



UNIFOR
the**Union** | le**syndicat**

LOCAL 2107

BYLAWS

UNIFOR Local 2107 By-Laws

Revised June 2014

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ARTICLE 1-NAME

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This organization shall be known as Amalgamated Local 2107, (UNIFOR Canada)

Headquarters of the Local shall be at a location within the Town of Antigonish.

ARTICLE 2- TRADE UNION STATUS

The objectives of this Local Union include:

- a. The regulation of Labour relations and collective bargaining between employers and employees.
- b. To secure a fair pay for members
- c. To strive to secure better working conditions
- d. To strive to increase our impact in society and provide services beyond members, job security and safety such as education and training

ARTICLE 3- CONSTITUTION & BYLAWS

The Constitution of this Local Union shall be the Constitution of the National Union, UNIFOR and these bylaws shall be in all respects subordinate to said Constitution and all applications and interpretations thereof.

ARTICLE 4-FISCAL YEAR

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

ARTICLE 5- MEMBERSHIP

Section 1

The local shall be composed of workers eligible for membership in the National Union, UNIFOR as outlined in Article 5 of our Constitution and over whom the Local Union has jurisdiction.

Section 2

Each member in good standing of this Local Union has the right to nominate and vote, express opinions on all subjects before the Local Union, to attend all membership meetings and express views, arguments and opinions on all matters and business, including candidates for office, properly before the meeting; to meet and assemble freely with other members and generally, to participate in the activities of the Local Union in a responsible manner consistent with good conscience in order to present and discuss factually and honestly, the issues upon which the membership must base its decisions. These rights shall at all times be subject to the rules of the procedure governing meetings and other uniform rules and regulations contained in the Constitution, bylaws and other official rules of the Local Union. A member, in exercising the foregoing rights and privileges, shall not take any irresponsible actions; which would tend to jeopardize, or destroy, or be detrimental to, either the Local or the National Union as organizations, or their free democratic heritage, or which would interfere with the performance by 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 the Local Union as an affiliate of the National Union. Violation or abuse of these rights and privileges of membership, or engaging in conduct

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prohibited by this sections, may be grounds for commencement of a charge against a member pursuant to Article 18 of the National Union Constitution

Section 3

The membership shall strive to obtain the objectives set further of the Constitution and additional objectives as established as the policy of the National Union; to maintain free relations with other organizations; to do all in its power to strengthen and promote the labor movement; to co-operate with the National Board members, the National representatives, and help promote organizational activities.

Section 4

In the event that this Local Union establishes a Community Chapter this Local Union will support and encourage a liaison to sit on the Executive of this Local and the By-Laws of this Local shall be amended after the inception of a Community Chapter.

ARTICLE 6- MEMBERSHIP MEETINGS

Section 1

General membership meetings shall be held a minimum of four times per year (quarterly, once every three month) on the second Thursday of the month.

Section 2

The General Membership must outnumber the attending Executive Board members by one to constitute a quorum for the transaction of business at any General membership meeting. In the event a quorum is not present within fifteen (15) minutes after the scheduled time for beginning a membership meeting, the chairperson of the meeting shall declare all business to be dealt with by the Executive Board.

Section 3

Meetings shall be limited to a maximum length of three (3) hours unless after this time, a majority of those members present vote to extend the meeting.

Section 4

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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 (25) percent of the membership and at least sixty (60) percent of the membership who signed the petition must be present before the special meeting is called to order. In any case, members shall be notified of such a meeting by the Local bulletin boards, workplace or office boards, or local newspaper advertisement.

Section 5

Admittance to the 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.

Section 6

No Executive Unit or Committee meeting shall be held which will conflict in any way with that of a General Membership Meeting.

Section 7

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 regarded as conduct unbecoming a Union member.

ARTICLE 7-POWER OF ADMINISTRATION

Section 1

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

Section 3

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

Note: For amalgamated local unions the order of authority is:

1. The Local union general membership meeting.
2. The Executive Board.
3. The Local Union President.

ARTICLE 8- LOCAL UNION OFFICERS

Section 1

The Local Union shall have the following Executive Officers as listed in Article 15, Section B of our Constitution:

President
Vice- President
Financial Secretary
Recording Secretary
Guide
Sergeant-At Arms
Three (3) Trustees
Local Unit Chairpersons

Section 2

The Chairperson of Trustees shall be elected by the three (3) Trustees from among themselves following each triennial election of officers.

