



UNIFOR LOCAL 4003

BYLAWS

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Thereafter Amended at Local Executive Board Meetings:

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Article 1 -- Union Local Name

- A. This organization shall be known as Unifor Local 4003.
- B. If any pronoun or word used in these Bylaws is specific to one gender only, such pronoun or word shall be read and interpreted as applying to all members equally and without prejudice or preference.

Article 2 -- Trade Union Status

The objectives of the Local Union include:

- A. The regulation of labour relations and collective bargaining between employers and employees, as well as owner-operators/ subcontractors and contractors.
- B. The membership shall strive to obtain the objectives set forth in the Constitution and additional objectives as established as the policy of the National Union; to maintain free relations with other organizations; to do all in its power to strengthen and promote the labour movement; to cooperate with National Board Members, the National Representatives and help promote organizational activities.
- C. Reflect the gender and equity principles of the Union.

Article 3 -- Constitution and Bylaws

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 4 -- Bargaining and Strikes

- A. Bargaining Committees and Regional Bargaining Committees shall be governed in accordance with Article 5 of the Unifor Council 4000 Bylaws.
- B. All strikes shall be called or terminated only in strict conformance with Article 17 Section B of the Constitution.

Article 5 - Membership

- A. The Local Union shall be composed of workers eligible for membership in Unifor, over whom the Local Union has jurisdiction. Eligibility for membership shall be as outlined in Article 5 of the Unifor Constitution.
- B. 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 procedure governing meetings and other uniform rules and regulations contained in the Constitution, By-Laws and other official rules of the Local Union.

- C. A member in exercising the foregoing rights and privileges shall not take any irresponsible action which would tend to jeopardize or destroy, or be detrimental to, either the Local or National Union as organizations, or their free democratic heritage, or which would interfere with the performance by this Local Union or the National Union of its legal or contractual obligations as a collective bargaining agent, or interfere with the legal or contractual obligations of this Local Union as an affiliate of the National Union.
- D. Violation, or abuse of these rights and privileges of membership, or engaging in conduct prohibited by this section, may be grounds for the commencement of a charge against a member pursuant to Article 18 of the National Union Constitution.

Article 6 -- Membership Meetings

- A. Questions of a parliamentary nature shall be decided by Bourinot's Rules of Order.
- B. Any member who attends a meeting under the influence of alcohol or drugs and/or creates a disturbance, or becomes unruly shall lose voice and her/his right to vote at said meeting. Where necessary to maintain order, the member may be evicted from the meeting by order of the Chairperson of the meeting, subject to the challenge of the membership. Flagrant or persistent violation of this section by any member shall be considered conduct unbecoming a union member.
- C. No Local Executive or committee meeting shall be held which will conflict in any way with that of a membership meeting.

Section 1 -- Unit Membership Meetings

- A. Each unit must hold a regular meeting of its members at least once every two (2) months.
- B. The purpose of Unit membership meetings will be to discuss grievances and issues specific to those workplaces, and they shall take the minutes and make a report to the Executive Board and at the General Membership meeting.
- C. The unit meeting must consist of a minimum of a Unit Chairperson and a recording secretary.

Section 2 -- General Membership Meetings

- A. The Local Union shall hold a General Membership Meeting once every three (3) months.
- B. Ten members in good standing, excluding the Executive Board, shall constitute a quorum for the transaction of business at any general membership meeting. In the event that a quorum is not present within fifteen (15) minutes after the scheduled time for beginning a membership meeting, the Executive Board may conduct the meeting in order to perform regular administrative functions.
- C. Minutes will be taken at all General Membership Meetings.

Section 3 -- Special Membership Meetings

- A. 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 ten (10) 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. Members must be given a minimum of seven days (7) notice of such meetings by email and postings in the workplace.
- B. Minutes will be taken at all Special Membership Meetings.

Article 7 – Powers of Administration

- A. The membership is the highest authority of this Local Union and shall be empowered to take or direct any action not inconsistent with the Constitution or By-Laws.
- B. 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.
- C. 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 by the Executive Board subject to subsequent approval of the Executive Board.
- D. In between Executive Board meetings, the President may incur legitimate business expenses up to a maximum of \$1000 without executive approval, with the exception of conferences and training costs.

