Local: Members to be appointed by the President/BA
- 10.8. A list of Standing Committees can be found in Appendix C.

ARTICLE 11 - COUNCIL OF SHOP STEWARDS

- 11.1. A minimum of 1% of the active membership shall serve as Shop Stewards: $\frac{1}{2}$ (half) shall be elected and $\frac{1}{2}$ (half) shall be appointed by the President/BA, with the concurrence of the Executive Board.
- 11.2. The elected Shop Stewards shall serve per the allocation list set forth at Article 11.4.
- 11.3. The Shop Stewards' terms shall be 3 years, running concurrently with the regular election period. All Shop Stewards will be members of the Council of Shop Stewards.

11.4. Elected Shop Stewards will be allocated as follows:

- 3 ETS Operations
- 3 ETS Maintenance
- 1 ETS Security
- 1 ETS Community Service Operations
- 1 Dispatch
- 1 St. Albert Transit
- 1 Edmonton on Demand
- 1 Surface Inspector
- 1 LRT Inspector
- 1 Strathcona Transit

11.5. Elected Shop Stewards shall be elected by members in their respective work areas. There shall be a minimum of 1 elected Shop Steward from each Bargaining Unit.

11.6. When appointing Shop Stewards, the President/BA shall consider providing balanced representation among work areas.

11.7. Shop Stewards from Red Deer shall be appointed by the President/BA, with the concurrence of the Executive Board.

11.8. The members of the Council of Shop Stewards shall:

- 11.8.1. Govern themselves with the objective of promoting a better working relationship between management, the union and the membership
- 11.8.2. Deal with any Steward who discredits the LU or hinders the Committee's objectives
- 11.8.3. Meet monthly to report on workplace activities
- 11.8.4. Sign a letter of expectations outlining their responsibilities, and the number of Shop Stewards Meetings and Union Membership meetings they must attend to maintain their Shop Steward status
- 11.8.5. Where possible, attend any educational Courses made available by the Local and/or its affiliates to increase their knowledge and effectiveness
- 11.8.6. Elect from within their members a Chief Shop Steward, Recording Secretary and Union Harassment Advisors

11.8.7. The Chief Shop Steward shall:

11.8.7.1. Be responsible for convening meetings of the Shop Steward Council, chairing such meetings, setting the agenda and casting the deciding vote, should any votes taken be tied

11.8.7.2. Report Shop Stewards activities to the Membership Meetings

11.8.8. Bargaining Unit Stewards shall be responsible for assisting the Chairperson in enrollment of new members. They shall forward all applications for membership to the Office of Local 569 as soon as possible after new employees have been signed up.

ARTICLE 12 - UNION HARASSMENT ADVISORS

12.1. The Council of Shop Stewards shall elect Union Harassment Advisors. This group shall consist of equal numbers of females and males, where available. If none wish to take on this role, the President will appoint the Advisors from the membership, not the Executive Board.

12.2. The Union Harassment Advisors are responsible for hearing and resolving internal grievances, and providing conflict resolution for issues between members or between a member and the Executive Board, using the Workplace Harassment Policy as a guide.

The Workplace Harassment Advisors:

12.2.1. Shall be responsible for implementing the Local's [Workplace Harassment Policy](#), when necessary

12.2.2. Should take any training approved by the LU and available through our affiliates/Labour bodies pertaining to harassment and conflict resolution

12.2.3. Shall ask the President to inform the Employer that the Union Harassment Advisors are available to assist in member/member conflicts, when needed

12.2.4. Shall receive a copy of the Local's Workplace Harassment Policy as a guide for their efforts to resolve issues

ARTICLE 13 - SALARIES

References below to the “Agreement” are to the LU’s contract with the City of Edmonton.

