



# RETIRED WORKERS CHAPTER BYLAWS

## CURRENT EXECUTIVE BOARD:

**FRED DOUGAN**

*Chairperson*

**JOHN NEELY**

*Vice-Chairperson*

**NICK COLLINI**

*Financial Sec-Treasurer*

**BRUCE ALLEN**

*Recording Secretary*

**ED CHILD**

*Sgt. At Arms*

## **BY LAWS LOCAL 199 RETIRED CHAPTER**

### **1. RETIRED WORKERS CHAPTER**

(a) There shall be established within this Local Union a Retired Worker Chapter which shall be named Retired Worker Chapter of Local 199 **UNIFOR**.

(b) Retired Worker Chapter shall be subordinate to the Local Union and the National Union. None of the provisions in these By Laws shall conflict with the Local Union By Laws or the National Constitution.

(c) All retirees must register to be eligible for membership in a Retired Worker Chapter. (Such registration forms shall be available by order to the UNIFOR Supply Department). The Local Union shall be required to furnish the National Office, and the UNIFOR National Retired Workers Department a list showing the registration and subsequent additions and/or deletions in the Chapter membership. The Local Union Financial Secretary shall be required to keep such list up to date.

### **2. MEMBERSHIP**

(a) Membership in the Retired Worker Chapter is available to all retired members within the geographic area of the Local Union provided they are eligible under Article 5, Section 13 and Article 12, Section 4 (a) of the National Constitution and who so register with the Chapter.

(b) Any retired member eligible for retired membership in a Local Union Chapter in accordance with (a) above, is eligible to pay voluntary dues to the Retired Workers Chapter. Such voluntary membership dues shall be in the amount of One Dollar (\$1.00) per month. Except for GM Retirees who pay \$2.00 a month.

(c) Voluntary membership dues may be authorized by the retiree through the Local Union checkoff system, where such agreement exists or the retirees may pay such dues to the Financial Secretary of the Retired Workers Chapter each month. The Financial Secretary of the Retired Workers Chapter will be required to submit all such dues received by him/her to the Financial Secretary of the Local Union, who, in turn, will forward all such monies collected to the National Secretary - Treasurer who shall disburse such funds in accordance with the requirements of **Article 12, Sections 33 to 36** of the National Constitution.

(d) A former member of the Local Union who is receiving a vested or deferred pension under the Local Union contract, may be eligible for membership in the Chapter by paying Two Dollars (\$2.00) monthly membership dues to the Retired Worker Chapter, unless he is a retired member in good standing of another **UNIFOR** Local Union.

**(e) All associate members including spouses of an associate member must pay annual dues of \$2.00 per month in January of each year.**

(f) All associate members must be sponsored by a **UNIFOR** retired member.

(g) Conduct unbecoming a union member will not be tolerated and the membership will decide on an Executive recommendation if his/her membership will be rescinded.

### **3. CHAPTER MEMBERSHIP MEETINGS**

- (a) There shall be a membership meeting of the Retired Worker Chapter at least once a month in accordance with **Article 15, Section F** of the Constitution. Meetings will be held the third Wednesday of each month at 1:00 p.m. with the exception of July and August.
- (b) The Local Union, in consultation with the Retired Worker Chapter, shall develop notice procedures for regular Chapter membership meetings or special meetings.
- (c) All retired members of the Local Union Chapter in attendance at a meeting will constitute a quorum.
- (d) The following Order of Business will constitute the regular agenda for Chapter meetings:
  - 1. Roll Call of Officers
  - 2. Respect to Deceased Members
  - 3. Reading of minutes of previous meeting
  - 4. Business Arising
  - 5. Correspondence
  - 6. Chairman's Report & Executive Recommendations
  - 7. Financial Report
  - 8. Report of Local President, or his designated representative
  - 9. Recreation Committee Report
  - 10. Delegates Report
  - 11. Old Business
  - 12. New Business
  - 13. Attendance Draw
  - 14. 50-50 Draw
  - 15. Adjournment

### **4. LOCAL UNION CHAPTER OFFICERS**

- (a) The officers of the retirees chapter will include: Chairperson, Vice Chairperson, Recording Secretary, Financial Secretary, Sergeant at Arms.
- (b) The duties of these officers shall be as prescribed by the Local Union and the Retired Worker Chapter in these By Laws, as follows:

#### **Chairperson:**

- (a) The Chairperson shall preside at Chapter membership and Executive Board Meetings, sign all vouchers along with the Chapter Financial Secretary authorizing withdrawal from the Chapter funds.
- (b) The Chapter Chairperson shall automatically be the delegate to the Local Executive Board with voice and vote in accordance with **Article 12**, of the National Constitution.

#### **Vice Chairperson**

The Vice Chairperson shall assist the Chairperson and assume the duties of the chairperson in his or her absence.

### **Recording Secretary**

The Recording Secretary shall keep minutes of all Chapter membership and Executive Board meetings, read all documents and conduct the general correspondence pertaining to the Chapter.

### **Financial Secretary**

The Financial Secretary shall maintain contact with the Financial Secretary of the Local Union and, when authorized to do so, sign vouchers requesting disbursements by the Local Union from the Chapter funds. He shall report monthly to the membership regarding the status of the Chapter Fund and the Retiree Centre Fund.

### **Sergeant at Arms**

The Sergeant at Arms shall introduce all new members and visitors and assist the Chairperson in preserving order when called upon to do so.

