

Unifor Local 6008 By-Laws



Index

Article I	Name and Jurisdiction	3
Article II	Objectives	3
Article III	Headquarters	4
Article IV	Meetings	5
Article V	Officers	8
Article VI	Workplace Representatives	13
Article VII	Trustees	15
Article VIII	Executive Board	15
Article IX	Committees	17
Article X	Conduction of Elections	17
Article XI	Membership	19
Article XII	Transfers and Withdrawals	19
Article XIII	Property	20
Article XIV	Expenses	21
Article XV	Donations and Gifts	21
Article XVI	Constitution of Unifor	22
Article XVII	Charges	22
Article XVIII	Assessments	22
Article XIX	By-Laws Adoption and Amendments	23

Local BY-LAWS

ARTICLE I NAME AND JURISDICTION

Section 1. This organization shall be known as Unifor Local 6008 (Hereinafter called the Local)

Section 2. This Local has been established and exists by virtue of a charter issued by Unifor (herein-after called "The National Union") pursuant to the Constitution of the National Union.

Section 3. The Local includes the following bargaining units:

Bell Clerical

ARTICLE II OBJECTIVES

Section 1. The purpose and objects of this Local are to unite all workers within its bargaining unit jurisdictions for the following purposes:

- a) To regulate labour relations and collective bargaining between employers and employees;
- b) To improve their wages and hours of work, to increase their job security and to secure working conditions conducive to safety and health;
- c) To advance their economic, social, political and cultural interests; to disseminate information among workers regarding economic, social, political and other matters affecting their lives and welfare;
- d) To improve access to Local services and increase presence at and participation in Local activities by pooling bargaining unit resources;

- e) To ensure fair representation of units within composite Locals and promote mutual support and solidarity through the Locals internal structures and activities;
- f) To give assistance and encouragement to organize workers and to engage in such other activities as may be necessary or proper to strengthen the labour movement and to extend the process of collective bargaining throughout all trades and industries;
- g) To secure legislation safeguarding and promoting economic security and the social welfare of all workers;
- h) To preserve and extend civil rights and liberties within a free and democratic society;
- i) To promote the policies and goals of the National Union.

Section 2. To represent all persons eligible for membership, regardless of race, creed, colour, age, marital status, family status, ancestry, place of origin, ethnic origin, citizenship, language, religious beliefs, sex, sexual orientation, disability, records of offence or political affiliation in the promotion of their economic interests and the advancement of the highest professional standards;

Section 3. This Local shall endeavour to accomplish the foregoing purposes by organizing the unorganized workers within its jurisdiction, educating its membership, negotiating collective bargaining agreements with employers, securing progressive legislation, by all other appropriate means within the National Union.

ARTICLE III HEADQUARTERS

The Local Executive shall maintain and monitor:

1. The Local E-mail
2. Website
3. Local Office

The cost for these will be paid through Local funds.

ARTICLE IV MEETINGS

- Section 1. The Local Membership meeting is the highest authority of the Local. All Officers, the Executive Board, and Committees of the Local are accountable to the membership of the Local and are subject to membership approval at the Local meetings except as may be otherwise provided.
- Section 2. The Local union shall meet every three months. Time and place shall be determined by the Local Executive Board. The time, place and date of the meeting shall be properly posted so that all members may attend.
- Section 3. The President may call a special meeting of the Local. The President may call such a meeting at the request of the Executive Board or on the written request of 15% members in good standing. Notice of a special meeting shall be given to the members. The notice shall include the date, time and place of meeting and state the purpose for which the meeting is called. No business other than that for which the meeting is called may be transacted.
- Section 4. A quorum for the purpose of transacting any business by the Local shall consist of not less than 20 members at any regular or special meeting. A regular meeting may continue and all business coming before it without prior notice of the business to be transacted at such meeting, except as otherwise specifically provided in these By-Laws. Unless otherwise specifically provided by the By-Laws, all decisions of a Local meeting shall be by a majority of the members voting.

Section 5 Given proper notice, the Local Executive may authorize a bargaining unit or a group within a unit to hold regular or special meetings, as may be required to transact bargaining unit matters or address special concerns.

