

# By-Laws

Unifor Local 199 – APPROVED January 6th 2016

**LOCAL 199**

2016

Approved January 6<sup>th</sup>, 2016

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## **PREAMBLE - By Laws Review Sub Committee**

Following the CAW merger with CEP and the formation of Unifor the constitution of Unifor was rewritten. Subsequently the local 199 bylaws need to be updated. Local 199 Executive Board formed a Bylaws Subcommittee comprising of three members Terry Kuchar, Peter Scott & Mike Winterbottom. During the review process the committee;

1. Asked for recommendations from various officials including the President, Financial Secretary, Election Chairperson and the National Union.
2. The committee used three documents; the new Constitution of Unifor, the Bylaws Guide provided by the National Union and the current Bylaws of Local 199.
3. After the committee made the first draft it was submitted to Bruce Allen, Tim McKinnon, Steve McMullen and Larry Greenhalgh for review. Subsequently the Bylaws have been reviewed by the Executive board.
4. On January 12th 2015 the bylaws were presented to the membership for approval. All Articles were approved as written in this document with the exception of Article 13 which was tabled for review by the elation chair.
5. The By-laws were approved June 5<sup>th</sup> 2015 by Rick Garant – Unifor Director of Constitutional Matters, subject to seven amendments to comply with national Union By-laws, policy and Constitution. These amendments were subsequently approved by the membership on June 17<sup>th</sup> 2015
6. Article 13 related to Elections was amended and approved by the membership on December 16<sup>th</sup> 2015. Following a review by the national union article 13 section 63 was amended to comply with the National Constitution, January 6<sup>th</sup> 2016.

A final word, these revised bylaws required a joint effort and a considerable amount of hard work to review, I would like to thank Peter Scott, Mike Winterbottom and Terry Kuchar for their support commitment and insight during the process.

Bruce Allen, President Unifor Local 199

## BYLAWS OF UNIFOR LOCAL 199

### Article 1. Name

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This organization shall be known as Amalgamated Local 199 (UNIFOR. - Canada).

### Article 2. Trade Union Status/Objectives

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In accordance with Article 3 of the Constitution, The objectives of the Local Union shall include;

1. The regulation of labour relations and collective bargaining between employers and employees
2. To regulate and improve wages, pensions and benefits, hours of work, employment security and working conditions through collective bargaining and political action.
3. To strive for a safe and healthy work environment.
4. To ensure equality regardless of race, sex, age, creed, colour, marital status, sexual orientation, gender identity, disability, religion, political affiliation or place of origin.
5. To educate our membership in the history of the labour movement and to develop and maintain an educated and respectful membership; to vote and work for the election of candidates and the passage of improved legislation in the interest of all labour.
6. To enforce existing laws; to work for the repeal all of those which are unjust, to work for legislation on a national scale, having as its object the establishment of real social justice.
7. To engage in legislative, political, education, civic welfare and other activities which further, directly or indirectly, the joint interests of the membership of this organization

- in the improvement of general economic and social conditions in Canada, and in the nations of the world.
8. To work as an autonomous Local Union affiliated with the Canadian Labour Congress together with other International and National Unions, for solidification of the entire labour movement, and provide assistance, financial and otherwise, to labour and other organizations in Canada, and other parts of the world having purposes and objectives similar or related to those sought by this organization.

### **Article 3. Constitution and By-Laws**

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1. To comply with Article 1 of the National Union, Unifor Constitution (*hereinafter referred to as the "Constitution"*) The Constitution of this Local Union shall be the Constitution of the National Union, Unifor, and these By-Laws shall be in all respects subordinate to said Constitution and all applications and interpretations thereof.
2. Any unit of Local 199 that approves By-Laws to govern the respective unit. These unit By-Laws are in effect a supplement to the By-Laws of Local 199 and wherein these unit By-Laws do not provide for Constitution provisions, the By-Laws of Local 199 will be used. In addition, the unit and Local Union By-Laws shall be in all respects subordinate to the Constitution and all applications and interpretations thereof.

### **Article 4. Fiscal Year**

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1. For reporting, accounting and other purposes, the fiscal year of this Local Union shall begin on January 1 and end on December 31.

## Article 5. Membership

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1. The Local Union shall be composed of workers eligible for membership in Unifor, over whom the Local Union has jurisdiction.
2. Each member in good standing of this Local Union has the right to nominate and vote, express opinions on all subjects before the Local Union, to attend all membership meetings and express views, arguments and opinions on all matters and business including candidates for office, properly before the meeting, to meet and assemble freely with other members and generally, to participate in the activities of the Local Union in a responsible manner consistent with good conscience in order to present and discuss factually and honestly the issues and personalities upon which the membership must base its' decisions. These rights shall at all time, be subject to the rules of procedure governing meetings and other uniform rules and regulations contained in the Constitution, Bylaws and other official rules of the Local Union.
3. A member in exercising the foregoing rights and privileges shall not take any irresponsible action which would tend to jeopardize or destroy, or be detrimental to, either the Local or National Union as organizations, or their free democratic heritage, or which would interfere with the performance by this Local Union or the National Union of its legal or contractual obligations as a collective bargaining agent, or interfere with the legal or contractual obligations of this Local Union as an affiliate of the National Union.
4. Violation, or abuse of these rights and privileges of membership, or engaging in conduct prohibited by this section, may be grounds for the commencement of a charge against a member pursuant to Article 18 of the National Union Constitution.
5. The membership shall strive to obtain the objectives set forth in the Constitution and additional objectives as established as the policy of the National Union; to maintain free relations with other organizations; to do all in its power to strengthen and promote the labour movement; to co-operate with National Board Members, the National Representatives and help promote organizational activities.
6. Local 199 may open its membership to establish a Community Chapter. By-Laws establishing a Community Chapter shall express
  - a. The objectives of the Community Chapter and define the membership to be included in the Local Union through the Community Chapter.

- b. The right of members in Community Chapters to participate in the activities of the Local Union.
- c. The rights and limits of members in Community Chapters to voice and/or vote in Union affairs and structures.
- d. The services the Local Union expects to provide members in Community Chapters.

## Article 6. Membership Meetings

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1. Regular Membership Meetings shall be held on the 3<sup>rd</sup> Wednesday of each month at 6:00 p.m. in the Local Union Hall. This is subject to change by approval of the membership.
2. A special or Emergency meeting of the Local Union may be called by the President or a majority of the Executive Board or a petition signed by not less than 10% of the membership. (Notification of such meetings to be made by Posting for as many hours as possible with verbal notification by Committeepersons and Stewards to as many members as they could contact.)
3. No plant, department or committee meeting shall be called which would in any way conflict with a Local Union Meeting
4. Those members in attendance present at any duly advertised meeting shall constitute a quorum, or the Chairperson may conduct a regularly called meeting after obtaining a 2/3 majority vote of all members present, providing that there are not less than (40) such members. In the event that there are less than (40) members present fifteen (15) minutes after the schedule time for beginning a membership meeting, the presiding officer shall adjourn the meeting and declare all business referred to the Executive Board.
5. For clarity and information of the membership, Questions of Parliamentary Procedure shall be decided by Bourinot's Rules of Order.
6. Any member who attends a meeting under the influence of alcohol or drugs and/or creates a disturbance, or becomes unruly shall lose voice and her/his right to vote at said meeting. Where necessary to maintain order, the member may be evicted from the meeting by order of the Chairperson subject to the challenge of the membership. Flagrant or persistent violation of this section by any member shall be conduct unbecoming a union member.