- E. The Local shall maintain a PO Box and telephone number for the purpose of receiving member communications.

Article 8 – Local Union Executive Officers and Officers

- A. The Local Union will have the following Executive Officers:
 - 1. Local President
 - 2. Local Vice-President
 - 3. Local Financial-Secretary
 - 4. Local Recording-Secretary
 - 5. Unit Trustees (3)
- B. The Local Union will have the following Officers:
 - 1. Unit Chairpersons
 - 2. Sergeant-at-Arms
 - 3. Guide
- C. A Local Union may abolish an Executive Officer or Officer position or consolidate such a position with another as long as those positions set out above remain. Such a step may be taken solely on the grounds of the adverse financial position of the Local Union, and the decision to do so must be supported by a two-thirds or more vote of the Local Union Executive Board.
- D. The term of office for all elected Executive Officers or Officers of the Local Union shall be three (3) years.
- E. All vacancies in Executive Officer or Officer positions, except the President, must be filled promptly by election. The Local Union may use other means for filling the vacancies until the election. If the position of President is vacant, the Vice-President will fill the vacancy until the term expires.
- F. In the event that there are no nominations received during an election for an Executive Officer position, the Local President shall appoint to the position, based upon the recommendation of the respective Unit Chairperson.
- G. Once elected by the membership, Trustees from each unit shall form a Trustees Committee and elect one Trustee as a Chairperson of the Trustees Committee

Section 1 -- Responsibilities of Local Union Executive Officers and Officers

- A. The duties of the Executive Officers are set forth in Article 15 Section C of the Constitution.
- B. The responsibilities of Local Unions and their Executive Officers, in addition to those set forth in the Constitution, shall include:

1. The pursuit of the objectives set out in the Constitution.
2. The implementation of all Union programs and policies.
3. Active participation in political affairs and legislative processes at all levels.
4. Support of the participation of Local Union Executive Officers, Committeepersons, Grievance Officers and members in educational programs, courses and training.
5. The protection of the Local Union's assets, funds and other property.

Section 2 -- Responsibilities of Unit Chairpersons

- A. The Unit Chairperson shall be the Chairperson of the Grievance Committee.
- B. The Unit Chairperson shall handle the grievance procedure as may be outlined in the respective collective agreement(s).
- C. The Unit Chairperson in conjunction with the Grievance Committee will enforce the provisions of the collective agreements and see that they are not violated by the employer and endeavor to adjust or correct any violation of the provisions of the working agreements.
- D. Unit Chairpersons shall submit a report to the membership at each General and Unit meeting.
- E. All Local Union Officers, Committees, Grievance Officers 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.

Article 9 -- Elections and Election Committees

- A. All elections must be supervised by a democratically elected Election Committee in accord with the Bylaws of the Unifor Council 4000 and the Unifor Constitution.
- B. The Election Committee and the membership shall be governed by the Constitution and the Policy for Local Union Elections issued by the National Union.
- C. A member must be in continuous good standing, pursuant to Article 5 of the Constitution for a period of no longer than one (1) year, in order to be eligible to seek or hold office.

- D. All elections of Executive Officers, Unifor Council Delegates, Convention Delegates and alternates, shall be carried out by means of electronic voting and under the supervision of the Election Committee.

Section 1 -- Election of the Local Election Committee

- A. The Election Committee shall be composed of one (1) member from each Unit in the Local. Nominees must be in good standing and not seeking future office. An election shall be called for nominations for the Election Committee. If no nominations are received from a Unit, the outgoing Election Committee shall appoint a member to the position from the affected Unit.
- B. The term of the Election Committee shall be three (3) years.
- C. The election process will commence in the month of January every three (3) years. The outgoing Election Committee will oversee the election of the incoming Election Committee, unless a member of the outgoing Election Committee wishes to run for the same position, in which case the Trustees will oversee the election of the incoming Committee. A Special Meeting of the General Membership shall be called, where the outgoing Election Committee shall call an election for the incoming Election Committee. Membership shall be notified of the election, and given 15 days to present nominations. This election must be completed no later than the last day of January.
- D. The newly elected Election Committee shall be installed, meet and select a committee Chairperson no later than the last day of February.
- E. The Election Committee shall be responsible to conduct all nominations and elections outlined in the Unifor Constitution.

