

BY-LAWS

of the

GENERAL COMMITTEE OF ADJUSTMENT

TEAMSTERS CANADA RAIL CONFERENCE

CANADIAN NATIONAL RAILWAYS

OTTAWA CENTRAL RAILWAY

GODERICH EXETER RAILWAY

ST. LAWRENCE & ATLANTIC RAILWAY

ESSEX TERMINAL RAILWAY

ALGOMA CENTRAL RAILWAY

OTTAWA VALLEY RAILWAY

SOUTHERN ONTARIO RAILWAY

(Effective September 21, 2017)

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TEAMSTERS CANADA RAIL CONFERENCE

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(Effective September 21, 2017)

BY-LAWS
of the
GENERAL COMMITTEE OF ADJUSTMENT
TEAMSTERS CANADA RAIL CONFERENCE; ENGINEERS AND CONDUCTORS
CANADIAN NATIONAL RAILWAYS
OTTAWA CENTRAL RAILWAY
GODERICH EXETER RAILWAY
ST. LAWRENCE & ATLANTIC RAILWAY
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(Effective September 21, 2017)

ARTICLE I:

- (A) This body shall be known as the General Committee of Adjustment, Teamsters Canada Rail Conference Engineers and Conductors, Central Region and shall consist of a General Chairman, 1st Vice-Chairmen, 2nd Vice-Chairman, Alternate Vice-Chairman, a General Secretary Treasurer, an Alternate General Secretary-Treasurer, a Short Line Liaison, (which will be elected by the delegates) and representative(s) from each TCRC Division on the CNR, OCR, GEXR, STL & ATL, ETR, ACR, OVR, SOR, and HCRY Railways; which has active members paying GCofA assessments. Each Committee Member will be entitled to one vote on all matters brought before the Committee in accordance with Section 2 (b) General Committee Rules.

The GCA Executive shall consist of the General Chairman, 1st Vice-Chairman, 2nd Vice-Chairman, and General Secretary Treasurer.

- (B) The General Chairman shall devote his/her/her full time to the interests of the Brotherhood and file a monthly report.
- (C) The First Vice-Chairman shall be called upon to fill the Office of General Chairman on a temporary basis.
- (D) If the Office of the General Chairman is closed for more than two weeks, the Vice-General Chairman will fill his/her Office in the following manner:
- (1) Three weeks' vacation: One week will be manned.
 - (2) Four weeks' vacation: Two weeks will be manned.
 - (3) Five weeks' vacation: Three weeks will be manned.
 - (4) Six weeks' vacation: Four weeks will be manned.

The General Committee of Adjustment will reimburse the Vice-General Chairman for all reasonable expenses incurred while relieving the General Chairman. The General Chairman and anyone assisting him will be allowed reasonable expenses and transportation costs for

which they will submit an itemized account each month. Such expenses will be submitted on a standardized form supplied by the General Chairman's office. Refer to Appendix "A".
(Attached)

The General Chairman's Office may be officially closed for the last two weeks of December.

The General Chairman may take vacation at this time if he/she so desires.

ARTICLE II:

- (A) The General Chairman's Office is to be located within the St. Lawrence or Great Lakes Region. Any change in the location of the General Chairman's Office must be approved by the Executive Committee of the General Committee of Adjustment.
- (B) In the event that the Office of the General Chairman becomes permanently vacant, the First Vice-Chairman will assume and perform all duties pertaining to the Office of the General Chairman. The First Vice-Chairman shall also convene the committee within thirty (30) days for the purpose of electing a chairman, unless such vacancy occurs within six (6) months of the regular date of convening said GCA.
- (C) The General Chairman's office shall remain in its location for the remainder of the lease unless otherwise authorized by the Executive Committee of The General Committee of Adjustment
- (D) Should the Office of the First Vice-Chairman become vacant from any cause, the Second Vice-Chairman will assume this Office. Should the Office of Second Vice-Chairman become vacant from any cause, the Alternate Vice-Chairman will assume this Office.
- (E) Should the Office of the General Chairman and 1st Vice become vacant within 60 days of each other; the 2nd Vice will convene the GCofA within 30 days for the purpose of elections.
- (F) When a new General Chairman is elected, the delegates will recognize a Vice/Local Chairman from said terminal and accord him full voting privileges. The method to be determined by the GCofA.

