

Unifor Local 2458

By Laws

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ARTICLE 1 – NAME AND JURISDICTION

Section 1

This organization shall be known as **Unifor Local 2458**.

Section 2

This Local Union shall be composed of members of the National Union affiliated with **Unifor**.

Section 3

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 2 – OBJECTS

Section 1

- (a) The regulation of labour relations and collective bargaining between employers and employees;**
- (b) To improve the working conditions, create a uniform system of shorter hours and higher wages, to maintain and protect the interest of workers under the jurisdiction of the National Union;**
- (c) To unite in one organization, regardless of race, sex, creed, colour, marital status, sexual preference, disability, political or religious affiliation, or place of national origin, all workers under the jurisdiction of the National Union;**
- (d) To improve the sanitary and working conditions of employment within the workplace and in the accomplishment of these necessary reforms, we pledge ourselves to utilize the conference room and joint agreement, or, if these fail, to establish for the workers under the jurisdiction of this Local Union to press for arbitration of these grievances;**
- (e) To educate our membership in the history of the Labour Movement and to develop and maintain an intelligent and dignified membership to vote and work for election of candidates and the passage of improved legislation in the interest of all Labour;**
- (f) To enforce existing laws, to work for the repeal of those which are unjust to Labour, to work for legislation at all levels of Government having as its object the establishment of real, social and unemployment insurance of the expense of which is to be borne by the employer and the government;**

- (g) To work as an autonomous Union, together with the other unions and groups sharing similar principles and philosophies for the solidification of the entire labour movement.

ARTICLE 3 – MEMBERSHIP, INITIATION FEES AND DUES

Section 1

- (a) The Local Union shall be composed of workers eligible for membership in Unifor, over whom the Local Union has jurisdiction.
- (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.

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.

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.

- (c) 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.

By-Laws establishing a Community Chapter shall express the objectives of the Community Chapter and define the membership to be included in the Local Union through the Community Chapter. The By-Laws shall also specify:

- **The right of members in Community Chapters to participate in the activities of the Local Union.**
- **The rights and limits of members in Community Chapters to voice and/or vote in Union affairs and structures.**
- **The services the Local Union expects to provide members in Community Chapters.**

The Local Union shall submit its amended By-Laws to the National Executive Board for approval.

Dues payable by members of the Retired Workers Chapter shall be one dollar (\$1.00) per month and such payment shall be voluntary in accordance with the National Constitution.

Section 11

Members who have not paid their dues during the month in which they are due shall automatically become delinquent except as otherwise provided in the National Constitution.

Section 12

The reinstatement fee shall be the same as the dues for each month of delinquency up to either the date of the member's automatic suspension or the date of the member's reinstatement, as Local 2458 (or the workplace unit) in its discretion may determine, plus the current month's dues.

ARTICLE 4 – POWERS OF ADMINISTRATION

Section 1

The highest legislative and policy forming body shall be the General Membership and the Executive Board shall conduct the business of the Local by and from recommendations of the General Membership. All decisions shall be effective and binding unless overruled by a referendum vote as outlined in Article 4, Section 5.

Section 2

Between meetings of the General Membership, the highest authority shall be the Executive Board, which shall meet once a month.

All Committees requesting expenditures do so to the Executive Board. If the Executive Board is not held, due to lack of quorum, then the President may deal with the expenditures if time does not allow waiting for a future Executive Board meeting.

Section 3

Between meetings of the Local Executive Board, the administrative authority of the Local shall be vested in the Local President, subject to the approval of the Executive Board.

Section 4

On all matters of major importance, the Local Executive Board only, shall have the authority to make decisions subject to the approval of the General Membership.

Section 5

The memberships right to appeal any decision of the Executive Board shall be guaranteed by a referendum vote provided the following procedure is carried out:

1. Two or more workplace units must present a petition signed by at least a number of members, in the unit, equivalent to 15% of the total membership of Local 2458. Such signed petition must state the issue or issues being appealed.
2. A referendum vote of all Local 2458 members will be taken if Section 5 (1) is complied with.
3. A majority vote of those voting on the referendum will be required to overrule the action of the Executive Board.

ARTICLE 5 – GENERAL MEMBERSHIP MEETINGS

Section 1

Twenty (20) members shall constitute a quorum. However, in the event a quorum is not present, the business of the meeting shall be conducted provided a two-thirds majority vote by those present favour such action.

Section 2

General Membership meetings shall begin promptly at 6:30 p.m. and shall adjourn at 9:00 p.m., except when by a two-thirds majority vote of the membership present express their desire to continue. Subject to a quorum ruling in Section 1 of this Article.

Section 3

A special meeting of the Local Union may be called by the President, a majority vote of the Executive Board, or on a petition signed by ten percent (10%) of the membership in good standing. In any case, members shall be notified of such meeting by newspaper advertisement and/or the bulletin boards. Only members in good standing may attend General Membership Meetings.

Section 4

Those members who do not have their membership card upon their person must have another member in good standing vouch for them.

Section 5

It shall be the duty of the President to preside at all General Membership meetings. In the absence of the President, the 1st Vice President shall preside. In the absence of the President and 1st Vice President, another ranking officer shall preside.