## **5. ELECTION OF CHAPTER OFFICERS**

- (a) All officers of the Chapter shall be elected by secret ballot. These officers shall be elected by majority vote and shall serve for a period of three (3) years.
- (b) Any retired member in good standing is eligible to be a candidate for Chapter office.
- (c) The schedule for the election of chapter officers shall be every three years in October.
- (d) Procedures for filling vacancies shall be determined by the Local Union By Laws and the National Union.
- (e) Elections will be run by members of the Local Union Election Committee. Ballots will only be issued to retired members. Associate members are not allowed to vote.
- (f) A nominations box will be open the meeting prior to the election date and close one week prior to the election so ballots can be printed.**

## **6. POWER OF ADMINISTRATION**

- (a) The membership in attendance at a meeting is the highest authority of the Retired Worker Chapter.
- (b) Between membership meetings, the Retired Worker Chapter Executive Board shall be empowered to act on behalf of the membership to the extent urgent business requires prompt and decisive action, subject to the general policies established by the Chapter membership, the Local Union and the National Union.
- (c) Between meetings of the Retired Worker Chapter Executive Board, the Chairperson shall be empowered to act on behalf of the Executive Board, in consultation with the Local Union President, subject to the general policies established by the Chapter and the subsequent approval of the Chapter Executive Board and membership.

## **7. COMPOSITION OF RETIRED WORKER**

### **Chapter Executive Board**

(a) Composition of the chapter executive board will include the Chapter officers mentioned in **Article 12** plus the delegate to the local Union executive board, if he or she is not a member of the retired chapter executive, and the Local Union President or his designee.

## **8. AREA RETIRED WORKERS COUNCIL**

(a) In accordance with **Article 12, Section 15 to 19** of the Constitution, the Local Union will provide for representation to these Councils by a delegate or delegates from the Local Union Retired Worker Chapter and the President of the Local Union or his designee.

## **9. RETIRED WORKER CHAPTER COMMITTEES**

(a) Retired worker Chapter shall establish, in consultation with the Local Union, any committees within the Chapter that is deemed necessary. The Chapter Committees shall be elected by the membership. The following are some of the suggested Committees: Organizing and Membership, Education, Recreation, Community Services, Human Rights and Political Education.

## **10. FINANCES**

(a) All membership dues collected or any dues checked off which may be received by the Local Union Financial Secretary shall be submitted to the National Secretary-Treasurer who shall allocate such monies to the respective bodies in accordance with **Article 12, Section 35** of the Constitution.

(b) All monies collected by and on behalf of the Retired Worker Chapter shall be kept in the funds of the Local Union Financial Secretary and shall be disbursed upon the request of the Retired Worker Chapter upon presentation of a voucher signed by the proper Chapter officers.

- (1) The Chairperson of the Retirees Chapter shall receive **\$100.00** monthly expenses.
- (2) All other Retiree Chapter Executive members shall receive **\$25.00** monthly expenses.
- (3) The Retiree Centre Head Steward will receive **\$150.00** per week expenses as long as the Centre is open.
- (4) The Chairperson of the Retired Workers Chapter Recreation Committee shall receive \$40.00 monthly expenses.
- (5) All **nine** activity convenors to receive \$20 per month with no duplication.
- (6) **The new Recreation Committee shall consist of a three (3) member Executive to be elected at the August Recreation meeting.**  
**The Executive shall be comprised of a Chairperson, Vice-Chairperson and Secretary.**

“Chapter members or officers who incur special expenses in carrying out authorized Chapter business may be reimbursed from the Retired Worker Chapter Fund. It is not intended, however, to pay lost time, wage, or salary, nor to reimburse members for attendance at Chapter Membership, Chapter Board, Local Union Executive Board or Committee meetings.

Guidelines for reimbursement of expenses when the above conditions are met shall be as follows:

1. Actual fare or auto mileage, parking fees, registration fees and meals when the authorized work involves eating out.
  2. For authorized attendance at activities or conferences requiring an overnight stay, the reimbursement shall be for incurred transportation costs, including parking, hotel accommodations, registration fees (not including cost of meals) and a set amount per day to cover food and incidental expenses.
- (c) The Retired Workers Chapter will receive an up to date financial report of the Chapter funds and expenditures from the fund provided by the Local Union Financial Secretary each month.

Any member required to perform services for Retired Worker Chapter or at any Convention, Conference or Council shall receive expenses according to the current **Local 199 Retired Workers By Laws**.

#### **11. AMENDMENT PROCEDURE**

(a) These By Laws, at the outset, may be adopted by the Retired Worker Chapter at a special meeting called for that purpose, with due notice, after the provisions contained therein have been established for the operations of the Chapter by the Chapter membership in consultation with the Local Union. After the by laws have been adopted by the Retired Worker Chapter, they shall be submitted to the Local Union for ratification by the Local Union membership. In accordance with **Article 15, Section 4** of the National Constitution, these by laws and any future amendments must be submitted to the National Executive board for ratification.

(b) These By Laws may be amended, once adopted, by the following procedure:

1. Proposals to amend the bylaws may be submitted at any regular Chapter meeting by the membership within the Chapter or by the Local Union. The proposal or proposals submitted will be reviewed by the Retired Worker Chapter Executive Board and the Local Union between meetings.
2. The recommendation of the Chapter Executive board relative to the submitted bylaw provision or provisions shall be presented at the next regular Chapter meeting for action by the Chapter membership. A two-thirds (2/3) vote of the membership in attendance at the Chapter meeting will be required for adoption. Upon adoption by the Chapter membership, the proposed amendments should be placed on the agenda of the next regular membership meeting of the Local for ratification.