

**ASSOCIATION OF POSTAL OFFICIALS OF CANADA  
ASSOCIATION DES OFFICIERS DES POSTES DU CANADA  
P.O. BOX 82000, BURNABY, B.C. V5C 5P2  
[www.apocpacificcoast.com](http://www.apocpacificcoast.com)**

**PACIFIC COAST  
LOCAL  
BY-LAWS**

**REVISED: 2011-01-01**

**Article 1** The Name of the Association shall be The Association of Postal Officials of Canada, Pacific Coast Branch.

1:01 This body shall be known as The Association of Postal Officials Of Canada hereinafter referred to as The “Association” and shall be composed of Divisions Branches and Components.

**Article 2** **Objectives**

2:01 To obtain improvement in the financial position and the working conditions of all Postal Officials by every means available.

2:02 To obtain the financial recognition for the responsibility that is held by Postal Officials.

2:03 To maintain and improve the efficiency of the Postal Service.

2:04 To conduct a training program for members.

**Article 3** **Membership**

3:01 Any official who has an indeterminate appointment with Canada Post, or other appropriate employer, who is eligible by law can be a member of the Association.

3:02 An honorary life membership will be granted to a member in good standing upon retirement or to any member who in the opinion of the membership has rendered meritorious service, i.e. a member promoted or transferred out of the bargaining unit.

3:03 Honorary members shall be entitled to all rights and privileges of the branch except voting rights.

3:04 An honorary member shall not pay dues.

3:05 Every member of the Branch shall abide by its By-Laws and the National Constitutions

**Article 4** **Boundaries**

4:01 The boundaries of the Branch are the areas as defined by the National Office.

**Article 5** **Branch Officers**

5:01 The Officers of this Branch shall be:

1. President
2. First Vice-President
3. Vancouver Mail Processing, Plant Vice-President
4. Vancouver Parcel Distribution Centre, Vice-President
5. Fraser Valley Vice President
6. Executive Secretary
7. Treasurer
8. Grievance Officer
9. Staffing Grievance Officer

## **Article 6 Duties of Officers**

### **6:01 President:**

1. The President shall be the recognized head of the branch, presiding at all regular and special meetings.
2. He/She shall appoint all committees not otherwise provided for, subject to approval at the next General Meeting
3. He/She shall cast the deciding vote in case of a tie on any matter being voted upon
4. The President shall see that all Committees and all Officers are attending to their duties and that business at all times is conducted in a proper and business-like manner
5. He/She shall be an Ex-Officio member of all committees
6. He/She shall call all meetings at the time fixed by the Branch and shall conduct the business in the order hereafter named.
7. He/She shall sign all official documents on behalf of the Branch.
8. President will be automatic Chairman of the Grievance Committee.
9. If in the event the President is unable to fulfill the duties of the office, then the Executive will appoint a replacement from among their group. The person obtaining the most votes will be elected to complete the remainder of the term or until the President returns. If in the event of a tied vote, the DVP will cast the deciding vote.

### **6:02 First Vice-President:**

1. The First Vice-President shall perform the duties of the Executive Officers, except for the President in case of absence or resignation of that officer.
2. He/She shall discharge the duties of the chair when called upon to do so by the President and shall assist in maintaining order while occupying his/her office of First Vice-President.
3. First Vice-President is a member of the Grievance Committee.
4. Vice - President must be from Collection and Delivery, Sales or Mail Operations Support.
5. He\She is a member on the Scholarship Committee.

### **6:03 Fraser Valley Vice President**

1. Shall perform the duties of the First Vice President in their absence.
2. Is a member of the Grievance Committee.
3. Must be from the Southern or Eastern Zone.
4. Must strive at all times to increase the strength and prestige of the Branch. He\she shall endeavour to resolve grievances and or other matters of concerns of the members he\she represents.
5. He\She is a member on the Scholarship Committee.

6:04 **Vancouver Mail Processing Plant, Vice- President:**

1. The Vancouver Mail Processing Plant Vice-President shall strive at all times to increase the strength and prestige of the Branch. He/She shall endeavor to resolve grievances or other matters of interest or concern of the members who he represents. He/she may act as a representative for a member(s) within his division.
2. He/she shall be responsible for signing up new members.
3. He/she shall hold monthly meetings with his/her representatives and report to the next General Meeting.
4. Plant Vice-President must be from the Mail Processing Plant
5. He/she is also a Member of the Grievance Committee.
6. He\She is a member on the Scholarship Committee.

6:05 **Vancouver Parcel Distribution Centre, Vice-President**

Same as article 6:03 (I). (2). (3)

1. VPDC Vice-President must be from the Vancouver Parcel Distribution Center,
2. He/she is also a member of the Grievance Committee.
3. He\She is a member on the Scholarship Committee.

