

# *Unifor Local 6008 By-Laws*



**Union of Canada**

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# **LOCAL BY-LAWS**

## **ARTICLE 1 NAME AND JURISDICTION**

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

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

Section 3. The Local includes the following bargaining units:

1. Bell Clerical
2. ICT
3. BCE

## **ARTICLE II OBJECTIVES**

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

- a) To improve their wages and hours of work, to increase their job security and to secure working conditions conducive to safety and good health;
- b) To advance their economic, social, political and cultural interests; to disseminate information among workers regarding economic, social, political and other matters affecting their lives and welfare;
- c) To improve access to local services and increase presence at and participation in local activities by pooling bargaining unit resources;
- d) To ensure fair representation of units within composite locals and promote mutual support and solidarity through the Local’s internal structures and activities;
- e) To give assistance and encouragement to organizations in organizing workers and to engage in such other activities as may be necessary or proper to strengthen the labour movement and to extend the process of collective bargaining throughout all trades and industries;
- f) To secure legislation safeguarding and promoting economic security and the social welfare of all workers;

- g) To preserve and extend civil rights and liberties within a free and democratic society;
- h) To promote the policies and goals of the National Union.

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

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

### **ARTICLE III HEADQUARTERS**

The Local Executive shall maintain and monitor:

- 1. The local e-mail
- 2. Website
- 3. Local Office

The cost for these will be paid through local funds.

### **ARTICLE IV MEETINGS**

Section 1. The Local meeting is the highest authority of the Local. All officers, the Executive Board, and all other committees of the Local are accountable to the membership of the Local and are subject to membership approval at Local meetings except as may be otherwise provided.

Section 2. The Local union shall meet on a quarterly basis, meetings will be held on at the discretion of the local executive, the time and place as the Local Executive Board shall decide. The time, place and date of the meeting shall be properly posted so that all members may attend.

Section 3. The President may call a special meeting of the Local. The President may call such a meeting at the request of the Executive Board or on the written request of 15% members in good standing. Notice of a special meeting shall be given to the members. The notice shall include the date, time and place of

meeting and state the purpose for which the meeting is called. No business other than that for which the meeting is called may be transacted.

- Section 4. A quorum for the purpose of transacting any business by the Local shall consist of not less than 5% of the membership at any regular or special meeting. No action of any meeting shall be invalid for lack of a quorum unless the question of lack of a quorum was raised before such action was taken. A regular meeting may transact any and all business coming before it without prior notice of the business to be transacted at such meeting, except as otherwise specifically provided in these By-Laws. Unless otherwise specifically provided by the By-Laws, all decisions of a local meeting shall be by a majority of the members voting.
- Section 5. Given proper notice, the Local Executive may authorize a bargaining unit or group within a unit to hold regular or special meetings, as may be required to transact bargaining unit matters or address special concerns.
- Section 6. Unit groups will not take any action which conflicts with either the Local Union By-Laws or National Union Constitution. All actions not specifically authorized by any unit group shall be subject to review by the Local Union.
- Section 7. Under conditions specified in Sections 5 and 6, the Local Union recognizes the power of its bargaining units to make decisions concerning:
1. Delegates to bargaining council
  2. Chief Steward or designate for grievance referral to arbitration
  3. Or any other decisions deemed by the local executive.
- Section 8. The order of business at the regular meeting shall be:
1. Call to Order
  2. Roll Call of Officers
  3. Reading and Approval of Agenda
  4. Reading and Approval of Previous Membership Meeting Minutes
  5. Initiation of New Members
  6. Correspondence
  7. Executive Report and Recommendations
  8. Financial Officers' Report on Financial Statement and Bills
  9. Reports by Workplace or Bargaining Units
  10. National Representative's Report
  11. Reports of Committees
  12. Unfinished Business
  13. New Business
  14. Good and Welfare
  15. Adjournment

Section 9. The rules of order not specifically covered by these By-Laws or the Constitution of the National Union shall be in accordance with Bourinot's Rules of Order.

## **ARTICLE V OFFICERS**

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

The local executive shall consist of President, Vice-President, Secretary/Treasurer, and a Health and Safety Co-ordinator plus up to six (6) chief stewards. The President, Vice-President, Secretary/Treasurer will be elected by the entire membership; the six (6) chief stewards will be elected from within the elected steward body by the stewards, giving respect to the bargaining units whenever possible.

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

### **Section 1. Nominations and Elections**

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

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

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

Elections will be conducted by secret ballot vote.

### **Section 3. Eligibility**

No member shall be eligible for nomination or election to any office in this Local or the bargaining unit, or as a delegate to the National Union Convention or as a representative of this Local, or any subordinate body of the National Union unless he/she has been a member in good standing.

### **Section 4. Term of Office**

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

President –will be a three year term  
Vice-President – will be a three year term  
Secretary/Treasurer – will be for a three year term  
Health and Safety Co-ordinator- will be a three year term

Chief stewards (up to 4) – will be a for a three year term.  
Stewards – will be a three year term

All officers shall hold office until their successors are elected and installed. Installation of officers shall be held at the commencement of the general meeting immediately after the election.