13.1. President-Business Agent to receive:

- 1st year – 5% above highest paid shift worker in Agreement
- 2nd year – 9% above highest paid shift worker in Agreement
- 3rd year – 14% above highest paid shift worker in Agreement

13.2. Financial Secretary-Treasurer/Assistant Business Agent to receive:

- 1st year – 3% above highest paid shift worker in Agreement
- 2nd year – 6% above highest paid shift worker in Agreement
- 3rd year – 9% above highest paid shift worker in Agreement

13.3. Maintenance/Assistant Business Agent to receive:

- 1st year – 3% above the highest paid shift worker in the Agreement
- 2nd year – 6% above the highest paid shift worker in the Agreement
- 3rd year – 9% above the highest paid shift worker in the Agreement

13.4. Vice President/Assistant Business Agent to receive:

- 1st year – 3% above the highest paid shift worker in the Agreement
- 2nd year – 6% above the highest paid shift worker in the Agreement
- 3rd year – 9% above the highest paid shift worker in the Agreement

- 13.5. Officers relieving a full-time Union position for a period of more than 1 working day shall be paid, for that period, the highest shift worker rate in the Agreement.
- 13.6. All other Officers, delegates to conventions and members doing work for the Local that requires their absence from duty shall be paid for the time lost at what their shift pays per day, plus authorized expenses.
- 13.7. A member working on an “OFF DAY” on Union Business (other than social functions) will be paid at the member’s regular rate of pay for hours worked.

ARTICLE 14 - EDUCATIONAL COURSES

- 14.1. Courses attended by the Executive Board, Shop Stewards or members on behalf of ATU Local 569 must have prior approval of the President/BA and/or Executive Board.
- 14.2. All courses taken must be of benefit to the Local.

- 14.3. Registration for any approved course shall be covered by the Local.
- 14.4. Courses attended by Officers or members appointed by the Union to attend will be paid:
- 14.4.1. Out of town:
 - Off days, including travel days: 8 hours per day
 - Work days, including travel days: what the shift pays
 - Per diem of 3 hours equivalent of ETS-Main Operator's wage per day
 - Hotel room, excluding personal incidentals
 - Taxes, tariffs and, where applicable, foreign exchange
 - 14.4.2. In town: the hours spent at the course

ARTICLE 15 - CAR ALLOWANCE

- 15.1. Car allowance, per month, shall be paid at the operator rate in the Main Collective Agreement:
- 15.1.1. President/BA – 3 days' pay
 - 15.1.2. FS-T/ABA – 3 days' pay
 - 15.1.3. Maintenance/ABA – 3 days' pay
 - 15.1.4. VP/ABA – 3 days' pay
 - 15.1.5. Recording Secretary – 2 days' pay
 - 15.1.6. Executive Board Members – 1 day's pay
 - 15.1.7. Chair of Local Bargaining Unit - 1 day's pay
 - 15.1.8. Local Bargaining Unit Vice Chair - 3 hours' pay
 - 15.1.9. Local Bargaining Unit Scribe - 3 hours' pay
 - 15.1.10. Shop Stewards – 3 hours' pay
 - 15.1.11. Safety Review Board Members – 2 hours' pay
 - 15.1.12. Shop Stewards and Safety Review Board Members shall be paid their car allowance twice per year, on the first payday in June and on the first payday in December. If an individual holds more than 1 position, only one car allowance shall be paid, to a maximum of 3 hours' pay.

ARTICLE 16 - CREDIT CARDS

16.1. The FS-T/ABA shall:

- 16.1.1. Be authorized to have and use the Local's credit card only if necessary
- 16.1.2. Only use the credit card for Union business. It is not to be used for personal use.
- 16.1.3. Safeguard the PIN to the card.
- 16.1.4. If any abuse of these rules is found, it shall be grounds for termination of the credit card privilege. The Local may undertake any other action the Local deems fit, subject to the procedure set forth in CGL Section 22, Charges, Trials and Penalties.

ARTICLE 17 - MEETINGS

- 17.1. When any meeting is called to order by the Chair or President/BA, quorum will be determined to be met or not.
- 17.2. No collections, subscriptions or soliciting shall be allowed inside the meeting hall without permission of the Chair or President/BA.
- 17.3. Regular Membership Meeting

The regular meetings of the Local shall:

- 17.3.1. Be held on the fourth Tuesday of each month in Edmonton and the fourth Wednesday of each month in Red Deer, unless the Executive Board or President/BA deems it advisable to change time and/or place – subject to the requirement in CGL Section 13.3, Meetings, that regular meetings be “held at regular stated intervals...”
- 17.3.2. Have notices posted at least 3 days before the meeting date on all union bulletin boards
- 17.3.3. Be subject to a quorum of 25 (quorum to be made up of the total number of members attending the morning, evening and Red Deer meetings), including the President/BA
- 17.3.4. Be held at the Edmonton Local (Charter City) union hall first, and subsequently at Red Deer (as per CGL Section 13.3, Meetings)
- 17.3.5. Proceed such that business conducted at the Edmonton Local 569 Membership Meeting will be presented at the subsequent meeting in Red Deer for approval, and vice versa