Section 3

If a Local Union elects more than one Vice President, the Vice Presidents should be titled as "First Vice President", "Second Vice President", etc. Only the First Vice President would succeed to the presidency in the event of a vacancy in that office. If the First Vice President should succeed to the presidency, the First Vice Presidency would be filled by a special election in the same way as any other vacated executive office, other than the presidency, would be filled. (Specific and detailed procedures for conducting elections for Local Union officers will be contained in the revised Guide to Local Union Elections)

Section 4

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In the event that there is an Executive Board vacancy with the exception of Presidency, these vacancies shall be appointed by the Executive Board of the Local Union until such time as a special election is held.

Section 5

In any such special election to fill a vacancy, the procedures, etc., applicable to the original election shall be followed in accordance with the Constitution, Article 15 Section B Paragraph 5.

ARTICLE 9- EXECUTIVE BOARD

Section 1

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

Section 2

The Executive Board shall meet every month (with the exception of July and August) or more often if mutually agreed upon by a majority of the Executive Board members.

Section 3

Emergency meetings of the Executive Board may be called by the President or Recording Secretary and all Executive Board members must be notified of such meetings.

Section 4

Minutes will be taken of all Executive Board meetings by the Recording Secretary.

Section 5

All decisions and recommendations of the Executive Board shall be referred to the next regular General Membership Meeting.

Section 6

The Executive Board shall appoint at least one (1) of its members to each of the standing committees in a liaison or advisory capacity, except Workplace Unit Bargaining Committees, Election Committee, or Grievance Committee.

Section 7

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The Executive Board shall have the authority to direct payment of all ordinary bills and expenses of the Local.

Section 8

The Executive Board shall have the authority to make disbursement of local Union funds to cover payment for purchase of necessary supplies, equipment, and other incidental items to a maximum of five hundred dollars (\$500.00) in any single disbursement.

Section 9

Donations to any strike over the amount of one hundred dollars (\$100.00) must be approved by the membership.

Donations to any strike involving UNIFOR members over the amount of two hundred dollars (\$200.00) must be approved by the membership.

Section 10

If approved donations to any charitable organization ~~or~~ or sport shall be granted in accordance with the Donation Guidelines and must be reported to the next General Membership Meeting.

Section 11

All payments made by the Local will be paid by cheque and shall require the signature of the President and Financial Secretary, except in the event of extended Leave of Absence of these officers, then the Vice President will sign for the President and the Recording Secretary will sign for the Financial Secretary. If applicable, all unit funds will be deposited by the Local Union Financial Secretary and upon proper authorization by the unit will be disbursed in the same manner as other local union funds. I.e. cheque signed by the President and the Financial Secretary.

Section 12

There will be no loans made to anyone at any time.

Section 13

Financial Officers including the President shall be bonded by such methods and agencies as the National Executive Board may determine. It shall be mandatory that such financial officers be bonded in an amount which shall cover at least 75% of the funds available to them and in no case for less than the \$5000.00 currently approved by the National Executive Board.

ARTICLE 10- STEWARDS AND COMMITTEEPERSONS

Section 1

All members in good standing working under the jurisdiction to be represented by the Steward or Committeeperson shall be eligible to nominate and vote for the Steward or Committeeperson.

Section 2

All Stewards, Committeepersons and alternates shall be elected within each unit for a three year term by majority vote

Section 3

A steward or committeeperson may be recalled by the members he/she represents for failure to perform the duties of the office in accordance with the procedure outlined in Article 15, section E of our Constitution.

The number of petitioners required to hold a recall meeting shall be thirty-five percent (35%). The thirty-five percent (35%) members will represent a quorum. A two-thirds (2/3) vote of the members present at such a special meeting shall require a recall.

Section 4

In the event of a vacancy in a Steward or committeeperson position, an election must be held to fill the vacancy as soon as possible and in any event, within sixty (60) days.

ARTICLE 11- STEWARDS COUNCILS AND BARGAINING COMMITTEES

Section 1

The electing of bargaining committees shall consist of the unit chairperson and committee members in conformity with the contract provisions negotiated within the individual units.

Section 2

The Local Union President shall sit on all bargaining committees.

ARTICLE 12- COMMITTEES

Section 1

In accordance with Article 15 Section D of the Constitution, the following shall be the Standing Committees of the Local Union:

- Constitution and Bylaws
- Education
- Environment
- Recreation
- Community Services
- Human Rights
- Union in Politics
- Women's Committee
- LGBT
- Aboriginals and Racialized Workers
- Workers with Disabilities
- Young Workers
- Health and Safety

Section 2

The committee chairperson and committee secretary shall be appointed by each committee.

