



unifor

Local601

BY-LAWS

Amended – May 11, 2017

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PREAMBLE

Believing that all persons have a natural right to the full enjoyment of the wealth created by their labour, and believing that such cannot be fully realized except through the united, free and democratic organization of working men and women, we do hereby unite ourselves into a Local Union to be known as Unifor, Local 601, which shall operate as a labour, benevolent and fraternal organization.

ARTICLE 1 - NAME

Section 1. This organization shall be known as the Unifor, Local 601 (hereinafter called the Local).

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

ARTICLE 11 - OBJECTS

- Section 1. The purpose and objects of this Local are to unite all workers within its jurisdiction 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 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;
 - d) To secure legislation safeguarding and promoting economic security and social welfare of all workers;
 - e) To preserve and extend civil rights and liberties within a free and

democratic society;

f) To promote the policies and goals of the National Union.

Section 2. 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 111 - JURISDICTION, ADMISSION AND MEMBERSHIP

Section 1. The jurisdiction of this Local Union shall be the energy, atomic, petroleum, gas, coke, chemical, pharmaceutical, petro chemical, plastics, paint and similar industries in Canada.

Section 2. The jurisdiction of the Local Union may be extended to cover employee of any or all employers who are in industries designated by the National Executive Board under rules promulgated by the National Executive Board.

Section 3. All workers employed within the jurisdiction of the Local Union and all employees of the National Union shall be eligible for membership in this Local Union.

Section 4. Membership in this Local Union shall also constitute membership in the National Union: however, in no case a member of the Local can act or be an agent of the National Union or any chartered or subordinate body of the National Union, including this Local Union, because of his or her membership unless specifically authorized in writing, and signed by an officer of the Local Union.

Section 5. Each member will pay into the Local Union Treasury the monthly dues set by the Local Union subject to Article 6 of the National Constitution.

Section 6. Monthly dues may be changed by majority vote of the members in good standing voting at a general or special membership meeting. Reasonable notice of the purpose of such meeting shall be provided to all members.

Section 7. The dues of this Local Union shall be three (3) hours pay per member per month.

Section 8. Every member shall have full rights and privileges of membership until he/she is three months in arrears for dues, assessments or fines, at which time he/she shall be suspended.

Section 9. All persons, other than National officers and staff personnel, not in good standing in the Local Union shall be prohibited from participating in meetings and may attend meetings only when invited to do so by vote of the members.

Section 10. Members of the Union who are or may be retired for any reason or who are, or may be on leaves of absence from their employment, may choose to be associate members. An associate member will not have voting rights and will not be required to pay dues, except in cases provided for under Section 11.

Retired members may join retirees organizations formed under terms established by the National Executive Board but may not continue as active members, except in cases provided for under Section 11.

Section 11. Locals, for historical reasons, or for reasons specific to their workplace, have the option of including in their by-laws special membership categories for retired members, unemployed members, freelance members and proprietor members. The Local may outline rights and responsibilities for such membership categories, which may include some or all of the following:

- the right to attend Local meetings
- the right to vote at Local meetings;
- the obligation to pay dues at a special category rate;
- the right to vote on the allocation of money collected from their own category.
- Any special membership provisions must have been approved by the National Executive Board before being included in the Local By-laws

Section 12. No member in one of the above special categories, other than freelance, will participate in any vote connected with a specific collective agreement, e. g. ratification vote, strike vote.

Section 13. Special category members may be exempted from paying per capita to the National Union. But, special category members must be paying per capita dues to the National Union to be eligible to:

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- vote in Local elections;
- hold Local office;
- be selected as a voting delegate to the Unifor convention
- be selected to represent Unifor at CLC conventions;
- vote on any matter concerning the allocation of the Local's general funds.

Section 14. Notwithstanding Section 13, Special Category Members can only hold positions that are vacant but cannot compete against an active working member for the same position.

- Termination; Membership in the Union shall be terminated when a member accepts a position, which would render the member ineligible for membership. Bargaining units may provide that a member who temporarily assumes such a position may retain membership. In doing so, bargaining units may further provide that the member shall not hold any office within the Union or attend any Local or other Union meetings during the temporary position and, except where prohibited by law, shall not have any voting privileges until thirty (30) days after the return to the unit.

