



unifor
the **Union** | le **syndicat**

4266

**CONSTITUTION
AND
BYLAWS**

Adopted January 2016

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ARTICLE 1: NAME

This organization shall be known as Local Number 4266 (the "Local") **Unifor the Union le Syndicat**

ARTICLE 2: CONSTITUTION AND BYLAWS

The constitution of this Local Union shall be the Constitution of **Unifor the Union** and these bylaws shall be in all respects subordinate to said constitution and all applications and interpretations thereof. As such Constitution now exists or may from time to time hereafter be altered or amended in any event of any conflict, the constitution of the National Union shall govern.

ARTICLE 3: FISCAL YEAR

The fiscal year of this Local Union shall begin on January 1st and end on December 31st.

ARTICLE 4: PURPOSE AND OBJECTIVES

To improve working conditions, create a uniform system of shorter hours and higher wages, to maintain and protect the interest of workers under the jurisdiction of the National Union.

To unite in one organization, regardless of religion, race, sex, creed, color, marital status, sexual preference, disability, political or religious affiliation or place of national origin, all workers under the jurisdiction of this local union.

To improve the working conditions of employment within the factory/office for all Units represented in the local and if these fail to establish justice for the workers under jurisdiction of this Local Union to advocate and support strike action. We further pledge to encourage and support our female members into being active in the administering of our Local Unions affairs and to support them at all times at their aims for equality within the workplace.

To work toward the improvement of facilities available to the workers outside the workplace. To work toward the setting up of a Union Hall for the workers under the jurisdiction of this Local Union.

To educate our membership in the history of the Labor movement and to develop and maintain an intelligent and dignified membership to vote and work for the election of candidates and the passage of improved legislation in the interest of labor.

To enforce existing laws, to work for legislation at all levels of Government having its purpose the establishment of real, social and unemployment insurance the expense of which is to be borne by the employer and the government. To work as an autonomous union affiliated with the Canadian Labor Congress and the Ontario Federation of Labor

together with other unions for the solidification of the entire labor movement.

ARTICLE 5: MEMBERSHIP

Section 1

This Local shall be composed of workers eligible for membership in **Unifor the Union**, over whom the Local has jurisdiction, as stipulated in Article 6 of the National Constitution

Section 2

As per **Unifor the Union** ETHICAL PRACTICES CODES- Democratic Practices, each member in good standing of the Local is entitled to share equally in governing the Union. Each member in good standing has the right to run for office and to nominate and vote in free, fair and honest elections.

Each member in good standing has the right to attend all membership meetings and express views, arguments and opinions on all matters and business before the Local, including candidates for office, properly before the meetings; 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, issues upon which the membership must base its decisions.

All members have the right freely to criticize the policies of Union officials. However, this does not include the right to undermine the Union as an institution nor to vilify other members and the interests of the Union, to subvert the Union in collective bargaining, or to advocate or engage in dual unionism.

These rights shall be at all times 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.

A member 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 organizations, or their free democratic heritage, or would interfere with the performance by which this Local Union or the National Union, or 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. Violation or abuse of these rights and privileges of membership or engaging in conduct prohibited by this section, shall be considered as conduct unbecoming a Union member.

Section 3

The membership shall strive to obtain the objectives set forth in the **Unifor** Constitution and additional objectives as established as a policy of the National Union; to maintain

free relations with other organizations; do all in its power to strengthen and promote the labor movement; to cooperate with the national Board members, the National Union representatives, and help promote organizational activities.

ARTICLE 6: MEMBERSHIP MEETINGS

Section I

Local general membership meeting time, dates and places shall be established by the Local Executive Board. The membership must be properly notified, including the posting of meeting agendas of such meetings, seven (7) calendar days prior to the meeting(s) excluding ratification or emergency or special meetings. **General membership meeting must held at least once a year**

Section 2

Those members in attendance, who are members in good standing excluding the Executive Board, shall constitute a quorum for the transaction or business at any general membership meeting. In the event that a quorum is not present within fifteen (15) minutes after the scheduled time for the beginning of a membership meeting, the President shall declare all regular business to be dealt with by the Executive Board. Business dealt with will be included in the agenda for the next general meeting.

Section 3

All meetings shall be limited to a maximum length of two (2) hours unless after this time a majority of those members present vote to extend the meeting.

Section 4

All meetings' business shall be conducted to Bourinot's Rules of Order which shall decide all questions of a Parliamentary nature.

Section 5

The President or a majority vote of the executive may call a general meeting of the Local.