## Article 7. Powers of Administration

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1. The membership is the highest authority of this Local Union and shall be empowered to take or direct any action not inconsistent with the Constitution or Bylaws.
2. Between membership meetings, the Executive Board shall be the highest authority of the Local Union and shall be empowered to act on behalf of the membership to the extent urgent business requires prompt and decisive action, subject to subsequent membership approval, but the Executive Board may not take action affecting the vital interests of the Local Union without prior membership approval.
3. Between meetings of the Executive Board, the President shall exercise general administrative authority and, shall be empowered to act on behalf of, and take action permitted, to the Executive Board subject of subsequent approval of the Executive Board.

## Article 8. Local Union Executive Officers

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1. In accordance with Article 15 Section B of the Constitution The Local Union shall have the following Executive Officers:
  - a. President,
  - b. Vice President
  - c. Financial Secretary
  - d. One (1) elected member of Local 199 Retirees (Chairperson)
2. In accordance with Article 15 Section C Paragraph 19 of the Constitution, a prompt special election will be called to fill the vacancy in any Executive Office other than the presidency, unless Article 9, Paragraph 5 of these by-laws is applied.
3. The President shall be a full time officer and shall represent the Local Union between Executive Board meetings. He/she shall also be the overseer of the union hall and property.



4. In the event the office of President becomes vacant, the Vice President shall assume that office for the balance of the term.
5. The President, Vice President and the Financial Secretary shall be bonded by such methods and agencies as the National Executive Board may determine. It shall be mandatory that such financial officers be bonded in an amount which shall cover at least 75% of the funds available to them, and in no case for less than five thousand dollars (\$5,000.00).
6. Specific and detailed procedures for conducting elections for Local Union officers will be contained in the *Unifor Guide to Local Union Elections and bylaws of Local 199*.
7. When an election is called for the Executive officers of Local 199, the number of full time positions shall be calculated based on the number of dues paying members within the local union, on the date the election is called.
  - a. When the total dues paying members is more than 4,250 local 199 shall have three (3) full time officers, President, Financial Secretary & Vice President.
  - b. When the total dues paying members is more than 1,999 members and less than 4,250 members Local 199 shall have two (2) full time officers President & Financial Secretary.
  - c. If the membership is less than 1,999 members the president shall be the only full time officer.
8. If there is a significant change in the finances or membership numbers of the local union the president may recommend increasing or decreasing the number of full time executive officers. Any change must be approved by the Executive Board and membership.
9. The Vice President will be used to fill in for the President during Vacations, sickness, leaves etc.

## **Article 9. Local Union Executive Board**

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1. In Addition to the constitutional requirement Local 199 shall elect the following Executive Board members.

- (a) Recording Secretary
- (b) Sergeant -at-Arms
- (c) Guide
- (d) Three (3) Trustees
- (e) Two (2) Members at Large - one (1) to be a woman one (1) will be the Chairperson of the Small Unit Council.
- (f) One (1) Young Worker (who must be under the age of 35 at the time of election)

This bylaw will be effective at the next executive board elections scheduled in 2016

2. These Board Members will be elected in accordance with Article 15 Section B Paragraph 5 of the Constitution. Executive Board Unifor – Guide for Local Union By-Laws Page # 8
3. The Executive Board shall be composed of the thirteen (13) Executive Officers mentioned in (Articles 8 and 9) of these bylaws.
4. These officers shall serve for a term of up to three (3) years.
5. In the event any Executive Board position become vacant, subject to the approval of the membership, the president has the authority to appoint a temporary replacement Local Union Officer/Executive board member for a period of no longer than one year, until an election is held.
6. The Executive board will meet monthly or more often if required. Regular scheduled meetings shall be on the Monday prior to the general Membership meeting, in the offices of the Local Union. This is subject to change by approval of the Executive Board or President.
7. A simple majority of the Local Union Executive Board shall constitute a quorum.
8. Emergency meetings of the Executive Board may be called by either the President or Recording Secretary, or a majority of the Board members, all board members must be notified of such meetings.
9. The Executive Board shall represent the Local Union between membership meetings.
10. The duties of the Executive Officers are set forth in Article 15 Section C of the Constitution.
11. Minutes will be taken of all Executive Board Meetings by the Recording Secretary and shall be available to the membership at meetings
12. All decisions and recommendations of the Executive Board shall be referred to the next regular membership meeting.

13. The Chairperson of the Trustees shall be elected by the three Trustees following each triennial election of officers.
14. The Executive Board shall appoint at least one of its members to each of the standing committees in liaison or advisory capacity, except, the Workplace Bargaining Committees, or Election Committee.
15. The Editorial Committee shall be comprised of the following elected Executive Officers; The President, Vice President and Financial Secretary. Who shall review all each issue of the Local Union paper, leaflets and electronic communications such as the website Facebook and Apps, and where necessary shall take steps to bring the contents and policy of the paper into conformity with the policy of the National Union.
  - a. The Executive Board may overturn any decision of the editorial board by a majority vote.

## **Article 10. Stewards and Committeepersons**

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This article contains necessary provisions establishing the nomination and election procedures of Stewards and Committeepersons, including the methods and places of balloting and the required notice procedures.

1. All members in good standing working under the jurisdiction to be represented by the Steward or Committeeperson shall be eligible to nominate and vote for the Steward or Committeeperson.
2. A steward or committee person may be recalled in accordance with Article 15 Section E of the Constitution, and this provision should set forth the following reasonable minimum requirements for the recall procedure:
  - a. "A vote on the question of recalling a Steward or Committeeperson may be initiated by a petition setting forth the reasons why the recall is sought, and signed by at least 25 percent of the current members working under the jurisdiction of the Steward or Committeeperson."

- b. "Twenty-five percent of the current members working under the jurisdiction of the Steward or Committeeperson must be present at the recall meeting to establish a quorum."
  - c. "A two-thirds vote of those present and voting is necessary to recall."
- 3. The petition and quorum requirements cannot be less than 25 percent or more than 50 percent and the petition and quorum requirements must be the same percent.
- 4. In the event of a vacancy in a Steward or Committeeperson position, a new Steward or Committeeperson must be elected or appointed by the Unit Chairperson for the balance of the term as soon as possible. Unless there is an alternate available.