- 17.3.6. quorum for voting will be the cumulative attendance from the Edmonton and Red Deer AM and PM meetings
- 17.3.7. Be held regardless of the number of members present; if no quorum exists, all actions taken at a meeting shall be reported to and acted upon in the subsequent meetings
- 17.3.8. Produce minutes containing all motions and votes from all meetings in the Local's jurisdiction

17.4. Executive Board Meetings

The meetings of the Executive Board shall:

- 17.4.1. Be where newly elected Officers of the Local are sworn in by the International Representative
- 17.4.2. Be held on the third Monday of each month, unless the Executive Board or President/BA deems it advisable to change time and/or place
- 17.4.3. Set the date for the next meeting at the meeting in progress
- 17.4.4. Be subject to a quorum of half the number of Executive Board members, including the President/BA

17.5. Special Meetings

- 17.5.1. The President/BA shall call a special meeting of the Local by a majority vote of:
 - 17.5.1.1. the Local at a regular meeting
 - 17.5.1.2. the Executive Board
 - 17.5.1.3. or upon the written request 1/3 of members in good standing
- 17.5.2. The Chair of Local Bargaining Units shall:
 - 17.5.2.1. Call special meetings when requested to do so by one-quarter (1/4) or more of the bargaining unit members in writing
 - 17.5.2.2. Call special meetings pertaining to the local unit issues only; these informal meetings are on issues pertaining to the local unit and such a meeting would not be a session of Local 569

17.5.3. Special meetings shall:

17.5.3.1. Have notice posted at least 3 days before meeting date on all bulletin boards, where practical

17.5.3.2. Need quorum of 25 members

17.5.3.3. May be called in accordance with the International CGL

17.5.3.4. Specifically state the business to be dealt with

17.5.3.5. Discuss no other business

ARTICLE 18 - GRIEVANCES

18.1. Grievances between Members and the Employer:

18.1.1. Are the property of the Local, not the member

18.1.2. Will be brought to the attention of the Local immediately, to ensure the timelines specified in the Collective Agreement are met

18.1.3. Will be advanced to arbitration at the discretion of the Executive Board

18.2. Grievances between ATU 569 Members:

18.2.1. Are defined as any grievances between members of the Local, including Executive members

18.2.2. Shall include cases where a member alleges that an Executive Officer has failed in the proper discharge of the duties of the office

18.2.3. Are to be presented to a Shop Steward or one of the Harassment Officers of the Local, who will attempt to mediate an amicable solution to the grievance

18.2.4. Are to be presented by the grievor to the Council of Shop Stewards for further action, when no resolution satisfactory to the grievor can be reached

18.2.5. Shall be presented to the Executive Board for further action, when the grievance is against a member of the Council of Shop Stewards

18.2.6. Further action may include:

18.2.6.1. Investigation and further mediation by a Shop Steward committee

- 18.2.6.2. Requesting assistance from the International Union
- 18.2.6.3. The preferring of charges pursuant to Section 22.3, The Preferring of Charges, of the CGL of the Amalgamated Transit Union

ARTICLE 19 - DUES AND ASSESSMENTS

19.1. Dues:

- 19.1.1. Are charged at a flat rate, increased by any negotiated wage increase percentage as per ETS Main bargaining unit contract
- 19.1.2. Of active members of this Local shall be adjusted in accordance with any negotiated salary increase and shall be payable in by-weekly payroll deductions
- 19.1.3. Of active members shall be adjusted to reflect any other increases in per capita taxes, as per the International CGL and the organizations ATU Local 569 may be affiliated with, and shall be payable in by-weekly payroll deductions
- 19.1.4. As per Subsection (d) of CGL Section 18.2, Dues, "Dues for...pensioned members of LUs shall not be subject to annual adjustment formulas and shall be no less than two dollars (\$2.00) per month for any pensioned member retired prior to January 1, 1993, and four dollars (\$4.00) per month for any pensioned member transferred to pension status on or after January 1, 1993."