NOTE: As the General Chairman is a full time position herein, they shall not retain their Local Chairman's position, if applicable. In such cases, the Division shall elect a new Local Chairman who shall become the Delegate to the GCA subsequent to being elected.

- (G) Should the Office of the General Secretary-Treasurer become vacant from any cause, the Alternate General Secretary-Treasurer shall assume the Office.
- (H) The General Chairman will appoint at his/her discretion, an office secretary to be paid on the 10th and 25th of each month at a rate determined by the Executive Committee of the General Committee of Adjustment.

- (I) The General Chairman, General Secretary-Treasurer and Office Administrator will receive all wage increases negotiated at CN Rail. Such increase may be accepted at a lower rate or declined at the individual's option. Appendix "A" shall be changed to reflect the increase if applicable. (Attached)
- (I) The Executive Committee will meet and decide the appropriate transition period of former salaried officers upon election of new salaried officers. (the norm being 30 days)

ARTICLE III:

- (A) The duties of the General Chairman shall be as indicated in Section 11 of the General Committee Rules, with the following additions:
 - (1) He/She will endeavor to adjust all grievances presented to him in accordance with Section 41 General Committee Rules, by negotiations with the proper Officers of the Railway Company, and will also negotiate any Local Agreement requested and authorized by a Local Division that is not in conflict with GCofA or IBT Law. He/She will also determine on such occasions, the feasibility of calling in the Local Chairman or Chairmen of Divisions affected during any such negotiations.
 - (2) When negotiations of the Great Lakes and St. Lawrence Regions are conducted other than with another GCofA, he/she must not enter into negotiations affecting Wage and Work Rules unless accompanied by a member of the Executive Committee.
- (B) The First and Second Vice-Chairmen (Executive Committee) will perform such duties as may be assigned them by the General Chairman and for which they will be held accountable
- (C) The duties of the General Secretary-Treasurer shall be as indicated in Section 13 of the General Committee Rules with the following additions:
 - (1) He/She shall keep a correct record of the proceedings of all meetings of the General Committee of Adjustment, prepare such documents as may be necessary during the meetings or subsequent special calls and to receive and to pay out on properly signed orders all monies for the benefit of the General Committee of Adjustment.
 - (2) The books and accounts of the General Secretary-Treasurer, including the bank books, will be audited each calendar year by a Chartered Accountant and shall be provided to the Local Chairman and the Secretary-Treasurer of each Division. The period in the audit will be for the calendar year immediately previous.

- (3) The General Secretary-Treasurer, if displaced from his/her Office at the Quadrennial Meeting elections, of the General Committee of Adjustment, will be immediately replaced. A final audit will be made, with a copy sent to the Local Chairman and Secretary Treasurer of each Division, as well as the General Chairman and Rail Conference President. Also if displaced at the quadrennial meeting, he/she must render assistance and give instructions to his/her replacement.
- (4) The General Secretary-Treasurer will keep the Alternate General Secretary-Treasurer familiar with all the duties/accounts and procedures of the office of General Secretary-Treasurer. The initial meeting will occur within thirty (30) days of convening the quadrennial meeting and thereafter as needed.

ARTICLE IV:

- A. Any chartered bank in Canada will be the banker of the General Committee of Adjustment.
- B. The General Secretary-Treasurer is hereby authorized for and on behalf of the General Committee of Adjustment to:
 - Deposit all monies received on behalf of the General Committee of Adjustment
 - Pay all monies owed on behalf of the General Committee of Adjustment which shall be authorized by the General Chairman.
 - Arrange, settle, balance and certify all book and accounts between General Committee of Adjustment and the Bank.
 - Receive all paid cheques and vouchers and to sign the banks form of settlement of balances and releases.

The General Secretary-Treasurer is hereby authorized to sign and make all or any Cheques and orders for the payment of money, but without power to overdraw the account or accounts, in accordance with the General Committee of Adjustment financial signing authority policy (Appendix "B" - attached)

Provided that the General Chairman may in writing on official letterhead, advise the bank from time to time of the resignation or retirement of the General Secretary-Treasurer or his/her successor, and furnish the bank with the name of his/her successor, and each successor is hereby empowered to sign in the manner set forth above.

This resolution will be communicated to said bank and will remain in force until notice in writing to the contrary be given to the manager of said bank at which the account of the General Committee of Adjustment, Central Region is kept, and receipt of such notice duly acknowledged in writing.