6:06 **Executive Secretary**

1. The Executive Secretary shall have charge of all the correspondence; reports and notices concerning the affairs of the Branch and keep all records current for the attention of General and Executive Meetings.
2. He/she shall receive and file pertinent order or Bulletins issued by the Corporation.
3. He/she shall record the minutes of all Executive and General Meetings.
4. The recording of all minutes shall be in such a manner that ready reference are easily obtained.
5. He/she shall post all notices for regular and special meetings and notify all Executive Officers of all meetings.
6. He/she is responsible for the accommodations, furnishings and equipment used at each meeting.
7. He/she shall be responsible for the arrangements of seating, public address system, lighting, and all such essentials.
8. He/she is required to keep a record of attendance at each meeting and to ensure that all present are members in good standing.
9. At the termination of his/her term of office he/she shall turn over all records of the Branch to his/her successor.

6:07 **Treasurer**

1. The treasurer shall receive all money from all sources and deposit them in a Chartered Bank, Trust Company, or Credit Union to the credit of the Branch.
2. He/she shall pay all accounts authorized and maintain an up to date and complete record of all transactions together with the supporting vouchers, cheque stubs and cancelled cheques.
3. He/she shall provide financial statements at each general meeting or as directed by the Executives.
10. He/she shall sign all cheques issued by the Branch.
11. The President or Executive Secretary and Treasurer, (two of the three), must also sign the cheques.
12. In the absence of the Treasurer the signatures of the President and Executive Secretary will suffice.
13. An independent external Audit will be conducted by a qualified auditor to coincide with the Term of the Treasurer.

6:08 **Grievance Officer**

1. He/she will head the grievance committee.
2. He /she will be responsible for investigating, submitting of hearing grievances of matters of interest or concern of the local.
3. He/she will be responsible for record keeping of grievances.
4. He/she is the Official Greeter of the Branch, welcomes visitors and ensures that new members are properly seated and maintains order.
5. He/she shall maintain an up to date mailing list of all members and be responsible for the signing up of new members.

6:09 **Staffing Grievance Officer**

1. He/she will co-chair the grievance committee.
2. He /she will be responsible for investigating, submitting of hearing grievances of matters of interest or concern of the local.
3. He/she will be responsible for record keeping of grievances.
4. He/she shall assist with the maintenance of an up to date mailing list of all members and be responsible for the signing up of new members.

**Article 7      The Executives**

7:01            There shall be one standing committee which shall be Known as “The Executives” and shall be composed of the following officers: President, First Vice-President, Vancouver Processing Plant, Vancouver Parcel Distribution Center-Vice-Presidents, Fraser Valley Vice President, Executive Secretary, Staffing Grievance Officer and Grievance Officer. It shall meet regularly at the call of the President. At the request of the Branch President the outgoing President shall act as advisor for the Branch Executives.

7:01(A)        That the President with Collection & Delivery, Vancouver Mail Processing Plant and Vancouver Parcel Distribution Center, Fraser Valley, Vice-Presidents may appoint association representatives as required to represent APOC members.

7:02            The Duties of The Executives are:

1.    The recommendations of expenditures; the examination of accounts and bills; bring reports concerning financial matters to the General Meeting of the Branch.
2.    The consideration of all membership applications, the calling of Special Meeting, such other matters as may from time to time be referred to the Executives by an APOC Representative or the membership at the General Meetings, and provide leadership to the members
3.    To be responsible to the members for the conduct of the affairs of the Branch.
4.    The Executives may make interim appointment:
  - I.    The Executives may fill vacant positions for a period not to exceed six months.
  - II.   This is subject to ratification at the next General Meeting.
  - III. The Executives Committee may declare an office vacant and call for a By-election for the following reason:

The member in question has failed to discharge his duties in an acceptable manner. In declaring a position vacant, the executive committee must have a recorded vote of all its members with a clear two-thirds (2/3) of the vote in favor of censure.

**Article 8      Nominations**

8:01            Nominations of Officers shall be opened at the General Meeting in September and closed at the General Meeting in October each year. At the October meeting, three members who do not intend to run for office will be elected to run as an Election Committee. It will be his or her responsibility to see that every member has had an opportunity to cast a ballot; such balloting is to be done by mail. It will be the responsibility of any member who has not received a ballot at least five days prior to an election, to inform the election committee.

8:02            A member may hold one elected office only

8:03            A National Executive Officer may not hold office in the Pacific Coast Branch.

8:04            A member must be in good standing and must have attended a minimum of four (4) APOC General Meetings not limited to the Pacific Coast Branch during the previous twelve (12) months in order to be eligible for office.

- 8:05 The Executive Secretary shall notify all eligible nominees of such nominations.
- 8:06 The elections must be completed and the election committee report submitted to the membership at the next General Meeting in November,
- 8:07 All officers shall be eligible for re-election subject to Article 8:04.