## Article 11. Steward Councils and Bargaining Committees

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- 1. The local Union may establish Stewards Councils and committees as required to represent the members under our jurisdiction. The Stewards Councils shall exclusively perform advisory functions and shall be a non-legislative body within the Local Union structure.
  - a. **Unit Chair Council.** Membership of the Chair Council is limited to elected chairpersons of Local 199. The Council shall elect a member of the Council to act as Chairperson of the committee. The committee shall meet quarterly to discuss issues that affects the units and the members they represent. The Chairperson of the Unit Chair Council shall report to the Executive Board.
  - b. **General Motors Skilled Trades Council,** membership is comprised of all GM elected Skilled Trades Committeepersons and alternates, plus the GM Plant Chairperson. The Committee will meet at least twice yearly, to deal with problems specific to GM Skilled Trades. The Committee will elect a Chairperson and Secretary whose term coincides with that of the G.M. Bargaining Committee.
  - c. **GM Bargaining Committee,** membership is comprised of all elected GM committee persons, alternates and shop reps. The committee shall meet weekly.

2. The membership may establish other Councils and Committees as required by amending these bylaws. The Bylaws will establish the name of the Committee or council, membership eligibility, function and frequency of meetings.

## Article 12. Standing Committees

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1. Article 15 Section D of the Constitution references those standing committees that a Local Union should establish. In addition to the Local Union Executive Board, Local 199 may establish the following Standing Committees.

- (a) Constitution and Bylaws
- (b) Education
- (c) Environment
- (d) Recreation
- (e) Community Services
- (f) Human Rights
- (g) Lesbian, Gay Bisexual and Transgender Workers (LGBT)
- (h) Aboriginal and Racialized Workers
- (i) Workers With Disabilities
- (j) Unions in Politics
- (k) Women's
- (l) Young Workers
- (m) Health and Safety

Additional ad hoc committees can be established as required.

1. Standing Committees funding. Each standing committee shall receive an annual budget to be used for the operation of the committee.
  - a. The funding may be used for donations, to run events, attendance, lost time at conferences and will require Executive Board approval.
  - b. Committee per diems will be paid from the General Fund

- c. In January each Standing Committee's fund will be topped up to \$2,000, with the following exception the Education Committee shall receive \$3,500 per year which shall be added to the current balance.
2. The election of all Standing Committee shall take place during the months of October or November. The term of office will be for three (3) years. No member can stand nominated for more than one committee.
3. Standing Committees may be combined to function as one committee.
4. Election for standing committees will be scheduled the day of a regular monthly membership meeting and will be held at the local union hall.
5. Each Standing Committee shall elect a Chairperson, Vice Chairperson and Secretary from within the committee.
6. All Committee Chairpersons shall submit written reports of their activities to the Executive Board liaison and report at General Membership meetings.
7. These committees shall perform all duties assigned to them by the Constitution and By-Laws and such additional duties as they may be directed to perform by the Executive Board or the membership.
8. Each Standing Committee shall meet not less than 4 times per year. They shall meet after working hours unless otherwise authorized by membership, the Executive Board, or in the case of emergency, the President.
9. A simple majority of any standing committee shall constitute a quorum.
10. The duties of each standing committee member include;
  - a. Committee Chairperson.
    - i. Direct the activities of the Committee in accordance with these Bylaws and the National Constitution
    - ii. Have authority only to the extent of carrying out the decisions of the Committee that have been approved by the membership or the Executive Board.
    - iii. Be responsible for the function of all Sub Committees established by his/her particular Committee
  - b. Committee Vice Chair
    - i. Perform the Duties of the Chair in his/her absence
  - c. Committee Secretary

- i. Shall keep an accurate record of all proceedings of all the meetings of the Committee, and furnish the Recording Secretary of the Local with a copy of same.
  - ii. Shall keep a record of all the activities of the Committee and once each month shall prepare a summarized statement for the General Membership Meeting.
  - iii. Shall notify all members of the Committee as to the time, date and place of all regular or special meeting, sufficiently in advance to enable them to attend.
- 11. Each member of a standing committee shall have the opportunity to attend one conference per three year term of office.
  - a. Committees that have three members and a conference every three years can request that the entire committee attend the same conference.
  - b. Committees that have conferences yearly will be limited to send one committee member each year, or may select one conference they all attend.
  - c. Attendance at a conference requires board approval and sufficient funds must be available in the conference fund.
- 12. Each officer and member of the various Committees at the completion of their duties shall turn over all papers, documents, funds and any union property in his/her possession to the properly constituted Local Union officers.

## Article 13. Election Committee and Elections

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### Election Guide & Constitution

Specific rules for nominations and elections are set forth in Article 15 Section B Paragraph 5 of the Constitution. In addition to the Constitution, Local 199 shall adopt and follow Unifor *Election Policy* unless specific exceptions are outlined in these bylaws. These bylaws may establish additional bylaws to cover elections, however all bylaws must be consistent with the Unifor Constitution, be approved by the membership of the Local Union and National Union.

### Elections Committee

1. Under the Constitution, there must be a democratically elected Election Committee to conduct all elections for Executive Officers, Workplace Representatives, National Convention, Regional and Canadian Council delegates as required. The Committee's tenure which under Article 15 Section B Paragraph 4 of the Constitution, would be synonymous with the three-year terms of the elected officers. The Committee shall be convened by the President within 30 days of the results being known.
2. An Election Committee shall be selected by a democratic election.
  - a. The election shall be at a Local Union memberships meeting.
  - b. Will take place during the months of January or February following Standing Committee and Executive Board elections.
  - c. An Election Committee of no less than three (3) members shall be elected as per Article 12 of these Bylaws.
  - d. The term of office will be for up to three (3) years.
3. The Election Committee shall have full charge of the elections and be responsible to the Local Union. They shall be governed by the National Constitution, Local union Bylaws, Unifor Election Manual and any instructions given by the membership prior to the election.
4. The Executive Board shall appoint an Executive Board member to supervisor the election of this committee.



## **Eligibility to Vote**

5. Every member of a Local Union in good standing and is employed by a Member Unit represented by Unifor Local 199 for 90 calendar days is entitled to vote in all Local Union elections unless disqualified from voting by a provision of the Unifor Constitution.
  - a. GM Summer Students and Temporary Part Time employees (TPT's) are ineligible to vote in elections.
6. Staff of the National Union as defined in Article 14 of the Unifor Constitution and equivalent persons who are employed by a Local Union who remain members of a Local Union shall not vote in any election for a workplace representative but may vote in elections for the Local Union Executive Officers, Convention and Council delegates.
7. Retirees shall not vote in any election for a workplace representative but may vote in elections for the Local Union Executive Officers and the Retiree Executive Board.
8. As per Article 5 of the constitution, any member absent from work because of illness or injury remains in good standing for the period of illness or injury as long as he/she has a reasonable prospect of returning to work and is eligible to vote in all elections based on their unit/department on record.
9. Every member who votes must do so in person.
10. Member's eligibility to vote shall be determined by the department/unit of record on the date of election.

