

## SECTION 1 – Name

The name of this local shall be; Canadian Union of Public Employees Local No. 1072.

## SECTION 2 – Objectives

The objectives of the Local are to;

- (a) Secure adequate remuneration for work performed and generally advance the economic and social welfare of its members and of all workers:
- (b) Support CUPE in reaching the goals set out in Article 11 of the CUPE Constitution:
- (c) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism:
- (d) Encourage the settlement by negotiation and mediation of all disputes between the members and their employers.

## SECTION 3 – Interpretation & Definitions

- (a) Masculine pronouns shall be understood to include the feminine gender.
- (b) Numbers of Articles at the end of sections or sub-sections refer to relevant articles of CUPE Constitution which should be read in conjunction with these by-laws.

## SECTION 4 – Membership Meetings - Regular and Special

- (a) Regular membership meetings shall be held each month on the fourth Tuesday at 7pm. If a Statutory holiday intervenes the Executive Board shall give a week's notice of any change in the date of the regular meeting.
- (b) Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than 10 members. The President shall immediately call a special meeting when so ordered or requested and shall see that all members receive at least twenty-four (24) 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.

(c) A quorum for the transaction of business at any regular or special meeting shall be ten (10) members, including at least three (3) members of the Executive Board.

(d) The order of business at regular membership meetings is as follows:

1. Roll Call of Officers
2. Initiating of New Members
3. Equality Statement
4. Reading of Minutes of Previous Meeting
5. Matters Arising out of the Minutes
6. Treasurers report
7. Communications and Bills
8. Executive Board Report
9. Reports of Committees and Delegates
10. Nominations, Elections, or Installations
11. Unfinished business
12. New business
13. Good of the Union
14. Adjournment

(Article B. VI)

### SECTION 5 – Voting of Funds

Except for ordinary expenses and bills as approved at membership meetings, no sum over fifty dollars (\$50) shall be voted 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.

(Article B. 4,4)

## SECTION 6 – Officers

The Officers of the local shall be the President, Vice-President, Secretary-Treasurer, Recording Secretary, three (3) Trustees, and Chief Shop Steward. All Officers shall be elected by the membership. (Article B. 2,1)

## SECTION 7 – Executive Board

(a) The Executive Board shall comprise all officers, except Trustees. (Article B. 2,2)

(b) The Board shall meet at least once every month. (Article B. 3.14)

(c) A majority of the Board constitutes a quorum.

(d) The 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.

(e) The Board shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of all committees.

(f) All charges against members or Officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution. (Articles B. 11.1 to B 11.5)

(g) Should any Board member fail to answer the roll call for three (3) consecutive regular membership meetings or three (3) consecutive executive meetings without good and sufficient reason, their office shall be declared vacant and shall be filled by an election at the following membership meeting. (Article B. 2,5)

## SECTION 8 – Duties of Officers

All Officers must give all properties, assets, funds and all records of the Local Union to their successors at the end of their term of office. All signing Officers of Local 1072 shall be bonded through the master bond held by CUPE National. Any Officer who cannot qualify for the bond shall be disqualified from having signing authority.

(a) The President shall:

- enforce the CUPE Constitution and these by-laws;
- preside at all membership and Executive Board meetings and preserve order;
- decide all points of order and procedure (subject always to appeal to the membership);
- have a vote on all matters (except appeals against his rulings) and in the case of a tie vote, excluding elections, have the right to cast an additional vote to break the tie;
- shall announce the results of all votes;
- ensure that all officers perform their assigned duties;
- fill committee vacancies where elections are not provided for;
- introduce new members and conduct them through the initiation ceremony;
- sign all cheques and ensure that the Local's funds are used only as authorized or directed by the Constitution, by-laws, or vote of the membership;
- be allowed necessary funds, not to exceed \$25.00 monthly, to reimburse himself or any officers for expenses, supported by vouchers, incurred on behalf of the Local;
- have first preference as a delegate to the CUPE National Convention.

