

Unifor Local 6005 Bylaws



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Amended By-Laws on April 27, 2023

By-Laws

ARTICLE I NAME AND JURISDICTION

Section 1 This organization shall be known as Unifor Local 6005 (Hereinafter called the "Local Union").

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

ARTICLE II TRADE UNION STATUS

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

- a. The regulation of labour relations and collective bargaining between employers and employees
- b. To organize persons engaged within the jurisdiction of the Union and assist in the organization of all working people;
- c. To improve wages, hours of work, employment security and other conditions of employment through collective bargaining;
- d. To strive for equality 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;
- e. To assist in advancing the social, economic, and general welfare of working people through political, educational, civic and other activities;
- f. To safeguard, protect and extend freedom, civil liberties, democracy, and democratic trade unionism;
- g. To engage in political activities to secure beneficial legislation and obtain the defeat and repeal of harmful legislation;
- h. To aid and co-operate with other trade unions and other organizations whose purposes are in accord with the purposes of this union, and to affiliate with organizations which meet our goals and to participate in such organizations.

ARTICLE III CONSTITUTION AND BY-LAWS

Section 1 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 IV HEADQUARTERS

The Local Executive shall maintain and monitor:

1. The local e-mail
2. The virtual local telephone
3. P.O. Box

The cost for these will be paid through local funds.

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

ARTICLE V FISCAL YEAR

ARTICLE VI MEMBERSHIP

Section 1 The Local Union shall be composed of workers eligible for membership in Unifor, 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, property 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 always 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.

Section 3 A member in exercising the forgoing 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.

- Section 4 Violation, or abuse of these rights and privileges of membership, or engaging in conduct prohibited by this Article, may be grounds for the commencement of a charge against a member pursuant to Article 18 of the National Union Constitution.
- Section 5 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.
- Section 6 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.
- Section 7 Each member of this Local shall pay dues to the Local Union in an amount equal to 1.5% of basic pay.
A member in default, without good cause, in the payment of dues, fines, assessments, for ninety (90) days from the date such amount becomes due, may be suspended from the rights of membership and if the default continues without good cause for an additional thirty (30) days after notice in writing by the National Secretary-Treasurer, may be expelled from the Union.
Any member who has been suspended for non-payment of dues, fines, or assessments, may be reinstated upon payment for a reinstatement fee of ten dollars, together with a new initiation fee and all dues due at the time of his/her suspension.

ARTICLE VII MEETINGS

- Section 1 The Local shall normally meet on the third (3rd) Wednesday of the month on a quarterly basis. The meeting will be held at such place as the Local or the Executive Board shall decide. The time, place and date of the meeting shall be properly posted so that all members may attend.
- Section 2 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.

Additionally, given proper notice, the Board may authorize a bargaining unit or group within a unit to hold special meetings, as may be required to transact bargaining matters or address special concerns.

- Section 3 A quorum for the purpose of transacting any business by the Local shall consist of not less than 15 members present 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. The Local Executive will hold information meetings in other cities where members are located as required.
- Section 3a Bargaining units will not take any action which conflicts with the Local By-Laws, National Union Constitution or UNIFOR guidelines.
- Section 3b Under conditions specified in sections 3 and 4, the Local recognizes the power of its bargaining units to make decisions concerning:
- Election of bargaining unit committees
 - election of bargaining unit delegates on the Board
 - Election of stewards and health and safety representatives
 - Election and creation of special interest groups and their members.
- Section 4 The order of business at the regular meeting shall be:
1. Call to Order
 2. Reading of Anti-Harassment Statement
 3. Roll Call of Officers
 4. Reading and approval of Agenda
 5. Reading and Approval of Previous Membership Meeting Minutes
 6. Initiation of New Members
 7. Correspondence
 8. Executive Report and Recommendations
 9. Financial Officers' Report on Financial Statement and Bills
 10. Reports by Bargaining Units
 11. National Representative's Report
 12. Reports of Committees
 13. Unfinished Business
 14. New Business

- 15. Good and Welfare
- 16. Adjournment

Section 5 Questions of a parliamentary nature shall be decided by Bourinot's Rules of Order.

ARTICLE VIII POWERS OF ADMINISTRATION

Section 1 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.

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 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, to the Executive Board subject to subsequent approval of the Executive Board.

ARTICLE IX OFFICERS

Section 1 The officers of this Local shall be a President, Vice-Presidents, a Health & Safety Coordinator, a Secretary/Treasurer and Chief Stewards as required.

The Local Executive Board may determine whether further or fewer Executive Board positions are required and may designate the need for future elections.

To ensure fair representation of all bargaining units, a composite local Executive Board is usually made up of officers elected by the general membership as well as others elected within their own bargaining units.