Section 15. From per capita dues paid by members-at-large and special category members such as retired members, unemployed members, freelance members and proprietor members; such special category per capita dues will be established by the National Executive Board, after consultation with the Local

ARTICLE 1V - 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 Executive Board shall meet as often as necessary to adequately conduct the affairs of the Local, but not less than once a month. The General Membership Meetings of the Local shall be held a minimum of quarterly meetings or as necessary. 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 shall call a special meeting at the request of the Executive Board on the written request of ten (10) of the 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 the 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 seven (7) members present in person 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 bylaws. Unless otherwise specifically provided by these bylaws all decisions of a Local meeting shall be by a majority of the members voting.
- Section 5. The Local Union may authorize each bargaining unit or group within a unit to hold regular or special meetings, with proper notice, as may be required for them to transact such unit matters as are of special concern to the specific groups.
- Section 6. Unit groups will not take any action which conflicts with either the Local Union or National Constitution. All actions not specifically authorized and all agreements negotiated by any unit group shall be subject to review and concurrence or non-concurrence by the Local Union. All Collective Bargaining Agreements must be approved by majority vote of the members of the Bargaining Unit at a meeting called for that purpose, before being placed in effect.
- Section 7. Local Union officers, National officers and staff personnel may attend Local Union or Unit Meetings with the right to speak. Local Union members in good standing may attend other Unit meetings, but may only speak upon consent of the majority. Only those members of a Unit shall have the right to vote.

ARTICLE V - OFFICERS AND THEIR DUTIES

- Section 1. The elected officers of this Local Union shall be: President, Vice President, Recording Secretary, Secretary-Treasurer and two (2) Trustees.

- Section 2. The Local Union Executive Board shall consist of the foregoing officers, Unit Chairmen and any other necessary additional officers as created by amendment to the Local Union By-Laws.
- Section 3. All officers shall be elected every two (2) years.
- Section 4. It shall be the duty of the President to preside over all membership and Local Union Executive Board meetings; to preserve order and enforce the By-Laws of the Union; to appoint, subject to the approval of the membership, all special committees when election for same is not called for: to sign cheques jointly with the Secretary-Treasurer: to be ex-officio member of all committees; to report on personal activities to the Local Union Executive Board.
- The President shall be entitled to vote on questions of membership and other matters voted on by secret ballot, but as chairperson of a meeting the President may cast only the deciding vote on other matters. All bills shall be approved by the President before being presented to the membership for approval and payment.
- Section 5. The Vice President shall assist the President in the performance of presidential duties, and shall act in the President's absence. The Vice President shall perform other duties as decided by the Executive.
- Section 6. The Secretary-Treasurer shall receive and issue receipts for all monies passing through the office; deposit monies or cheques received within five (5) working days of receipt; pay all bills authorized by the Local; be responsible for keeping the Local Union in compliance with the Bylaws by paying any obligations required thereunder; make financial reports of all financial transactions to the National Secretary-Treasurer in accordance with procedures established by the Secretary-Treasurer and on forms provided by the National office; make reports at each regular meeting on all receipts, expenditures and balances; sign cheques jointly with the President to cover expenditures authorized by the membership or Local Executive Board. The Secretary-Treasurer shall be responsible for the correspondence of the Local Union; report at each regular meeting on all official correspondence; cause any government reports to be filed; notify all members who are two (2) months in arrears with their dues; forward the per capita tax due to the affiliated councils.

The Secretary-Treasurer shall make all books and records available to the Local Union Trustees for the purpose of conducting an audit.

The Secretary-Treasurer shall turn over all records, monies and property in good order at the end of the term of office.

- Section 7. The Recording Secretary shall keep a faithful record of meetings of the Local Union and the Local Executive Board; keep a file of all matters pertaining to the office available for inspection by the Local Executive Board or officers; perform such other duties as may be necessary for the proper administration of Local affairs subject to approval of the Local Executive Board.
- Section 8. The Trustee shall keep watch over all monies and property of the Local Union. They shall approve the Secretary-Treasurer's financial report.
- Section 9. On the absence of any officer at any meeting, the presiding officer shall appoint a member to assume the duties of that officer for such meeting.