(Article B. 3,1)

(b) The Vice-President shall:

- if the President is absent or incapacitated, perform all duties of the President;
- if the office of President falls vacant, be acting President until a new President is elected;
- render assistance to any member of the Board as directed by the Board.

(Article B. 3,2)

(c) The Secretary-Treasurer shall:

- receive all revenue, initiation fees, dues and assessments, keeping a record of each member's payments and deposit promptly all money with a bank or credit union;

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- prepare all CUPE national per capita tax forms and remit payment;
- record all financial transactions in a manner acceptable to the Board and in accordance with good accounting practices;
- be bonded for not less than \$500.00 (or any greater sum as may be decided at a membership meeting) taking into account the assets of the Local and the amount of cash and cheques handled by the Secretary-Treasurer through the master bond held by the National Office;
- be bonded through the master bond held by CUPE National. Any Secretary Treasurer who cannot qualify for the bond shall be disqualified from office;
- pay no money and all outstanding bills unless supported by a voucher duly signed by the President or two other members of the Board, except that no voucher shall be required for payment of per capita fees to any organization to which the Local is affiliated;
- make all books available for inspection by the auditors and/or Trustees on reasonable notice. Ensure that the books are audited at least once each calendar year and within reasonable time, respond in writing to any recommendations and concerns raised by the Trustees;
- provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE;
- be empowered, with the approval of the President, to employ necessary clerical assistance to be paid for out of the Local's funds;
- notify all members who are one month in arrears and report to the Board all members two or more months in arrears;
- sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union Bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences;
- be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by the Local Union;
- make full financial reports to meetings of the Local Union's Executive Board.

(Articles B. 3.4 to B. 3.8)

(d) The Recording Secretary shall:

- keep full, accurate, and impartial account of the proceedings of all regular or special membership and Executive Board meetings. These records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Secretary-Treasurer. The record will also include Trustees' reports;
- record all alterations in the by-laws;
- answer correspondence and fulfill other secretarial duties as directed by the Board;
- file a copy of all letters sent out and keep on file all communications;
- prepare and distribute all circulars and notices to members;
- on termination of office surrender all book seals and other properties of the Local to his successor;
- preside over membership and Board meetings in the absence of both the President and the Vice-President;
- be empowered, with the approval of the President to employ necessary stenographic or other assistance to be paid for out of the Local's funds.

(Article B. 3,3)

(e) The Sergeant-At-Arms shall:

- guard the inner door at membership meetings and admit no one but members in good standing or officers and officials of CUPE, except on the order of the President and by consent of the members present;
- assist in maintaining the record of membership attendance at meetings;
- perform such other duties as may be assigned by the Board from time to time;

(f) The Trustees shall:

- act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary and the Standing Committees semi-annually;
- report their findings in writing to the first membership meeting following the completion of each audit;

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- be responsible to ensure that monies are not paid out without proper constitutional or membership authorization;
- audit the record of attendance;
- inspect at least once a year any stocks, bonds, securities, office furniture and equipment, and titles or deeds to any property that may at any time be owned by the Local, and report their findings to the membership;
- use audit forms supplied by the National Office and send a copy of each half-yearly audit to the National Secretary-Treasurer in accordance with the provisions of the CUPE Constitution.  
(Articles B.3,10 to B.3,12)

### SECTION 9 – Out-of-Pocket Expenses

The following expense allowance shall be provided:

- \$80.00 for meals when out of town plus traveling, mileage at .54 cents per km, and Hotel each day
- \$25.00 for meals when in town

### SECTION 10 – Fees, Dues and Assessments

#### (a) Initiation Fee

Each application for membership in the Local shall be directed to the Secretary-Treasurer and shall be accompanied by an initiation fee of \$5.00 dollars which shall be in addition to monthly dues. The Secretary-Treasurer shall issue a receipt. If the application is rejected the fee shall be returned.

(Articles B. 4.1 & B. 8.2)

#### (b) Readmittance Fee

The readmittance fee shall be \$10.00

(Articles B.4,1)

(c) Monthly Dues

The monthly dues shall be 2.0% for full time employees, and 2.0% for part-time employees.