## **Eligibility for Nomination**

11. Every member in good standing that is employed by a Member Unit represented by Unifor Local 199 for 90 calendar days may be nominated and be eligible hold office, unless disqualified from voting by a provision of the Unifor Constitution.
  - a. GM Summer Students and Temporary Part Time employees (TPT's) are ineligible to be nominated for office.
  - b. Executive Board members and officers must have been a member in good standing for 1 year.
12. No candidate in any election, except the Elections Committee election, shall be a member of the Election Committee.

13. No member of any unit holding an elected position shall force an election for his/her position by resigning his/her position and then running for the same position during the same term of office.
14. No Member of any unit holding a full time elected position in which an election was conducted by the Local Union Election Committee shall be eligible to run for another fulltime elected position unless he/she resigns such position prior to the opening of nominations. The following positions are excluded from (section 14)
  - a. Anyone running for the position of Unit Chairperson during a by-election
  - b. Anyone running for the position of GM Employment Equity representative because of master contractual language.
  - c. Any Unit that has a position that is covered in contractual language that requires the elected rep to perform more than one role i.e. represent members as both a committeeperson and Health & Safety rep
15. G.M. Unit Vice Chairperson must be a G.M Unit Shop Committeeperson
16. No member can submit nomination for more than one Executive office on the same ballot.
17. No member can submit nomination for more than one Full Time position in any election.
18. Only nominated candidates may be elected.
19. Nominations will only be accepted from members for elected position pertaining to the department/unit of record when the nomination box is closed.
20. The election of a retired worker representative to the local Union Executive Board by the members of a retiree chapter shall be held at the union hall on the day of a regularly scheduled Retiree Chapter meeting.

#### **Election Date, time, location and frequency**

21. After consultation with the Unit Chair and President of the Local Union the election chairperson shall determine the method, date, time and location of the election. Arrangements for these elections shall be made by the President of the Local Union, the Chairperson of the Shop Committee for each unit concerned and the Chairperson of the Election Committee.
22. Voting stations shall be open long enough and at such hours and places to provide members a reasonable opportunity to vote.
23. Voting will only be permitted during posted times and locations, however any voter in line, at the polls at time of closing, shall be permitted to vote.

24. All elections provided for in Articles 8, 9 & 10 shall be conducted in the workplace, in the respective Units wherever possible. By-elections may be held on the day of a membership meeting at the Union Hall.
  - a. Elections for Standing Committee and Elections Committees will be held on the day of a Membership meeting at the Union Hall.
25. Election of Executive Board, Shop and/or Bargaining Committee, Standing committees, Elections committee and all delegates will take place every three (3) years or less.
  - a. Executive Board elections will be held the month of (March, April or May) every three years.
  - b. GM Unit elections will be held in the month of (March, April or May) at the same time as Executive Board elections
  - c. Standing Committee Elections will be during the month of (October or November) following Executive board elections.
  - d. Election Committee Elections will be during the month of (January or February) following the Executive Board elections..
  - e. All other election will be scheduled as required by the chairperson of the Elections committee.
  - f. All other Unit Elections shall occur every three year or less.

### **Voting Process**

26. In all cases, the method of an election shall be reasonably convenient to members, shall be secure and shall be secret so that each member's choice cannot be identified.
  - a. All elective positions of the Local Union shall be decided by a secret ballot.
  - b. A voting station will be available for members to vote
    - a. Member's names will be checked on departmental seniority list given ballots for the applicable election/s.
    - b. Completed ballots will be deposited by members into a sealed and locked ballot box.
    - c. Any voter spoiling his/her ballot shall return it to the voting station and be issued a new ballot.
    - d. Voters having cast their ballot shall not be allowed to loiter in the voting place.
27. To provide an opportunity for members who will be away during the scheduled election an advance poll will be scheduled at the Union Hall.

28. Members who are away during the entire period of an election on local union business or assignment by employer may be provided with an absentee ballot, subject to the ballot being printed and available.
29. Copies of the Election Policy shall be placed in a prominent position in each election place and members of the Election Committee shall make themselves acquainted with same.
30. Each candidate shall have the right to have one (1) challenger present when the votes are cast and when they are tabulated provided that such challenger shall be a member of the Local Union.
31. No candidate in an election can be a challenger for another person within the current election.

### **Notice of Election**

32. Members must be notified in advance of the time and place of nominations and elections.
  - a. To allow members who may be required to resign to be eligible to run for an elected position a (3) day "Notice of Notice" of an upcoming election will be posted where required.
  - b. At the end of the Notice of Notice period any position that became vacant due to resignations, will be added to the notice of nomination and election.
  - c. Prior to the opening of nominations a minimum of seven (7) days' notice will be posted.
  - d. The nomination box shall be open for a minimum of (7) days.
  - e. Elections shall take place no less than seven (7) days following the closing of nominations.
  - f. The election pre vote/advance poll may fall within this (7) day period.
33. Notification of Nomination and Election will be posted in the workplace, at the Union Hall, and may also include electronic notification on the local Union Website and by e mail.
34. Sufficient time for the Election Committee to arrange for and conduct the elections must be allowed.

## Nomination Process

35. All eligible members must nominate themselves for elected office subject to the Constitution and the Bylaws.
  - e. All members who wish to nominate themselves must provide a signed membership card or photo ID to receive the nomination package.
  - f. The nomination form will contain election rules and regulations.
  - g. The members' signature on the election nomination form constitutes acceptances of the rules and regulations of the electoral process.
36. Any eligible candidate in any election shall have the right to submit his/her commonly known name to the Election Committee in writing as he/she desire it to appear on the ballot. Which is subject to the approval of the Election Committee chairperson.

## Run Off Elections

Runoff elections shall be conducted in the same manner as the election.

37. Candidates for an Executive Office or any other position to which only one (1) member may be elected must receive a majority of the votes cast for that office to be declared elected. If no candidate receives a majority of the votes cast, a run-off election shall be confined to the two (2) candidates receiving the highest number of votes.
  - b. In the event that more than one (1) candidate is to be elected to the position, in these elections, a simple plurality vote (first past the post) will decide the winners.
  - c. In the event of a tied vote, a recount will take place. If there is no change in the results a runoff election will be required.
  - d. Members-at-Large shall be elected by plurality vote (simple majority)
38. Where there are three or more candidates running for a position and the candidate with the most votes did not receive a majority and there is a tie for second place. A runoff election between the tied candidates is required to determine who will be in the runoff election with the candidate who received the most votes.
  - a. However, prior to a run-off to break the tie, the President and Elections chair will verify that candidates that tied wish to be in a runoff election.
  - b. If all the top candidate and ties agree, the runoff election to break the tie can be waived and an election may be held including all ties, the winner shall be determined by a simple majority.

39. Where three Trustees are to be elected and no candidate receives a majority, the runoff will be confined to the six receiving the highest number of votes. If one received a majority, the runoff will be among the candidates receiving the second, third, fourth and fifth highest votes. If two receive a majority, the runoff will be between those receiving the third and fourth highest votes
40. Any other position where there are more than one position to be filled, such as off shift committee person, the candidates with the highest number of votes (first past the post) that correspond to the number of positions to be filled shall be elected, no runoff is required.
41. When an election is called to select delegates for councils and conferences, candidates with the most votes shall be elected.