ARTICLE 20 - DUTIES OF MEMBERS

20.1. Members' duties shall be:

- 20.1.1. To assist the Officers in the proper discharge of their duties by strictly adhering to their obligation and by obeying the CGL and Bylaws of the Organization, in compliance with the governing sections of the CGL
- 20.1.2. To not injure the interest of a fellow member by undermining them in the workplace, in wages or in any other willful act by which the reputation or employment of any member may be injured
- 20.1.3. If possible, to wear the regular membership pin or insignia in plain view
- 20.1.4. If possible, to promote the ATU in public as far and as well as they are able

20.1.5. To let the LU know of any change of address, email address or phone number as soon as possible as per Section 21.8, Notice of Correct Address, of the International CGL

20.2. Individual Action:

20.2.1. The Union is the sole bargaining agent for all members. No member is authorized to act on their own behalf or on behalf of others with the employer.

20.2.2. Furthermore, members are not authorized to enter into any agreement or contract with the employer.

20.2.3. Members violating this section will be subject to suspension or expulsion from the Local, subject to CGL Section 22, Charges, Trials and Penalties.

ARTICLE 21 - TRIALS AND APPEALS

21.1. Trials and Appeals:

21.1.1. Shall be handled in accordance with the International CGL

21.1.2. Shall result in a member's expulsion from membership in the Local – subject to CGL Section 22, Charges, Trials and Appeals – upon a finding that the member is also a member of, or in sympathy with, a destructive opposing party or organization

ARTICLE 22 - RULES OF ORDER

22.1. The order of business for each meeting shall be as follows:

- Call to Order - opening of the meeting by the President/BA
- Roll Call of Officers
- Minutes of the previous meeting
- Initiation of new members
- Business Arising from Previous Minutes
- Correspondence
- Business Arising from Correspondence
- Financial Report
- Business Arising from Financial Report
- Executive Board Report
- Business Arising from Executive Board Report
- Committee Reports
- Business Arising from Committee Reports
- Unfinished Business
- New Business

- Good & Welfare
- Nomination of Officers or Installation of Officers
- Adjournment

22.2. When participating in the meeting:

- 22.2.1. The Chair may rule topics of discussion out of order if they disrespect, detract from, conflict with or do not further the Local's interests.
- 22.2.2. Any member who wishes to speak will raise their arm or, if a microphone is available, line up behind the microphone and wait for the chair to recognize them.
- 22.2.3. Comments will be confined to the question before the meeting, and personal comments will be avoided.
- 22.2.4. Any member wishing to bring a question before the meeting shall bring it up in the proper order of business.
- 22.2.5. No motion will be debated until it is seconded, and debate is called for by the chair.
- 22.2.6. No motion to amend the minutes shall be in order unless the minutes contain some error of fact.
- 22.2.7. If a question is before the meeting, no motion shall be received except the following, which take precedence in the order named: To Adjourn; To Table; To reconsider; For Previous Question; To postpone; and To Amend.
- 22.2.8. 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; and when a Motion to Adjourn has been defeated.
- 22.2.9. No motion or proposal on a subject other than that under discussion will be admitted under the pretense of being an amendment.
- 22.2.10. If a motion has been made, seconded and allowed to be discussed by the chair, it can only be withdrawn with the consent of both the mover and the seconder of the motion.
- 22.2.11. If a motion has been carried, any member voting with the majority may move for reconsideration of the vote, but no discussion of the main question shall be allowed.
- 22.2.12. If a member objects to the reading of any item, the question of whether the item will be read shall be decided by a majority vote of the members present.

- 22.2.13. No person shall speak more than once on a subject until all the members desiring the floor have been heard, and not more than twice without the consent of the assembly.
- 22.2.14. The President/BA shall be allowed to debate on all subjects by calling the VP/ABA to the chair. In the absence of the VP/ABA, the President/BA may call to the chair any other member.
- 22.2.15. All written or electronic correspondence involving Union business must be presented to the membership unless:
 - 22.2.15.1. The writer requests otherwise and the Executive Board approves withholding it
 - 22.2.15.2. The correspondence contains confidential material that it is in the best interests of the Union to withhold, as determined by the Executive Board
 - 22.2.15.3. If a member requests a written response to a written communication; in that case, the request shall be honored
- 22.2.16. A majority vote shall decide all questions except as otherwise provided for in the CGL and Bylaws.
- 22.2.17. Prior to collections, subscriptions, soliciting or ticket selling inside the hall, a majority of the previous Membership Meeting attendees must have voted in favor of the event.
- 22.2.18. No religious matters shall be discussed upon any pretext whatsoever.
- 22.2.19. Any matters and disputes not covered by the Local's Bylaws shall be decided by Robert's Rules of Order.