Section 3

The duties of the Committee Chairperson are as follows:

1. Shall direct the activities of the committee in accordance with these bylaws and the Constitution.
2. Shall have authority only to the extent of carrying out the decisions of the committee that have been approved by the membership or the Executive Board.

Section 4

The duties of the Committee Secretary are as follows:

1. Shall keep an accurate record of all proceedings of all the meetings of the committee, and furnish the Recording Secretary of the Local with a copy of the same.
2. Shall keep a record of all the activities of the committee and shall prepare a summarized statement for the General Membership Meeting.
3. Shall notify all members of the committee as to the time, date and place of all regular or special meetings, sufficiently in advance to enable them to attend.

Section 5

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These committees shall perform all duties assigned to them by the Constitution and By-Laws and such additional duties as they may be directed to perform from time to time by the Executive Board or the membership.

ARTICLE 13- ELECTIONS AND ELECTION COMMITTEE

Section 1

An Election Committee of up to eight (8) members, one from each Unit, shall be nominated and elected by secret ballot at a regular general membership meeting prior to the election of a new Executive and every three years thereafter.

Section 2

The election committee and the Membership shall be governed by the Constitution.

Section 3

Nominations of UNIFOR National Convention delegates, UNIFOR Council delegates and Labour Council delegates shall be held commencing in the year 2013 and every three (3) years thereafter.

Section 4

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

ARTICLE 14- FINANCES

Section 1

As per Article 15 Section G of the Constitution, an initiation fee may only be charged against new members entering an existing bargaining unit, or when and where the law requires such an initiation fee be paid in the amount of ten dollars (\$10.00).

The monthly dues shall be the minimum as established by Article 15, Section G of the UNIFOR Constitution.

Section 2

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The officers of the local union shall be entitled to a per diem where appropriate in accordance with these bylaws when acting on behalf of this Local Union.

The President of the local union shall receive an honorarium of \$200.00 per month to tend to the business of the local union office such as answering phone inquiries, correspondence, etc. Should the office business be done on lost time then the honorarium will cease.

The Financial Secretary of the local union shall receive an honorarium of \$200.00 per month to do the banking and bookkeeping of the local union. Should the banking and bookkeeping be done on lost time then the honorarium will cease.

The Recording Secretary of the local union shall receive an honorarium of \$100.00 per month to maintain minutes of meetings and prepare mail, etc. Should the preparation of minutes and handling of mail be done on lost time then the honorarium will cease.

All honorariums shall be paid on a quarterly basis in the months of March, June, September and December.

Section 3

A member performing duties on behalf of the Local shall be paid per diem in accordance with the chart below:

3 to 5 hours- \$20.00

5 to 8 hours- \$40.00

8 plus hours- \$60.00

Overnight- \$90.00

Any Executive Board member attending an Executive Board meeting shall receive \$15.00 honorarium per meeting.

All Executive Board meetings per diem shall be paid on a quarterly basis in the months of March, June, September, and December subject to their attendance at these meetings.

Section 4

A member performing duties where meals and accommodations are included shall be paid expenses of thirty dollars (\$30.00) per day. This amount is subject to the rules and limitations of the Paid Education Leave Program if a member is attending PEL other such paid leave i.e. CLC.

Section 5

A union member performing duties away from local Union area where overnight accommodation is required shall receive a per diem of ninety dollars (\$90.00) for incidentals per day plus the payment of hotel accommodation at single room occupancy rate or one-half (1/2) of a double room rate if shared with another member based on the corporate or negotiated rate being charged where the convention, seminar, council, etc. is being held. In order to be reimbursed at the single room rate, original hotel bill

must be submitted to the local Financial Secretary. For travel going to or returning from an overnight stay shall be paid the mileage allowance.

Section 6

Mileage allowance will be paid for out of town travel at the rate of forty (\$.40) per kilometer to the driver only. If air fare is required and approved by the Executive Board, it will be paid at the economy fare rate only.

Section 7

All lost time must be authorized by the Unit Chairperson. The Unit Chairperson must notify the Local Union President, within forty-eight (48) hours of the request for lost time by a union member. The Local Union shall pay a representative or member lost time only when that representative or member is performing necessary duties for and on behalf of the Local union during the time 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. Lost time will be paid for straight time hours only to a maximum of a normal day's hours and normal amount of hours per week. Wherever possible National Union Business should be billed directly to the UNIFOR National Office.