Section 6

The regular order of business shall be as follows:

1. Opening of meeting
2. Reading of the agenda of the meeting
3. Reading of condensed minutes of previous General Membership meetings and Executive Board Meetings.
4. Financial Secretary's Report
5. Correspondence
6. Report of Officers, Committees and Delegates
7. Unfinished Business
8. New Business
9. Good and Welfare
10. Closing

Section 7

Any member desiring to speak shall first attract the attention of the Chair by raising his/her hand and shall remain seated until recognized by the Chair. The member shall give his/her name and workplace before speaking.

Section 8

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

Section 9

All debates shall be governed by **Bourinot's** Rules of Order.

Section 10

Any member desirous of leaving while the meeting is in progress shall first ask permission of the Chair. Upon a member disregarding this rule he/she shall be informed of his/her obligation by either the Sergeant-at-Arms or Guide before leaving the hall.

Section 11

In the event of a Special General Membership meeting being called by the Local, there will not be any workplace membership meetings called for on that date.

In the event such unit **MUST** (i.e. negotiation report or ratification vote) call a meeting on that same day, such meeting will be held off Local 2458 premises.

All cost of hall rentals in this event shall be borne by the Local.

Section 12

The General Membership shall hold regular meetings in Windsor, on the third Wednesday of each month, except during the months of July and August, and December, where there will be no General Membership meetings held. The Executive Board shall determine the frequency of General Membership Meetings in the Northern Area.

Section 13

Committees, Advisory Councils of groups having common problems may be formed within the structure of the Local, but in no case shall the authority of such committees or advisory council supercede the authority of the Executive Board.

ARTICLE 6 – LOCAL UNION EXECUTIVE BOARD

Section 1

The Local 2458 Executive Board shall consist of a President, a 1st Vice President, 2nd Vice President, a Financial Secretary, a Recording Secretary, three (3) Trustees, a Sergeant-at-Arms, and a Guide.

The Board may be expanded to include Members at Large on a two-thirds majority vote of the Executive Board. Any Executive Board members performing the duties of an absent full time officer shall be paid for lost time at the same rate as the full time officer he/she is replacing, subject to the approval of the Executive Board.

Section 2

It shall conduct and be responsible for the affairs of the Local between General Membership meetings.

Section 3

It shall make plans and recommendations for carrying out the work of Local 2458 subject to the approval of the General Membership meeting.

Section 4

It shall authorize the expenditures of funds subject to the approval of the General Membership meeting.

Section 5

It shall otherwise carry out the duties of the Local Union Executive Board as outlined in the National Constitution.

Section 6

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

Section 7

Recommendations of all Executive Board meetings shall be read at the following General Membership Meeting. Roll call vote shall be recorded with such recommendations when the decisions of the Executive Board are not unanimous.

Section 8 (a)

All vacancies in Local Union offices, except the office of the President, shall be promptly filled by election. In the case of a vacancy in the office of the President, the 1st Vice President shall fill the vacancy for the unexpired term.

Section 8 (b)

In the case of a vacancy in the office of the Financial Secretary, the Chairperson of the Trustees shall fill the office for the temporary period pending the holding of an election.

Section 9

All members shall be notified through unit bulletin board notices giving seven (7) days notice of both time and place of nominations and the time, place and manner of elections. Said notices shall state the vacancies in the Local office or officers naming them.

The elections shall be held in the Local Union Hall only, and in the Northern and Chatham areas. The election committee shall supervise the election, conduct the counting of the ballots in accordance with these By Laws, apply and invoke the rules provided by these By Laws, preserve and certify the results of the elections.

Section 10

When a vacancy occurs prior to the scheduled Executive board or **Unifor** Convention election, the election to fill the vacancy shall take place at the same time as the Executive Board elections or **Unifor** Convention elections or as soon as possible – normally sixty (60) days.

During this time the Executive Board may appoint a replacement.

Section 11

The Executive Board may authorize expenditures or donations subject to the approval of the General Membership.

Section 12

Executive Board members shall be given an out-of-pocket expense of one hundred and fifty dollars (\$150.00) per month to cover expenses incurred with the exception of the Full Time Officers.

ARTICLE 7 – EXECUTIVE OFFICERS AND ELECTION OF OFFICERS

Section 1

The election of the Local Executive Officers shall take place by secret ballot in June, prior to the June Membership Meeting, every third year and the installation of the Officers shall take place at the next regular meeting following the election except as otherwise authorized by the National Executive Board, and that after the deadline on accepting nominations set by the Local Union Election Committee, no election of the so called “sticker” or “write in” candidates shall be considered legal.

Section 2

These Officers shall serve for the period of three (3) years.

Section 3

All elections of Local Executive Officers and delegates shall be by secret ballot or as specified in Article 6, Section 10.

Section 4

No member of Local 2458 can be nominated for an elective office in Local 2458 from any workplace unless the member has been in continuous good standing in Local 2458 for a period of one (1) year immediately preceding such nominations. No member shall be eligible to run for more than one (1) elective Office on the same ballot at the same time or during the same election. Members from the former SEIU shall receive full credit for time spent as an SEIU Member for all purposes under these By Laws.

Section 5

Candidates for an Executive Office must receive a majority of all votes cast for that office to be declared elected.

Section 6

A Special Membership meeting shall be called in May of each election year for the purpose of nominating Local Officers, or at the discretion of the Election Committee a notice of elections and blanket nominations and a deadline date for accepting nominations may be sent to all workplaces of Local 2458 in lieu of the above meetings.