ARTICLE 23 - NOMINATIONS AND ELECTIONS

23.1. GENERAL

- 23.1.1. The FS-T/ABA is responsible for running all elections in the Local.
- 23.1.2. If the FS-T/ABA is running for a position in the election, then they will appoint a Chief Returning Officer.
- 23.1.3. The FS-T/ABA or Chief Returning Officer is responsible for assigning as ballot counters members who have no conflict in the election. No one except the FS-T/ABA, the Chief Returning Officer or appointed ballot counters may count ballots once cast.

- 23.1.4. To be eligible for any office, a candidate must comply with Section 14.2, Eligibility for LU Office, of the CGL of our Union. The CGL covers elections by the Canadian voting system.
- 23.1.5. All members in good standing shall be entitled to vote in General elections or any other ballot or vote.
- 23.1.6. Where a ballot or vote is taken, it shall be decided by the majority of those voting.
- 23.1.7. Any member desiring to be present while ballots are being counted shall be privileged to do so.
- 23.1.8. Any candidate desiring a scrutineer/observer to be present while ballots are being counted shall be able to appoint one.
- 23.1.9. Abstentions and destroyed ballots shall not be counted.
- 23.1.10. Ballots must be kept for one year after the election.
- 23.1.11. The Executive Board and the Officers of the Local shall take office on January 1st after the election that is held in December of the previous year.
- 23.1.12. The outgoing Executive Officers are encouraged to provide suitable mentoring and job shadowing to newly elected officers, to provide a smooth transfer of responsibility and authority.

23.2. NOMINATIONS

- 23.2.1. Nominations for all Officers shall take place at November membership meetings.
- 23.2.2. Notices of the nomination meetings in November will be posted 5 days prior to the nomination meetings.
- 23.2.3. The Regular officers of the Local are President/BA, VP/ABA, FS-T/ABA, Maintenance/ABA, and Recording Secretary.
- 23.2.4. Only members in good standing employed in a specific group, as per Article 6.2.6 of this document, may be nominated for their respective representative positions. This includes the Maintenance/ABA as well as the Local Bargaining Unit representatives.
- 23.2.5. Only members in good standing employed in a Local Bargaining Unit may be nominated for the Chair, Vice Chair or Scribe of the Local Unit.

- 23.2.6. Nominations shall be made from the floor at the membership meetings in November. In case a member cannot attend this meeting, their nominations will be accepted in writing.
- 23.2.7. No member shall accept nomination for more than 1 office except in the case where 2 offices may be held at the same time.

23.3. ELECTIONS

- 23.3.1. As per CGL Section 14.7, Election Procedures and Requirements, "When the election is to be held by voting at the polls, no member shall be entitled to vote unless the member is in good standing and presents themselves at the polls in person. Where in any LU an election is to be held by a mail ballot, a ballot shall be mailed to each LU member at the member's last known home address."
- 23.3.2. Six (6) months prior to an election, the Executive Board will make a recommendation on the type of voting system to be used (*i.e.*, at the polls or by mail ballot).
- 23.3.3. Only members in good standing may vote in the Local's election.
- 23.3.4. The election shall be held during the first 2 weeks in December for terms of 3 years, which shall run concurrently.
- 23.3.5. Elections shall be based on the plurality system (the candidate with the most votes wins).
- 23.3.6. If more than one person is running for a position, the one receiving the most votes is declared the winner.
- 23.3.7. Elections for all offices shall be by secret ballot.
- 23.3.8. At least fifteen (15) days' notice of any election must be posted in the workplace, on the web site and mailed to each Local member at their last known home address.
- 23.3.9. All members in good standing may elect the President/BA, FS-T/ABA, VP/ABA and Recording Secretary. Only members in good standing from the Maintenance Section, or retired therefrom, may elect the Maintenance/ABA.
- 23.3.10. Only members in good standing employed in a specific unit, as per Article 6.2.6 of this document, may elect the Representatives for their group, as described by Article 6.2.6 in this document.
- 23.3.11. Only members in good standing employed in the Maintenance Section may elect the Maintenance Representatives.