### **Election Results**

42. The Election Committee Chairperson shall make a written report to the Membership Meeting following the election which will include the number of votes received, number of spoiled ballots, and number of challenged ballots. A gate by gate report may be requested by the Executive Board.
43. Election results will be posted in the workplace, indicating who was elected, in a run off defeated, and total votes each candidate received.
44. Those elected will be installed at the next regularly scheduled Membership Meeting.

### **Election Campaigning**

45. Campaigning, posters and election literature shall not be allowed in and about the voting place, or within 50 feet of the entrance to the voting place on the day voting will take place.
46. Campaigning will not be permitted after 10 pm the day prior to the election or on the day (calendar date) of the election at any location.
47. There shall be no election campaign literature prepared on union premises.
48. Candidates are not entitled to copies of any members personal information however are entitled to inspect the membership list if so requested.
49. Candidates who have access to membership list through their elected position are prohibited to use the information for any other purpose than its original intended use.

50. A candidate and other members may use social media such as Facebook, Twitter, e-mail and other electronic means for campaigning purposes.
51. A candidate's election materials may include images or logos of Unifor and of the Local Union.

### **Term and Vacancy of Office**

52. The term of office is for a period of up to but no more than three years.
53. An Executive Board member who holds office by virtue of holding another office in the Local Union automatically ceases to be an Executive Board member when s/he ceases to hold the other position. (Example Retiree Chairperson or Unit Chairperson)
54. All vacancies in Local Union Offices except President, must be filled promptly by election. The Local Union may use other means for filling the vacancies until the election. If the President's office is vacant, the Vice President will fill the vacancy for the unexpired term. Where there is more than one Vice President, the local union shall set a fair procedure for determining which Vice President will fill the vacancy.

### **Election Review**

55. Despite any time limit contained in any other policy, a request by a member for a review of decision concerning an election related decision or action shall not be considered unless it is raised within seven days of the closing of the polls or at the next Membership Meeting, whichever is later. A request made prior to the Membership Meeting must be submitted in writing the Local Union.
56. Any candidate may request a recount by the Elections Committee.
  - a. Such request must be in writing addressed to the Chair of Elections Committee and received within one (1) week after the ballots are first counted and the results are posted at the Union Hall. However in the event a runoff election is required the request for a recount must be made within 24 hours of the results being posted at the Union Hall.
  - b. If the difference of votes between the person receiving the highest number of vote and the candidate who is requesting the recount is less than 1% of the total votes cast, the Elections committee shall automatically grant a recount upon request.

- c. The Election Committee shall use sound judgement based primarily upon the closeness of the vote and the number of ballots cast and may grant or deny a recount.
  - d. If a recount is granted the same general method used to count the ballots shall be used.
  - e. If a candidate who is requesting a recount is dissatisfied with the decision of the Elections Committee they may appeal the decision at the next Local Union Meeting
57. Any member of the Election Committee, or any member of the Local Union violating any of the election rules shall be reported to the next General Membership meeting.

### **Election Records**

58. All ballots and other election records in any election must be kept in a sealed and secured box following each day of polling and for one year immediately following the election. The Local Union may then destroy the ballots unless a review is pending. If a review of decision is pending, the ballots must be preserved until the review has been completed and resolved.

### **Recall Process**

59. In conformity with Article 15 section E of the National Constitution there shall be a recall procedure for Committeepersons. This procedure can only be carried out in the following manner:
- (a) The Committeeperson can only be recalled for failure to perform his/her duties by the members he/she represents.
  - (b) A valid petition setting forth specific complaints of failure to perform these duties shall be signed by at least 40% of the members represented before being recognized.
  - (c) The Committeeperson so complained about shall receive notice of the specific complaints.



- (d) Upon the filing of such a valid petition with the Local Union Executive Board, a special meeting for recall shall be held of the members represented with at least seven (7) days prior notice being given.
- (e) A quorum of such special meeting shall be 40% of the members represented.
- (f) In order to carry the recall, the recorded vote must carry with a 2/3 majority.

### **Elections Miscellaneous**

- 60. An Alternate may be elected for each committee member. In the event that the regular committee member is on leave of absence, or on sick leave, the Alternate shall act in his/her place, at the discretion of each particular plant unit and the company shall be so notified.
- 61. The method of election of Chairperson and Shop Committees shall be at the option of the unit concerned but of necessity in conformity with contract provisions negotiated with the individual companies.
- 62. Where positions in the unit are selected by the elected committee (i.e.: chairpersons, shop committee members, etc.) those positions will be elected at the first meeting of the Shop and/or Bargaining Committee. This meeting will be convened by the President within thirty (30) days of the result of the election of in-plant committees.
- 63. The local Union may be eligible to send delegates to regional and National conventions as outlined, but not limited to, Article 17 of these bylaws. Election of delegate must be in compliance with the Constitution and bylaws of the Local Union.
  - a. The method of election may be by; the applicable committee, workplace, or membership, process subject to the approval of the membership.

## Article 14. Finances

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### Initiation Fees

1. As per Article 15 Section G of the Constitution, an initiation fee may only be charged against new members entering an existing bargaining unit, or when and where the law requires such an initiation fee be paid, which may not be less than ten dollars (\$10.00) nor more than twenty dollars (\$20.00).
  - a. Local 199 shall charge new members an initiation fee of \$15 the average required under the constitution.

### Union Dues

2. The Local Union Shall direct the monies received as its share of dues to the following funds in the shares set out below.
  - a. General Fund 75%
  - b. Convention 14%
  - c. Bargaining 7%
  - d. Standing Committees 2.5%
  - e. Communications 1%
  - f. Donations 0.5%

### Union Expenditures

3. The funds of the Local Union shall be used to defray all necessary expenses and the Executive Board shall be empowered to pay all current expenses such as per capita tax, wages, rents, lights, heat, telephone, shop committee expenses, lost time, building expenses necessary to main the Union property in a state of good repair when duly authorized. They shall be further empowered to authorize payments for supplies and purchase of equipment, furniture, installations and incidentals to a maximum of \$5,000.00.
4. The Trustees shall report approval or disapproval of all expenditures to the regular Executive Board meetings.

5. The Executive Board will be limited to the sum of \$250.00 for any one donation to any organization. Where business of a general membership meeting is referred to the Executive for lack of quorum, the Executive shall be empowered to exceed the above limitations.
6. There shall be no loans to anyone at any time.
7. The Local Union shall pay a representative or member lost time only when that representative or member is performing necessary duties for and on behalf of the Local Union during the time for which s/he would otherwise be compensated by the employer. The amount of lost time should never exceed the amount which the Local Union representative or member would otherwise have received from her/his employer for the same period of the time which s/he is being compensated by the Local Union.