Section 7

Acceptance of nominations shall be carried out in the following manner:

- (a) When the business of a meeting calls for nominations and elections, acceptance of nomination must be made by the nominee personally or in writing at the nomination meeting.
- (b) When only nominations are to take place, a blanket nomination shall be made, however, provisions must be made for a deadline for acceptance of at least forty-eight (48) hours from the date of the meeting, excluding Saturdays and Sundays.

Section 8

The Local elections shall take place in June every third year. Such elections shall be conducted in accordance with the rules and regulations governing elections.

Section 9

If a member holding Executive office, the term of which is not expiring desires to become a candidate for another Executive Office, such member is obligated to notify the Local Union of his/her resignation from his/her present office sufficiently in advance of the nomination meeting to permit the nomination and election of candidates for both offices during the same election. Such resignation would become effective at the time of installation.

Section 10

Whenever there are unopposed candidates for Local Union Executive, such candidates shall be considered elected without the necessity of an election. Where run off elections are necessary because a candidate for Local Union Executive Office fails to receive a majority vote, the run off shall be confined to the two (2) candidates receiving the highest number of votes for the office involved.

Section 11

Should a full time Officer vacate his/her Office for any reason other than "Just Cause Termination", and the Officer involved no longer has a workplace to return to, the Officer shall be entitled to severance pay in the amount of three (3) weeks per year per years of service, to a maximum of twenty-six (26) weeks, plus vacation pay. When determining an Officers years of service, all time spent as a member of Local 2458 shall be included. Any former member of the SEIU shall have all service with the SEIU counted for all purposes of these By Laws including, but not limited to severance payments.

ARTICLE 8 – DUTIES OF EXECUTIVE OFFICERS

Section 1

Duties of Amalgamated Local 2458 President:

- (a) He/she shall make a complete report on the condition of the Local to the General Membership Meeting.
- (b) He/she shall be responsible for the affairs of Local 2458 between meetings of the Executive Board and to otherwise carry out the duties of Local Union President as outlined in the **Unifor** Constitution.
- (c) He/she shall be an ex-officio member of all standing and special committees and shall report the deficiency of any committee to the body which elected, except election and trial committees.
- (d) On all matters of majority importance, he/she shall consult with the other Executive Officers.
- (e) He/she shall be responsible to the Local Executive Board for the administration of the Union, according to these By Laws, actions of the General Membership and the decisions of the Executive Board.
- (f) He/she shall report his actions to the Executive Board, acceptance or rejection being subject to the approval of the General Membership.
- (g) He/she shall preside at all Executive Board and General Membership and Local Union meetings.
- (h) The President will sign all requisitions for expenditures authorized by the Local Union and counter sign all cheques issued by the Financial Secretary.
- (i) The President shall be employed full time.
- (j) The President shall have the full authority to make decisions relating to the Local Union subject to the Executive Boards approval.

Section 2

Duties of the 1st Vice President:

- (a) The 1st Vice President shall assist the President in the discharge of duties and shall perform the duties of the President in his absence.
- (b) He/she shall attend all sessions of the Local Union.
- (c) The 1st Vice President shall be employed full time.

Duties of the 2nd Vice President:

The 2nd Vice President shall assist the President in the discharge of duties.

Section 3

Duties of the Recording Secretary:

- (a) It shall be in his/her duty to keep an accurate record of the proceedings of the Executive Board and General Membership Meetings and otherwise conform to the provisions outlined in the **Unifor** Constitution.

- (b) He/she shall notify or see that proper notification is given to all members, delegates or officers as to the time, place and date of all regular and special meetings of the Executive Board and General Membership meetings in sufficient time to permit their attendance.
- (c) He/she shall see that all motions, resolutions or communications adopted, passed or referred by any of the above meetings are executed or referred to the proper source for execution.
- (d) In the event any of the above meetings are called off, it shall be his/her duty to give forty-eight (48) hours notice of such change to all members or delegates with full explanation of the reason thereof except in the case of an emergency.

Section 4

Duties of the Financial Secretary:

- (a) It shall be the duty of the Financial Secretary to receive all dues, fines, and other income of the Local Union and to give official receipts for same, as provided for in the Constitution.
- (b) He/she shall sign all cheques drawn on the Local Union funds and report in writing at every regular meeting of the Local giving the amount of monies received and paid out during the previous calendar months, divided as between the various income and expenditure classifications and the remaining balance in the fund accounts of the Local Union.
- (c) He/she shall deposit all collections in such banks as the Local Executive Board may direct.
- (d) He/she shall by the 20th of each month, send a report to the National Secretary Treasurer on blanks furnished by the National Union, together with the correct amount of money due to the National Union for the preceding month, which begins on the first and ends with the last day of the month. He/she shall receive applications for membership and notify the candidates of their election or rejection. He/she shall assist the National Union in seeing that all members receive the official publication regularly when eligible, ensure each member is provided with an official receipt for all monies paid and provide each member with a copy of the Constitution and By Laws upon request. He/she shall issue Union Membership Cards and/or dues buttons at the option of the Local Union.
- (e) He/she shall furnish the National Secretary Treasurer with the names and addresses of all the officers of the Local Union. He/she shall keep a record of all members initiated, suspended, expelled or deceased, transfers in and out and reinstatements during their term of office and notify the National Secretary Treasurer of same and perform such other duties as the By Laws prescribe or the Local Union may direct. There shall be maintained by the Financial Secretary, a complete record of all active members of the Local Union. This record shall have the date of death, home address and such other matters as may be deemed necessary to keep a record of the continuous membership of a member of this Union.