- 23.3.12. Only members in good standing employed at a Local Bargaining Unit may elect the Local Unit Chair, Vice Chair and Scribe.

23.4. ELECTION ELIGIBILITY

- 23.4.1. Election eligibility shall be based on the sign-in book maintained by the Sergeant-at-Arms.
- 23.4.2. Members, to be considered as having attended a meeting, must have either signed in prior to the meeting being called to order and remained until the end of the Financial Report, or signed in prior to the commencement of the Financial Report and remained until the adjournment of the meeting.
- 23.4.3. The Sergeant-at-Arms will strike off anyone who does not meet the attendance requirement.
- 23.4.4. Members who have attended at least 6 monthly meetings in each of the 2 years prior to and including the nominations meeting will have fulfilled the requirements to be eligible to run for office. All members will be credited with attendance at cancelled meetings.

23.5. INTERIM ELECTIONS

23.5.1. GENERAL

- 23.5.1.1. As per CGL Section 14.10, Elections to Fill Unexpired Terms, if “a local union office becomes vacant and there remains one (1) year or more in the term of office, an interim election shall be held to fill the vacancy; and when a local union office becomes vacant and there remains less than one (1) year in the term of office, the President/BA, subject to approval of the executive board, shall appoint a member qualified to hold the office under Sections 14.2 and 14.3, to serve the remainder of the term of office, except that when the [President/BA] office becomes vacant the [VP Operations/ABA] shall serve as provided for in Section 13.10.”
- 23.5.1.2. The date of the nominations and interim election shall be within 120 days of the date on which the office became vacant, in compliance with the CGL Section 14.10.
- 23.5.1.3. At least fifteen (15) days’ notice of any election must be mailed to each member at the member’s last known home address, in compliance with CGL Section 14.10, and the election notice must be and posted on the Local’s website.

23.5.1.4. All vacancies resulting from officers resigning their positions to run for the vacant office shall be filled at the same interim election.

23.5.1.5. Any Officer being elected to a full-time position with an affiliate of the Union shall resign their position with the Local within 10 days of being sworn in to the new position.

23.5.2. EXECUTIVE BOARD APPOINTEES

23.5.2.1. Per CGL Section 14.10, Elections to Fill Unexpired Terms, Executive Board vacancies shall be filled either by appointment of the President/BA, subject to approval of the executive board, or by election, as the CGL provides.

23.5.3. EXECUTIVE BOARD

23.5.3.1. Executive Board members desiring to accept a nomination for another office before the expiration of their current terms of office must first resign their current offices and must submit their resignations at or before the opening session of the monthly meeting at which nominations for the vacant office are received.

23.5.3.2. The 15-day mail notice of interim elections required by CGL Section 14.7, Election Procedures and Requirements, shall specify that the elections will include not only the original vacated position but also any other office that may come open by resignation of the incumbent during the nominations process.

ARTICLE 24 - BALLOT BOXES/BALLOTS

24.1. ELECTIONS

Each ballot box will:

24.1.1. Be attended to at elections by 2 members in good standing, as appointed by the FS-T/ABA, unless the FS-T/ABA is running for a position in the election; then, the FS-T/ABA will appoint a Chief Returning Officer, who will appoint the 2 members

24.1.2. Not be removed from the designated voting area until the voting station is closed

24.1.3. Be returned to the Union office by the last 2 members manning the box together

24.2. RATIFICATION/REFERENDUM VOTES

Each ballot box will:

- 24.2.1. Be attended to by an Executive Board Member, a member of the Negotiating Team and a Shop Steward or whomever the President/BA appoints
- 24.2.2. Be returned to the Union office by the last Executive Board/Negotiating Team member and Shop Steward manning the box together

24.3. BALLOTS

- 24.3.1. There shall be one ballot per member voting in elections, ratifications and referendums.
- 24.3.2. Ballots are only to be handled by the Union Representative and the person voting.
- 24.3.3. Ballots are not to be removed from the designated voting area.