A special meeting of the Local may be called by the President, a majority vote of the Executive Board, or on a petition signed by twenty-five percent (25%) of the membership and at least sixty percent (60%) of the membership who signed the petition must be present before the special meeting is called to order. In any case, the members shall be notified of such a meeting by Local bulletin boards, plant or office boards or on the air. An agenda must be posted seven (7) calendar days prior to the scheduled meeting. In order to recall a member of the Executive Board, refer to page **62 article 15 b section 10,11,12 of Unifor constitution**

Section 6

Admittance to special membership meetings shall be granted by showing your membership card and those members who do not have their membership card on their person must have another member who has their membership card vouch for them. Notice and procedures for special membership meetings shall conform to those set out in Section 1.

Sections 7

No Executive or committee meeting shall be held which will conflict in any way with that of a general membership meeting.

Section 8

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 his/her 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.

Section 9

The regular order of business shall be as follows:

- i. Opening of the meeting
- ii. Reading of the agenda
- iii. Minutes of previous meeting
- iv. Financial report
- v. Recommendations of Executive Board
- vi. Actions taken by Executive Board
- vii. Correspondence
- viii. Reports from Officers, Committees, Delegates
- ix. Unfinished Business
- x. New Business
- xi. Elections (if required)
- xii. Good and Welfare
- xiii. Closing

A copy of the minutes of the previous meeting, Financial report and recommendations will be distributed to each member present at the General Membership Meeting.

Section 10

Each unit of the Local shall hold monthly or **Quarterly** membership meetings.

Section 11

The members shall confine their remarks to the business of the motion under discussion and shall be allowed a maximum of five (5) minutes. The member shall speak only once upon the matter under discussion except in the case of the sponsor of a motion or resolution who shall be allowed discussion to close on the motion or resolution.

ARTICLE 7: POWERS OF ADMINISTRATION

Section 1

The membership is the highest authority in this Local and shall be empowered to take or direct any action not inconsistent with the Constitution or Bylaws.

Section 2

Between membership meetings the Executive Board is the highest authority of the Local and shall be empowered to act on behalf of the membership to the extent that urgent business requires prompt and decisive action, subject to subsequent membership approval. The Executive Board may not take action affecting the vital interests of the Local without prior membership approval.

Section 3

Between meetings of the Executive Board, the President shall exercise general administrative authority and shall be empowered to act on behalf of the Executive Board, subject to subsequent approval of the Executive Board and the General Membership.

ARTICLE 8: LOCAL UNION OFFICERS

Section 1

Local 4266 shall have the following Executive Officers as listed in, **Article 15 section B 1 to 12** of our **Unifor** Constitution: President, Vice-President, Recording Secretary, Financial Secretary, three Trustees, Sergeant-at-Arms, and a retired worker (if the local has a chapter)

Section 2

These officers shall be elected, as per the **Unifor Constitution**, in May or June every three (3) years.

Section 3

The **Responsibility** of the local Union officers **article 15 section C 1 TO 19 of the Unifor Constitution**, as follows:

President:

(a) The President will chair all Local Union meetings, enforce the Constitution and appoint committees not otherwise provided for. The President will sign all requisitions for expenditures authorized by the Local Union and countersign all cheques issued by the Financial Secretary. The President will be an ex-officio member of all committees with the exception of the election committee.

(b) The President will appoint a person who will act as the Local Union's organizing liaison. The Organizing liaison's duties would be to coordinate the Local's organizing activities, to work with the **Unifor** Organizing Department and to report on organizing initiatives and issues to the President, the Local Executive and the Local membership.

Vice President:

The Vice President will assist the President in his/her duties and attend all Local Union meetings. If the President is absent or incapacitated, the Vice President, If the Local has more than one VP, **the Executive committee** will determine which one will assume the duties.

Recording Secretary :

The secretary will keep a record of all members initiated, suspended, expelled, deceased, transferred in or out or reinstated. She/he will keep a complete record of all active members of the Local Union, including the date of initiation and company start date, the date and cause of suspension or expulsion, the date of reinstatement, the date of death, home address and any other information needed to keep a record of the history of a person's membership.

Financial Secretary :

(a) The Financial Secretary will receive all dues, initiation fees, reinstatement fees and all other income for any fund receipts. Where a Local Union has a check off arrangement for dues, the Financial Secretary will issue one receipt for the cheque received from the company. Individual receipts will not be issued unless the company fails to show the reason for an amount of the deduction on the cheque stub or pay envelope.