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

#### Section 5. Vacancies

In case of vacancy in the office of President, the Vice-President shall immediately assume all responsibilities of that office until a successor President has been elected. Vacancies in other offices shall be filled by appointment by the Local Executive, until the next general membership meetings where elections will be held to fill the vacancy.

#### Section 6. Duties of the President

The President shall:

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

Section 7. Duties of the Vice-President

The Vice-President shall:

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

Section 8. Duties of the Secretary/Treasurer

The Secretary/Treasurer shall:

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

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

Section 10                    Duties of the Health and Safety Coordinator

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

**ARTICLE VI        TRUSTEES**

Section 1.    The Local Union shall have three trustees. The trustees will be elected by the membership at the general membership meeting in June, terms for the three (3) trustees will be for one year, two year and three years, respectively.

Section 2.    Duties of the Trustees

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

**ARTICLE VII       EXECUTIVE BOARD**

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

Section 2.    The Executive Board shall be the highest governing authority within the Local between meetings of the Local and shall exercise general supervision over its business and affairs. It shall have power, subject to the approval of the

Local and the provisions of the National Union Constitution, to invest the funds and properties of the Local, to authorize the expenditures of the Local or the use of the property of the Local to give effect any of its objects and to pledge any property or securities of the Local as security therefore, and to buy, sell, exchange, rent, lease or otherwise acquire or dispose of real or personal property, and shall fix the salaries or honorarium, if any, of the elective officers and any employees.

Section 3. The Executive Board shall have such powers as are necessary and appropriate to conduct the normal business of the local. It shall present a report of its activities to each meeting of the Local..

Section 4. It shall be the duty of the Executive Board to cause the provisions of the National Union Constitution and the By-Laws, rules and regulations of this Local to be faithfully executed; and to preserve, promote and safeguard the best interests and general welfare of the Unifor Union of Canada, this Local and the members. The Executive Board may adopt such rules and regulations not in conflict with the National Union Constitution and these By-Laws, as it may deem necessary and advisable.

- Section 5.
- a) The Executive Board shall meet at least once a month, at such times and places as it shall determine.
  - b) Special meetings of the Executive Board may be called at any time by the President or by three members of the Board upon not less than forty-eight (48) hours verbal or written notice to the Executive Board members of the time and place of the meeting and of the business to be transacted thereat.
  - c) A majority of the members of the Executive Board shall constitute a quorum for the transaction of any business.
  - d) The Executive shall attend Canadian Council and determine how many additional members in good standing shall attend. The process for Rank & File members to attend will be at the discretion of the Executive.
  - e) The Executive shall attend National Convention and determine how many additional positions to attend of which will be Voted by the Membership.

## **ARTICLE VIII COMMITTEES**

Section 1. Standing Committees

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

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

Three members shall be elected, one to hold office for one year, one to hold office for two years, and one to hold office for three years, so that at the end of each year thereafter one Trustee shall be elected for a three year term. All Committee appointments are subject to the right of the Local membership to overrule such appointments

## **ARTICLE IX      CONDUCT OF ELECTIONS**

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

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

Section 2. The election of officers, delegates and representatives shall be by majority vote of the votes cast in a secret ballot at the Membership meeting. Not less than fifteen (15) days prior to the election, notice of election shall be posted. Any candidate may have an observer at the polls and at the counting of the ballots. In the event no candidate for office receives a majority of the votes cast, the two nominees receiving the greatest number of votes on the first ballot shall be the nominees on the second ballot and the balloting shall continue at the same meeting.

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

Section 3. At the meeting for nominating officers, the membership shall elect an Elections Committee of four (4) members, whose duty it shall be to safeguard the secrecy and honesty of the election, prepare and count the ballots, and announce the results of the election in a signed statement. The Elections Committee shall preserve all ballots and other records pertaining to the election until the next general membership meeting after the election. At which time the ballots will be destroyed (provided the other provisions of this section have not occurred). In cases of an election complaint, the complaining member or candidate shall submit the complaint in writing to the Secretary within forty-eight (48) hours after the election results have been announced (with a copy at the same time to the National President). Then

the Secretary will forward the complaint to the President of the Election Committee within forty-eight (48) hours. Such complaint shall be heard and determined promptly by the Election Committee. A new election may be ordered only if it is determined that the matter complained of might reasonably have changed the results of the election.

## **ARTICLE X      MEMBERSHIP**

### Section 1.    Eligibility

- a)    Any worker within the jurisdiction of bargaining units of this Local shall be eligible to apply for membership in this Local.
- b)    No person shall hold membership simultaneously in this Local and another Local of the National Union.

### Section 2.    Pledge for New Members

All eligible members, before being admitted to full membership, shall subscribe to the following obligation:

“I, (name of individual), pledge my honour to faithfully observe the Constitution and laws of this Union; to comply with all the rules and regulations for the government thereof; not to divulge or make known any private proceedings of this Union; to faithfully perform all the duties assigned to me; that I will not wrong a member, or see him or her wronged, if in my power to prevent; to so conduct myself at all times as not to bring reproach upon my Union, and at all times to bear true and faithful allegiance to the Unifor Union of Canada.”