ARTICLE 25 - REFERENDUM VOTE

- 25.1. Matters of importance may, by majority vote of the Executive Board, be referred to a referendum vote of the entire Local. The vote is to be handled like a ratification vote.

ARTICLE 26 - AMENDMENTS TO BYLAWS

- 26.1. The Bylaws of the Local should be reviewed every year to make sure they are current and applicable.
- 26.2. To amend, rescind or alter these Bylaws, a motion must be brought forward at the September membership meeting or at the discretion of the Executive Board.
- 26.3. Motions from the floor to amend, rescind or alter these Bylaws must be sent to the Union by the first Monday in September.
- 26.4. The proposed Bylaws changes must be posted with the monthly meeting notice for September's Membership Meeting.
- 26.5. The proposed changes must be read at 2 meetings.
- 26.6. There shall be no discussion or vote after the first reading of the proposed changes, but a full discussion and vote shall take place after the second reading.

- 26.7. A two-thirds vote of the members attending the meeting in which the second reading of the proposed changes occurs shall be required to amend, rescind or alter these Bylaws.

ARTICLE 27 - LEAVING EMPLOYMENT

- 27.1. Any member who resigns their position with the City shall lose all seniority rights. If an Executive Board member resigns or is not re-elected, and subsequently is elected to a position (whether their former position or a different one), the individual's rate of pay and working conditions will be the same as those of a newly elected person.

ARTICLE 28 - CONVENTION DELEGATES

28.1. GENERAL

- 28.1.1. Delegates to Conventions that the Union chooses to attend, including but not limited to Alberta Federation of Labour (AFL), ATU Canada, Northwest Conference (NW Conference), ATU International Women's Caucus (ATU IWC) and the Canadian Labour Congress (CLC), will be appointed from the Executive Board by the President as Local 569's delegates. If, after all Executive Board positions have been appointed, there are more delegate positions, the President can fill them with Shop Stewards.
- 28.1.2. The appointed delegates will be confirmed at the Monthly Membership meeting immediately following their appointment by the President.

28.2. ATU INTERNATIONAL CONVENTION

- 28.2.1. ATU International Convention delegate numbers are based on the Local's total membership, including retirees, as of May in the year of the convention, as per CGL Section 6.4, Representation; LU.
- 28.2.2. The election of delegates must be held at least six (6) weeks prior to the convention.
- 28.2.3. In order to run for delegate or alternate status, a nominee must be a member in good standing for two (2) years prior to nomination.
- 28.2.4. Delegates and alternates will be chosen through the LU's regular election process. The ballot will indicate the positions, the holders of which will be eligible to attend. Successful candidates for those positions will represent the LU at the convention.

ARTICLE 29 - CONVENTION REMUNERATION

29.1. EXPENSES

Delegates to Conventions shall:

- 29.1.1. When going out of town, be reimbursed for the cost of economy airline fare, and taxes and tariffs that are applicable to their trip
- 29.1.2. Book cancellation insurance, the cost of which will be reimbursed
- 29.1.3. Use an airline whose employees are represented by a union, whenever possible
- 29.1.4. Have all airport travel costs, including transportation to the airport, taxes, tariffs and baggage fees, reimbursed upon submission of receipts
- 29.1.5. Receive the equivalent of 3 hours' ETS Operators wages per day for expenses
- 29.1.6. Have hotel room charges, taxes and, where applicable, foreign exchange fees (except personal incidentals) reimbursed upon submission of receipts
- 29.1.7. Minimize costs wherever possible

29.2. CAR ALLOWANCE

Delegates to Conventions will:

- 29.2.1. When the one (1) way distance to be traveled is three hundred and thirty (330) kilometers or less, or where there is no air transportation, be paid car allowance instead of airfare
- 29.2.2. Receive car allowance at the current rate allowed by the Canada Revenue Agency
- 29.2.3. Have any car allowance calculated as the shortest highway route from Edmonton to the destination community, and return

ARTICLE 30 - ANNUAL VACATION

- 30.1. Vacation leave for full-time officers will be according to the level of vacation already accrued with their employer.
- 30.2. Carry-over of vacation is allowed, up to a maximum of 6 weeks.
- 30.3. Vacation will be taken so that service is maintained at a workable level at Local 569's office.