(Article B.4,3)

(d) Changes in the levels of the Initiation Fee, the Readmittance Fee, or the monthly dues can be effected only by following the procedures for amendment of these by-laws (see section 16), with the additional provision that the vote must be by secret ballot.

(Article B.4,1 & B.4,3)

(e) Notwithstanding the above provisions, if the CUPE Convention raises minimum fees and/or dues above the level herein established, these by-laws will be deemed to have automatically amended to conform to the new CUPE minima.

(f) Special assessments may be levied in accordance with Article B.4,2 of the CUPE Constitution.

## SECTION 11 – NON-PAYMENT OF DUES AND ASSESSMENTS

Any member in arrears for a period of three months or more shall be automatically suspended and his suspension shall be reported to the Executive Board by the Secretary-Treasurer. The executive Board shall report to the next membership meeting with a recommendation. Any member under suspension wishing to be re-instated shall, upon application, pay the readmittance fee, plus any dues and assessments in arrears. This money will be returned if the application is rejected. If a member has been unemployed or unable to work because of sickness, he shall pay the readmittance fee but may not be required to pay his arrears.

(Article B. 8.6)

## SECTION 12 – NOMINATION, ELECTION, AND INSTALLATION OF OFFICERS

(a) Nomination

Nominations shall be received at the regular membership meeting held in the month of October. To be eligible for nomination a member shall have attended at least fifty percent of the membership meetings held in the previous twelve months or in the period he was a member, if less than a year, unless a valid reason, acceptable to the local, has been given for non-attendance. No nomination shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting his consent in writing, duly witnessed by



another member. No member shall be eligible for nomination if he is in arrears of dues and/or assessments.

Nominees shall have (2) two weeks after the October meeting to withdraw their names from the election otherwise their names shall stand.

(Article B.2,3)

## (b) Elections

(1) At a membership meeting at least one month prior to election day the President shall, subject to the approval of the members present, appoint an Elections Committee consisting of a Returning Officer and assistant(s). The committee shall include members of the Local who are neither officers nor candidates for officer. It shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.

(2) The Executive Board shall determine the form of the ballot, to be typed ahead of time, and ensure that sufficient quantities are made available in good time to the Returning Officer.

(3) The Returning Officer shall be responsible for issuing, collecting, and counting ballots. He must be fair and impartial and see that all arrangements are unquestionably democratic.

(4) The voting shall take place at the regular membership meeting in November. The vote shall be by secret ballot. For those members who are working at the time of the vote; ballots will be provided, completed by the members in secret and collected by the Returning Officer prior to the election meeting. These ballots will be sealed and counted at the meeting during the election process.

(5) Voting to fill one office shall be conducted and completed and recounts dealt with, before balloting may begin to fill another office.

(6) A majority of votes cast shall be required before any candidate can be declared elected, and second and subsequent ballots shall be taken, if necessary to obtain a majority. On the second and subsequent ballots the candidate receiving the lowest number of votes in the previous ballot shall be dropped. In the event of a runoff, only those members in attendance at the election meeting may participate in subsequent ballots in order to obtain a majority. In the event of a tie vote, a second and subsequent ballots(s) will be taken if necessary until a candidate receives a majority of votes cast and can be declared elected. In the event the tie persists subsequent ballots may be deferred to the next membership meeting.

(7) When two or more nominees are to be elected to any office by ballot, each member voting shall be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled. Ballots will be typed ahead of time.

(8) Any member may request a recount of the votes for any election and a recount shall be conducted if the request is supported, in a vote, by at least the number of members equal to the quorum for a membership meeting as laid down in Section 4(c).

### (c) Installation

(1) All duly elected officers shall be installed at the meeting at which elections are held and shall continue in office for two years or until a successor has been elected and installed, provided, however, that no term of office, shall be less than one year and no longer than three years. (Article B.2,4)

(2) The terms of office for Trustees shall be as laid down in Article B.2.4 of the CUPE Constitution.