The local membership present responds: “Your pledge will be remembered”.

### Section 3.    Revenue

- a)    The initiation fee for members in the Local is \$5.00.
- b)    Per capita to the National Union shall be as provided in the Constitution of the National Union.
- c)    Each member of this Local shall pay dues to the Local Union in an amount equal to 1.3% of basic pay, as per the merger agreement Article 5, effective November 1, 2008, each member of this Local shall pay dues to the Local Union in an amount equal to 1.5%, November 1, 2009, each member of this Local shall pay dues to the Local Union in an amount equal to two (2) times the National per capita based on Local’s finances going forward from 2009.

Section 4. Courses /Councils /Conventions

- a) Any member wishing to go to any Council / Conventions or Courses they must have attended 50% of Membership Meeting within the year prior to the date of the course they wish to attend.

## **ARTICLE XI TRANSFERS AND WITHDRAWALS**

Section 1. Any member who is in good standing and has paid his/her dues for the month in which a transfer is requested may transfer his/her membership to another Local of the National Union. Upon application he/she shall receive a transfer card to the Local to which he/she desires to be transferred, valid for no more than three months.

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

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

## **ARTICLE XII PROPERTY**

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

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

## **ARTICLE XIII    EXPENSES**

- Section 1.    When on Local or bargaining unit business, Executive Board members or other previously authorized member(s) shall, upon presentation of receipt, be reimbursed for loss of pay, lodging and travelling expenses.
- Section 2.**    Use of personnel vehicle for union business should be reimbursed at the per kilometer rate set by the National.
- Section 3.    When previously authorized, a per diem will also apply when on local or bargaining unit business:  
\$15.00 per day when in town;  
\$30.00 per day when in town, if meetings go beyond the lunch and dinner hour.  
\$75.00 per day when overnight accommodations are required  
Under special circumstances the executive shall authorize \$75.00 per day when no overnight accommodation is required.
- Section 4.    In all cases, authorization must be obtained before any expenses are incurred.

## **ARTICLE XIV    Donation & Gifts**

- Section 1.    A Retirement Gift of \$100 will be given to a member in good standing at the time of their Retirement
- Section 2.    A \$75 donation to charity or flowers valued at the same will be sent to any Member in good standing in the death of – Spouse / Partner, Mother or Father
- Section 3.    All requests for contributions and or donations to individuals or organizations may not exceed \$100.00 when brought forward as a motion on the floor of the general membership meeting. All other requests beyond \$100.00, will be by notice of motion, and voted on at the next general membership meeting. All Requests will not exceed \$2000 per year.
- Section 4.    Requests made by the National President to assist striking Locals will be authorized by the executive. All requests will not exceed \$2000 per year.

## **ARTICLE XV    CONSTITUTION OF Unifor UNION OF CANADA**

All the terms and provisions of the Constitution of the National Union shall be deemed a part of these By-Laws.

In the event of a conflict between these By-Laws and the provisions of the Constitution of the National Union, the Constitution of the National Union shall prevail.

This Local has no power to make any contract or incur any liability binding upon the National Union, without the written consent of the President of the National Union and the approval of the National Executive Board. The National Union shall not be liable under any contract or for any acts of this Local or its officers or its members unless they have been authorized in writing to enter into such contract or perform such acts.

## **ARTICLE XV DISCIPLINE, TRIALS AND APPEALS**

Every member of this union shall be entitled to a just and impartial trial for any offence of which he may be charged, in accordance with Article 17 of the National Constitution.

## **ARTICLE XVI ASSESSMENTS**

The Executive Board of this Local shall have the power to levy a per capita assessment, in addition to dues, upon the members of this Local provided that the amount and method of payment of such assessment has first been approved by the majority of those voting in a secret ballot among the members in good standing of the Local either at a regular or special meeting or in a membership referendum. Notice of the proposed assessment shall be given to the members at least ten (10) days before the vote is to be taken.

## **ARTICLE XVII BY-LAWS – ADOPTION AND AMENDMENTS**

Section 1. These By-Laws shall become effective when ratified by a majority of the members present at a meeting and approved by the National Union President.

Section 2. Any provision of these By-Laws may be modified, amended or repealed, or new By-Laws may be adopted, by the affirmative vote of two-thirds of the members voting on the question, at a general membership meeting, or special meeting called for that purpose, provided, however, that notice of the proposed amendment, modification or repeal has been given to the members at the previous general membership meeting. This Local has no power to modify, amend or repeal any of the terms and provisions of the Constitution of the National Union.

Presented at Local meeting      September 26, 2015

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Approved at Local meeting September 16, 2015

Signed *Sandra Harnett*  
Secretary

Approved by *William Reid*  
President

Date 16<sup>th</sup> of Sept 2015

**OBLIGATION OF LOCAL UNION OFFICERS**

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