ARTICLE 31 - SICK LEAVE

31.1. Sick leave for the full-time officers shall be as follows:

- 31.1.1. If an Officer is on short-term disability (STD), the union will keep paying the Officer their wages continually for time sick, up to a maximum 85 days.
- 31.1.2. If an Officer must go on long-term disability (LTD), then they move over to the City's LTD Plan.

ARTICLE 32 - DONATIONS

32.1. All donations must be approved by the membership.

32.2. Requests for donations to non-member charities or groups shall be treated as follows:

- 32.2.1. Requests must be in writing.
- 32.2.2. Contributions to qualifying groups may not exceed \$500.00 unless approved by the Executive Board and Membership.
- 32.2.3. Groups qualifying for donations must have group bank accounts to which the donation cheques may be written.
- 32.2.4. No group shall be entitled to receive more than 1 donation per calendar year.

32.3. Requests for donations to members' recreational activities shall be treated as follows:

- 32.3.1. Requests must be in writing.
- 32.3.2. Membership in groups requesting donations must be at least seventy-five per cent ATU Local 569 members in good standing to qualify for donations.
- 32.3.3. Contributions to qualifying groups may not exceed \$500.00.
- 32.3.4. Groups qualifying for donations must have group bank accounts to which the donation cheques may be written.
- 32.3.5. No group shall be entitled to receive more than 1 donation per calendar year.

ARTICLE 33 - HONOURING RETIRING MEMBERS/EXECUTIVES

- 33.1. Local 569 will host a retirement banquet each year, on the last Saturday in September, where possible, to honour the year's retirees and their spouses.
- 33.2. Retirees will be entitled to receive a gift at the time of their retirement, from a selection as provided by the current Executive.
- 33.3. Local 569's Executive Board will host a retiree-only dinner each year in October or November to honour the years' retirees.
- 33.4. Local 569 will host a supper at the beginning of each term honouring departing Executive members, hosted by the current Executive members.

ARTICLE 34 – OMISSIONS

- 34.1. In the event that any omissions are found in these Bylaws, the CGL shall govern.

Appendix A

LETTERS OF EXPECTATIONS

SHOP STEWARDS EXPECTATIONS

As a Shop Steward for ATU Local 569, I agree to the following:

- To uphold the bylaws of this Local and the “Constitution and General Laws” of the International Union
- To maintain my membership in good standing in this Local
- To represent the membership and individual members to the best of my ability
- To distribute Local & Union information correctly to the membership
- To continue educating myself on Labour issues
- To attend courses that my Local and myself feel would aid in my work as a Shop Steward
- To be a volunteer when needed for any Local event or project
- To attend a minimum of 6 Shop Steward meetings per year
- To attend a minimum of 6 General Monthly Membership meetings per year
- If I do not abide by these expectations, my role as a Shop Steward is open to review by the President.

Signature

Date

President/BA, ATU Local 569

Date

Appendix B

COMMITTEE EXPECTATIONS

I _____(name) agree to be that with my appointed to the
_____Committee.

I will:

- Keep all discussions and paperwork of the committee confidential
- Attend at least 75% of the scheduled committee meetings
- Report on committee activity to the monthly membership meeting

DATE: _____

SIGNATURE: _____

DATE: _____

SIGNATURE: _____

President/BA, ATU Local 569

APPENDIX C

STANDING COMMITTEES OF THE LOCAL

- Safety Review Board (SRB)
- Building Committee
- Bylaws Committee
- LAPP (Local Authorities Pension Plan)
- Negotiations-Main
- Negotiations-St. Albert
- Negotiations-Red Deer
- Negotiations-Edmonton on Demand
- Negotiations-Strathcona
- Sheet Committees for each group and each bargaining unit
- UMCCs/LMCCs for each group and each bargaining unit
- Occupational Health and Safety Committees for each bargaining unit
- WRC-Security (Working Relations Committee-Security)

JOINT UNION & MANAGEMENT COMMITTEES

- Clothing Committee
- ELT (Edmonton Leadership Team)
- ETSAB (Edmonton Transit System Advisory Board)

OTHERS

- EDLC (Edmonton District Labour Council)
- AFL (Alberta Federation of Labour)
- CECU (Coalition of Civic Unions)
- ECECAF (Edmonton Civic Employees Charitable Assistance Fund)
- RDDLC (Red Deer & District Labour Council)