Section 6 Unit groups will not take any action which conflicts with either the Local Union By-Laws or National Union Constitution. All actions not specifically authorized by any unit group shall be subject to review by the Local Union.

Section 7 Under conditions specified in Sections 5 and 6, the Local Union recognizes the power of its bargaining units to make decisions concerning:

1. Delegates to bargaining council
2. Chief Steward or designate for grievance referral to arbitration
3. Or any other decisions deemed by the Local Executive.

Section 8 The order of business at the regular meeting shall be:

1. Call to Order
2. Roll Call of Officers
3. Reading and Approval of Agenda
4. Reading and Approval of Previous Membership Meeting Minutes
5. Initiation of New Members
6. Correspondence
7. Executive Report and Recommendations
8. Financial Officers Report on Financial Statement and Bills
9. Reports by Workplace or Bargaining Units
10. National Representative's Report
11. Reports of Committees
12. Unfinished Business
13. New Business
14. Good and Welfare

15. Adjournment

Section 9 At a General Membership Meeting a member has the right to request an Appeal of a decision which they believe did not have fair and reasonable consideration or lack a rational basis, and which results in an injury or penalty to them. This must be done within 30 days of receiving notification of Grievance Denial or of the actual incident. The request for appeal, must be done so in writing, stating the reasons of the appeal and send to the Local Secretary Treasurer. If the Member does not reply to this decision within 30 days the Union will consider the matter to be closed and duties completed.

The membership will vote to determine the issue and the Local Executive Board shall issue the final decision in writing as soon as possible. Following the General Membership Meeting if the appealing member/s issues have not be resolved, they may appeal under ARTICLE 18, B of the Constitution within the thirty (30) day time limit following the issuance of the final decision.

Section 10 The rules of order not specifically covered by these By-Laws or the Constitution of the National Union shall be in accordance with Bourinot's Rules of Order.

Section 11 All members of this Local Union holding an elective position are required to attend:

1. Two out of three consecutive membership meetings unless officially excused for cause by the Local Union Election Committee;
2. Two out of three consecutive meetings other than membership meetings expected of their respective office or position, unless officially excused for cause by the Local Union Election Committee;
3. Failure of any elected official to comply with the above attendance rules shall result in automatic removal from their respective office or position, and they shall not be permitted to run for any elective office for the balance of the term of office from which they were removed, except as a delegate to the Constitutional Convention.

ARTICLE V OFFICERS

In order to ensure fair representation of all bargaining units, a composite Local Executive Board will be made up of officers elected by the general membership as well as officers elected within their own bargaining units.

The Local executive shall consist of President, Vice-President, Secretary/Treasurer, and a Health and Safety Co-ordinator. The President, Vice-President, Secretary/Treasurer and a Health and Safety Co-Ordinator will be elected by the entire membership.

Stewards will be elected by geographic area or location based on the needs of the membership.

Section 1. Nominations and Elections

Nominations and elections for all officers shall be made at the general membership meeting the election year. No nominee shall be placed on the ballot unless he/she signified his/her acceptance of the nomination either in person or by written notification submitted to the meeting at which nominations are made.

Only votes for candidates duly nominated and properly on the ballot shall be counted.

There shall be no proxy, write-in or sticker voting.

Elections will be conducted by secret ballot vote.

Section 2. Eligibility

No member shall be eligible for nomination or election to any office in this Local or the bargaining unit, or as a delegate to the National Union Con-

vention or as a representative of this Local, or any subordinate body of the National Union unless he/she has been a member in good standing.

Section 3. Term of Office

The terms of office for officers and stewards will be staggered and will be as follows;

President will be a three year term Commencing January 2019

Vice-President will be a three year term Commencing January 2020

Secretary/Treasurer will be for a three year term Commencing January 2019

Health and Safety Co-ordinator- will be a three year term Commencing January 2020

All officers shall hold office until their successors are elected and installed. Installation of Officers shall be held at the commencement of the General Meeting immediately after the Election.

The outgoing officers shall immediately turn over all papers, money, rights, titles, chattels, books, records, property and assets belonging to the Local to their successor or to the President of the Local.

Section 4 Vacancies

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 will set a fair procedure for determining which Vice-President will fill the vacancy.