The Executive Committee shall be bonded for the faithful discharge of all financial duties in the sum as mandated by the National Executive Board and the expense of executing it shall be borne by the General Committee of Adjustment. Such bond shall be held in the custody of the National Office.

ARTICLE V:

Should the General Chairman for any cause be unable to attend to the duties indicated, he/she shall at once advise the First Vice-Chairman and authorize him to assume the duties of General Chairman. In the event of a Division requiring the General Chairman, and due to other duties or assignments, he/she is unable to respond at once, the General Chairman may authorize one of the Vice-Chairmen to proceed to the Division and handle the case. Failing to receive a response to its request, the Division shall advise the TCRC National President.

ARTICLE VI:

- (A) The General Chairman and General Secretary-Treasurer will be compensated for their services in such amount per annum as may be decided upon time to time by General Committee of Adjustment. Refer to Appendix "A" attached
- (B) When the services of a Vice-Chairman or General Secretary-Treasurer are authorized by the General Chairman between Sessions of the General Committee of Adjustment, they will be compensated at a rate determined by the Finance Committee of each General Committee of Adjustment meeting. Refer to Appendix "A" attached
- (C) All delegates to the General Committee of Adjustment shall be paid wages and expenses at a daily rate to be determined by a majority vote of the General Committee of Adjustment at each quadrennial meeting. Air Fare will be paid for Sault Ste. Marie, Capreol, and Hornepayne. If a delegate from Sault Ste. Marie, Capreol, or Hornepayne decides to travel by plane, he/she will only receive one day traveling time in each direction instead of two days traveling time. Refer to Appendix "A" attached
- (D) Local Chairmen when called in by the General Chairman will be paid at a rate determined by the Finance Committee of each General Committee of Adjustment meeting. Refer to Appendix "A" attached
- (E) The General Chairman shall appoint a Sub-Committee on Finance each Quadrennial Session of the General Committee of Adjustment, whose duty it shall be to bring in a recommendation regarding the salary of the General Chairman and the General Secretary-Treasurer, and the compensation to be allowed all delegates. Such Sub-Committee shall also bring in a recommendation regarding the assessment of the General Committee of Adjustment. Any changes will be reflected on Appendix "A" attached.
- (F) Should it become necessary the General Chairman may at his/her discretion appoint the 1st Vice General Chairman to a full time salaried position. The salary to be determined by the Executive Committee and will be added to Appendix "A" attached.

Article VII

- A) Active service for the purpose of this GCofA shall be as described in the TCRC Bylaws, Teamsters Canada Bylaws, IBT Constitution, and IBT Rulings.

- (B) Benefits for the General Chairman shall be provided as per section 13(D) of the TCRC Bylaws. Any benefits paid by the carrier shall be paid by the GCofA, and shall be added to appendix (A) attached.
- (D) The General Chairman is directed to take his/her maximum allowable vacation each year. Allowable vacation for the General Chairman will be determined by the Collective Agreement where seniority is held with the minimum vacation allotment being as outlined in the Canada Labour Code. He/She may choose any dates during the year that he/she wishes.

NOTE: If it becomes impossible for the General Chairman to take his/her maximum allowable vacation during the vacation entitlement year, the Executive Board may authorize the unused portion to be carried over to the next year.

- (E) The First Vice-Chairman must not schedule vacation that conflicts with the General Chairman's vacation.
- (F) Vacation shall be paid, as outlined in the Canada Labour Code, to all delegates attending the General Committee of Adjustment or any individual assisting the General Chairman.

ARTICLE VIII

- (A) Divisions intending to introduce new business at a General Committee of Adjustment meeting will be required to take such action in accordance with Section 29(a) of the General Committee Rules, so that all Divisions interested may be notified prior to the General Committee of Adjustment meeting.
- (B) The Secretary-Treasurer of each Division shall notify the General Chairman and General Secretary-Treasurer of the name and address of their delegates to the General Committee of Adjustment as soon as possible after the Quadrennial Election of Officers in the Divisions.
- (C) The completion of the Minutes, together with index and printing to be paid from the funds of the General Committee of Adjustment.
- (D) The wages and expenses of the members of the General Committee of Adjustment, when convened for any purposes, shall be raised by an assessment on all active members of the TCRC employed on the General Committee of Adjustment, Central Region. The Secretary-Treasurer of the General Committee of Adjustment shall have power, when so ordered by the Committee, to levy an assessment for the purpose of creating a fund to pay the Members of the Committee immediately after each session.