- (f) He/she shall keep an inventory of all records and property of the Union, the same to contain when possible, the date of purchase and the amount paid for each article. He/she shall notify all members in arrears of the amount of their indebtedness and turn over the books to the trustees for audit and produce the books for examination and audit and shall comply with the provisions of this Constitution.
- (g) The Financial Secretary shall be employed full time.

Section 5

Duties of the Trustees:

- (a) The Trustees, together with the Financial Secretary, shall make up the Finance Committee and shall be responsible to the Local Executive Board and the membership for the condition of the finances of Local 2458.
- (b) The Finance Committee shall elect the Chairperson of the Trustees.
- (c) They shall conduct themselves in conformity to the **Unifor** Constitution.
- (d) They shall make recommendations on all expenses of the Local Union which are not purely fixed expenses.
- (e) In the absence of the Financial Secretary, his/her duties shall be performed by the Chairperson of the Trustees. He/she shall be paid for lost time at the same rate as the Financial Secretary he/she is replacing, subject to the approval of the Executive Board.

Section 6

Duties of the Sergeant-at-Arms and the Guide:

- (a) It shall be the duty of the Sergeant-at-Arms to introduce all new members and visitors and assist the President in preserving order when called upon to do so. Also, to take care of all property of this Union not otherwise provided for and to perform such other duties as may be assigned from time to time.
- (b) It shall be the duty of the Guide to maintain order and to inspect the membership receipts, satisfy him/her that all present are entitled to remain in the meeting of the Local Union and perform such duties as are usual to the office.

ARTICLE 9 – UNIT ORGANIZATIONS, APPEALS AND STRIKES

Section 1

The general unit membership meeting shall be the highest body in the unit organization and shall have the jurisdiction over all matters which are purely unit problems.

Section 2

Unit membership meetings shall be held at least once a month with the Chairperson presiding and the Recording Secretary to keep minutes and records.

Section 3

Special meetings of the unit shall be called by the Unit Chairperson when so instructed by the Unit Committee, or by a petition signed by ten percent (10%) of the unit membership. If a petition is necessary, reasons for a special meeting must be stated on such petition.

Section 4

The Unit Committee shall be composed of the Unit Chairperson and the Committee Persons in the unit plus any such alternates or delegates deemed necessary by the unit membership.

Section 5

- (a) A Committee person may be recalled by the members he/she represents for failure to perform the duties of his/her office.
- (b) A vote on the question of recalling a Committee person may be initiated by a petition setting forth the reason why the recall is sought and signed by at least fifty percent (50%) of the current members working under the jurisdiction of the Committee person.
- (c) Fifty percent (50%) of the current members working under the jurisdiction of the Committee person must be present at the recall meeting to establish a quorum.
- (d) A two thirds vote of those present and voting is necessary to recall.

Section 6

The Unit shall elect its Committee and its own Unit Election Committee, who shall conduct all Unit elections in conformity with Unit Election Committee rules.

Section 7

Unit meetings shall transact only matters of business pertaining to the Unit. It shall be the privilege of the units to discuss and present resolutions to the regular Executive Board Meeting.

Section 8

All Committee persons and other unit elected Officers and Committees shall be democratically elected. All members shall be notified through bulletin board notices giving at least seven (7) days notice of both time and location of nominations and the time and place of elections. Nominations and elections may be held at the same time provided that the seven (7) days notice is given.

Section 9

Members of Local 2458 wishing to appeal from any action, decision, or penalty of this unit shall first appeal such action, decision, or penalty to the Executive Board of Local 2458. This appeal shall be taken by submitting a written notice of appeal to the Local 2458 Recording Secretary within thirty (30) days of the units action, decision or penalty being appealed from. The Executive Board shall review the appeal with the assistance

of an investigative committee or otherwise and shall determine the appeal. But if a Unit Trial Committee is involved in the proceedings it shall not select its own Trial Committee to retry the case. An appeal from the decision of The Executive Board shall be carried to the National Executive board.

Section 10

Duties of Committee Members:

- (a) He/she shall carry a card or badge identifying them as committee members which shall be shown to any member on request.
- (b) He/she shall represent the members within his/her jurisdiction at all Committee meetings and shall be responsible in carrying out the decisions from such meetings.
- (c) He/she shall carry out all other duties as prescribed by the Local By Laws or rules laid down by the Executive Board.

Section 11

Local 2458 By Laws shall provide that all strikes shall be called or terminated only in the strictest conformance with the National Constitution.