Section 5 Duties of the President

The President shall:

- preside at all meetings of the Local Union and its Executive Board, (the President may also be called upon to chair bargaining unit meetings);
- sign all cheques or other authorizations for the withdrawal of the funds of the Local Union;
- be an ex officio member of all Local Union committees, and appoint members (unless they are chosen or elected by the bargaining units) on all Local Union committees, subject to the approval of the Local Union Executive Board;
- enforce the National Constitution, Local Union By-Laws and all union rules and regulations.
- The Local Union President shall be an automatic delegate to Unifor National Conventions, Conferences and other labour functions and events. The other delegates to the Unifor Convention will be elected by secret ballot.

Section 6. Duties of the Vice-President

The Vice-President shall:

assist the President in the performance of his/her duties. The sole Vice-President shall act for the President in his/her absence and in the event of a vacancy in the office of President, shall succeed to the office of President for the unexpired term or until a new President is elected at the next general membership meeting.

Section 7 Duties of the Secretary/Treasurer

The Secretary/Treasurer shall:

- collect all monies to the Local Union, including membership dues, fines and assessments;
- deposit same in the name of the Local Union in such bank or banks as the Local Union Executive Board may direct;
- countersign all cheques or other authorizations for the removal of the funds of the Local Union;
- keep true and accurate accounts of all transactions;
- make reports thereon to the Local Union and its Executive Board;
- keep correct minutes of all meetings of the Local Union and its Executive Board;
- conduct all correspondence of the Local Union;
- receive and read all correspondence addressed to the Local Union and keep such correspondence on file;
- have charge of the seal of the Local Union, which he/she shall insure is used only as authorized and shall attach same to all documents requiring authentication;
- submit such reports and information to the National President as the National President may require.
- keep a record of the names and addresses of all members of the Local Union and their status;

- submit a written report of the finances and the membership of the Local Union to the National Union in such manner and at such times as the National President or National Secretary-Treasurer may require;
- make all of his/her books and records available for examination and audit, on demand of the National President.

Section 8 Duties of the Health and Safety Coordinator

- play a key role in the Health and Safety in the Executive of the Local support the members in dealing with Health and Safety complaints provide and inform the Executive and members of all Health and Safety activities and concerns
- manage the Health and Safety correspondence and related information
- coordinate all Health and Safety training
- may co-chair the Local Health and Safety Committee or any other Health and Safety related Committee
- Coordinate the WSIB files for the Local
- Determine the number of Union Stewards on the Health and Safety committees.

Section 9 An elected Local Union Executive Board member may be recalled by the members for failing to perform the duties of their office. A recall is initiated by a petition signed by 25% of the members that the Executive Board member represents. The petition must provide specific complaints against the Executive Board member and be submitted to the Recording Secretary of the Local Union. The Local Union shall notify the Executive Board member of the complaints and provide a copy of the petition. The Local Union shall call a special recall meeting with a minimum of 7 days notice with the sole purpose of addressing the specific complaints identified in the petition. A quorum for a recall meeting shall be 50% of the members represented by the Executive Board member. A two thirds

majority vote of those present shall be required to recall an elected Executive Board member.

An elected Executive Board member can face recall only once during his/her term of office

ARTICLE VI WORKPLACE REPRESENTATIVES

Section 1 Duties of the Chief Stewards

The Chief Stewards shall:

- Investigate, process, and prosecute grievances and complaints to their conclusion at any step in the grievance process.
- Be members of the Local grievance committee.
- Familiarize all stewards with the provisions of the Collective Agreement and advise them on grievance handling.
- Keep stewards informed on the activities of the Local and the Union through regular Steward's meetings.
- Perform such other duties as may be assigned by the Local, the Local Executive Board, or the Local Presidents.