### (d) By-Elections

Should an office fall vacant pursuant to Section 7(g) of these by-laws or for any other reason, the resulting by-election should be conducted as closely as possible in conformity with this Section.

## SECTION 13 – DELEGATES TO CONVENTIONS

(a) Except for the President's option (Section 8(a)) all delegates to conventions shall be chosen by election at membership meetings.

(b) Delegates to the Lakehead and District Council shall be elected annually. An official reporter for these delegates shall be appointed annually by the President from among these delegates and he shall be required to report at each membership meeting of the Local on proceedings at recent meetings of the Council.

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(c) All delegates elected to union functions held outside of the City of Kenora shall be paid transportation expenses (at economy, tourist or coach rates), mileage at .54¢ per kilometer, a per diem allowance of \$80.00 dollars for expenses plus accommodation and an amount equal to any loss of salary incurred by attendance at the function.

(d) Delegates to union functions held locally shall have no travel allowance. There shall be a per diem allowance of \$25.00 dollars and compensation for any loss of salary incurred by attendance at the function.

(e) Representation at educational institutes and seminars shall be on the recommendation of the union membership, subject to vote of membership.

## SECTION 14 – COMMITTEES

### (a) Negotiating Committee

This shall be a special ad hoc committee established at least 12 months prior to the expiry of the Locals collective agreement and automatically disbanded when a new collective agreement has been signed. The function of the committee is to prepare collective bargaining proposals and to negotiate a collective agreement. The committee shall consist of six members all elected at a membership meeting; with one member from each department and the sixth person from our satellite home in Red Lake, Ontario. The President shall be a voting member and shall have the right to be a member of this committee. The CUPE Representative assigned to the Local shall be a non-voting member of the committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.

### (b) Special Committees

A special ad hoc committee may be established for a specific purpose and period by the membership at a meeting. The members shall be elected at the same or another membership meeting or may, by specific authorization of the membership, be appointed by the President or the Executive Board. Two members of the Board may sit on any special committee as ex-officio members.

### (c) Standing Committees

The Chairman of each standing committee shall be elected by the members at a membership meeting. The Chairman and the Executive Board may, with the concurrence of the

membership, jointly appoint other members to serve on a committee. There shall be four standing committees as follows:

(1) Grievance Committee

This committee shall process all grievances not settled at the initial stage and its reports shall be submitted first to the Executive Board, with a copy to the CUPE Representative, and then to a membership meeting. Grievances must be in writing on the forms provided by the National Office and be signed by the complainant or complainants, as provided for in the collective agreement. The committee shall comprise the elected chairman and five other members to be selected from among the Shop Stewards. The committee shall appoint its secretary from among its members.

(2) Education Committee

It shall be the duty of this committee to:

- Instruct delegates in the preparation of reports to the membership on seminars and conferences and maintain a reference file of these reports;
- Co-operate with the Education and Public Relations Department of CUPE, and with the regional Education Representative, in implementing both the Local's and CUPE'S policies in these fields. The committee shall comprise between four and five members and shall appoint its secretary from among its members.

(3) Sunshine Committee

This committee may:

- Visit members who are ill
- If a member is ill for more than a week, have sent some token of the Local's concern and desire to help, whether the member is at home or in hospital as follows:
  - If sick 5 days, a card, if sick 10 days flowers, if bereavement a plant;
  - Arrange for blood donors to replace blood or plasma required by a member or one of his/her immediate family;
  - Extend the Local's condolences in the event of the death of a member or one of his immediate family and make any other appropriate gesture in accordance with custom or the wishes of the family concerned.

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- The committee shall comprise between three and four members and appoint a secretary-treasurer from among its members. It shall be reimbursed by the Executive Board for expenses incurred in the performance of its duties.