#### **Out of Town Travel Expenses**

8. Unifor Local 199 will reimburse members travel expenses while on union business. Expenses may include; lost time, a daily per diem, accommodation, air fare, mileage and parking.
  - a. Lost time will be paid for regularly scheduled hours and shift premium, overtime hours will not be reimbursed.
  - b. \$90 per diem per day, plus hotel where an overnight stay is required
  - c. \$45 per day per diem on a return day from an overnight stay, provided the distance is greater than 160 kms
  - d. \$45 per diem per day, same day return, provide the member travels at least 160 kms one way
  - e. \$20 Per diem per day for out of pocket expenses for eight (8) hour (Day) meetings where travel is less than 160 kms one way, or if meals are provided, i.e. Unifor Education Centre, Port Elgin Ontario
  - f. Mileage/gas will be reimbursed at a rate of 48 cents per km traveled which will be paid to the driver only, this rate will be revised periodically and adjusted to the rate provided by the National Union.
  - g. Hotel room and applicable taxes will be reimbursed distance must be more than 120 kms, receipts must be provided
  - h. Airfare reimbursement subject to approval prior to travel occurs

- i. Any other expenses such as parking must have prior approval of the Financial Secretary
9. Hotel/motel - single room occupancy rate of ½ of a double room rate if shared with another member based on the corporate or negotiated rate being charged at the hotel/motel where the convention, seminar, council, etc. is being held plus per diem expense for meals which shall not be less than the maximum amount approved from time to time by the National Executive Board and duly reported to membership each time.
10. In order to be reimbursed at the single room rate, original hotel/motel bill must be submitted to the Financial Secretary of the Local Union upon return.
11. The equivalent of the cost of a round trip railway fare to the respective city from St. Catharines will be paid for travel.
12. For workshops, institutes and/or summer school, etc. approved by the Local union where meals and lodging are included subject to the limitations and procedures of the paid education leave \$20.00 per day.
13. In addition to the foregoing, where a member suffers unusual, legitimate expenses while traveling alone or because of unforeseen circumstances (expensive accommodations, parking, etc.) travel and expenses may be set by the Executive Board.
14. In all other cases, travel and expenses shall be set by the Executive Board having due regard to distance, mode of travel available and length of meeting. Conferences, meetings, etc. held in the United States, expenses will be paid in U.S. currency.
15. Should a member use his/her own car in carrying out union business, with the prior approval of the Executive Board, he/she shall be paid mileage which shall not be less than the maximum amount approved from time to time by the National Executive Board and duly reported to membership each time. -“Immediately following the membership meeting at which the change is reported, the President of the National Union will be notified in writing of the date the increase was reported to the Local 199 membership, together with the amount reported.”

### **Lost Time**

16. The authorization for lost time shall be the responsibility of the President,-to authorize such lost time as is necessary to police the respective contracts.

17. Any member who is properly authorized to represent the Local Union, or his/her plant unit at any conference, convention, council, institute, school, etc. or to do any other union business shall be compensated for it to the extent of actual lost time from the normal hours of his/her job. Maximum lost time so authorized will be a normally scheduled work day or work week and shall exclude any time claimed which would be overtime hours. In the event a member is unemployed for any reason and performs duties authorized by the Union, he/she must be in receipt of benefits (EI, SUB, IMP) to be paid the difference between the benefits he/she is receiving and his/her actual rate of the job he/she last performed. The total amount of lost time and any benefits received must never exceed the amount which the Local Union representative or member would otherwise have received from his/her employer for the same period of time for which he/she is being compensation by the Local Union.
18. Any member who is called by the Local Union to be a witness at an arbitration hearing shall be reimbursed for lost time for the days they are required to testify.
19. During negotiations of contracts with an employer the negotiating committee be paid at their rate X 48 hours providing they do not return to their regular employment for that complete calendar week, Monday to Sunday and further provided that negotiations are held Monday to Friday.
20. There will only be authorized compensation for any loss of benefits that would have otherwise been payable to a member had he/she not engaged in Local Union activity when the sole cause of said absence is Local Union activity. This is intended specifically to cover any loss in vacation pay as determined by the scale of hours worked under negotiated contracts, unemployment insurance and SUB benefits as determined by qualifying periods in the plant and generally any other loss of benefits he/she would have been entitled to except for absence from the plant on authorized Local Union activity.
21. Full time executive officers shall be paid weekly salaries based on the electrician rate X 48 hours straight time hours, including cost of living as per Collective Agreements between Local 199 Unifor and General Motors of Canada Limited, except any week he/she shall be absent at his/her own requested leave of absence, excluding sickness. Any weekly or monthly indemnity plan available to the full time officers through their individual companies will be deducted for his/her salary.
  - a. Adjustments in the above salaries of the full time officers will be made to reflect the cost of living allowance adjustments.

- b. In the event that the President, Vice President or Financial Secretary is absent from the Local Union office, the Executive Board or the President may appoint another officer from the Executive Board to fill such vacancy on a temporary basis. The member filling such office shall be paid, on a pro-rated basis, the salary of that office.
- c. The Local Union shall pay the full cost of the Presidents', Vice Presidents' and the Financial Secretary's' existing hospital medical and surgical insurance on assuming office and will pay also the full cost of \$10,000 Group Life Insurance.

### **Expenses of Office (Honorarium)**

22. When performing the duties of elected office and acting as an advocate of behalf of the membership, miscellaneous expenses may include the use of personal computers, cell phone, office supplies, and use of personal vehicle for local travel. Advocacy may include, meeting with members, lobbying and meeting with Civic Leaders, Members of the Provincial Legislature, Members of Parliament, and other functions which may affect the Local Union membership. To cover these cost, the local union will pay a weekly or monthly per diem as follows.

### **Executive Board**

- (a) President - \$100 weekly
- (b) Vice President - \$75 month (\$75 weekly when called up to work entire week at the hall)
- (c) Financial Secretary - \$75 weekly
- (d) Recording Secretary - \$90 monthly
- (e) All other Executive Board members other than above, - \$80.00 monthly.

### **Unit Chairpersons**

- (f) Units less than 500 members - \$75 month
- (g) Units between 501- 1,000 members - \$200 Month
- (h) Units more than members 1,000 - \$100 weekly

## **General Motors**

- (i) Shop Committee \$30 weekly
- (j) Benefits Rep. \$30 weekly
- (k) Pension Rep \$30 weekly
- (l) EI/SUB Rep \$30 weekly
- (m) Health & Safety Rep \$30 monthly
- (n) Committeeperson \$20 per meeting (on condition of attendance at bargaining committee meeting)
- (o) Employment Equity Reps \$30 monthly
- (p) Apprentice Reps. \$30 monthly
- (q) Placement Rep. \$30 monthly

## **Unit Committee Persons**

- (r) Unit Committeepersons – \$20 monthly (on condition of attendance at General Membership meeting)

## **Standing Committee**

- (s) Chairperson \$25 monthly, Vice Chairperson/Secretary \$20 On condition of attendance at General Membership meeting

## **Other**

- (t) Communications \$30 monthly

23. All of the above reimbursement and expenses are paid by direct deposit, no cheques will be issued. Members are required to provide banking information.