(b) The Financial Secretary will write and sign all cheques. Every month he/she will report in writing to the Local Executives regular meeting. The report will include amounts received and spent during the previous month, listed by kind of income and expenditure, as well as the amounts remaining in the Local Union's funds.

(c) The Financial Secretary will deposit all money in the funds set up in the name and number of the Local Union banks, credit unions or trust companies as the Local Union Executive Board directs.

(d) By the 20th of each month the Financial Secretary will send a report to the National Secretary-Treasurer on forms furnished by the Union, together with the per capita taxes of the preceding month, which begins on the first and ends with the last day. The Financial Secretary will help the National Union to see that all members receive the Official Publication and will make available to each member a copy of the National Constitution and Local Union bylaws.

(e) The Financial Secretary will give the National Secretary Treasurer the names and addresses of all the Local Union officers. The Financial Secretary will notify the **Unifor**

(f) The Financial Secretary must not make the membership mailing list or records available to anyone except as set out in.

(g) The Financial Secretary will keep an inventory of all Local Union records and property. When possible, she/he will include date of purchase and amount paid for each article. She/he will notify members in arrears of the amount of their debt. When asked, the Financial Secretary will turn over the books to the Trustees for audit and approval. On demand of the National Secretary-Treasurer, she/he will produce the books for examination and audit.

(h) If it is proven that Financial Secretary intentionally failed to report monthly the full membership his/her Local Union to the National Secretary-Treasurer, or if it is proven that a Local Union President or Financial Secretary intentionally refused to sign a cheque to send in full the amount of per capita tax, the Local Union may be suspended until it makes up the deficiency. The officer(s) responsible will not be allowed to hold office for two years.

(i) The Financial Secretary will deliver all Local Union money, records, and other property to his/her successor.

Trustees:

(a) The Trustees will supervise all funds and property of the Local Union. Twice a year they will audit, or see that a Chartered Accountant selected by the Local Union Executive Board, audits the financial records. For this audit they will use duplicate forms supplied by the National Union. They will send a copy to the National Secretary-Treasurer immediately. The Trustees will also see that the Local Union's financial officers are bonded in conformity with the laws of the National Union.

(b) The Trustees will see that all funds are deposited in a bank, credit union or trust company in the name and number of the Local Union and that the President and Financial Secretary are signing officers. In a Local Union with safety deposit boxes, the Trustees will see that the signatures of the President, Financial Secretary and one Trustee are required.

(c) Allowing for extra time for normal banking procedures, if the books are not received for audit fifteen (15) days after the end of each six (6) month period, the Chair of

Trustees will ask the next Local Union meeting to act,

Sergeant-at-Arms:

The Sergeant-at-Arms will introduce all new members and visitors and assist the President in preserving order when called upon to do so. She/he will also take charge of all property of the Local Union not otherwise provided for and perform other duties assigned.

Other

(a) As well as the duties outlined in this article, Local Union officers will perform other duties as these bylaws set out or the Local Union may direct.

(b) All Local Union officers, committees, stewards and other members handling funds or other property of the Local Union must immediately turn over all funds, property and records to their successors.

Section 4

All vacancies in Local Union offices, except President, must be filled promptly by election. The Local may use other means for filling the vacancies until election. If the President's office is vacant, the Vice-President will fill the vacancy for the unexpired term.

ARTICLE 8 A: EXECUTIVE BOARD

Section 1

The Executive Board shall meet every month or more often if mutually agreed upon by a majority of the Executive Board members.

Section 2

The President or Recording Secretary may call emergency meetings of the Executive Board and all Executive Board members must be immediately notified of such meetings.

Section 3

A simple majority of the Local Union Executive Board shall constitute a quorum.

Section 4

The Recording Secretary will take complete and exact minutes of all Executive Board

meetings. The minutes will be transcribed and sent to Executive Board members within seven (7) working days. Any member in good standing may inspect a copy of the minute within forty-eight (48) hours of making a request to do so. Minutes of all Executive Board meetings will be made available for viewing each month at all general membership meetings.

Section 5

All recommendations of the Executive Board shall be referred to the next regular General Membership Meeting for approval by the membership.

Section 6

The Executive Board shall appoint at least one of its members to each of the standing committees in a liaison or advisory capacity, except the Bargaining Committee, the Election Committee or any Trial Committee. The Local President and Vice-President shall be ex-officio members of all the Local Union Committees except the Election and Bargaining Committees. This does not prevent members of the Executive Board from participating as active Bargaining Committee members, as per National Constitution Article 41 Section 5.