Section 2 Duties of the Stewards

The Stewards shall:

- Protect the rights of Union Members by making sure the terms of the collective agreement and legislation for the workplace are lived up to.
- Build and keep the union strong, providing leadership, communication and guidance to the rank and file members

- Become familiar with all provisions of the Collective Agreement and thoroughly investigate all grievances and complaints coming within their jurisdiction.
- Be completely familiar with the grievance procedure.
- Receive complaints and grievances from any member of the bargaining unit they represent and make every effort in conformity with the grievance procedure to satisfactorily settle grievances and complaints.
- Refer to a Chief Steward in a timely manner, forward all complaints and grievances that have not been satisfactorily settled.
- Attend steward's meetings and membership meetings.
- Be actively involved in the issue-based campaigns, educational programs and community initiatives of the union.
- Perform other such duties as may be assigned by the Local or the Executive Board
- Turn over all papers, documents funds or other property of the Local at the conclusion of her term of office to the Local or to her successor in office.

An elected Local Union Workplace Representatives may be recalled by the members for failing to perform the duties of their office. A recall is initiated by a petition signed by 25% of the members that the Executive Board member represents. The petition must provide specific complaints against the Executive Board member and be submitted to the Recording Secretary of the Local Union. The Local Union shall notify the Executive Board member of the complaints and provide a copy of the petition.

The Local Union shall call a special recall meeting with a minimum of 7 days notice with the sole purpose of addressing the specific complaints identified in the petition. A quorum for a recall meeting shall be 50% of the members represented by the Executive Board member. A two thirds majority vote of those present shall be required to recall an elected Executive Board member.

An elected Workplace Representative member can face recall only once during his/her term of office

ARTICLE VII TRUSTEES

Section 1. The Local Union shall have three (3) trustees. The trustees will be elected by the membership. Term for the Trustees are three (3) years. One Commencing September 2019, one commencing September 2018 and one commencing September 2017.

Section 2. Duties of the Trustees

The Trustees shall examine and audit the books and records of the Local Union at least four (4) times a year and shall submit a written report on each audit to the Local Union and to the National Secretary-Treasurer in such manner and at such times as the National Secretary-Treasurer may require, and have such further powers and duties as may be provided by the Local Union By-Laws.

ARTICLE VIII EXECUTIVE BOARD

Section 1 There shall be an Executive Board consisting of the officers of the Local Union as well as officers elected by the membership.

Section 2 The Executive Board shall be the highest governing authority within the Local between meetings of the Local Membership and shall exercise general supervision over its business and affairs. It shall have power, subject to the approval of the Local Membership and the provisions of the National Union Constitution, to invest the funds and properties of the Local, to authorize the expenditures of the Local or the use of the property of the Local to give effect any of its objects and to pledge any property or securities of the Local as security therefore, and to buy, sell, exchange, rent, lease or otherwise acquire or dispose of real or personal property, and shall fix the salaries or honorarium, if any, of the elective officers and any employees.

- Section 3 The Executive Board shall have such powers as are necessary and appropriate to conduct the normal business of the Local Membership. It shall present a report of its activities to each meeting of the Local Membership.
- Section 4 It shall be the duty of the Executive Board to cause the provisions of the National Union Constitution and the By-Laws, rules and regulations of this Local to be faithfully executed; and to preserve, promote and safeguard the best interests and general welfare of the Unifor, this Local and the members. The Executive Board may adopt such rules and regulations not in conflict with the National Union Constitution and these By- Laws, as it may deem necessary and advisable.
- Section 5
- a) The Executive Board shall meet at least once a month, at such times and places as it shall determine.
 - b) Special meetings of the Executive Board may be called at any time by the President or by three members of the Board upon not less than forty-eight (48) hours verbal or written notice to the Executive Board members of the time and place of the meeting and of the business to be transacted thereat.
 - c) A majority of the members of the Executive Board shall constitute a quorum for the transaction of any business.
 - d) The number of delegates to Convention, Canadian Council and Ontario Regional Council is allotted by the Constitution. All allotted delegates shall be elected by the Local membership. The Local President shall be an automatic delegate to Convention, Canadian Council and Ontario Region-

al Council. Additional delegates will have no voice or vote may be elected as observers based on the Local finances.

ARTICLE IX COMMITTEES

Section 1. Standing Committees

The Local Executive has the authority to strike an ad hoc committee as required by the Local.

Section 2 Members of all committees shall be appointed by a majority vote of the Local Executive Board, except the Election Committee.

Section 3 The Election Committee is a three (3) year term voted by the membership in accordance with article 15(b).5 of the [constitution](#) and the Election policy regarding Local Union Elections.