Section 2 -- Election of Local Executive Officers and Officers

- A. The newly installed Election Committee shall hold a Special Meeting of the General Membership, where members shall be given 15 days to present nominations for Union Officer and Executive Positions. The deadline for nominations shall be no later than the last day of March.
- B. All eligible members shall be automatically nominated for each office for which they are eligible, if they accept the nomination.
- C. The Election Committee shall notify the general membership of the Local Union Executive Officer election, giving no less than 15 days notice. The election shall conclude no later than the last day of April.
- D. Should a run-off election be required, it shall commence without delay and in any event shall be completed no later than the last day of May.

- E. Elected positions shall be installed in their positions and the Executive Board shall be installed no later than June 30.

Section 3 -- Local Election Appeals

- A. An appeal with respect to Local Union elections may be filed, and shall be governed pursuant to the Procedure Policy on Constitutional matters and the Policy Regarding Local Union Elections.
- B. Despite any time limit contained in any other Policy, a request by a member for a Review of Decision concerning an election-related decision or action shall not be considered unless it is raised within seven days of the closing of the polls or at the next membership meeting, whichever is later. A request made prior to the membership meeting must be submitted in writing to the Local Union.

Explanatory Note: Local Election Timeline Guide

Election of Election Committee

- *Every Three (3) Years in January.*
- *15 days to present nominations.*
- *Election completed by the last day of January.*
- *New Election Committee installed by the last day of February.*

Election of Local Executive Officers and Officers

- *Nominations: 15 days to present, deadline the last day of March.*
- *Election: 15 days notice to hold the election, which shall conclude by the last day of April.*
- *Run-Off Election: commence without delay, completed no later than the last day of May.*
- *Deadline for election appeals: seven days after closing of the polls or at next membership meeting, whichever is later.*
- *Elected Officials installed and Executive Board installed no later than June 30.*

Section 4 -- Election of National Council 4000 President and Secretary Treasurer

- A. Nominations for the positions of National Council President and Secretary-Treasurer will be carried out in accordance with Article 2 of the Council 4000 By-laws. Copies of the Council 4000 By-laws can be obtained on the Council 4000 website.

Section 5 -- Election of National Council 4000 Regional Representatives

- A. Elections for full-time Regional Representatives will commence in the month of May every three (3) years in accordance with Article 2, Section 3 of the Council 4000 By-laws.
- B. Nominations must be accepted in writing and nominees will be instructed as to whom to submit written acceptance. Nomination forms for the position of Regional Representatives will be posted at all work locations in each region for a period of twenty-one (21) calendar days. Such forms shall provide for a specific period of time during which a nominated member must accept nomination.
- C. Any member in good standing may make a nomination of another member or members (in good standing). Where a member chooses to nominate another member, she/he would be required to notify the National Election Committee of her/his nomination in writing, within the first five (5) days of the nominating period. She/he should also notify the member(s) she/he has nominated for the specific office so that her/his nominee(s) will be aware of the nomination and of her/his obligation to accept such nomination within the applicable deadline. If a member is nominated and the nominator fails to notify the nominee, such failure will not invalidate or excuse the member's responsibility to accept such office or position to which she/he was nominated within the established deadline period.
- D. In the event of any conflict between Section 5 of Article 9 of these Bylaws and the Council 4000 Bylaws, the Council 4000 Bylaws shall prevail.

Article 10 -- Local Executive Board

- A. The Local Union Executive Board will be composed of the following Executive Officers:
 - 1. Local President
 - 2. Local Vice-President
 - 3. Local Financial-Secretary
 - 4. Local Recording-Secretary
 - 5. Chairperson of the Unit Trustees
- B. The Local Union Executive Board shall include a Retired Worker Representative (if the Local Union has a Retiree Chapter).
- C. Meetings of the Local Executive Board will meet once every month or as may be called by the Local President or if mutually agreed upon by a majority of the Executive Board. Board members must be given seven days notice and such meetings will be eligible for Lost Wages and Expenses.
- D. A simple majority of the Local Union Executive Board shall constitute a Quorum.
- E. Minutes will be taken of all Executive Board Meetings by the Recording Secretary and shall be available to the membership at meetings.