Section 7

The Executive Board shall review each issue of the Local Union paper where necessary, shall take steps to bring the content and policy of the paper into conformity with the policy of the National Union, as outlined in Article 21, Section 4 (c) of our National Constitution.

Section 8

The Executive Board shall have the authority to direct payment of all ordinary bills and expenses of the Local and to make disbursement of Local Union Funds to cover payment for purchases of necessary supplies, equipment and other incidental items to a maximum of five hundred dollars (\$500) for any single disbursement. All expenditures require receipts and must be reported at the next membership meeting for approval. Unless deemed an urgent and necessary expense, all expenditures above five hundred dollars (\$500) must be pre-approved at a membership meeting. In any case, urgent necessary expenditures must be reported at the next membership meeting for approval.

Section 9

Donations to any strike involving **Unifor** members over the amount of Two hundred dollars (\$200) must be approved by the membership.

Section IO

All payments made by the Local will be made by the cheque and shall require the signature of both the President and Financial Secretary. In the event of the absence of the President, the Vice-President shall be the alternative signing officer.

Section 11

Upon any change to signing officer identity, all signing officers involved (new and old) will present themselves immediately and together at the financial institution involved to authorize the change(s) of signing officer(s).

Section 12

(a) There shall be no loans made to anyone at anytime.

(b) The Local Union will establish a special fund consisting of twenty-five cents (\$0.25) per member per capita to be set aside in a Social Services Fund. The funds to be used exclusively for assisting members in emergency situations with personal problems such as substance abuse and family crisis.

The decision to spend funds will be determined by the Executive Board, subject to membership approval, up to a maximum of five hundred dollars (\$500).

Section 13

Bonding

Financial Officers including the President shall be bonded by such methods and agencies as the National Executive may determine. It shall be mandatory that such financial officers be bonded in an amount which shall cover at least seventy-five percent (75%) of the funds available to them and in no case less than the five thousand dollars (\$5000) currently approved by the National Executive Board.

Section 14

No member holding a position on the executive shall work for management or exercise managerial duties or do contract work. This may be waived by the Executive Board, to be approved by the membership, in exceptional circumstances, most notably during temporary loss of regular work due to illness, injury or other reason.

Section 15

To run for the Executive Board, members must be in good standing for one (1) years preceding the nomination meeting. A member not in good standing cannot be nominated for three (3) years from the date of him or her being declared a member not in good standing.

Section 16

Attendance Rules

- (a) All members of the Executive Board must attend two (2) out of every three (3) unit membership meetings and two (2) out of every three (3) general membership meetings and two (2) out of every three (3) executive board meetings, plus two (2) out of every three (3) committee meetings which they have been appointed to in an advisory position unless properly excused.
- (b) All members of the Bargaining Committee must attend two (2) out of every three (3) membership meetings and two (2) out of every three (3) bargaining committee meetings and two out of every three steward meetings unless properly excused.
- (c) All **Committee members** must attend two out of every three general membership meetings and two out of every three-unit membership meetings and two out of every three steward meetings unless properly excused.
- (d) All delegates to the Area Labor Council and the **Unifor** council must attend two out of every three council meetings and two out of every three general membership meetings and two out of every three-unit membership meetings, unless properly excused.
- (e) All Chairpersons of all other committees must attend two out of every three general membership meetings and two out of every three-unit membership meetings and two out of every three of their respective committee meetings unless properly excused.
- (f) Failure of any official to comply with the above attendance rules may result in automatic removal from his or her respective office or position and she/he shall not be permitted to run for any elective office for the balance of the term of the office from which she/he was removed. Anyone so removed is not excluded from running as a delegate to the National Convention.

Section 17

The Executive Board shall be responsible for the handling of all complaints and the making of all decisions under this article.

Section 18

Any affected member may appeal the decision of the Executive Board at the next General Membership meeting.

Section 19

In order to minimize the possibility of any controversy all officials shall be required to sign a registration book for the meetings they are required to attend.

Section 20

All applications for excuses must be submitted in writing to the Chairperson of the committee involved or the President of the Local Union within 48 hours of the conclusion of the meeting or the member will automatically be considered to be without excuse.

Section 21

Any member appointed to a committee shall be subject to the same attendance rules as the elected representatives.