ARTICLE 10 – STANDING COMMITTEES

Section 1

Education Committee:

1. The Education Committee of Local 2458 shall consist of nine (9) members elected by and from the Membership. They shall be empowered to establish an Education Committee consisting of themselves and Educational Committee delegates elected by the respective units. The Chairperson of the Education Committee or a designated representative may attend the Local Union Executive Board meeting with voice but no vote, on invitation only.
2. The duties of this committee shall be to promote educational and cultural work of this Local and to assist with the forming and building of active committees devoted to the same purpose in each unit in the Local and shall furnish upon request of such committee speakers, literature, teachers and motion pictures.
3. They shall hold regular meetings. Special meetings may be called by the Chairperson and must be called when requested by a majority of the committee or when ordered by the Executive Board.
4. They may conduct classes for Officers, Bargaining Committees and Union Chairperson, Union Committee persons, new members, and all other programs as provided in the **Unifor** Constitution.
5. In the selection of Educational class teachers, they shall, whenever possible, select a member of the Local. All such selected however, being subject to the approval of the Executive Board.
6. They shall have supervision over the activities of the Local library and bulletin board.

7. They shall have supervision over the distribution of all pamphlets, paper, literature, or printed materials on the property of the Local Union.
8. They will also periodically, call a general education meeting of all unit education committees at which time a general review of the past activities will be presented.
9. Regular reports shall be made to the National Education Department for any assistance which may be required by the Local.
10. The Education Committee of Local 2458 shall be allowed to purchase necessary materials for educational purposes for Local 2458, subject to the Executive Boards approval.

Section 2

Constitution and By Laws and Resolutions Committee:

The duties of this committee shall be to gather information from the various workplaces in the Local and to formulate such information into resolutions to be submitted to the National convention.

It shall accept proposed changes of the Local 2458 By Laws as directed by delegates to the Executive Board in writing.

It shall be their duty to check all actions of the Executive Board on policy and program and determine whether such actions are in conflict or conformity with these By Laws and the National **Unifor** Constitution. In the event any such action is an addition, it will be their duty to see that such addition is made known to all unit organizations in the Local after having been properly acted upon according to these By Laws.

The Committee will meet when necessary or when requested by the Executive Board.

These By Laws and all amendments thereto shall be submitted to the National By laws Committee for approval. Their duties shall be to formulate resolutions to be presented to the Executive Board for approval. They shall also deal with resolutions as outlined below.

Resolutions that require the approval of Local 2458 shall be dealt with in the following manner:

- (a) Any member or unit having a resolution must present it in writing to the Local 2458 Executive Board.
- (b) All resolutions must be in the hands of the Resolution Committee at least forty-eight (48) hours before an Executive board Meeting.
- (c) Emergency resolutions will be dealt with directly by the Executive Board on approval of a two-thirds majority of the Executive Board delegates voting.

Section 3

Election Committee:

The Local 2458 Election Committee shall consist of ten (10) members elected by and from the General Membership at the April meeting prior to the Local Executive Board Election. In the event that additional members are required, the defeated candidates shall be co-opted in order of their plurality in the preceding election.

1. They shall draft rules and regulations for the conduction of the elections. Such rules shall be in conformity with these By Laws and shall be presented to and approved by the Executive Board before the elections take place. The Local Union Membership body must set all election dates.

Copies of these instructions shall be hung in a prominent position in each election place and members of the Election Committee shall make themselves acquainted with the same.

Any member of the Election Committee violating these rules or otherwise conducting his/her self in a disorderly manner may be relieved from his/her duties for the duration of the election at the discretion of a majority of the Committee members functioning at the place where such violation or misconduct occurs. A report of any infraction is to be submitted to the next Executive Board meeting.

2. The Local 2458 Election Committee shall supervise the following elections:
 - (a) Local Executive Officers
 - (b) CLC and OFL when on joint ballot
 - (c) Canadian Council when on joint ballot
 - (d) Unit elections held at the same time and place as the aforementioned elections
3.
 - (a) The Unit Election Committee shall work under the general supervision of the Local Union Election Committee. Voting at these places shall continue up to a maximum of two (2) days after which the election list, ballot boxes and other election material shall be returned to the Local Union Hall.
 - (b) Voting opportunities are under the supervision of the Local Union Election Committee as described in #2 above and will be provided for up to a maximum of a five (5) day period for all eligible voters in the Local Union.
 - (c) The use of absentee ballots is not permitted in the Unit or the Local Union Elections. Ballot boxes at all times will be in the custody and control of the Local Union Election Committee.

- (d) Voting hours in or near the Unit or in the Local Union office shall be arranged so as to provide the maximum opportunity to vote.
- (e) All ballots will be counted by the Local Union Election Committee. They shall see that proper notification of time and place of voting booths for all the units and unit groups are posted on all unit bulletin boards at least seven (7) days before the election. They shall see that proper notification is placed in the hands of the Unit Election Committee at least seven (7) days prior to the election.
- (f) Security may be present to ensure order at the polling stations.
4. Any member of an election committee who accepts nomination to run for Local Union Office which is conducted under the supervision of the election committee, of which he or she is a member, he or she becomes a candidate and cannot be members of the election committee.
 5. They shall place the duly nominated members name in a container and draw lots. Names will be placed on ballots in order of drawing. Nominees desiring to be present at the drawing may do so.
 6. They shall count all ballots and post the results on the bulletin board.
 7. The Committee shall be responsible for safeguarding all ballots for a period of one (1) year, unless an appeal is pending. In this case they must be preserved until this appeal has been decided and the decision is final. The committee shall further be governed by the **Unifor** Constitution.
 8. At least one member of the Local Election Committee shall sit with the unit election committee on all elections held at the same time and place as elections set out in Section 2 of this article. In no case shall the local election committee member be a member of the unit holding the election.
 9. No member of the Local Union Election Committee shall take any active part in the election of any candidate during the period of any election of any candidate other than his/her official duties as a member of the Committee.
 10. It shall be the duty of the Committee to order the printing of all official ballots and sample ballots. Any eligible candidate in any election shall have the right to submit his/her common known name to the Election Committee in writing as he/she desires it to appear on the ballot, and it shall so appear.
 11. A sample ballot shall be sent to each candidate. Sample ballots not to exceed two (2) will be furnished upon request of the Unit Chairperson.