- F. All decisions and recommendations of the Executive Board shall be referred to the next regular membership meeting.
- G. The Executive Board shall appoint at least one of its members to each of the standing committees in liaison or advisory capacity, except, however, the Workplace Bargaining Committees and/ or Election Committee.

Section 1 -- Recall of Executive Board Member

- a. 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 per cent 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.
- b. 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 per cent 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.
- c. An elected Executive Board member can face recall only once during their term of office.

Article 11 -- Grievance Officers and Committeepersons

- A. Each Unit in the Local shall be entitled to no less than one (1) honorarium-receiving Grievance Officer for every 50 members in the Unit seniority list. Total number of Grievance Officers per Unit may be adjusted based upon workplace need and contingent upon Executive Board approval. Unit Local Chairperson must request the adjustment with justification of workplace need in writing to the Executive Board. The Executive Board must decide upon the matter at the next regularly scheduled meeting of the Executive Board.
 - 1-50 = 1 Officer
 - 51-100 = 2 Officers
 - 101-150 = 3 Officers
 - 151-200 = 4 Officers
 - 201-250 = 5 Officers
 - 251-300 = 6 Officers
- B. All grievance officers and committeepersons shall be actively involved in the issue-based campaigns, educational programs and community initiatives of the Union.
- C. All grievance officers and committeepersons shall serve terms of three (3) years.

- D. All members in good standing working in the Unit to be represented by the grievance officer or Committeeperson shall be eligible to nominate and vote for the Grievance Officers or Committeeperson.
- E. Grievance officers will be elected by a majority vote at the appropriate work location.
- F. A Local Union Executive Officer may also serve as a Grievance Officer or Committeeperson so long as the Executive Officer is not full-time.

Section 1 -- Election of Grievance Officers and Committeepersons

- A. After the newly elected Unit Chairpersons are installed in office, the Election Committee shall call for nominations for Grievance Officers and Committee Positions. All unit members shall be notified. Membership shall be given no less than fifteen (15) days to present nominations. In any event, the deadline for nominations shall be no later than July 30.
- B. If there are fewer nominations received than positions available, nominations will be accepted without election and nominees will be installed on July 30.
- C. If there are more nominations received than positions available, an election shall be held by means of electronic voting. The Election Committee shall notify the unit membership of the Grievance Officer and Committee elections, giving no less than seven (7) days notice. The Election shall conclude and the elected positions shall be installed no later than August 31st.
- D. In the event of a vacancy during the elected term of a Committeeperson or Grievance Officer position, elections must take place as soon as possible and in any event within 30 days.
- E. Once the election has taken place and if no nominations have been received, the Executive Board may appoint eligible members to vacant positions after consultation with the Unit Chairperson.

Section 2 -- Recall of Grievance Officers and Committeepersons

- A. A vote on the question of recalling a Grievance Officer or Committeeperson may be initiated by a petition setting forth the reasons for the recall being sought, and signed by at least 25 percent of the current members working under the jurisdiction of the Steward or Committeeperson.
- B. Once the Recall Petition is received by the Local Recording-Secretary, the Recall Meeting will be held with ten (10) days.

- C. Twenty-five percent of the current members working under the jurisdiction of the Grievance Officer or Committeeperson must be present at the recall meeting to establish a quorum. A two-thirds vote of those present and voting is necessary to recall.
- D. An elected workplace representative can face recall only once during their term of office.

Article 12 -- Unifor Local Committees

This section details the Unifor National Union Committees, which are organised at the National level. Volunteers from each Unit shall compose the respective Standing Committees of the Local Union.

Explanatory Note:

- The Election Committee is detailed in Article 9 of these bylaws.
- The Bargaining Committee is detailed in Article 4 in these bylaws.
- The Health and Safety Committee is a joint committee between the employer and the unit members, defined and governed by the Canada Labour Code.