ARTICLE 9: STEWARDS AND COMMITTEE PERSONS

Section 1

Exception noted herein, Stewards and Committeepersons will be elected according to the election practices established within these bylaws and in the National Constitution for the election of Executive Board members. Standing committee members will hold their current positions for no longer than three (3) years and will coincide with the terms of the current Executive Board. Committee members elected subsequent to the general election of Executive Board members will hold their positions only to the end of the current term of the Executive Board.

Under urgent necessity to fulfill interim requirements, committee persons may be appointed by the Executive subject to member approval at the next membership meeting.

All committees will consist of a minimum of three (3) members.

Section 2

Unit Chairperson

The Unit Chairperson's main duties are to act as a liaison between the Local Union membership, company management and the Local Union Executive Board, to act as Chairperson of **the Unifor Local 4266 Grievance Committee**, and to create and publish seniority lists from information provided by the Financial Secretary. The Unit Chairperson will have full working knowledge of the collective bargaining agreement, these bylaws and the **Unifor** Constitution.

This position may only be represented to Local Union members and to management as "Unit Chairperson" or "Grievance Committee Chairperson".

The Unit Chairperson will be elected for a three-year term to coincide with the term of the Executive Board.

Section 3

All members in good standing shall be eligible to nominate and vote for a **Unit Chairperson** and all committee persons. To run for Shop Steward or any committee position, members must be in good standing. Members who cease to be in good standing shall be recalled.

Section 4

In the event of a vacancy in a Steward, Workplace Representative or Committeeperson position, or of more new Steward, Workplace Representative or Committeeperson must be elected as soon as possible and in any event within thirty (30) days.

Section 5

As per **Unifor Constitution Article 15 section 7**, an elected Steward, Workplace Representative or Committee person may be recalled by the members she/he represents for failing to perform the duties of the office.

A vote on the question of recalling a Steward, Workplace Representative or Committeeperson may be initiated by a petition setting forth the reasons why the recall is sought and signed by at least twenty-five percent (25%) of the current members.

Twenty-five percent (25%) of the current members working under the jurisdiction of the Steward or Committeeperson must be present at the recall meeting to establish quorum.

A two-thirds vote of those present and voting is necessary to recall.

Section 6

The Stewards, Workplace Representative and Committeepersons shall be non-legislative bodies within the Local Union structure.

ARTICLE 10: COMMITTEES

Section 1

Standing Committees will be established as per National Constitution Article 40.

Committeepersons of any Standing Committee of the Local may be appointed by the Local Executive Board.

Section 2

Standing Committees

The Local Union shall have the following standing committees:

- Constitutions and by-laws*
- Education*
- Environment*
- Recreation and leisure time activities*
- Good Will and Welfare
- Political Education*
- Community Service(Social Services and Substance Abuse) *
- Local union women's*
- Local union editor
- Organizing
- Local Union Election
- Health and Safety

** denotes mandatory under the National Constitution*

Section 2

All other committees shall be considered sub-committees of the above mentioned committees.

Section 3

Except for the Grievance Committee which is chaired by the Unit Chairperson, Committee chairpersons may be elected by the committee members or designated by the Executive Board subject to membership approval

Section 4

Committees shall perform all duties assigned to them by the Constitution and Bylaws and such additional duties as they may be directed to perform from time to time by the Executive Board or the membership.

Section 5

Constitution and Bylaws Committee

The Constitution and Bylaws Committee in a standing committee elected or appointed as per Articles 9 and 10 of these bylaws.

ARTICLE 11: COMMITTEES

Section 1

There shall be a chairperson and secretary for each committee and also a treasurer when deemed necessary.

Section 2

All Chairs of standing committees shall be elected annually at the first general membership meeting of the new year.

Section 3

All standing committees shall perform all duties assigned to them by the constitution and bylaws and such additional duties as they may be directed to perform from time to time by the Executive Board or the membership.

Section 4

All standing committees shall have the power to co-opt new members to their committees pending the approval of the Executive Board and the general membership.

Section 5

Each committee shall hold a regular meeting once a month unless it is deemed unnecessary.

A special meeting may be called by the chairperson and must be called when requested by a majority of the members of the committee or when ordered by the Local Executive Board or the general membership. A simple majority of the committee members shall constitute a quorum for the conducting of business at all committee meetings.

Section 6

The Duties of the officers and members of each committee shall include:

Chairperson

- Call and preside at all meetings of the committee.
- Shall direct the activities of the committee in accordance with these bylaws and the national constitution.
- Shall have authority only to the extent of carrying out the decision of the committee that have been approved of the general membership
- Will submit a written report of their activities to the executive board meetings and to the general membership meetings.
- Shall be responsible for the functioning of all sub-committees established by their particular committee.