ARTICLE X CONDUCT OF ELECTIONS

The procedures described hereunder apply at both the bargaining unit and Local levels.

Section 1 Notices as to the date of nominations and elections of officers shall be placed on bulletin boards, not less than fifteen (15) days in advance, and reasonable efforts shall be made to notify all members.

At the meeting for nominating officers, the membership shall elect an Elections Committee of twelve (12) members, whose duty it shall be to safeguard the secrecy and honesty of the election, prepare and count the ballots, and announce the results of the election in a signed statement.

Section 2 The Election of Officers, delegates and representatives shall be by majority vote of the votes cast in a secret ballot. Not less than fifteen (15) days prior to the election, notice of election shall be posted. Each candidate shall have the right to a Scrutineer when the votes are cast and when they are counted. Candidates must provide 24 hours notice to present their Scrutineer's to the Election Committee. The Scrutineer is there to view the process only. No communication is permitted during the election.

Failure to comply may fall under Article 18 (c) of the [constitution](#), Charges.

Each member shall be entitled to one vote. There shall be no absentee voting, and no voting by proxy, write-in or striker.

Section 3 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 finally decided. Election complaints must be made in accordance to the Policy of Local Union Elections Sections 41-51.

In cases of an election complaint, the complaining member or candidate shall submit the complaint in writing to the Chair of the Elections Committee within forty-eight (48) hours after the election results have been announced (with a copy at the same time to the National President). Then the Secretary will forward the complaint to the Chair of the Election Committee within forty-eight (48) hours. Such complaint shall be heard and determined promptly by the Election Committee. A new election may be ordered only if it is determined that the complaint might reasonably have changed the results of the election.

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 useless if it is raised within 7 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 to the Local Union. Please refer to the policy regarding Local Union Elections.

ARTICLE XI MEMBERSHIP

Section 1 Eligibility

- Any worker within the jurisdiction of bargaining units of this Local shall be eligible to apply for membership in this Local.

Section 2 Revenue

- a) The initiation fee to join the Local is \$5.00.
- b) Per capita, to the National Union shall be as provided in the Constitution of the National Union.
- c) Each member of this Local shall pay dues to the Local Union in an amount equal to 1.5% of basic pay.
- d) The fiscal year of this Local Union shall begin on January 1 and end on December 31.

ARTICLE XII TRANSFERS AND WITHDRAWALS

Section 1 Any member who is in good standing and has paid his/her dues for the month in which a transfer is requested may transfer his/her membership to another Local of the National Union. Upon application he/she shall receive

a transfer card to the Local to which he/she desires to be transferred, valid for no more than three months.

Section 2 Any member who is in good standing and has paid his/her dues for the month in which withdrawal is requested, may withdraw from membership upon leaving employment within the jurisdiction of the National Union, and shall receive a withdrawal card. Thereafter, the withdrawing member shall lose all rights and privileges of a member of this Local and the National Union and shall be exempt from the payment of further dues and assessments.

A member who has withdrawn may subsequently be reinstated without any break in his/her membership standing and without payment of an initiation fee if the withdrawal card is presented to the Secretary of the Local having jurisdiction of the members within thirty (30) days of the return to the Union's jurisdiction. Failure to present the card within the time limit specified herein shall void the rights and privileges granted by such withdrawal card.

ARTICLE XIII PROPERTY

Section 1 No funds or property of this Local shall be loaned, given or expended to promote, support, endorse, assist or oppose directly or indirectly the candidacy of a member seeking office or seeking to retain office in the National Union or any of its Locals.

Section 2 No funds or property of this Local shall be given away or expended to assist any seceding, dual or antagonistic organization, or any Local which is violating the Constitution of the National Union. The funds and property of this Local shall be used only to give effect to the purposes and objects of this Local under and subject to the provisions of the National Union

Constitution.

ARTICLE XIV EXPENSES

- Section 1 When on Local or bargaining unit business, Executive Board members or other previously authorized member(s) shall, upon presentation of receipt, be reimbursed for loss of pay, lodging and travelling expenses.
- Section 2 Use of personnel vehicle for union business should be reimbursed at the per kilometre rate set by the National.
- Section 3a A Per Diem rate will be provided when on Authorized Union Business.
[See National Policy regarding rates.](#)
- Section 3b A Per Diem rate will be provided when on Approved Training in Port Elgin.
[See National Policy regarding rates.](#)
- Section 4 In all cases, authorization must be obtained before any expenses are incurred.