24. Expenses of office shall be withheld when an elected officer is not performing his/her duties of office (as mandated by the Constitution and Bylaws) due to illness, on a leave of absence, vacation, Non-attendance at unit, Standing Committee meetings or General Membership meetings, or resigns from office.

25. Union positions temporarily filled or left vacant for vacation or while performing other union business will have all associated weekly or monthly expenses prorated to reflect the absence and/or appointment of the position.

### **Vacation Pay Full Time Officers**

26. Any full time officer shall be entitled to two (2) weeks' vacation pay after one (1) year of service and three (3) weeks' vacation with pay after three (3) years of services - the dates to be determined by the Executive Board. Except, that when a newly elected officer entitled to vacation pay would have received more than these amounts had he/she remained in the workplace, then the greater of the two amounts shall be paid.
27. The intent of Article 17 above shall apply also to any full time officer who because of leaving office is denied benefits to which he/she otherwise could have been entitled.
28. Any member required to perform services for this Local Union For workshop, institute and/or schools, councils, conventions, arbitrations and conferences held in the Niagara Region and Local negotiations of all units when held with management - \$20.00 per day or \$40.00/day when negotiations carry over past a second mealtime. There will be no payment for travel.

### **Election Committee**

29. Election Committee members will be paid remuneration for services rendered during the days of balloting and counting the ballots on the following basis.
  - a. Election Committee members shall receive \$20 per day for services rendered during the days of polling and ballot counting.
  - b. Lost time shall be paid pursuant to Article 14 section 17 of these bylaws.

## **Article 15. Eligibility for Elected Office**

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1. Eligibility for the constitutional or executive offices of the Local Union is set forth by the National Union Constitution as per Article 15 Section B Paragraph 6 and cannot be amended by the Local Union.
  - a. No member shall be eligible for election as an Executive Officer of the Local Union until he/she has been a member in continuous good standing in the Local Union



for one (1) year, immediately prior to the nomination. The exception to this article would be in the event of a merger or a new unit joins local 199 from another Union, membership in good standing will be recognized.

- b. The standard for eligibility for all other elected positions is membership in good standing for 90 days consecutive days.
  - c. No candidate in any election shall be a member of the Election Committee having supervision over such election.
2. Full time officers at the Union Hall, which may include; The President, Vice President and Financial Secretary cannot run for and or hold more than one elected position within the Local Union. To be eligible to run for another elected position he/she must resign such position prior to the opening of nominations.
  3. No member of any unit holding a (FULL TIME) elected position in which an election was conducted by the Local Election Committee shall be eligible to run for another elected position unless he/she resigns such position prior to the opening of nominations. The following positions will be excluded.
    - (a) Anyone running for the position of unit chairperson during a by-election;
    - (b) Anyone running for the position of G.M. Employment Equity representative because of Master Contractual language.
    - (c) Any unit that has positions that are covered in contractual language, i.e.: a committeeperson representing as a Health and Safety Rep. on the shift that must be elected to both positions.
  4. No member of any unit holding any elected position shall force an election for their position by resigning and running for the same position during the same term of office.
  5. G.M. Unit Vice Chairperson must be a G.M. Unit Shop Committeeperson as per unit policy. G.M. Unit Shop Committeeperson must be elected to the bargaining unit in the capacity of dayshift committeeperson. If the Chairperson of the GM Unit is from production the vice chair must be a skilled trade person and vice versa.

## Article 16. Attendance Rules

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1. Any member holding a Local Union position, either elected or appointed, shall be required to attend at least two (2) General Membership meetings in a three (3) month period.
2. Any member holding an elected position either on the Executive Board or his/her respective unit, shop or bargaining committee shall be required to attend at least two (2) out of the three (3) meetings of his/her respective unit.
3. Executive Board members shall be required to attend two (2) out of three (3) consecutive Executive Board meetings.
4. Shop or Bargaining Committee members shall be required to attend two (2) out of three (3) consecutive shop or bargaining committee meetings.
5. Members who do not attend meetings shall be marked as absent. Such elected members may be absent above these limits with valid and legitimate excuse, such excuse to be review by the Unit Chairperson, Financial Secretary or meeting Chairperson as the case may be and approved by the president. Acceptable reasons to be excused shall include:
  - a. Working
  - b. Off work for medical reasons
  - c. Off work on vacation
  - d. Family emergency
  - e. On union business
  - f. Attending education course or conference
  - g. Extreme weather conditions
6. Failure to comply with the above bylaws and without valid and legitimate excuse may result in the following penalties:
  - a. Withhold monthly expenses.
  - b. For the second offense, a letter of warning will be sent out.
  - c. For the third offense, an automatic removal of that member from his/her Local Union position.
7. Removal from office under these regulations shall render the offender ineligible to run for any elective position for the remainder of their term of office from which he/she was so removed, with the exception of delegates to the National Convention.

8. Candidates for elective office will be notified of the obligation to attend meetings under the Bylaws. Such notice will appear on the notice of nomination.

## **Article 17. Delegates from Local**

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1. The local union can send delegates to Regional and National Conventions, as well as Canadian Councils which may include;
  - a. Constitution Convention
  - b. Canadian Council
  - c. Regional Council
  - d. Canadian Labour Council
  - e. Ontario Federation of Labour
  - f. Political Conventions
  - g. National Skilled Trades Council
  - h. Unifor Regional Council
  - i. Unifor Canadian Council
  - j. Retired Workers Council
  - k. Young Workers Council
2. If an election is required the number of delegates shall be determined pursuant to provisions of Article 15 Section B of the Constitution.
3. The By-Laws should contain whatever provisions are appropriate for electing or selecting delegates to Unifor Council, NDP Provincial Council, sub-councils, etc.
4. It shall be the duty of the Executive Board to ascertain prior to the nominations whether the other units are eligible and wish to elect delegates as separate units, where their membership is sufficient, or be represented by the Unit Chairs Chairperson.
5. All Delegates are required to
  - a. Attend, participate and act in the best interest of the membership while

- b. Submit written reports to the Executive Board
- c. Give a verbal report at the next General Membership meeting.

## Article 18. Order of Business

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1. Following the call of order the order of business of the General Membership Meeting shall be:
  - (a) Roll Call of Local 199 Leadership
  - (b) Respect to Deceased Members
  - (c) Minutes of the Previous Meeting
  - (d) Business Arising from the Previous meeting
  - (e) Correspondence from Executive Board
  - (f) Financial Reports
  - (g) Delegates Reports
  - (h) Standing Committee Reports
  - (i) Shop Committee Reports
  - (j) Old & New Business
  - (k) Adjournment
2. The above order of business may be altered by a simple majority of those present.
3. Action on Executive Recommendations shall take place immediately following the Executive Board Report. Any other action required by passage or rejection of the recommendations (ie. Elections) shall take place immediately following presentation of all the recommendations.

