

OSHAWA LOCAL BY-LAWS

As of June 25, 2026

Subject to and in
accordance with
the provisions of
the National
Constitution of
the Canadian
Union of Postal
Workers.

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Article 1 – Name and Composition

1.1 Subject to and in accordance with the provisions of the National Constitution of the Canadian Union of Postal Workers, the following by-laws shall apply to all members of the Oshawa Local.

1.2 The name of the Union shall be the Canadian Union of Postal Workers - Oshawa Local 579, hereafter referred to as ‘the local’.

1.3 The local shall be affiliated to the Ontario Federation of Labour and the Durham Region and Northumberland Labour Councils.

1.4 The local is comprised of the members as a whole. It shall have a Local Executive Committee which shall consist of members-in-good-standing. At no time shall there be less than three members on the Committee, that being a president, vice-president and secretary-treasurer.

1.5 The members, at a regular monthly meeting or by a referendum vote authorized by the members at a regular monthly meeting, are the supreme authority of the local.

Article 2 - Objectives

The Objectives of the Local shall be:

- (a) to improve the general well-being of the members and, in particular, the wages, hours of work and working conditions, and the integrity of the bargaining units for which the Union is recognized as bargaining agent,
 - (b) to promote the fundamental principles of trade-unionism and the improvement of the working conditions of all workers,
 - (c) to defend the rights and benefits acquired by the Union,
 - (d) to ensure the members realize that the power of the Union rests on their collective strength, and
 - (e) to encourage among its members the development of and participation in consumer co-operatives and credit unions.
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Article 3 - Membership

3.1 Eligibility for Membership

An employee is eligible for membership in the Union if they:

- a) sign an application for membership card,
- b) undertake to comply with the Constitution and local by-laws of the Union,
- c) pay the initiation fee, and
- d) are accepted by the local, and
- e) do not perform managerial functions

3.2 Equal Rights

All union members-in-good-standing enjoy equal rights and this without discrimination.

3.3 Rights and Duties of Members

The status of a member in good standing (MIGS) enables the member to:

- (a) attend general and special meetings of the Union,
- (b) vote at general and special meetings of the Union,
- (c) vote on referenda,
- (d) represent the Union or Local as a delegate,
- (e) hold office in the Union,
- (f) exercise all other rights afforded under the Constitution and by-laws of the Local.

3.4 Loss of Member-In-Good-Standing, Reinstatement & Readmission

Conditions relating to the loss of membership status and reinstatement in the Union shall be as outlined in sections 1.08 through 1.18 of the National Constitution.

Article 4 - Dues and Initiation Fees

- 4.1 Dues to the local shall be fixed by membership decision and provision for same included in the by-laws, except that in no case shall such dues be less than what is set out by the National Constitution.
 - 4.2 The local shall require any new member to pay an initiation fee of five (\$5.00) as per section 9:28 of the National Constitution. The initiation fee is to be the property of the local.
 - 4.3 Each member shall comply with the National Constitution, policies of the Union, and the by-laws of the local. They shall pay monthly union dues as provided. They shall also pay, without delay, any assessment imposed in accordance with the National Constitution.
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Article 5 - Local Executive Committee

- 5.1 **The Local Executive Committee (hereinafter referred to as 'The Executive Committee') shall consist of six (6) officers.** These officers shall be:

President	Vice-President
Secretary-Treasurer	Grievance Officer
Senior Shop Steward (Urban)	Senior Shop Steward (RSMC)

- 5.2 **The Executive Committee shall:**

- (a) be responsible for the direction and administration of the local in line with the direction decided by the members accordance with the National Constitution, the resolutions adopted at regular membership meetings, or the mandates via referenda;
- (b) be obliged to enforce and abide by the National Constitution;
- (c) be responsible for all representations before the employer;
- (d) be responsible for all public statements of the Union at the Local level;