ARTICLE XV Donation & Gifts

- Section 1 A Retirement Gift of \$100 will be given to a member in good standing at the time of their Retirement
- Section 2 A \$75 donation to charity or flowers valued at the same will be sent to any Member in good standing in the death of Spouse / Partner, Mother or Father

Section 3 All requests for contributions and or donations to individuals or organizations may not exceed \$100.00 when brought forward as a motion on the floor of the general membership meeting. All other requests beyond \$100.00, will be by notice of motion, and voted on at the next general membership meeting. All Requests will not exceed \$2000 per year.

Section 4 Requests made by the National President to assist striking Locals will be authorized by the executive. All requests will not exceed \$2000 per year

ARTICLE XVI CONSTITUTION OF Unifor

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.

ARTICLE XVII CHARGES

A member in good standing, a group of members, Local Union or subordinate body may file a charge if they have reasonable cause to believe that another member has violated the procedures and responsibilities established by this Constitution or the Code of Ethics which forms part of this Constitution in accordance to Article 18, C, Charges.

ARTICLE XVIII ASSESSMENTS

The Executive Board of this Local shall have the power to levy a per capita assessment, in addition to dues, upon the members of this Local provided that the amount and method of payment of such assessment has first been approved by the majority of those voting in a secret ballot among the members in good standing of the Local either at a regular or special meeting or in a membership referendum. Notice of the proposed

assessment shall be given to the members at least ten (10) days before the vote is to be taken.

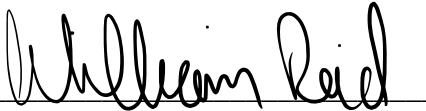
ARTICLE XIX BY-LAWS – ADOPTION AND AMENDMENTS

These By-Laws may be amended by presenting a motion in writing setting forth the amendments sought to a membership meeting. The motion shall be read to that meeting and referred to the Constitution and By-Laws Committee which will report to the succeeding membership meeting, the notice of which must contain a notice of the particular By-Law amendments that will be considered. If approved by two-thirds of the membership vote thereon at this succeeding meeting, the amendment shall be considered adopted by the membership. Amendments to existing By-Laws, or new By-Laws must be submitted to the National Executive Board for approval. The amendments, or the new By-Laws are not effective until approved by the National Executive Board.

Presented at Local meeting: Monday March 2nd, 2020

Approved at Local meeting: Monday March 9th, 2020

Signed: 
Secretary/Treasurer

Approved: 
President

Date: Tuesday March 10th, 2020

OBLIGATION OF LOCAL UNION OFFICERS

I, _____, do solemnly affirm to faithfully execute the office to which I have been elected, and will, to the best of my ability preserve, protect and defend the Constitution of the Unifor, and upon completion of my term of office, deliver to my successor all Union books, papers and property that may be in my possession.



POLICY RE LOCAL UNION EXPENSES

Effective November 15, 2014, Unifor will reimburse for travel expenses while on National Union business, as listed below:

Lost Time Payments

Members may only be reimbursed for pay actually lost (no overtime).

Per Diem

1. **\$90.00 per day**, plus hotel (where an overnight stay is involved) and provided a receipt is supplied.
2. **\$45.00 per day**, on a return day from an overnight stay, provided distance is greater than 160 km.
3. **\$45.00 per day**, same day return, provided the member travels at least 160 km one way from the workplace.
4. **\$20.00 per day** for out-of-pocket expenses for eight (8) hour meetings where travel is less than 160 km one way, or if meals are provided, i.e. Unifor Family Education Centre, Port Elgin, Ontario.

Mileage/Gas

48¢ per km – paid to driver only.

Hotel

Room and tax only (**receipts must be attached**). Distance must be greater than 160 km one way or you must receive **prior approval**.

Airfare

Reimbursement subject to **prior approval**.

Other Expenses

All other expenses must have **prior approval** from your National Representative (**receipts must be attached**).