(4) Social Committee

It is the function of this committee to arrange and conduct all social and recreational activities of the Local either on the Committee's own initiative or as a result of decisions taken at membership meetings. The Committee shall submit reports and proposals to the Executive Board or to the membership as required. A ceiling for the Committee's net expenditures shall be for Retirement or when a member leaves, \$10.00 for the first 2 years worked, \$20.00 for five years worked and \$2.00 for each additional year worked. Other than that, all social and recreational events and activities shall be self-supporting. The Executive Board shall be held responsible for the proper and effective functioning of this Committee. The Committee shall comprise between four and five members and may appoint a secretary-treasurer form among its members.

## SECTION 15 – 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 these by-laws as Appendix A. These rules shall be considered as an integral part of the by-laws and may be amended only by the same procedure used to amend the by-laws.

In situations not covered by Appendix A 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 16 – AMENDMENT

(a) These by-laws are always subordinate to the CUPE Constitution (including Appendix 'B') as it now exists or may be amended from time to time, and in the event of any conflict between these by-laws and the CUPE Constitution the later shall govern. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.

(Articles 9.2(c), 13.3 and B.5.1)

(b) These by-laws shall not be amended, added to, or suspended except upon a majority vote of those present and voting at a regular or special membership meeting following written notice given at a previous regular membership meeting.

(Article B.5.1)

(c) No change in these by-laws 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.

(Article 13.3 & B.5.1)

### SECTION 17 - OUT OF POCKET EXPENSES

The following Out of Pocket Expenses will be provided for per month:

- |                       |          |
|-----------------------|----------|
| (a) President         | \$190.00 |
| (b) Vice President    | \$130.00 |
| (c) Secretary         | \$165.00 |
| (d) Treasurer         | \$170.00 |
| (e) Head Shop Steward | \$165.00 |
| (f) Stewards          | \$25.00  |

These may be updated according to the amendment process set out in these bylaws.

APPENDIX 'A' – To the By-Laws of Local 1072 CUPE

Rules of Order

- (1) The President or, in his absence, the Vice President, shall take the chair at all membership meetings. In the absence of both the President and Vice President, the Recording Secretary shall act as President, and in his absence a President pro-tem shall be chosen by the Local.
- (2) No member excepting the Chairman of a Committee making a report or the mover of a resolution shall speak more than five minutes, or more than once on the same question without the consent of the meeting or until all who wish to speak have had an opportunity. Chairman and movers of a resolution shall be set to fifteen minutes, except with the consent of the meeting.
- (3) The President shall state every question coming before the Local, and before allowing debate thereon, and again immediately before putting it to a vote, shall ask: "Is the Local ready for the question?" Should no member rise to speak, the question shall then be put.
- (4) A motion to be entertained by the presiding officer must be moved and seconded; both mover and seconder must rise and be recognized by the chair.
- (5) A motion to amend, or to amend an amendment, shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment, or amendment to an amendment, which is a direct negative of a resolution shall be in order.
- (6) On motion, the regular order of business may be suspended, by a two-thirds vote of those present, to deal with any urgent business.
- (7) All resolutions and motions other than those named in Rule 17 or those to accept or adopt the report of a Committee, shall, if requested by the presiding officer, be presented in writing before being put to the Local.
- (8) At the request of any member, and upon a majority vote of those present, a question may be divided when the sense will admit of it.
- (9) Any member having made a motion, can withdraw it with the consent of the seconder, except that any motion, once debated, cannot be withdrawn except by a majority vote of those present.

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(10) When a member wishes to speak on a question or to make a motion, he shall rise in his place and respectfully address the presiding officer, but, except to state that he rises to a point of order or on a question of privilege, he shall not proceed further until recognized by the chair.

(11) When two or more members rise to speak at the same time, the presiding officer shall decide which one is entitled to the floor.

(12) Every member, while speaking, shall adhere to the question under debate and avoid all personal, indecorous, or offensive language, as well as any poor reflection on the Local or member thereof.

(13) If a member, while speaking, is called to order, he shall cease speaking until the point is determined; if it is decided he is in order, he may again proceed.

(14) No religious discussion shall be permitted.