- (e) receive and study all reports and other matters concerning the welfare of the Union duly referred to it;
- (f) be the official body responsible for making recommendations to the members or to make decisions in line with the Constitution and policies of the Union
- (g) be obligated to meet prior to regular membership meetings;
- (h) work to spread the most complete understanding possible of the Union's policies, the nature of the Union's struggle, and all other matters concerning the Union and the trade union movement in general;
- (i) be responsible for the implementation of the Union's policies in matters of organization, preparation of strike structures, recruiting, or any other organizational campaign launched by the National Executive Board;
- (j) establish and maintain communications between the members and the main organisms of the Union;
- (k) be responsible for the local education program;
- (l) inform the members and promote Union education through bulletins, communiques, emails, social media, and any other adequate means;
- (m) be responsible for the orientation, preparation, and distribution of all publications intended for members.
- (n) have the right to recommend that a particular grievance be referred to arbitration through the Regional Executive Committee;

5.3 All local officers shall be elected by the general membership and shall be members of the Executive Committee. All persons elected by the local to give services to the members on a full-time basis shall also be elected by the general membership and shall be members of the Executive Committee.

5.4 All elected members of the Executive Committee must be members in good standing on the day of election and remain in good standing during their term in office.

5.5 Election of Executive Committee:

- (a) Nominations for local officers shall take place every three years at the regular general membership meeting during the month of March with elections to be held, if necessary, in April of that year.
- (b) Nominations and/or elections for Vice-President, Secretary-Treasurer, and Chief Shop Steward will be held in 2024 and every three years going forward,

and nominations and/or elections for President and Grievance Officer will be held in 2023 and every three years going forward.

- 5.6** A minimum of four voting members of the Executive Committee will be required as a quorum for the transaction of any business at the Executive Committee meeting.
 - 5.7** No person shall hold more than one office at any one time, but any member of the Executive Committee could replace a steward in his/her absence.
 - 5.8** Vacancies of the Executive Committee, other than the position of President, shall be filled in a democratic manner by election from eligible members at the next scheduled general membership meeting after the position becomes vacant. In the case of a vacancy in the position of President, this shall be filled by the vice-president.
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Article 6 - Duties of the Executive Committee and Union Stewards

6.1 The Local President shall:

- (a) be the senior officer of the local;
- (b) be an elected officer and voting member of the Executive Committee;
- (c) have the responsibility for the enforcement of the Constitution and policies of the Union;
- (d) be responsible for grievances in their local;
- (e) be responsible for local Union-management meetings;
- (f) implement the decisions of the members at general membership meetings or by referendum;
- (g) have the right to look into any matter falling under the jurisdiction of the Union at the local level and take measures to ensure that all local officers and members comply with the obligations and duties of their position;
- (h) interpret the by-laws of the local and the President's interpretation shall be maintained unless it is contested and such contestation is supported by the majority of the members of the Local Executive Committee or by the majority of the members assembled at a general membership meeting;

- (i) take initiatives for the good and the welfare of the Union on matters not provided for in the Local by-laws; subject to the approval of the members;
- (j) co-ordinate the work of all local officers;
- (k) have the authority to appoint such committees as deemed necessary and which are not provided for elsewhere in these by-laws; such appointments to be approved by the next general membership meeting or the Executive Committee;
- (l) be an ex-officio member of all committees;
- (m) chair the meetings of the Local Executive Committee, the permanent committees, and any other local committee, as well as membership meetings;
- (n) impose, as a policy of the Union, the rule according to which no local officer may meet alone with a representative of the employer to discuss Union matters;
- (o) ensure the implementation of the Union's policies in all representations before the Corporation at the local level;
- (p) be responsible for public relations at his/her local level;
- (q) report to the members on the decisions and recommendations of the Local Executive Committee;
- (r) keep the Executive Committee informed on all activities between the local and national levels of the Union;
- (s) in the event that no Union Steward is elected by the membership, have the authority to appoint Union Stewards in the best interest of the membership, subject to the approval of the Executive Committee;
- (t) co-sign all cheques drawn on the accounts of the local, as well as all financial vouchers and financial statements of the local.

6.2 The Local Vice-President shall:

- (a) be an elected officer and voting member of the Executive Committee;
- (b) assist the President in the performance of their duties;

- (c) replace the President in their absence, in which case they shall assume the President's authority, when the President is incapacitated, unavailable or at the request of the President;
- (d) chair all committees and meetings in the absence of or at the request of the President;
- (e) co-sign cheques and financial vouchers along with the Secretary-Treasurer in the President's absence;
- (f) be a member of the Organization Committee and of the Legislative Committee and direct their work.
- (g) In the event of a vacancy in the office of the President, become the president for the remainder of the President's term.