Section 1 -- Local Union Standing Committees

- Constitution and By-Laws
 - Education
 - Environment
 - Recreation
 - Community Services
 - Human Rights
 - Lesbian, Gay, Bisexual and Transgender Workers (LGBT)
 - Aboriginal and Workers of Colour
 - Workers with Disabilities
 - Political Action
 - Women
 - Young Workers
- A. Each Local Union committee shall be composed of not more than one (1) member from each Unit.
 - B. Committee participation is an unpaid and voluntary position.
 - C. Committee positions are to be canvassed by the Unit Chairperson.
 - D. A Local Union may decide to consolidate committees or establish additional committees.

- E. If no nominations are received, Local Union Standing Committee members may be appointed by the Local Union Executive Board in consultation with the Unit Chairperson.
- F. The Local President is a member of each Committee by virtue of the office, but may appoint a designate.
- G. Standing Committees shall be appointed by the Executive Board within sixty (60) days following the election of the Executive Board.
- H. The Chairperson of each committee shall be chosen by the members of the committee.
- I. The Chairperson shall designate a Committee member as the Committee Recording-Secretary.
- J. Minutes shall be taken at all Committee meetings.
- K. These committees shall perform all duties assigned to them by the Constitution and By-Laws as well as additional duties as they may be directed to perform by the Executive Board or the membership.
- L. The duties of the committee Chairpersons are to direct the activities of the committee in accordance with these Bylaws and the Constitution.
- M. Committees shall have authority only to the extent of carrying out the decisions of the committee that have been approved by the membership and Local Executive Board.
- N. Shall submit reports to the Local membership meetings.

Article 13 -- Local Union Finances

Section 1 – Fiscal Responsibilities

- A. All payments made by the Local Union will be paid by cheque and shall require the signature of the Local President and Financial Secretary. In the event of an extended leave of absence of the Financial Secretary, the Vice-President will sign for the Financial Secretary.
- B. Under no circumstances should blank cheques be pre-signed by any officer of the Local.
- C. No local credit/debit cards are allowed or will be applied for.
- D. The fiscal year of this Local Union shall begin on January 1 and end on December 31.

- E. Local Union dues shall be collected simultaneously with and in the same way as the dues payable to the National Union under Article 10 and Article 16. Local Union dues are in addition to national dues of 0.735 per cent and Regional Council and Quebec Council dues of 0.0135 per cent.
- F. Local Union dues shall be fixed at a minimum of the level in place at the time of the Founding Convention. After the Founding Convention, by a majority vote of the members, a Local Union may set Local Union dues higher or lower, however Local Union dues cannot be reduced to lower than 0.6015 per cent of regular wages.
- G. Local Unions shall establish such funds and accounts as necessary and shall ensure that a portion of revenue is allocated to participate in National Union programs.
- H. The Local Union Financial-Secretary will receive all dues, initiation fees, and other income from the National Union and shall record all financial transactions.

Section 2 – Membership Responsibilities

- A. The Financial-Secretary will give the Secretary Treasurer of the National Union, the names and addresses of all the Local Union officers. The Financial-Secretary will notify the Secretary Treasurer of the National Union and keep a record of all members initiated, suspended, expelled, deceased, transferred in or out or reinstated. They will keep a complete record of all active members of the Local Union, including the date of initiation, 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.
- B. The Local will not make its membership mailing list available to anyone except for official Union business or to satisfy a legal requirement

Section 3 -- Lost Wages and Expenses (LWE)

- A. The Local Union shall pay a representative or member lost time only when that representative or member is performing necessary duties for and on behalf of the Local Union during the time for which they 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 their employer for the same period of time for which they are being compensated by the Local Union. Overtime rates shall not be paid. Where possible, the Financial Secretary should secure verification that a lost wage claim is for earnings actually lost from the job.
- B. The Executive Officers of the Local Union must attend all General Membership Meetings. Attendance will be eligible for LWE.

- C. Per Diems, Mileage/Gas, Hotels, Transportation and Other Expenses will be reimbursed in accord with the same calculations and reimbursement terms as those which have been most recently adopted by the National Union.
- D. All LWE claims must be made within ninety (90) days of transaction or loss of wage. Extension may be granted with the approval of the President.
- E. All Funds are distributed by cheque. No petty cash is allowed.