(15) The President shall take no part in debate while presiding, but may yield the chair to the Vice President in order to speak on any question before the Local, or to introduce a new question.

(16) The presiding officer shall have the same rights as other members to vote on any question. In the case of a tie, he may in addition give a casting vote, or, if he chooses, refrain from breaking the tie, in which case the motion is lost.

(17) When a motion is before the Local, no other motion shall be in order except

(1) to adjourn,

(2) to put the previous question,

(3) to lay on the table,

(4) to postpone for a definite time,

(5) to refer,

(6) to divide or amend, which motions shall have precedence in the order named. The first three of these shall be decided without debate.

(18) A motion for the previous question, when regularly moved and seconded, shall be put in this form: "Shall the main question be now put?" If it is adopted, the President shall proceed to take the vote on the resolution and amendments thereto (if any) according to their priority. If



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an amendment or an amendment to an amendment is adopted, the original resolution, as amended shall be put to the Local.

(19) A motion to adjourn is in order except (1) when a member has the floor, and (2) when members are voting.

(20) A motion to adjourn, having been put and lost, shall not be in order again, if there is further business before the Local, until fifteen minutes have elapsed.

(21) After the presiding officer declares the vote on a question, and before the Local proceeds to another order of business, any member may ask for a division. A standing vote shall then be taken and the Secretary shall count same.

(22) If any member wishes to challenge (appeal) a decision of the chair he must do so at the time the decision is made. If the challenge is seconded, the member shall be asked to state briefly the basis for his challenge. The chairman may then state briefly the basis for his decision, following which the chairman shall immediately and without debate put the question: "Shall the decision of the chair be sustained?" A majority vote shall decide except that in the event of a tie the chair is sustained.

(23) After a question has been decided, any two members who have voted in the majority may, at the same or next meeting, move reconsideration thereof.

(24) No member shall enter or leave a meeting during the reading of the minutes, the initiation of new members, the installation of officers, or the taking of a vote; and no member shall be allowed to leave without the permission of the Vice President.

The Local's business, and proceedings of meetings, are not to be divulged to any persons outside the Local or the Canadian Union of Public Employees.

## APPENDIX “B” – To the By-Laws of Local 1072, CUPE

### Shop Stewards

This page is intended as a guide to locals that may wish to establish a system of shop stewards. Locals may wish to vary the definitions of groups to be represented by shop stewards, the method of election, or the duties, and they are free to do so provided there is no conflict with the rest of the by-laws or the CUPE Constitution.

(1) If a Local intends to have shop stewards with or without a chief shop steward it will have to decide whether they are to be officers of the Local. If they are, they should be mentioned in Section 6. If they are also to be part of the Executive Board, they should be mentioned in Section 7. The alternative is to regard the shop stewards as forming a separate committee to advise or assist the Executive Board. Some Locals choose to make only the chief shop steward an officer and/or member of the Executive Board. Some Locals also use the shop steward committee as the grievance committee. (See Section 14(c) )

(2) There should be a paragraph defining in fairly precise terms the units which shall be entitled to a shop steward. It may be the members in a certain area, building, department, or job classification.

(3) There should be a clause providing for the time and method of electing both the shop stewards and the chief shop steward, if any. Generally speaking, the shop steward should be elected by and from the group he is to represent. Some Locals make provision for the appointment of a shop steward by the Executive Board if a unit neglects or refuses to elect a shop steward.

(4) The duties of a shop steward may be set out generally or in as much detail as a Local wishes. The following are some suggested duties (see also material on the duties of shop stewards published by the CUPE Education Department):

- (a) Defining, detecting, preparing, and presenting grievances at the initial level;
- (b) Generally knowing and policing the collective agreement and provincial and federal legislation affecting labour and a particular job;
- (c) Providing communications and information from the members in the unit to the Executive and from the Executive to the members, including distribution of union literature and newspapers;

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(d) Greet and sign up new employees and encourage the participation of all members of the unit in union activity;

(e) Maintain daily contact with the members to provide ongoing union awareness and education.