12. Election booths shall be kept open for the full time determined by the committee, but in no case will such time exceed the posted hours.
13. Posters and election literature will not be allowed within ten (10) feet of the entrance to any place designated as a voting place.
14. No one except committee members and voters who have yet to vote shall be allowed in any place designated as a voting place.

Each candidate shall have the right to have one (1) challenger present when the votes are cast and when they are tabulated provided such challenger shall be a member of the Local Union.

15. The committee shall check the voters card and see that he/she signs the register.
16. No member of the Election Committee shall instruct any voter unless called upon to do so by such voter.
17. Voters having cast their ballots shall not be allowed to loiter in the voting place.
18. Any voter creating a disturbance or otherwise behaving in an improper manner shall be ejected and may be subject to disciplinary action by the Executive Board.
19. It shall be the duty of the members in charge of the voting places to inspect voting booths at regular intervals and to clean out any slates, papers and other material that may be found, also to inspect pencils and to replace them if necessary.
20. Any voter in line at the polls at the time of closing will be permitted to vote.
21. In all Local elections, all ballots shall be counted at the place of voting with the exception of workplaces with two (2) or more sites, where the counting of ballots will take place on an agreed to site of the Unit, and with the exception of Local wide votes, which shall be counted at the Local 2458 Union Hall. Such ballots will be counted en bloc and no attempt shall be made to segregate the various unit votes. Ballots must be placed in a sealed container immediately upon presentation by eligible voters to a member of the Election Committee and in the presence of the said voter. Such boxes are to remain locked or sealed until after polls are officially closed according to the originally announced election hours and dates at which time the ballot boxes will first be opened and the ballots counted.

22. Ballots bearing identification marks or writing shall not be considered as valid. Any ballots which clearly indicate the intention of the voter and does not bear any mark or identification shall be considered as valid.
23. Ballots bearing more votes than required by any office shall be valid, except the office for which the excess votes were cast which will not be counted.
24. At the first Executive Board meeting following an election, the Chairperson of the Election Committee shall present a complete report. Report forms will be provided for this purpose.
25. They shall see that the names of the duly nominated members are placed on the ballot and that the list of nominees shall be available for all units and members at least one (1) week prior to the election.

The committee shall also within seven (7) days after the election forward to the Unit Chairperson, a copy of the official results of an election in which the unit may be involved and such copy is to be signed by the Chairperson.

Section 4

Health and Safety Committee and Environment:

1. The Local Health and Safety Committee shall consist of seven (7) members elected by the Executive board. The duties of the committee shall be to promote Health and Safety and Environmental issues and programs in the Local Union.
2. At its first meeting, the committee shall elect one (1) member to act as Chairperson from the structure of their committee.
3. The Committee shall meet at least quarterly in each year.
4. All information regarding safety bulletins and materials shall be referred to the committee for their use and distribution.
5. It shall be the function of this committee to obtain knowledge from the Ministry of the Environment for the benefit of the membership as to the updated area problems and needs.
6. Meetings shall be as required by mutual committee agreement.

Section 5

Financial Advisory Committee:

The Financial Advisory Committee shall consist of the Local Executive Board Members. They shall make recommendations on all financial problems to be presented to the General Membership meetings.

Section 6

Human Rights Committee and Workers of Colour

This committee shall consist of seven (7) members elected by and from the General Membership. The Chairperson shall be elected by the committee.

The specific duties of this committee shall be to promote fair practices and endeavor to eliminate discrimination affecting the welfare of the individual members of the Local Union, the National Union and the labour movement and the nation.

Section 7

The Political Education Committee shall consist of a Chairperson and a Recording Secretary, who shall be elected from and by the General Membership, and who shall be empowered to select a committee of seven (7) from the rank and file of Local 2458. This committee is to be called the Steering Committee.

The local Union in Politics Committee will undertake local, provincial and national activities, including but not limited to the following:

- Regular educations on social, economic and political issues
- Participation in union led campaigns and actin around those issues
- Support for political actions and events involving the broader community
- Participation in election campaigns (including Municipal election campaigns), endorsing certain candidates and campaigning for them inside and outside the workplace. In most cases our participation in election campaigns will involve campaigning to raise issues, rather than to support particular candidates or political parties
- Working closely with our coalition partners
- Raising our issues at labour council, at provincial federations of labour forums, at CLC forums, as well as with all political parties.
- Lobby local councillors, MPPs, and MPs.

Section 8

Public Relations Entertainment Recreation and Communications

1. The Local 2458 **Unifor** Recreation and Entertainment Committee shall consist of nine (9) members elected by and from the General Membership. A Chairperson shall be elected by the committee.
2. The duties of this committee shall be to promote recreational activities of Local 2458, and to assist with forming and building of an active committee devoted to the same purpose in each unit of Local 2458.