The Vice-Presidents and Chief Stewards will be elected by the membership of their Bargaining units.

Section 2 Nominations and Elections

All officers shall be elected every three years at the January meeting (Chief Stewards will be elected by the Stewards from the designated areas, the Health & Safety Coordinator will be elected by the membership, and three officers will be elected at the January meeting).

Nominations and elections for all officers shall be made at the election meeting.

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.

Section 3 Eligibility

No member shall be eligible for nomination or election to any office in this Local, 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 in this Local continuously for one year immediately preceding his/her election (or if the Local has been chartered for less than one year, continuously from the date of its charter) and is considered a regular member.

Section 4 Term of Office

All officers shall hold office until their successors are elected and installed. Installation of officers shall be held at the next meeting 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 of the largest bargaining unit shall immediately assume all responsibilities of that office. Other vacancies can be filled temporarily until an election takes place. Vacancies in other offices shall be filled by temporary appointment of the governing body of the Local, until an election takes place for the vacancy within 90 days.

Section 6 Duties of the President

The President shall:

- a. Preside at all meetings of the Local and its Board.
- b. Countersign cheques or other authorizations for the withdrawal of the funds of the Local.
- c. Be an ex officio member of all Local committees except for the Election Committee.
- d. Enforce the National Constitution, Local By-Laws and all union rules and regulations.
- e. Review the pre-requisites and qualifications of all job postings/canvasses in the area served by the local and challenge management if required.
- f. Be the prime contact in case of workforce adjustment, declaration of surplus and/or re-organization calls.
- g. Ensure local management adhere to the Workforce Adjustment Plan (Red Book).
- h. Maintain a record of surplus employees.

- i. Be the first delegate and head of delegation to all UNIFOR, CLC, OFL, and subsidiary body conventions. Where the Unifor Constitution specifies that delegates must be elected, the President may only attend as an observer or special delegate, unless otherwise elected.
- j. Be the official spokesperson for the Local.
- k. Perform whatever additional duties as may be assigned by the Local or required by the
- l. policies or Constitution of the Union.

Section 7 Duties of the Vice-Presidents

- a. The Vice-Presidents shall:
- b. Assist the President in the performance of her duties.
- € Vice-President of the largest bargaining unit will be called upon to replace the President in her absence or succeed her for the rest of the current mandate.

Section 8 Duties of the Treasurer

The Treasurer shall:

- a. Collect all monies to the Local, including membership dues, fines, and assessments.
- b. Deposit same in the name of the Local in such bank or banks as the Board may direct.
- c. Countersign cheques or other authorizations for the removal of the funds of the Local.
- d. Keep true and accurate accounts of all transactions.
- e. Make reports thereon to the Local and its Board.
- f. Keep a record of the names and addresses of all members of the Local and their status
- g. Submit a written report of the finances and the membership of the Local to the National Union in such manner and at such times as the National President or National Secretary-Treasurer may require.
- h. Make all her books and records available for examination and audit, on demand of the National President.

Section 9 Duties of the Recording Secretary

The Recording Secretary shall:

- a. Keep correct minutes of all meetings of the Local and its Executive Board.
- b. Receive and read all correspondence addressed to the Local and keep such
- c. correspondence on file.
- d. Submit such reports and information to the National President as the National President may require.

- e. Perform whatever additional administrative duties as may be assigned by the Local or required by the Union.

Section 10 Duties of the Chief Stewards

The Chief Stewards shall:

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

Section 11 Duties of the Member at Large

The Member at Large shall:

- a. Attend all meetings of the Board.
- b. Serve as a liaison between the local Executive Board and the members that work outside the region where the majority of members are located.
- c. Shall represent the interests of members working in satellite locations outside the region where the majority of members are located.
- d. Perform such other duties as may be assigned by the Local, the local Executive Board, or the Local President.

ARTICLE X TRUSTEES

Section 1 The Local Union shall have three trustees. The trustees will be elected by their membership in June for a term of three years.

Section 2 Duties of 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

Section 3 In the event of vacancy, the Executive Board shall appoint a trustee as needed.

ARTICLE XI EXECUTIVE BOARD

- Section 1 There shall be an Executive Board consisting of the officers of the Local Union.
- 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 honoraria, if any, of the elective officers and any employees.
- Section 3 The Executive Board shall have the authority to conduct the normal business of the Local. It shall present a report of its activities to each meeting of the Local for its approval.
- Section 4 All requests for contributions or donations to individuals or organizations shall first be submitted to the Executive Board for its consideration and recommendations, before being received by the Local. These requests will be capped at \$1 per active member without membership approval. Further amounts may be approved by members at a General Meeting. Requests for financial aid from a Local of the National Union shall require the endorsement of the National President before consideration shall be given to it.
- Section 5 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 National Union, 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 6 a. The Executive Board shall meet at least once a month, at such times and places as it shall determine.
- b. Minutes will be taken of all Executive Board Meeting by the Recording Secretary and shall be made available to the membership at meetings.
- c. 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 36 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.

d. A majority of the members of the Executive Board shall constitute a quorum for the transaction of any business.