ARTICLE VI - LOCAL EXECUTIVE BOARD

- Section 1. The Executive Board shall be composed of all Local Union officers, group chairmen of any plant or bargaining groups within the Local Union.
- Section 2. The Executive Board shall consider all items of interest to the Local Union not specifically provided for elsewhere. They shall function as an executive committee and make recommendations for the good of the Local, their actions being subject to approval by the membership.
- Section 3. The majority decision of the Executive Board shall be regarded as unanimous in reporting to the Local Union membership and differences occurring in the Executive Board shall not be discussed outside of their meetings. However, when a Board member has recorded his opposition he shall be entitled to speak in opposition at the next membership meeting.
- Section 4. All collective agreements and amendments to collective agreements entered into by the Executive Board on behalf of the Local Union shall be first approved and ratified by the majority of those members voting thereon at a regular or special meeting called for such purpose. Such approval shall be by secret ballot vote.
- Section 5. Subject to Section 4 above, the Executive board shall have authority to act for the Local Union membership between meetings.
- Section 6. The President shall serve as Chairman of the Executive Board and the Recording Secretary as Secretary.

- Section 7. If a Unit Chairman cannot attend an Executive Board Meeting he may designate an alternate to take his place for that meeting.
- Section 8. The Executive Board shall maintain a Local Union office and a full or part-time office secretary. The Secretary-Treasurer shall be the office manager.
- Section 9. The first meeting of the Executive Board in January will be convened by the outgoing President. This meeting will include members of the outgoing and incoming Executive Boards.
- Section 10. The Executive Board may at any time require from any officer or committee a full and detailed report on any business done in the name of the Local Union.

ARTICLE VII - ELECTIONS

- Section 1. No member of this Local Union shall be eligible to hold office who is not in good standing at the time of the nomination and election; and who has not been a member in good standing for a period of six (6) months immediately preceding the election. However, this limitation shall not apply to newly chartered Locals or newly affiliated groups of less than six (6) months' standing.
- Section 2. Notices as to the date of nominations and elections of officers shall be placed on plant bulletin boards at least fifteen (15) days in advance, and reasonable effort shall be made to notify all members.
- Section 3. Any member in good standing may nominate candidate for office. Nominations will be made from the floor or in writing if received prior to the close of nominations. Nominations of candidates for Local Union offices shall be held at the regular November meeting. No member may be a candidate for more than one office.

At the November meeting nominees shall declare their willingness to stand for election, or if absent from the November meeting, a written notice of their willingness to stand must be submitted to the Local Union at or before the final call for nominations. If there is more than one candidate an election will be held.

- Section 4. An election committee of five (5) members who are not standing for office shall be elected at the November meeting to conduct the vote and act as scrutineers.
- Section 5. The election of Local officers shall be by secret ballot among members in good standing. The candidate receiving the highest number of votes cast shall be elected providing he has received more than fifty per cent (50%) of the votes cast.
- Section 6. If no candidate received more than fifty per cent (50%) of the votes cast, a run-off election will be held in the same manner as above with only the two (2) candidates who received the highest number of votes cast remaining on the ballot.
- Section 7. All ballots must instruct the voter to “Mark your selection with an “X” or “√” checkmark. Failure to do so will result in a spoiled ballot”.
- Section 8. At the regular December meeting the election results shall be announced.
- Section 9. All questions concerning the conduct and challenges of elections shall be determined by the Election Committee.
- Section 10. The Secretary-Treasurer of the Local Union shall preserve for one (1) year the ballots and all other pertinent records of the election.
- Section 11. The nomination and election of Bargaining Unit Chairmen shall be restricted to members within each respective bargaining unit.
- Section 12. All other officers of the Local not herein stipulated shall be nominated and elected by majority vote at a regular meeting.
- Section 13. Where the Local Union finds it advisable to change the date of nominations and elections to prevent a change of officers during contract negotiations or for other good and sufficient reasons, it may do so by Local Union action, but in no case may it shorten or lengthen any officer’s term of office for more than six (6) months.
- Section 14. Vacancies in offices shall be filled at the next regular membership meeting.
- Section 15. All delegates to the National Convention, Provincial Councils and other bodies within which the Local may be affiliated shall be elected by secret ballot among the membership in good standing in attendance at the meeting. Reasonable notice must be given to the membership preceding the election of