ARTICLE 15- ELIGIBILITY FOR ELECTED OFFICE

No member shall be eligible for election as a an Executive Officer until he/she has been a member in continuous good standing in the Local Union for one (1) year immediately prior to the nomination. Eligibility for all other offices in the Local Union is the requirement to be a member in good standing.

ARTICLE 16- ATTENDANCE RULES

Section 1

All members of this Local Union holding an elective or appointed position are required to attend:

1. Two (2) out of three (3) consecutive membership meeting unless officially excused for cause by the local Union.
2. Two (2) out of three (3) consecutive meetings expected of their respective office or position unless otherwise excused for cause by the Local Union.

Section 2

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Failure to comply with the above regulations without valid and legitimate excuse will result in the following action:

1. For the first offense- a letter will be sent out notifying of the meeting missed.
2. For the second offense of two (2) out of three (3) consecutive meetings missed, automatic removal of that member from his/her Local Union position.

Section 3

Removal from office under these regulations shall render the offender ineligible to run for any elective position for the remainder of the term of office from which he/she was so removed.

Section 4

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

Section 5

The enforcement of attendance rules will apply for all elections held after the adoption and approval by the National Executive Board of these bylaws.

ARTICLE 17- DELEGATES FROM LOCAL

Section 1

All delegates to the National Convention shall be chosen pursuant to provisions of Article 15 Section B of the Constitution and the eligibility of a member for convention delegate is also controlled by the Constitution

Section 2

Delegates to Regional and Canadian Councils which unit makeup or product line will entitle the Local to be elected.

Section 3

Delegates to District Labour Council, applicable Provincial Federation of Labour, CLC, NDP, shall be elected.

It is permissible for the President to attend as an automatic delegate to all functions that under the Unifor Constitution do not require delegate elections. Where the Constitution specifies that delegate must be elected, the President may only attend as an observer or Special delegate, unless otherwise elected.

ARTICLE 18- ORDER OF BUSINESS

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The order of business for meetings of this Local Union shall be in accordance with the Bourinot Rules of Order

ARTICLE 19 -REVIEW OF DECISIONS

Section 1

Article 18 of the Constitution provides that any member of this Local Union feeling him/herself aggrieved by some action of the Local Union or one of its representative must initiate his/her complaint or appeal from that action within the appropriate time limits set out in our Constitution, Article 18, Section B.

Section 2

The Executive Board shall refer the matter to the Bargaining Committee (or Stewards Council) if it involves collective bargaining. Otherwise, the Executive Board shall consider the matter itself.

Section 3

Whichever of these bodies the matter is referred to shall consult with the grievant, permit her/him full opportunity to be heard, and shall reach a decision.

Section 4

Within 30 days of receiving a notice of such a decision, the grievant, if wishing to appeal further, shall submit her/his appeal to the Recording Secretary in writing for consideration by the earliest possible membership meeting.

ARTICLE 20- STRIKES AND STRIKE COMMITTEE

All strikes shall be called or terminated only in strict conformance with Article 17 Section B of the Constitution.

ARTICLE 21- GENERAL

Section 1

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

Section 2

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Wherever in these By-laws a pronoun is used it refers equally, where the reference is applicable, to both men and women in the singular and in the plural.

ARTICLE 22- AMENDMENTS

Section 1

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.

Section 2

When submitting By-Law amendments to the National Union, Locals are required to provide a cover letter indicating such amendments were approved as per the above. Please indicate the date the meeting took place.

Article 23- HOW TO SUBMIT LOCAL UNION BY-LAWS

By-Law submitted to the National Union for review and approval should be typed or printed on 8 ½ X 11 sized paper. To re-submit your By-Laws with changes, revisions and/or amendments, please take the following steps:

- Step 1 Take each page of the By-Laws that needs to be changed, and mark the sections you want to change/revise.
- Step 2 Retype the entire page with change(s) typed in.
- Step 3 Underline the changes on the new page in red pencil or red ink. (If you deleted a portion of the old By-Law without substituting anything new for it, and therefore you have nothing to underline, make a note in red that the section was changed.
- Step 4 Insert the new page, with changes, into the By-Laws and discard the old page.
- Step 5 Send one complete set of revised By-Laws to the National Union. A report will be submitted to your Local Union after they have been processed.
- Step 6 In addition, Local Unions are encouraged to submit By-Laws and amendments in electronic format.

Dated and signed by the Bylaws Committee of Local 2107, UNIFOR Canada

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Dated this ____ day of ____ 2014
Submitted to National

(Day/Month/Year)

Approval by National

(Day/Month/Year)