6.3 The Local Secretary-Treasurer shall;

- (a) be an elected officer and voting member of the Executive Committee;
- (b) be responsible for all official documents of the local;
- (c) be responsible for all communications to the local officers;
- (d) be responsible for the local's correspondence and shall convey it to the Executive Committee and the general membership meetings;
- (e) be entrusted with the funds of the local, approve payment for expenses authorized under the Constitution or through resolutions passed at general membership meetings, deposit immediately all monies they receive on behalf of the local and sign all cheques along with the President or, in their absence, the Vice-president;
- (f) be responsible for the bookkeeping records of the local and keep them ready for submission to the local's trustees at least two times per fiscal year;
- (g) prepare an annual financial report which is to be submitted to the Local Executive and to the general membership, as well as to the National Secretary-Treasurer and the National Director within sixty days following the end of the fiscal year (by Aug 29);
- (h) present a financial report on the state of the local's finances to the general membership every two months. Copies of such statements shall be made

available to all members present at general membership meetings, and they shall submit this report to the National Director;

- (i) establish an adequate filing system for the membership control and check-offs;
- (j) prepare and submit to a general membership meeting a budget estimate within 30 days of the beginning of each fiscal year; (June meeting)
- (k) not issue any cheque or payment of any account not provided for in the budget or authorized by the local by-laws unless approved by the majority of the Executive Committee.
- (l) not issue any payment for any purpose other than those listed in section 9.37 of the National Constitution;
- (m) not pay any monies without a bill, itemized receipt, or signed voucher;
- (n) forward the per capita tax quarterly for each member not on a check-off who is in good standing and also a list of suspended or expelled members to the National Secretary-Treasurer;
- (o) be responsible for per capita tax on all members in good standing, including those members not on the check-off who pay dues locally;
- (p) be responsible for the nominal list of the membership of the local.
- (q) prepare notices of all general membership meetings and arrange to distribute and post such notices at least seven days prior to such meetings;
- (r) keep a record of the minutes of the Executive Committee and general membership meetings;
- (s) be responsible for the attendance book for all purposes;
- (t) keep an up-to-date mailing list of the membership;
- (u) establish an adequate filing system for the secretariat and treasury

6.4 The Grievance Officer shall:

- (a) be an elected officer and voting member of the Executive Committee;
- (b) in conjunction with the President, they shall be responsible for all grievances and appeals within the local;
- (c) shall work with Senior Shop Stewards in all grievance investigations; if required;
- (d) shall be responsible for the hearing of all grievances at the first level or pre-arbitration hearings within the local;
- (e) shall accompany the president to all arbitration hearings;
- (f) exhaust all honorable means to obtain a satisfactory settlement of matters referred to them before the grievance is referred to a higher authority.

6.5 The Senior Shop Stewards shall:

- (a) be elected officers and voting members of the Executive Committee;
- (b) be conversant with all grievances processed in the local;
- (c) assist and instruct Shop Stewards in their duties;
- (d) convene a Shop Stewards meeting prior to the regularly scheduled general membership meetings;
- (e) be liaisons between the Shop Stewards and the Local Executive Committee concerning day-to-day operations on the shop floor;
- (f) ensure a strong Union presence on their work shift;
- (g) enforce the collective agreement;
- (h) promote the objectives of the Union and those of the labour movement in general;
- (i) keep the Local Executive advised at all times on all problems, complaints, and grievances among the membership.

6.6 The Local Shop Stewards shall;

- (a) be the link between the Senior Shop Stewards and the members of their work shift;
 - (b) promote the policies of the Union and enforce the Constitution and the decisions of the members taken at convention through a referendum or at membership meeting;
 - (c) ensure a strong Union presence on his/her work shift;
 - (d) enforce the collective agreement;
 - (e) promote the objectives of the Union and those of the labour movement in general;
 - (f) regularly inform the members of the decisions of a general meeting, the activities of the Union, Union publications and any other item of interest for the Union and the well-being of the members;
 - (g) as adviser for the workers, defend the interests of the members they represent, in all cases;
 - (h) keep the Senior Shop Stewards advised at all times on all problems, complaints and grievances among the membership;
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Article 7 - Finances