ARTICLE XII COMMITTEES

Section 1 The Local Executive has the authority to strike an ad hoc committee as required by the local. 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.

Section 2 **Local Health and Safety Committee**
Each Bargaining Unit will maintain their own joint Health and Safety Committee with management.
Members for this committee will be elected by the membership of their own Bargaining Units.
Vacancies shall be filled by appointment of the Board, subject to the guidelines in Article VII, Section 3a.

ARTICLE XIII STEWARDS

Section 1 Stewards shall be elected to 3-year terms.

Stewards shall be nominated and elected from and by the bargaining unit they will represent. However, where the members fail to elect a steward, the Local Executive may appoint one, subject to the right of the Local membership to overrule such appointment.

Section 2 The Local steward shall:

- a. Become familiar with all provisions of the Collective Agreement and thoroughly
- b. investigate all grievances and complaints coming within her jurisdiction.
- c. Be completely familiar with the grievance procedure.
- d. Receive complaints and grievances from any member of the bargaining unit they represent and make every effort in conformity with the grievance procedure to satisfactorily settle grievances and complaints.
- e. Refer to a Chief Steward in a timely manner, all complaints and grievances that have not been satisfactorily settled.
- f. Forward all complaints and grievances settled satisfactorily to the grievance committee.
- g. Turn over all papers, documents, funds, or other property of the Local at the conclusion of her term of office to the Local or to her successor in office.
- h. Attend steward's meetings and membership meetings.

- i. Be actively involved in the issue-based campaigns, educational programs, and community initiatives of the union.
- j. Perform other such duties as may be assigned by the Local or the Executive Board.

ARTICLE XIV 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 and Officers shall be placed on bulletin boards, or by electronic means, not less than thirty (30) 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 election meeting. 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.

Section 3 Election Committees shall be elected for each election prior to any election taking place.

ARTICLE XV PROPERTY

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 XVI 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 personal vehicle for union business should be reimbursed at an amount consistent with that established by the NEB.

Section 3 When previously authorized, a per diem will also apply when on local or bargaining unit business at the published National Per Diem policy rate.

- Section 4 In all cases, authorization must be obtained before any expenses are incurred.
- Section 5 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 s/he 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 which s/he is being compensated by the Local Union.
- Section 6 Per Diems
When previously authorized, a per diem will also apply when on local or bargaining unit business:
Per diems shall be paid according to the Unifor expense policy that is in force at the time of the local or bargaining unit business.
- Section 7 The Executive Board shall, on a case-by-case basis, consider offering an OXP (lost wages) vacation day, or portion thereof, in lieu of payment, for any member who is requested by the Board to travel to and to take training, attend a course, convention or similar event on a day which is not part of their work schedule. In making this decision, the Board will consider many factors including, but not limited to the following:
- Was the member attending this event or course at the request of the Local or by their own request?
 - Did the member request and was denied having their work schedule adjusted to have them scheduled to work on the day(s) or times parallel to the course or event?
 - Are there other members in a similar situation, or applicable precedents?

ARTICLE XVII ATTENDANCE RULES

- Section 1 All members of this Local Union holding an elective position are required to attend:
Two out of three consecutive meetings other than membership meetings expected of their respective office or position, unless officially excused;
Failure of any elected official to comply with the above attendance rules shall result in automatic removal from their respective office or position, and they shall not be permitted to run for any elective office for the balance of the term of office from which they were removed, except as a delegate to the Constitutional Convention.

ARTICLE XVIII DELEGATES FROM LOCAL

Section 1 The Local Union President (or a designate) shall be an automatic delegate to all approved Conferences, Conventions, Councils, Bargaining and Labour events.

Section 2 All further delegates to National Conventions, Regional and Canadian Councils shall be chosen pursuant to provisions of Article 15 Section B of the Constitution.

ARTICLE XIX STRIKES AND STRIKE COMMITTEE

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

ARTICLE XX ASSESSMENTS

The Executive Board of this Local, subject to the approval of the National Union President, 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. The Secretary of the Local shall notify the President of the National Union at least seven (7) days before the proposed assessment is submitted to a vote.

ARTICLE XXI BY-LAWS - ADOPTION AND 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 include the date the meeting took place.