**Article 9 Elections of Executive Officers**

- 9:01 Election for Executive Officers shall be as follows:
- Odd Number Years - President, Executive Secretary, Vancouver Mail Processing Plant- Vice President, and Vancouver Parcel Distribution Vice President,
- Even Number Years - First Vice President, Fraser Valley Vice President, Treasurer, Recording Secretary and Grievance Officer.
- 9:02 Any Executive member who has left the bargaining unit local acting or on Developmental Assignment outside the Bargaining unit or is unable to perform his or her duties shall submit his/her resignation to the Executive.
- The individual holding the Executive position shall be given an automatic leave of absence from the position as of the date of the acting or development assignment and all properties of the local shall be return to the local immediately.
- I. Should the term remaining be six months or less the executive may appoint for the remainder of the term.
  - II. Should the term remaining be more than six months it shall be filled by election.
- 9:03 In order to be eligible for said vacancy a member in good standing must have attended at least four (4) APOC General Meetings not limited to the Pacific Coast Branch during the twelve (12) months preceding nominations.

**Article 10 Nominations of Delegates to National Convention**

- 10:01 Election of Delegates to the National Convention shall be done by mail-in Ballot
- 10:02 Nominations of delegates to National Convention shall take place at the November General Meeting The Ballots will be counted after the January General Meeting.
- 10:03 A member must have attended a minimum of four (4) monthly General Meetings during the twelve (12) months preceding first call for nominations for convention, to be eligible as a delegate or alternate.
- 10:04 There shall be two (2) alternates elected, these two (2) shall receive the same amount of money per diems as per national constitution, the local shall pay Air Fare.
- 10:05 There shall be a minimum of seven (7) executive members to attend the national convention, either as elected delegates or alternates.
- 10:06 The President , First Vice President , and the Fraser Valley Vice President will hold positions as delegates to the National Convention.

**Article 11      General By-Law**

- 11:01      Three Auditors shall be elected by the November General Meeting.
- 11:02      They will audit the accounts, supporting vouchers and the annual statement of the Treasurer, and will present a certified statement together with their written report of the audit to the following General Meeting.
- 11:02(A)    That a copy of our yearly audit is submitted to national office by the auditors in the format national office has set forth. This must be completed by March 15 each year.
- 11:03      The Branch fiscal year shall be from January 1st (1) to December thirty-first (31).
- 11:04      These by-laws shall not be amended, rescinded or altered in any way whatsoever unless a Notice of Motion in writing is given setting forth the nature of the proposed amendment.
- 11:05      Notice of Motion must be submitted in writing at a meeting of the Branch.
- 11:06      Members must be notified of the Proposed Notice of Motion and it shall require two-thirds (2/3) vote of the members in attendance.
- 11:07      Except as laid down in the constitution and by-law “Roberts Rule of Order” shall apply.
- 11:08      The Branch shall be responsible for providing Accident Life Insurance coverage for all Executive Members.
- 11.09    a) At least six (6) General Meetings shall be held each year.  
b) Ten (10) members in good standing of the Branch shall constitute a Quorum.  
c) Executives Meeting every month, except December.
- 11:10    Special Meetings may be called at the President’s discretion.  
A. All Special Meetings must be advertised at least one (1) week in advance of the meeting, the meeting shall deal only with the business for which it is called.  
B. Special Meetings call for Committees:  
Committee members shall receive \$25.00 per meeting to cover expenses occurred.
- 11:12    When a member is required by the Branch to apply for leave without pay or annual leave to attend Branch affairs, they are to be compensated by an amount equal to the equivalent pay at the maximum level of their classification and expenses as laid down by the National Constitution.
- 11:13    Should it be necessary for a member to use their own vehicle for short trips on Branch business, they shall be paid a Mileage allowance. Mileage will be paid at the national APOC rate.
- 11:14    The Branch President shall be paid a monthly honorarium of \$600.00. The remainder of the elected Executives shall receive a yearly honorarium which shall be one quarter (1/4) of the total yearly honorarium paid to the President and payable in December. The amount of the Honorarium will be reviewed every 3 years linked to the convention years. An Executive member must attend a minimum of 50% of the meetings in the year to qualify for the Honorarium.
- 11:15    Members on annual leave who are unable to attend General Meetings may be recorded in attendance if submitted in writing prior to meeting

11:16 Executives shall not have authority to make expenditures in excess of two thousand dollars (\$2,000.00). This amount will be reviewed every 3 years linked to the convention years.

11:17 Any member of the Executive absent without good reason in the opinion of the other members for three (3) consecutive Branch and or Executive meeting shall be retired and his/her office filled at the next General Meeting, according to procedures governing a vacancy on the executive.

Article 12 **Web Master Duties**

12:01 With the Executives direction the Web Master would maintain and update the APOC Web Site [www.apocpacificcoast.com](http://www.apocpacificcoast.com) .

12:02 The Web Master would ensure that all of the requirements of the Internet Service Provider are met.

12:03 The Web master must be a member in good standing or an honorary member. He\she is not a member of the Executive.

12:04 The Web Master shall be paid a monthly honorarium of \$100.00 payable in December.