Vice- Chairperson

- Study needs and interests of the membership and the community.
- Investigate available resources, sponsor and encourage development of activities, programs within the framework of the goals and objectives adopted for the specific

committee or sub-committee that the vice chair has responsibility.

- Shall appoint a secretary to work with their activity group and kept its records.
- Shall stimulate participation in his activity by creating opportunities for as many of the Local Union membership, their families and friends as possible.

Secretary

- Shall attend all meetings of their respective committee meetings and shall furnish the recording secretary of the Local with a copy of same.
- Shall collect and file reports of other committee members.
- Shall notify all members of the committees to the time, date and place of all regular or special meetings, sufficiently in advance to enable them to attend and shall keep the members informed of all between meeting activities.
- Shall devise a reporting system when deemed necessary with the stewards and committee person of the local so that all matters receive immediate and rightful attention.
- Shall report the committee's activities and progress to the national service representative when deemed necessary.

Committee Member

- Shall attend all meetings of their respective committee and all general membership meetings.
- Shall co-operate with each member of their committee and shall work for the benefit of all the members of the Local Union.
- Shall carry out assignments directed by the general membership to the best of their ability.

Section 7

The organizing committee will work in conjunction with the National Union Unifor, organizing department.

Section 8

A member interested in serving on a committee who is unable to attend the general meeting when the election is held for the committee may stand nominated for the committee is she/he is nominated at the meeting by a member in good standing and has stated his/her desire to serve in writing before the meeting.

Section 9

No press, radio or T.V releases or literature shall be released or distributed without the sanction of the President, Financial Secretary, Recording Secretary and Chair of the committee involved. Copies to be kept in duplicate and releases to be given only by the Present in the name of the committee chair.

Section 10

Each unit will be responsible to elect their own recreation chair at their June unit meeting.

Section 11

All recreation unit chairs will be the local recreation committee.

ARTICLE 12: ELECTIONS AND ELECTION COMMITTEE

Section 1

All elections shall be conducted as per **Unifor Constitution and local's bylaws** Guide to Local Union Elections".

Section 2

(a) Each geographical area (Kingston, Ottawa, Cornwall, Peterborough) shall elect their own members to the election committee at their January geographical area meeting every three (3) years.

(b) Each geographical area shall conduct their own area elections selecting among their election committee one member to function as Chairperson.

(c) For purposes of Local Union wide elections the total election committee shall function each handling voting in their own unit.

(d) The election committee chairperson will be elected at the January General Membership meeting every three years.

Section 3

Executive Board

(a) To be eligible to stand nominated for Executive Board and **Unifor** Council Delegate a member must be in continuous good standing for one year prior to the date of the nominating meeting.

(b) A member may only stand nominated for one of the Executive Board positions as set out in **Article 7 Section A, B, C of the Unifor Constitution**.

(c) Executive Officers shall be elected by a majority vote (meaning that a majority of the total votes cast for any particular executive office is required to be elected). Where a majority is not obtained a run-off election must take place between the two candidates who received the most votes. In the election of three (3) Trustees, in order to determine a majority, will be governed as set out in the **Unifor** Election guide (Section 1).

(d) Election of Unifor Council delegate will be in the same manner as the election of Constitution delegates.

Section 4

Area Labour Councils

Nomination and election of Labour Council will be carried out at General Meetings with proper notice.

Section 5

Nomination and Election of National Convention Delegates will be carried out at General Meetings with proper notice.

Section 6

All elective positions in the Local Union shall be decided by a secret ballot.

Section 7

Unit Elections

(a) The positions for election will be those which are set out in the Unit Collective Agreement.

(b) A member may only stand nominated for one position.

(c) For the position of Unit Chair and Bargaining Committee, to be eligible a member must have one year good standing in the unit.

(d) Unit Chair and Bargaining Committee members shall be elected by a majority vote.

(e) Where the Collective Agreement does not specify Unit Chair as a separate position and only Bargaining Committee are elected, to determine Unit and election among the successful candidates will be held within one week of the election.

Section 8

Conduct of Election Committee

(a) The election committee will meet at least one month in advance to establish election dates and procedures to include required lost times for the committee, polling times and places and present them to General Membership meeting for approval.

(b) Copies of election regulations shall be placed in a prominent position in each election

place and members of the election committee shall make themselves acquainted with same.

