



Teamsters Canada Rail Conference
Division 660

Division 660 Bylaws
Revised April 8, 2023

In addition to the provisions contained in the TCRC National Bylaws, Division 660's financial business will be handled consistent with the requirements contained in Appendix A – Financial Oversight Practices.

1. Allowances and expenses paid to Division Officers & members of the Local Committees of Adjustment;

a) The following Division Officer positions are entitled to receive an allowance for time and work in union service:

- i) Secretary/Treasurer - \$300.00/month *
- ii) Local Chair (Rail) - \$300.00/month*
- iii) Local Chair (Maintenance) - \$300.00/month*
- iv) Local Chair (Onboard) - \$300.00/month*
- v) President - \$200.00/month*
- vi) Legislative Representative - \$200.00/month*

*Note - these items will be considered as "fixed monthly expenses" as stipulated in TCRC Bylaws - Division Rules Section 13 a). These expenses are still required to be reported, but are considered as being automatically authorized.

b) Lost wages and expenses experienced by a member of a local committee of adjustment or other officer of the division in the service of the membership will be redressed in the following manner:

i) Actual lost wages plus the annual vacation entitlement percentage on those wages as well as an amount equaling the company's portion of contribution to the employee's pension plan based on the wages submitted for reimbursement.

ii) All reasonable receipted expenses associated with fulfilling the duties of office will be considered for reimbursement.



iii) Members of Division 660 authorized by an elected officer will be entitled to reimbursement for actual expenses, provided they have submitted their original receipt(s) and completed the prescribed claim form for an ad-hoc expenditure (Appendix C)

2. Reporting Requirements;

All officers and committee members performing work for and/or submitting an expense or wage claim to the Division must do so on the TCRC Division 660 Claim Form (Appendix B). Officers will submit their weekly reports to the specified email address, currently weeklyreport@division660.ca

a) Meetings, Investigations and Statements – All officers and committee members of the division will provide a weekly written report. The report will contain the time, date, location, duration, subject matter and all attendees related to their activities.

b) Grievances – At each local meeting, the local chairperson of each respective Committee will provide a written report of all grievances currently active. The report will provide details as to the member who submitted the grievance, what the subject matter of the grievance is, in addition to any/all correspondence associated with the grievance. Such report will also contain information as to what step in the grievance procedure the grievance is at.

c) Expenses, including requests for reimbursement of lost wages - At each division meeting, all elected positions will provide a written summary report of all submitted requests for reimbursement. Receipts for any and all purchases of services or goods for which they are submitting for reimbursement will be required.

i) Claims for reimbursement of lost wages or any payment in lieu of lost time will be accompanied by the reason for such claim, an identification of the assignment(s) that was missed and its monetary value.

ii) Payments for Lost Wages and/or Expenses will be administered on a bi-weekly basis. No payment will be made by the division without the required receipts and/or documentation as stipulated in these bylaws being supplied to the Division Secretary/Treasurer and Division President.

iii) TCRC Division 660 Claim Forms (Appendix B) will be supplied for the use of all officers and committee members for completion and submission to the President and Secretary/Treasurer.

d) Elected officers and committee members of the division will report all instances of having taken union leave, and will do so in writing.



e) A verbal summary presentation of each report as recorded will be given at the meeting by the submitter, or in his/her absence, the Secretary/Treasurer.

3. Regular Meetings

a) Alcohol will not be permitted in the meetings.

4. Bereavement Tributes

a) Division 660 will allow payment of up to \$350.00 per floral tribute or charitable donation of choice on behalf of each deceased member whether present or retired. It will be the responsibility of the Division Secretary/Treasurer to ensure administration. 5. Internet Site - The division shall maintain a web site, the cost of which shall be borne equally by all members. The present service cost of \$183.90 cannot be increased beyond \$200.00 per month without authorization of the membership. Each Division 660 officer, except those individuals elected to the positions of Trustee, Delegates and Chaplain, shall use a standard format email address with the Division's domain for the purposes of conducting the business of Division 660. i.e.

FirstName.LastName@division660.ca

X 

Ana Davies
President, TCRC Division 660

X April 8, 2023

Date