delegates to the convention. The Local Union may designate certain officers by virtue of their office to be standing delegates to the convention, Provincial Council or other bodies with which the Local may be affiliated, provided such election of officers is conducted by secret ballot.

ARTICLE V111 – EXPENDITURES

- Section 1. The Local President, Vice President and Financial Secretary shall be bonded by a reliable Security Company which has been approved by the Local.
- Section 2. No officer of the Local Union shall have the power to incur indebtedness on its behalf or appropriate any money without authority from this By-Laws or from the Local Union.
- Section 3. All Local Union funds shall be deposited in a government insured bank, in the name of the Local Union, or shall be deposited in a trust company that is federally insured: except that the Local Union may deposit its funds in a federal or provincial chartered credit union.
- Section 4. The Local Union may invest surplus funds not required to meet current or reasonably anticipated obligations, subject to approval by the membership.
- Section 5. It shall be the duty and responsibility of the Secretary-Treasurer to deposit and keep in a safe deposit box in the name of the Local Union, all securities held by the Local Union and such securities shall be inspected and accounted for to the membership by the Trustees every ninety (90) days.
- Section 6. Financial obligations to the National Union must be paid before any other obligations are met.
- Section 7. All expenditures must have received approval of the membership before payment except that the Executive Board may spend sums up to one thousand, five hundred (\$1,500.00) dollars without prior approval if considered necessary by the Executive Board.
- Section 8. All contributions must be endorsed by the Local Union in regular meeting; however, any request for donations in excess of two hundred and fifty (\$250.00) dollars shall be referred to the Executive Board for investigation and report before being voted on. Such report shall be submitted at the next regular meeting following receipt of the request by the Executive Board.

- Section 9. All bills shall be paid by cheque which shall bear the signatures of the Secretary-Treasurer and the President. A revolving petty cash fund of two hundred and fifty (\$250.00) dollars shall be maintained for the purpose of postage, payment of express charges, minor office supplies, etc., and restored to the amount of two hundred and fifty (\$250.00) dollars by cheque covering paid vouchers on hand. Petty cash expenditures shall be audited monthly by a Trustee(s).
- Section 10. The salary of the Local Union employee, regularly employed by the Local Union, shall be set by the Local Union on recommendation of the Executive Board.

ARTICLE 1X - REAL AND PERSONAL PROPERTY

- Section 1. All officers, at the expiration of their terms of office, when removed from office, or when their office is declared vacant, shall deliver to their successors all books, papers, monies, and other property in their possession belonging to the Union, and they shall not be released from their bonds or obligations until this section is complied with.

All members who hold or have in their possession any monies, books, records or other property of the Local Union during any period when such member or employee is designated to perform duties on behalf of the Local Union shall deliver all such monies, books, records and other properties to the Secretary-Treasurer of the Local Union upon completion of such assignment.

- Section 2. The President, Secretary-Treasurer and Trustees, and their successors, shall constitute a Board of Trustees for the purpose of holding title to both personal property and real estate taken in the name of the Local Union.

Upon prior approval of the Local Union, the Board of Trustees shall be authorized to buy, sell, transfer, lease and contract for personal property and real estate of the Local Union.

- Section 3. Membership in the Local Union shall not vest in any member any right, title or interest in the funds, property or other assets of the Local Union or of the National Union.

This provision shall not apply in the case of the Local Union Benefit plans which may specifically provide otherwise

ARTICLE X - EXPENSES

Section 1. All members of the Executive Board are expected to attend all Executive Board meetings and if in the fulfillment of this obligation he is required to lose time from his regular employment he shall be compensated for same as required. When attendance by Executive Board members is done on their own time, the Unit Chair or designate shall be paid remuneration for attendance. Only one Chair or designate from any Unit shall be paid.