(c) The membership shall be duly notified at least fifteen (15) days in advance of the time and place of the nominating meeting. The notice will contain;

1. Both times and place of nominations.
2. List of positions forelection
3. Date of election
4. Date of possible run-off election
5. Date of advance poll

(d) The nominating meeting will be chaired by the Local Election Chairperson. A member can only be nominated at the nominating meeting.

(e) Nominated candidates must qualify their intentions in writing to stand or decline within three (3) days of the nominating meeting to a designated address or to a member of the election committee.

(f) At least seven (7) days shall elapse between the time of nomination and the date the election shall take place.

(g) Upon request of a candidate and where the difference between the Candidate requesting a recount and the candidate receiving the highest number of votes is less than 1% of the total votes cast for that office, the election committee automatically grant such a recount upon request.

(h) Voting for Stewards, Committee person, Plant Chairperson, Time study Representative, **Unifor** Council Delegates and Elective Board shall take place in the plants provided permission of the Plant Management can be obtained. When permission cannot be obtained the polling place will be set up at the Local Union office. Voting hours shall be arranged so as to provide the maximum opportunity for all eligible voters to conveniently cast their ballot.

(i) The chairperson of the local union election committee will maintain a ballot box at the Local Union office on the designated election day for the purpose of carrying out voting privileges for laid off and retired members.

(j) All campaign literature must be taken down and removed from polling stations twenty-four (24) hours before election.

(k) Names of candidates for election will appear on the ballots in Alphabetical order.

Section 9

Filling of Vacancies

(a) All other elections including the filling of vacancies on the Executive Board shall be held at the General Membership meeting except the position of 1st Vice President, 2nd Vice President, Recording Secretary and Financial Secretary. When an election is necessary it shall be placed on the agenda of the meeting and shall be posted at least seven (7) days prior to the election is held may stand nominated if she/he is nominated at the meeting and has stated his/her desire to serve in writing before the meeting.

(b) When a vacancy occurs the President may appoint to fill the position, although an election must be held within 6 weeks or as soon as possible.

(c) When a vacancy occurs on or after six (6) months prior to regular Local Union elections, no election shall take place to fill the vacancy.

(d) The President shall have the authority to appoint and fill the vacancy in ©.

ARTICLE 13: FINANCES

Section 1

The monthly dues deducted as per capita payable to the **Unifor the Union**, shall be based on the current agreement with the **Unifor the Union**

Section 2

Any member required to attend any convention or conference on behalf of the Local Union shall be paid for lost time and reimbursed for the following expenses:

(a) Economy transportation and lodging as decided by the executive and approved by the membership, with a maximum of ninety dollars (\$90.00) for meals with receipts, for overnight/ out of town expenses daily also if more than one hundred kilometers (100) km and approved.

(B) Local Expenses-Not more than one hundred and sixty (100) km shall be paid as follows:

(i) Union business: \$45.00

(ii) Evening Negotiation Sessions:\$20.00

(iii) **Meeting with National Rep \$20.00**

(C) Any other expenses must be approved by the Executive Board in advance.

(D) Delegates shall receive air coach rates, bus or train travel expenses, destination and return. Where reasonable a car pool will be used for transportation the driver of the care will receive transportation expense of forty cents (\$0.48) per kilometer destination and return. As **per Unifor constitution**

(E) Parking will be paid upon the receipt being submitted. Taxi fares where deemed necessary will be paid upon submission of receipt.

Section 3

Officers Per Diem

In recognition of their time committed and expenses incurred in the performance of their duties, the following officers will receive an expense allocation allowance (as specified below):

President- \$200. Per month Plus \$200. Per month (cell phone)
Vice President- \$ 100. Per month plus \$35.per month (cell phone)
Financial Secretary- \$200 Per month plus \$35.Per month (cellphone)
Recording Secretary- \$60/ per executive local 4266 meetings
Unit Chairperson- \$10 per month \$35.Per month (cellphone)
Trustees (3)- \$10/month
Sergeant at Arms- \$10/month
Retiree- \$10/month
Election Committee- \$10/per person
Web Master- \$30 per month plus \$35 per month cell phone

These allowances shall be reviewed every 6 months, in accordance with the ability of the Local Union to pay, by the Local Executive Board

WSIB representative will also be able to collect \$35.00 cellphone monthly

Executive members can only collect one cellphone allowance per month

Executive members traveling more than 100 km one way will receive \$90.00 for their meal allowance (to attend local meetings only)

Section 4

Lost Time Wages

Every effort should be made to conduct executive and committee business outside of normal working hours. All such reimbursement must be reported, itemized by cause (reasons for) and by member, per occurrence and approved by the membership at each month's general membership meeting.