There shall be an advisory committee consisting of each unit Entertainment Committee Chairperson who shall meet with the Local Committee at least once quarterly. A complete report of the Local Committee's activities shall include recommendation to the unit committee on the necessary entertainment and social affairs to be conducted for each unit.

3. The Recreation and Entertainment Committee shall be furnished with an account of one hundred dollars (\$100.00) to be used as a working capital and retained by the Local Financial Secretary when such voucher is for not more than twenty dollars (\$20.00) or when approved by three (3) Executive Officers or meeting of the Recreation and Entertainment Committee.
4. They shall be self supporting and devoted to the purpose of providing the necessary recreation, entertainment, and social affairs for the membership in each unit in order to bring about a better acquaintance and a broader understanding of the problems mutually encountered by all members of the Local.
5. They shall make purchases for this particular need in the conducting of their affairs only to the extent of the amount available to them in the Committee treasury. All purchases however are to be made by and/or through the Local Financial Secretary's Office.
6. They shall ensure the members are provided each quarter with a Local Newsletter.
7. They shall be responsible to keep all members informed of information relating to the Local Union.

Section 9

Women's Committee

1. This Committee shall consist of six (6) members elected by and from the General Membership and one member at large.
2. Its duties shall be to assist in the organizing of Women's Auxiliary and to aid in the solution of women's problems in the units.
3. They shall elect a Chairperson within the Committee.

Section 10

Skilled Trades Committee

The Skilled Trades Committee shall consist of five (5) members elected from and by the General Membership. The Committee shall elect a Chairperson. The Skilled Trades Committee shall advocate on behalf of the Skilled Trades of Local 2458 and shall form part of the National Skilled Trades Committee and ensure the policies concerning Skilled Trades are carried out.

Section 11

Registered Practical Nurses Committee

The RPN Committee shall consist of nine (9) members elected from and by the General Membership. The committee shall elect a Chairperson. The Committee shall be responsible for advocating for an increased role of the RPN in the workplace. The committee shall deal with all professional aspects of the RPN and shall be involved in advocating at the College of Nurses. The RPN Committee shall review all College of Nurses Changes to the practice or role of the RPN in the workplace and keep members fully advised of any changes to the scope of practice with the RPN. The committee shall review all complaints to the College of Nurses relating to RPN's. The committee shall make recommendations to the Local Executive Board relating to RPN's. The Committee shall investigate the feasibility and promote the use of malpractice insurance of the RPN.

Section 12

Technologist Committee

The Technologist Committee shall consist of four (4) members elected from and by the General Membership. The committee shall elect a Chairperson. The committee shall be responsible for advocating on behalf of the Technologists of Local 2458 and shall ensure the policies concerning Technologists are carried out.

Section 13

R.N. Committee

The R.N. Committee shall consist of two (2) members elected from and by the General Membership. The committee shall elect a Chairperson. The committee shall be responsible for advocating on behalf of the R.N.'s of Local 2458 and shall ensure the policies concerning R.N.'s are carried out.

Additional Standing Committees may be created or current committees may be deleted on approval of the Executive Board.

All Committee Chairpersons may be invited to attend the Local Executive Board meetings, with a voice, but no vote.

ARTICLE 11 – DUTIES OF STANDING COMMITTEE OFFICERS

Duties of the Chairperson:

1. He/she shall direct the functioning of the committee in accordance with these By Laws and the **Unifor** Constitution.
2. He/she shall make a report to the Executive Board when so required.

3. He/she shall have the authority only to the extent of carrying out the decisions of the Committee. He/she shall sign all vouchers for withdrawals of the Committee Funds only after such withdrawals have been ordered as approved by the Committee.
4. He/she shall be responsible for the functioning of all sub committees.

Duties of the Secretary:

1. He/she shall keep an accurate record of all proceedings of all meetings of the committee to be kept on file in the Local Union office.
2. He/she shall keep a record of all activities of the committee and once each month prepare a summarized statement for the purpose of the committee and Chairpersons report to the Executive Board.
3. He/she shall keep a roll call of each meeting by units and notify any unit whose member has failed to attend and keep a copy of all such communications in his/her file.
4. He/she shall notify all members of the committee as to the time, place and date of all regular and special meetings, sufficiently in advance to enable their attendance.

Duties of the Committee Financial Secretary:

1. He/she shall at all times keep an accurate record of all monies available to the committee along with an accounting of all expenditures by the Committee, and an itemized accounting of the cost of all affairs, and the amount taken in the sales of tickets or through any other media.
2. He/she shall make a complete report of his/her office at each regular meeting of the Committee and furnish the committee secretary with a copy.
3. He/she shall be responsible for all cash received through the affairs held by the committee. All such monies are to be turned over to the Local Financial Secretary and are to be applied to the fund of the committee.
4. He/she shall set up his/her books specifying the amount that is available for committee activities.
5. He/she shall countersign all withdrawal vouchers for the committee funds only after such withdrawals have been signed by the committee chairperson.

ARTICLE 12 – DELEGATES TO Unifor COUNCIL AND Unifor CONVENTIONS

1. Allocations of unit delegates to the Unifor Council and National Convention shall be in proportion to the per capita paid by each unit within the Local.
2. Small units whose per capita is less than enough to permit one (1) delegate, shall be grouped as equally as possible through and by the Allocations Committee.