- (i) The amount of remuneration must be considered reasonable by the Board;
- (ii) the rate per meeting must be approved by the Board by resolution before such payment is made

Section 2. When a member is required to lose time from his regular employment for the purpose of performing work for the Local Union, he shall be compensated for the total amount of money lost.

Section 3. Any member on Local Union business authorized by the Executive Board will be reimbursed for out-of-pocket expenses and transportation costs (private car allowance will be tied to the National Constitution of Unifor). Members who have such expenditures shall submit vouchers for same to the Local Union for approval.

Section 4. When any member is required to perform service away from home, he shall be allowed, in addition to the salary set forth above, an amount covering transportation (economy air transportation) by the most direct route to and from his home, reasonable accommodation, and a per diem allowance of one hundred (\$100.00 dollars for miscellaneous expenses.

The per diem allowance shall be fifty (\$50.00 dollars for "in-town" service for full day attendance at conference, education, or union business requiring time away from home that extends in excess of eight (8) hours. Any in town meetings of eight (8) hours or less shall have a per diem rate of thirty-five (\$35.00) dollars or if meals are provided, ie. Unifor Family Education Centre in Port Elgin.

Section 5. Any member delegated by the Executive Board or elected by the Membership for special Union duties shall be reimbursed for any expense, lost time, etc., he may incur in the performance of that duty. Anyone on Union business shall be required to submit to the Secretary- Treasurer a signed statement for all lost time, per diem, transportation, telephone, etc. All expenses must be submitted on the approved expense sheet.

Section 6. All bills shall be paid by cheque.

ARTICLE X1 - BARGAINING UNITS

- Section 1. The Executive Board shall require each of its affiliated Units to establish and maintain a democratic structure. Provisions will be made for the Unit to hold meetings to fulfill its role in collective bargaining and related labour union activities.
- Section 2. The elected officers of each Unit shall be: Chairman, Vice-Chairman, and Recording Secretary. These officers shall be elected annually according to all applicable provisions of Article V11 of these By-Laws.
- Section 3. Each bargaining Unit will select its stewards and designate their areas of activity.
- Section 4. Records of proceedings, necessary reports and recommendations will be made readily available to the responsible Local Union officers.
- Section 5. The Recording Secretary of each Unit shall record the proceedings of their Unit meetings and preserve such records.

ARTICLE X11 - AMENDMENTS

- Section 1. These By-Laws may be amended by a two-thirds (2/3) vote at any regular meeting of the Local Union, provided the amendment has been presented in writing and read at a previous meeting.
- Section 2. All amendments to these By-Laws shall become effective only after receiving approval of the President's Office.
- Section 3. These By-Laws may also be amended by the National Union in Convention.
- Section 4. Notwithstanding anything to the contrary herein, these By-Laws and approved amendments thereto shall be subject to and shall not in any way be construed to supersede any of the provisions of the National Union. In the event of conflict between the By-Laws, and the Constitution of the National Union, the provisions of the latter shall prevail.

BY-LAWS

1. All questions, unless otherwise provided, shall be decided by a majority vote.
2. When a question has been decided, it can be reconsidered only by a two-thirds (2/3) vote of those present and voting.
3. A motion to reconsider must be made and seconded by two (2) members who voted with the majority.
4. A member ordered to be seated three (3) times by the Chair without heeding, shall be debarred from participating in any further business at that session.
5. 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.
6. The order of business at the regular meeting shall be:
 1. Call to Order
 2. Roll call of Officers
 3. Adoption of the Agenda
 4. Reading and approval of previous meeting minutes
 5. Initiation of new members
 6. Correspondence
 7. Executive Report and Recommendations
 8. Financial Report
 9. Unit Reports
 10. National Representative's Report
 11. Committee and Delegates Report
 12. Unfinished Business
 13. New Business
 14. Good and Welfare
 15. Adjournment