The Local Union President must verify with the company and authorize all lost time and/or wages. They must then be approved by the financial secretary. The Local Union shall pay a representative or member is performing necessary duties, including negotiations or arbitration, for and on behalf of the Local or Unifor during the time which he/she 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 his/her employer for the same period of time for which he/she is being compensated by the Local Union.

Unit Chairpersons may request authorization for lost time/wages from the company but must receive authorization from the President.

A lot time sheet must be completed by the claimant with all information and presented to the President for approval before it is sent to the Financial Secretary.

ARTICLE 14: STRIKE AND STRIKE COMMITTEE

Section 1

All strikes shall be called or terminated only in conformance with **Article 17 B and C** of the **Unifor Constitution**

ARTICLE 15: ORDER OF BUSINESS

Section 1

In general, the suggested order of business for Local Union meetings will be set out in **Article 9 of the local 4266 bylaws** and will include reports from the Grievance, Labor Management and Health and Safety Committees.

ARTICLE 16: APPEALS

Section 1

All Local Union officers, committees and other members handling funds or other property of the Union shall at the completion of their duties immediately turn over all papers, documents, funds and/or Union property to the properly constituted Local Union Officers.

Section 2

Wherever in their Bylaws a pronoun is used it refers equally, where the reference is applicable, to both men and women in the singular and in the plural.

Section 3

All communications amount Executive Board members, committeepersons and the general membership shall be completely open and transparent for all members. Differences of opinion shall be resolved in an honest and professional manner whereby communication is documented, witnessed, and if thought appropriate, using a third party.

Escalation of disputes must include all parties involved.

Seeking resolution without adversarial representation or refusal to meet or perform one's appointed duties is unacceptable and may be considered conduct unbecoming of a member in good standing. For such behavior, the Executive Board will determine appropriate consequences which must be ratified by the membership.

Local 4266 stands fully behind the **Unifor Constitution** Statement of Principles, which includes that of Democratic Unionism whereby all members are treated equally, with respect and have the freedom to express their views with respect. Demeaning acts or words toward a fellow member, bullying and harassment are unacceptable and such actions may be considered conduct unbecoming of a member in good standing. For such behavior, the Executive Board will determine appropriate consequences which must be ratified by the membership.

Members who cease to be in good standing shall be recalled from any elected or appointed executive board, committee, stewardship or other position they may hold at the time. If such recall occurs within six (6) months before the end of the current term, they will be ineligible to run or stand for office or position in the succeeding term, except for **Unifor National Constitutional Convention**.

ARTICLE 17: AMENDMENTS

Section 1

These bylaws 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. A member other than the mover must second it, and no debate can take place at this time.
- (b) The resolution or motion shall then be referred to the Bylaws Committee and shall be read out at the next general membership meeting, together with the recommendation of the Committee.
- (c) It shall then be debated and a vote taken on the recommendation of the Bylaws Committee and it shall require two thirds vote of those voting for adoption of any suggested change.
- (d) The bylaws together with all amendments must be submitted typed or printed on 8.5 x 11" paper to the National President for review and approval.
- (e) The bylaws, once submitted to the National President are effective except for those enacted pursuant to the National Constitution covering attendance rules. Once submitted, the bylaws are in effect and supersede any and all previous **Unifor Local 4266** by unless

repealed by the National Executive Board.

Article 18: Arbitration

Section 1 Procedures for the bringing of grievances by Unit Chair to Arbitrations:

- (A) All grievances to be screened by the Unit committee before presentation to the executive board
- (b) All Unit Chairs will discuss potential grievances for arbitration with the National Representative.
- (c) When both the unit chair and the National Representative agree the grievance merits arbitration, the Unit Chair will automatically proceed under the terms of their agreement
- (d) when the Chair and the National Representative do not agree, the Unit chair may bring the grievance to the local Union Executive Board for their consideration
- (e) The Unit Chair will notify in writing the recording secretary of the local no less than 7 days in advance of the meeting of his intent to bring a grievance to the executive board in order that the agenda of the meeting may also altered
- (f) The Unit Chair will have available copies of the grievances plus all related material for the members of the executive board
- (g) The National Representative may be present with voice and no vote
- (h) A simple majority vote will determine the outcome of the executive board's decision
- (i) In the event of a tie vote, the chair of the meeting shall cast the deciding vote