Section 4 -- Monthly Honorariums

All honorariums shall be reviewed by the membership annually at the first General Membership Meeting of the calendar year.

- President -- \$700 + \$75 mobile phone allowance
- Vice-President -- \$75
- Financial Secretary -- \$600 + \$75 mobile phone allowance
- Recording Secretary -- \$250
- Unit Chairperson 101+ Members -- \$425 + \$75 mobile phone allowance
- Unit Chairperson 51 to 100 Members -- \$280 + \$75 mobile phone allowance
- Unit Chairperson Less than 50 Members -- \$137.50 + \$75 mobile phone allowance
- Grievance Officers -- \$75
- Trustee -- \$75
- Sergeant-at-Arms -- \$75
- Guide -- \$75

Article 14 - Paid Education Leave Program

The Local will maintain P.E.L Selection Committees for each Unit that has P.E.L programs in their collective agreements. The committee(s) will consist of the following:

- Local President
- Chairperson (Unit)
- Financial Secretary
- Local Union Education Committee

Application from the member requesting P.E.L. will be received by the Recording-Secretary and considered by the committee on the following bases:

- Local Leadership needs
- Local committees needs
- Remaining places based upon membership needs and funding availability

Applicants will be notified of the selection by the President.

Article 15 -- Union Officer Attendance Rules

- A. All executive officers are required to attend:
 - 1. Two out of three consecutive membership meetings unless officially excused for cause by the Local Union Excuse 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 Excuse Committee.
- B. 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.
- C. The Local Union Excuse Committee is composed of the Unit Trustees, and shall be chaired by the Chairperson of the Trustees.

Article 16 -- Delegates From Local

- A. Delegates shall be elected separately to National Conventions, Regional Council, Canadian Councils and Council 4000 by the General Membership pursuant to the provisions of Article 15 Section B of the Unifor Constitution. Such Delegate elections shall take place in advance of the Call Letters for each of the functions. Delegates will be elected by a formula that is representative of each of the Units in accordance with the Unifor Constitution or in the case of Council 4000, the Council By-laws. The number of actual delegates will be decided by the general membership at the Nomination meetings and cannot exceed the number allowed by the Unifor Constitution.
- B. Nomination and election of National Council 4000 Convention delegates and alternates will be carried out every three (3) years.

Article 17 -- Order of Business

The order of business of the General Membership Meetings:

- 1. Opening
- 2. Roll call of officers
- 3. Reading of the minutes of the previous meeting
- 4. Reports of the Executive Board:
 - a. President
 - b. Recording Secretary
 - c. Financial Secretary
- 5. Reports of Chairpersons

6. Reports of Committees:
 - a. Standing Committees
 - b. Special Committees
 - c. Delegates
7. Unfinished Business
8. Information concerning nominations and elections
9. Good of the Union
10. New Business
11. Closing

Article 18 -- Review of Decisions

- A. Members have the right to appeal elections, dispositions of grievances and other decisions made by the Local or Local Union representatives, excepting those relating to ratification.
- B. A member who is dissatisfied with an action or decision of the Local Union or a Local Union representative may initiate a complaint within 30 days of the time they were aware, or ought to have reasonably been aware of the action or decision.
- C. A member has the right to request a Review of Decision by a deciding authority arising from any action or decision which they believe did not have fair, reasonable or rational consideration, and which results in an injury or penalty. The member shall first address their appeal to the membership at a General Membership Meeting of the Local. If the member remains dissatisfied with the appeal decision made by the Local, the member may, within 30 days, but not thereafter, pursue their appeal under Article 18 (b) of the Unifor Constitution.
- D. If an issue is already the subject of a process with the Labour Board or another civil proceeding, this process will not apply.
- E. Should the member wish to appeal a decision made by the Council 4000, the member may, within 30 days of the Council 4000 decision, bring the appeal to the Unifor National Union for further appeal. The appeal process is governed by Article 18 (b) of the Unifor Constitution.

Article 19 -- 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. Voting is carried out one amendment at a time. 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.

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 include the date the meeting took place. The amendments must be clearly marked (new language in red, deletions in strike-outs.)