7.1 The Local Executive shall use the local rebate funds for Union purposes such as:

- (a) payment of the per capita tax to Labour Council;
- (b) local, regional, and national education seminars;
- (c)(i) honorariums for Executive officers, which shall be:

President	\$1000.00 semi-annually
Vice-President	\$800.00 semi-annually
Secretary-Treasurer	\$800.00 semi-annually
Grievance Officer	\$800.00 semi-annually
Senior Shop Steward	(Urban AND RSMC) \$400.00 semi-annually

(c)(ii) honorariums for shop stewards, which shall be:

\$200.00 semi-annually paid in two parts with the following caveats: \$100 for participating in the disciplinary interview process in a meaningful way (to be determined by and at the discretion of the local executive committee) and \$100 for attending at least fifty percent (50%) of all general membership meetings they were entitled to attend and all shop steward meetings in said six (6) month period.

(Honorariums are to be paid twice yearly, once on June 1, and once on December 1. Six (6) month qualifying periods are Dec 01 – May 30 and June 01 to Nov 31. In the event of an officer/shop steward not completing his/her full term, honorariums shall be pro-rated.)

- (d) payment of salaries (leave for Union business)
- (e) telephone, facsimile and internet services;
- (f) administrative fees to financial institutions;
- (g) office rent, and associated costs such as utilities;
- (h) expenses for meetings of the Local Executive and other committees;
- (i) special campaigns, approved by the National Executive Board;
- (j) bereavement tribute for a member of the Local up to \$200.00, including tax and services; or a donation to a registered Canadian charity in that person's memory in the amount of \$100.00
- (k) financial support for the trade union movement, not to exceed \$500.00;
- (l) rental of meeting rooms;
- (m) legal fees and professional costs;
- (n) office maintenance;
- (o) local printing fees;
- (p) printing supplies and office equipment;
- (q) all other expenses approved by the National Executive Board;

7.2 The Local Executive must get approval of the membership for any expenses over \$800.00 pertaining to sections 7.1(l), 7.1(m), 7.1(n), 7.1(o), and 7.1(p), with the exception of liability insurance.

7.3 Any member of the local working on behalf of the local shall not suffer any financial loss for the period of time they are working on behalf of the local. Such losses shall

include householder payment, over-assessed walk payment, and any other allowances to which they would have been entitled.

- 7.4 Any member using a private vehicle on local union business shall be paid mileage at the rate prescribed by the CRA (Canada Revenue Agency) at the beginning of each year.
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Article 8 - Nominations and Elections

- 8.1 In order to be eligible as a candidate for election to the Local Executive Committee, the nominee must be a member in good standing of the local. They must also have attended fifty per cent (50 %) of the general membership meetings **they were eligible to attend in ANY CUPW local** during the year prior to nomination.
- 8.2 The nomination for election to office will take place at a general membership meeting as specified in Section 5.5 of these bylaws;
- 8.3 No member of the Election Committee is eligible to run for office;
- 8.4 There shall be no voting by proxy and the Chairperson of the Election Committee has the right to vote and in the event of a tie vote, shall have a second vote which will be the deciding one;
- 8.5 The candidate receiving at least fifty percent (50%) plus one (1) vote shall be declared elected;
- 8.6 While no member may hold more than one office at any given time, as per Section 8.7 of these bylaws, it will not be necessary for an elected member who is nominated for a different position to resign their current position, until such time as that person is declared the winner of an election, at which time the member must resign his or her current office before assuming their newly elected position.
- 8.7 The election of delegates to the National Convention of the Union shall be in accordance with Section 3.02 of the National Constitution
- 8.8 The election of delegates to a Special Convention of the Union shall be in accordance with section 3.43 of the National Constitution.
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Article 9 - Meetings