3. All fractional amounts shall be allotted to the Executive Board. The number of delegates to which the Local is entitled by the total of these fractions shall be nominated from the floor and elected by secret ballot.
4. A member to be eligible for nomination must be an elected delegate of the General Membership in good standing and must not have accepted nomination for this same office in his/her unit.
5. The Executive Board in descending order of office shall be automatic delegates to all conventions.
6. Delegates to **Unifor** Council shall be elected the same time as the Local 2458 Executive Board and they shall serve the same three (3) year term in office. The number of delegates shall be subject to review at the March meeting of each election year. Delegates are to be elected according to allocations and the balance of the delegates shall be elected by and from the Executive Board on fractions left over from the groups and units.
7. Alternate delegates will be elected at the same time as regular delegates.
8. Fifteen (15) days notice shall be given for the **Unifor** delegate convention election and seven (7) days notice for the **Unifor** Council delegate elections.

ARTICLE 13 – LOST TIME AND EXPENSES

Section 1

Lost time and expenses will be paid by Local 2458 only when authorized by a full time officer.

Section 2

The compensation of any member of this Local Union performing services on behalf of Local 2458, will be paid by Local 2458, **Unifor**, only when authorized by the President or his/her designate.

Section 3

Where any member is required to perform services away from his/her home on behalf of Local 2458, he/she shall be allowed in addition to the amount set forth above, with the exception of air travel, which shall be coach fare coach class transportation by the shortest route and shall be allowed single occupancy hotel expenses per day as determined by full time officers and/of Call Letter, and ninety dollars (\$90.00) out of pocket expenses a day in the currency of the country in which he/she is performing the above mentioned services.

- (a) Transportation shall be coach airfare, coach train fare, \$0.35 cents per KM car travel. The method of transportation shall be by the shortest, quickest means per National Constitution policy.
- (b) Expenses for transportation is to be paid for the actual mode of transportation used. In the case of car, polling rates shall be calculated and adjusted accordingly.

- (c) In the event of staying overnight out of town, you shall be allowed the cost of parking in accordance with the rates applicable to where you are staying the currency of the country in which he/she is performing the above mentioned services.
- (d) This section shall conform to the policy regarding Local Union Expenses set down by the National Executive Board.

ARTICLE 14 – RETIRED WORKERS CHAPTER – Unifor LOCAL 2458

- (a) In accordance with the National Constitution hereby establishes a Local Union Retired Workers Chapter which will hold regular general membership meetings at least once a month.
- (b) As per the National Constitution, “retired members of the Local Union Chapter shall elect a retired member to be a member of the Local Union Executive Board with a voice and a vote”. The election of such retired worker board member shall be pursuant to the National Constitution.
- (c) The Local Union President or his/her designate shall serve as a member of the governing board of the Local Union Retired Workers Chapter with voice and vote.
- (d) Local Union Retired Workers Chapter shall conform to the policies of the National Constitution.

ARTICLE 15 – ARBITRATION SCREENING COMMITTEE

An arbitration screening committee composed of the President and the Financial Secretary of Local 2458, the Chairperson and if necessary, the grievor from the respective unit involved and the servicing National Representative shall meet and decide the merits of the grievance before proceeding to Arbitration.

ARTICLE 16 – MISCELLANEOUS

Section 1

Any officer who is one (1) month in arrears shall be suspended from office.

Section 2

These By Laws shall be amended, altered or revised only in conformity with the following procedures:

A resolution or motion in writing calling for amendments, alterations, or revisions, shall be presented and read to a regular Membership meeting, then it shall be referred to the By Laws committee and shall be reported out of the By Laws committee at the next Membership meeting together with recommendations of the Committee.

The By Laws Committee recommendations shall be debated and voted upon and it shall require a two-thirds (2/3) vote of those voting for adoption. Such amendments shall be effective and binding unless over ruled by a majority referendum vote to be taken on a signed petition of two (2) or more units embracing at least one third (1/3) of the total membership of the Local Union.

Section 3

Bourinot's Rule of Order shall govern all meetings unless otherwise stated.

Section 4

A simple majority of any committee shall constitute a quorum.

Section 5

Local Union Executive Officers have the authority to attend and speak at all Local 2458 Unit meetings.

ARTICLE 17 – AUSTERITY PROGRAM

From time to time there may be a requirement for the Executive Board to adopt a program of austerity, which program may result in the reduction of the Local Unions expenses including but not limited to the reduction of the full time officers compensation packages. The Executive Board shall determine the period of time the program will run and shall be determined by a two-thirds majority vote of the Executive Board. The Executive Board shall determine the method of implementation of the program.

The Executive Board shall review annually the need to continue with the program or any portion thereof. The Executive Board may by simple majority vote to lift or suspend any or all aspects of the austerity program at any time.

ARTICLE 18 -- Unifor SECTOR COUNCILS (SKILLED TRADES, HEALTH CARE, INDEPENDENT PARTS AND SUPPLIERS etc.).

The Local may participate in **Unifor** sector specific Councils (i.e. Skilled Trades, Health Care, IPS, etc.) and shall abide by the rules and By Laws of those Councils.

All assessments for participation in these Councils shall be applied to the members dues on an annual basis.