ARTICLE IX:

- (A) All General Committee of Adjustment assessments will be paid in accordance with Section 28 of the TCRC Bylaws and Sections 36 of the TCRC Division Rules.

- (B) Reports from Divisions to the General Secretary-Treasurer shall be made on a monthly basis in accordance with Section 13 b (i) & (ii) of the TCRC Division Rules.

ARTICLE X:

Regular Quadrennial Meeting of the General Committee of Adjustment will be held at a time and place to be agreed upon by the Executive committee and the working hours of such Committee shall be determined by the General Committee of Adjustment. Credential will not be required.

ARTICLE XI:

ORDER OF BUSINESS:

1. Roll Call of Delegates
2. Appointment of Committees
3. Report of General Chairman
4. Report of the Vice-Chairman
5. Report of General Secretary-Treasurer and Alternate
6. Grievance between Divisions
7. Election of Officers
8. Division Concerns and Requests to General Chairman
9. Reports of Committees
10. Miscellaneous and New Business
11. Adoption of Minutes.

ARTICLE XII:

- (A) Any Point or Rule not provided for in these By-laws, will be governed by the TCRC Bylaws, Teamsters Canada Bylaws, and the Constitution of the International Brotherhood of Teamsters. These By-laws will be subject to such change as may be made from time to time in the Constitution by a majority vote of the delegates, and constitution of the International Brotherhood of Teamsters.
- (B) The use of the masculine gender includes the feminine gender.

ARTICLE XIII:

- (A) The proposed terms of settlement of any Collective Agreement or change of scheduled rules must be consistent with Section 39 of TCRC General Committee Rules. Ratification vote maybe done by mail in ballot or electronic vote, at the discretion of the General Chairman.

ARTICLE XIV:

The General Chairman may, at his/her discretion, use the Vice-General Chairman to assist him in his/her duties. If the Vice-General Chairman is not available, he/she will use the Second Vice-Chairman.

ARTICLE XV:

The General Committee of Adjustment is convened for one day to discuss the National Contract before it is presented to the Local Divisions. This may be accomplished by means of a conference call.

ARTICLE XVI

- (A) The lease on the General Chairman's office should not extend beyond the first day of the month of November following the quadrennial meeting of the GCofA.
- (B) The GCofA will be convened no later than the month of September every four years.

APPENDIX "A"

SALARIES; Semi-Monthly wages for 2017 will be as per the following:

GENERAL CHAIRMAN - \$6601.24
SECRETARY TREASURER - \$665.83
OFFICE ADMINISTRATOR - \$1762.66

Bi-Weekly wages

GENERAL CHAIRMAN - \$6093.45
SECRETARY TREASURER - \$614.61
OFFICE ADMINISTRATOR - \$1627.07

BENEFITS;

The office administrator will receive benefits as agreed to by the Executive Committee of the General Committee of Adjustment

All Delegates for the General Committee of Adjustment or any other individual required to work on behalf of the General Chairman will be entitled to the following for each day required including travel days;

1. Daily wage of \$320.00 per day consistent with TCRC National Office Policy
2. Mileage allowance of \$0.45 per km but not to exceed Revenue Canada guidelines for Non taxable mileage allowance.
3. Reasonable costs of all meals with itemized receipts, or the maximum daily meal allowance consistent with TCRC National Office Policy for Non-taxable meal allowance without receipts. (Currently \$80/day for 2017)
4. Hotel accommodations and parking with receipts
5. Airline/Rail ticket and applicable parking with receipts
6. Transportation to/from hotel when travelling by air and/or rail with receipts.

APPENDIX "B"

- (A) The General Committee of Adjustment bank account shall have four signing officers from the Executive Committee.

Presently the following have signing authority:

- i. Secretary Treasurer - Richard Ellison
- ii. General Chairman - Paul Boucher
- iii. Alternate Secretary Treasurer – Andy Weir
- iv. 1st Vice General Chairman - Cameron Wright

- (B) All cheques shall have 2 signatures. The Order of signing cheques shall be:

- i. Secretary Treasurer and General Chairman
- ii. In the absence of the Secretary Treasurer the Alternate Secretary Treasurer
In the absence of the General Chairman – the 1st Vice-General Chairman
- iii. Under no circumstance are pre-signed blank cheques to be produced
- iv. All blank cheques shall be kept in a fire proof safe at the location where they are kept.

Approved May 1, 2020:



Lyndon Isaak
President - TCRC