- 9.1** Meetings will be held monthly (excluding the months of July, August, and December), and additionally whenever deemed necessary, but never less than six (6) meetings per year.
- 9.2** Notice of all membership meetings, regular or special, shall be posted on all notice boards at least seven (7) days prior to the date of the meeting;
- 9.3** A quorum of eight (8) members, to include four (4) Executive Officers, is necessary for all general membership meetings;
- 9.4** Members present at a meeting cancelled due to lack of quorum shall be credited with attendance for election purposes.
- 9.5** The signing of the attendance book shall be supervised by a Tyler appointed by the President at the beginning of all meetings;
- 9.6** Members on maternity leave or parental leave, shall be considered as having attended General Membership or Special Meetings when:
- (a) They offer their regrets in advance in writing to the Local Executive Committee (LEC)
 - (b) Confirm the period of time they will be on maternity leave or parental leave;
- 9.7** Members on any form of disability leave shall be considered as attending general membership or special meetings when:
- (a) They offer their regrets in writing to the Local Executive Committee in advance of said meetings, and
 - (b) Give the date of their expected return to work, if known or as soon as known
- 9.8** A special membership meeting may only deal with the subject matter for which is was called;
- 9.9** Any member of the Executive or Shop Steward who misses three (3) consecutive meetings without good reason, that being determined by the Local Executive Committee, may be requested to resign their position.
- 9.10** Any member who must be absent from a general membership meeting due to being on other approved Union business, including but not limited to attending a labour convention, or while attending a locally approved educational session will be deemed
- as having attended said meeting with a note placed in the attendance book.

Article 10 - Rules and Procedures

10.1 At the commencement of each meeting, members entering the hall shall be required to sign an attendance register, and failure by a member to do so will result in their being officially absent for the purpose of the records of the local;

10.2 While members will not be barred from entering a meeting in progress, any member who arrives later than 15 minutes after a general membership meeting has been opened by the chair will not be able to sign in and will not receive credit for having attended that meeting in regards to Articles 11.1, 12.6, 14.2, and 16.1(a), unless excused by the chair;

10.3 The President, or, in their absence, the designated presiding officer shall open the meeting at the appointed time; with the following:

“Sisters and Brothers, we are about to open the meeting of Oshawa Local C.U.P.W. 579. If there is anyone present not entitled to remain, they will please retire. The Officers are requested to take their respective places and the Tyler will take their position.”

10.4 The agenda for regular membership meetings shall be as follows:

- (a) Reading of the National Harassment Policy;
- (b) acceptance and initiation of candidates for membership according to the National Constitution;
- (c) roll call of officers; introduction of any guests
- (d) reading and adoption of minutes of previous regular membership meeting minutes;
- (e) reading of correspondence;
- (f) financial reports;
- (g) report of officers and committees;
- (h) unfinished business;
- (i) new business;
- (j) adjournment.

10.5 At the discretion of the chairperson, or by a majority vote of the members present, the order of business may be suspended or changed where matters of an urgent nature arise.

10.6 Rules of Order

- (a) a member wishing to speak shall raise their hand until they are recognized by the Chair. They shall speak only to the point in issue or they shall be ruled out of order by the Chair;
- (b) speeches shall be limited to three (3) minutes;
- (c) a member shall not speak more than once on the question at issue, until all those who wish to speak have had an opportunity to do so;
- (d) a member shall not interrupt another except to call a point of order or clarification on a motion;
- (e) a member who has not spoken on an issue may move that the question now be put to the meeting. The original motion has to be put without debate. If the motion to put the question is defeated, discussion will continue on the original motion;
- (f) these rules are subject to the provisions of the National Constitution and all other points or procedures shall be covered by Bourinot's Rules of Order.

10.7 There shall be no proxy voting at any meetings of the local.

Article 11 - Delegations

- 11.1** The President of the local shall automatically be a delegate to all delegations;
 - 11.2** To be eligible to represent the local, a member must be in good standing and must have attended fifty percent (50%) of the regular general membership meetings that **they were eligible to attend in ANY CUPW local** in the previous twelve (12) months;
 - 11.3** The remainder of the quota of delegates shall be elected at a regular membership meeting from a list of eligible members drawn up by the Secretary-Treasurer. The alternates for delegate positions shall be runners-up in order of votes received;
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Article 12 - Committees

- 12.1** There shall be Legislative, Organization, Education, Grievance, Women's, Social and **Human Rights** Committees and whatever other committees are considered necessary, to be set up as per sections **9.17** to **9.24** of the National Constitution. The terms of reference shall be established by the Local Executive Committee.
- 12.2** Where these committees cannot be established, the responsibility becomes the jurisdiction of the Local Executive Committee;
- 12.3** The Committee should study the issues submitted by the Local Executive Committee or at the general membership meetings. They must report to the Executive Committee and to a general membership meeting, but only the Executive Committee is authorized to make recommendations to the members.
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Article 13 – Trustees