## Article 19. Review of Decisions

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1. A member feeling her/himself aggrieved by some action of the Local Union or one of its representatives, the matter should be brought to the attention of the Local Union within 30 days of the time s/he is aware of the action or reasonably should have been aware.
2. Any member dissatisfied with the action or decision of the Local Union or any representative thereof, other than the action or decision of the membership of the Local Union shall take her/his appeal or complaint to the Local Union Recording Secretary within 30 days as permitted by Article 18 of the Constitution.
  - a. (The Executive Board shall refer the matter to the Bargaining Committee (or Stewards Council) if it involves collective bargaining. Otherwise, the Executive Board shall consider the matter itself.
  - b. Whichever of these bodies the matter is referred to shall consult with the grievant, permit her/him full opportunity to be heard, and shall reach a decision.
  - c. Within 30 days of receiving a notice of such a decision, the grievant, if wishing to appeal further, shall submit her/his appeal to the Recording Secretary in writing for consideration by the earliest possible membership meeting.
1. A Procedure Policy on Constitutional Matters is referenced in Article 18 Section B Paragraph 2 of the Constitution is available to Locals and members, and shall determine time limits and procedure requirements to govern the implementation of all Review of Decisions

## Article 20. Strikes and Strike Committee

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1. All strikes shall be called or terminated only in strict conformity with Article 17 b of the Constitution.
2. In the event of an emergency arising in a unit, or a unit goes on strike, policy for dealing with the specific situation may be set by the unit chairperson, the shop and/or bargaining

committee, or Local Union Executive Board members elected from that unit, and such officers and members as may be designated by that units' membership.

## Article 21. General

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1. All Local Union Officers, Committees, Stewards and other members handling funds or other property of the Local Union shall, at the completion of their duties, turn over all papers, documents, funds and/or Local Union property to the properly constituted Local Union Officers.
2. Wherever in these By-Laws a pronoun is used it refers equally, where the reference is applicable, to both men and women in the singular and in the plural.
3. Local Union Executive Officers shall have authority to attend any Unit or Local Council Meeting with voice but no vote except in that Unit or Local Council where they are duly qualified members.
4. The circulation, sale or distribution of any literature or printed matter published by any organization outside of the CLC will not be permitted on Local Union property unless authorized by the Executive Board subject to the approval of the membership.
5. All Local Union business shall be channeled through the Local Union office.
6. The Chairperson of the Shop or Workplace Bargaining Committee shall chair that Workplace Unit Meeting and conduct its business. The Secretary of the Shop or Workplace-Bargaining Committee shall act as unit secretary and keep the record of such business transacted.
7. All Workplace, Unit, Department or Committee Meetings other than regularly scheduled meetings must be booked through the President's office and, except in an emergency, at least three (3) clear days' notice must be given.
8. Intoxicating beverages or illegal drugs shall not be allowed on Union Hall premises at any time except beverages by permit of the LCBO. No person who under the influence of spirits or drugs who is unruly shall be permitted to remain in the Union Hall or premises.
9. The Local Union shall employ such permanent and part time employees as deemed necessary by the Executive Board.

10. The President shall be in direct charge of all employees and shall issue all orders affecting employees.

## Article 22. Amendments & Approval

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1. These By Laws shall be amended, altered or revised only in conformity with the following procedure:
  - (a) A resolution or motion in writing, calling for amendment, alteration or revision shall be presented to a general membership meeting. It must be seconded by a member other than the mover.
  - (b) The resolution or motion shall then be referred to the By Laws Committee and shall be read out at the next regular membership meeting, together with the recommendation of the Committee.
  - (c) The notice of which must contain a notice of the particular By-Law amendments that will be considered.
  - (d) If approved by two-thirds of the membership vote thereon at this succeeding meeting, the amendment shall be considered adopted by the membership.
  - (e) Amendments to existing By-Laws, or new By-Laws must be submitted to the National Executive Board for approval.
  - (f) The amendments, or the new By-Laws are not effective until approved by the National Executive Board.
2. When submitting By-Law amendments to the National Union, the bylaws committee will provide a cover letter indicating such amendments were approved and the date the meeting took place.
3. The Bylaws of the Local Union shall at all times be subordinate and subject to the provisions of the Constitution of the National Union as it now exists or may from time to time hereafter be altered or amended and in the event of any conflict, the constitution of the National Union shall govern.

## Article 23. How to Submit Local Union Bylaws

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1. By-Laws submitted to the National Union for review and approval should be typed or printed on 8 ½ x 11 sized paper. To re-submit your By-Laws with changes, revisions and/or amendments, please take the following steps:
  - a. **Step 1** Take each page of the By-Laws that needs to be changed, and mark the sections you want to change/revise.
  - b. **Step 2** Retype the entire page with change(s) typed in.
  - c. **Step 3** Underline the changes on the new page in red pencil or red ink. (If you deleted a portion of the old By-Law without substituting anything new for it, and therefore you have nothing to underline, make a note in red that the section was changed.)
  - d. **Step 4** Insert the new page, with changes, into the By-Laws and discard the old page.
  - e. **Step 5** Send one complete set of the revised By-Laws to the National Union. A report will be submitted to your Local Union after they have been processed.
  - f. **Step 6** In addition, Local Unions are encouraged to submit By-Laws and amendments in electronic format

## Article 24. Oath of Office

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1. All elected and appointed members of Local 199 shall be sworn in.
2. The installation ceremony of Local 199 may be performed by the Outgoing President, or National Representative.
3. The swearing in ceremony shall be held at the next regularly scheduled membership meeting following the election.
4. The installing officer shall require the officers to make the following pledge:

**Installing Officer says,** “Give attention while I read you the obligation:



Do you pledge on your honour to perform the duties of your respective office as required by the Constitution of the Union and to bear true and faithful allegiance to Unifor?

Do you pledge to promote a harassment and discrimination free environment and work to ensure the human rights of all members are respected?

Do you pledge to support, advance and carry out all official policies of the union and to work tirelessly to advance and build the membership of our Union?

Do you pledge to deliver all books, papers and other property of the Union that may be in your position at the end of your term to your successor in office, and at all times conduct yourself as becomes a member of this Union?"

**Elected members being sworn in shall respond, "I do"**

**The installing officer then says**

"Your responsibilities are defined in the By-laws, Constitution and policies of Unifor. Should any emergency arise not provided for in these, you are expected to act according to the dictates of common sense, guided by an earnest desire to advance the best interest of the Union. I trust you will all faithfully perform your duties so that you may gain the esteem of your brothers and sisters and the approval of your conscience. You will now assume your respective offices."

**DATED THIS 6<sup>th</sup> DAY OF JANUARY, 2016**

BYLAWS COMMITTEE:

\_\_\_\_\_

PRESIDENT

\_\_\_\_\_

VICE-PRESIDENT

\_\_\_\_\_

FINANCIAL SECRETARY

## NOTES