- 13.1** The Trustees shall consist of three (3) members in good standing who have attended at least fifty percent (50%) of the meetings that **they were eligible to attend in ANY CUPW local** in the **previous** twelve (12) months;
- 13.2** Trustees will serve a three (3) year term, with one trustee's term ending each year;
- 13.3** Nominations for trustees will be made at the general membership meeting each March, with voting, if necessary, to be done at the general membership meeting in April;
- 13.4** The newly elected trustee will replace the outgoing trustee, that being the current trustee who has served their three (3) year term, and will be required to attend all Trustee Meetings held after the April general membership meeting;
- 13.5** The trustee who is entering their 3rd year shall be considered chairperson of the Trustee Committee.
- 13.6** The Trustees shall meet with the Local Secretary-Treasurer and examine the books of the local at least every six (6) months, in line with Article 9.3(f) of these bylaws, to verify the financial records of the local and to ensure that the expenses of the local are in accordance with the provisions of the National Constitution and the local bylaws, and in accordance with the decisions adopted by the Executive Committee and/or a resolution or motion passed at a general membership meeting;

13.7 The Chairperson of the Trustee Committee may call an additional meeting at their discretion and must submit a report of such at the next general membership meeting. The National Secretary-Treasurer or Local Secretary-Treasurer may also call such meetings.

13.8 Any trustee who misses two (2) meetings during their term may be replaced by election at the next general membership meeting unless their absence is approved by the Local Executive Committee;

In the event that the Chairperson is removed/replaced in this manner, the longest serving trustee will then become Chairperson, and will remain as such until the end of their term.

Article 14 – Discipline

Article 8 of the National Constitution shall be used in its entirety by the local.

Article 15 – General

15.1 The Local shall not submit any resolutions with regard to federal legislation to any labour council or to any government body if such legislation would have an adverse effect on the members unless said resolution is in keeping with resolutions already approved by the Union at National Convention or unless said resolution has been approved by the National Executive Committee.

15.2 The Local shall establish a membership control system to determine the number of members and dues-paying employees and to control the check-off of union dues.

15.3 The Local shall send to the National Secretary-Treasurer, on a monthly basis, any information available with regards to membership control and check-off of union dues, particularly:

- (a) a list of new employees and new members;
- (b) A list of employees who have left the bargaining unit;
- (c) a list of persons who are no longer members of the Union;
- (d) a list of employees and/or members subject to the check-off system who have not paid union dues indicating the reason for non-payment;
- (e) a list of casuals

Article 16 – Local By-Laws

Local By-laws:

- 16.1** Proposed bylaws for the local shall be submitted to the National Executive Board where they will be examined for any conflict with the National Constitution. Any such conflicts will be brought to the attention of the local for amendment or deletion and shall then be re-submitted to the National Executive Board;
 - 16.2** Any provision in the local bylaws which is contrary to the letter or spirit of the present National Constitution shall be null and void;
 - 16.3** Any amendment to these bylaws must be done by notice of motion in writing submitted at a regularly scheduled general membership meeting;
 - 16.4** The notice of motion will be posted on all bulletin boards at least ten (10) days prior to said regularly scheduled general membership meeting;
 - 16.5** A majority vote of the membership in attendance at the general meeting is necessary for approval of an amendment;
 - 16.6** A draft amendment shall be submitted to the National Office within ninety-six (96) hours for approval;
 - 16.7** On notification from the National Secretary-Treasurer that the amendment has been approved, it shall be adopted by the local.
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PLEASE REMEMBER THAT
OUR GENERAL
MEMBERSHIP MEETINGS
ARE HELD THE 4TH
THURSDAY OF EACH
MONTH AT 7:00PM

NOTES

The struggle continues • La lutte continue



Oshawa Local 579

Stronger. Together. Plus forts. Ensemble.

Oshawa Local By-Laws - Version 2026-01, June 25, 2026 © Oshawa Local 579 Canadian Union of Postal Workers