



By-Laws
Unifor Local 1917
611 Silvercreek Parkway North
Guelph ON N1H 6J2

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Article 1 Name

This organization shall be known as Unifor Local 1917.

Headquarters of the Local shall be a location within the City of Guelph.

The Units of this Local are:

- 04 Con Cast
- 40 CpK Interior Products
- 42 Hitachi Construction Truck Manufacturing Ltd.
- 43 Wellington Wood Products
- 69 Westrock
- 1761 Barry Cullen Chev Olds
- 1764 Wayne Pitman Ford
- 1765 Wellington Motors

Article 2 Constitution and Bylaws

The Constitution of this Local Union shall be the Constitution of the National Union, Unifor, and these bylaws shall be in all respects subordinate to said Constitution and all applications and interpretations thereof. As such Constitution now exists or may from time to time hereafter be altered or amended and in event of any conflict, the Constitution of the National Union shall govern.

Article 3 Fiscal Year

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

Article 4 Membership

Section 1

The Local shall be composed of workers eligible for membership in the National Union, Unifor, as outlined in Article 5 of our Constitution and over whom the Local has jurisdiction.

Section 2

Each member in good standing of the Local, has the right to nominate and vote, express opinions on all subjects before the Local, to attend all membership meetings and express views, arguments and opinions on all matters and business, including candidates for office, properly before the meetings; to meet and assemble freely with other members and generally to participate in the activities of the Local in a responsible manner consistent with good conscience in order to present and discuss, factually and honestly, the issues and personalities upon which the membership must base its decision.



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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, bylaws and other official rules of the Local. A member is 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 the National Union as organizations, or their free democratic heritage, or would interfere with the performance by this Local or the National Union or its (legal) or contractual obligations as a Collective Bargaining Agent, or interfere with the (legal) or contractual obligations of the Local as an affiliate of the National Union.

Violation or abuse of these rights and privileges of membership, or engaging in conduct by this section, shall be considered conduct unbecoming a Union member.

Section 3

The membership shall strive to obtain the objectives set forth in the National Constitution and additional objectives as established as the policy of the National Union; to maintain free relations with other organizations; do all in its power to strengthen and promote the labour movement; to cooperate with the National Board members, the National Union representatives and help promote organizational activities; to participate in all Local, Provincial and Federal elections through registration and balloting.

Article 5 Membership Meetings

Section 1

General Membership meetings shall be held bi-monthly and membership must be properly notified of such meeting; minimum of seven (7) days.

Section 2

Ten (10) members in good standing, excluding the Executive Board shall constitute a quorum for the transaction of the business at any general membership meeting. In the event that a quorum is not present within fifteen minutes after the scheduled time for beginning a membership meeting, the President shall declare all business to be dealt with by the Executive.

Section 3

Meetings shall be limited to a maximum length of two (2) hours unless, after this time, a majority of those members present vote to extend the meeting.

Section 4

Roberts Rules of Order shall decide all questions of a parliamentary nature.



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Section 5

A special meeting of the Local may be called by the President, a majority vote of the Executive Board, or on a petition signed by twenty-five percent (25%) of the membership and at least sixty percent (60%) of the membership who signed the petition must be present before the special meeting is called to order. In any case, members shall be notified of such a meeting by the Local bulletin boards, plant or office boards or Local newspaper advertisement.

Section 6

Admittance to the membership meeting shall be granted by showing your membership card and those members who do not have their membership card on their person must have another member who has their membership card vouch for them.

Section 7

No Executive Board, Unit, or Committee meeting shall be held which will conflict in any way with that of a general membership meeting.

Section 8

Any member who attends a meeting under the influence of alcohol or drugs and/or creates a disturbance, or becomes unruly shall lose voice and his/her right to vote at said meeting. Where necessary to maintain order the member may be evicted from the meeting by order of the Chairperson, subject to the challenge of the membership. Flagrant or persistent violation of this section by any member shall be conduct unbecoming a Union member.

Section 9

Minutes will be taken of all general membership meetings by the recording secretary.

Article 6 Powers of Administration

Section 1

The membership is the highest authority of this Local and shall be empowered to take or direct any action not inconsistent with the Constitution or Bylaws.

Section 2

Between membership meetings the Executive Board is the highest authority of the Local, and shall be empowered to act on behalf of the membership to the extent that urgent business requires prompt and decisive action, subject to subsequent membership approval. The Executive Board may not take



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action affecting the vital interests of the Local 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 and the general membership.

Article 7 Local Union Officers

Section 1

The Local Union shall have the following Executive Officers as listed in Article 36, Section 1, of our National Constitution: President, Vice President, Financial Secretary, Recording Secretary, Guide, Sergeant-at-Arms, three (3) Trustees and one (1) member-at-large to be elected from and by the auto mall dealership units.

Section 2

These officers shall be elected in May or June every three (3) years commencing in May 1990.

Section 3

The three (3) Trustees from among themselves following each triennial election of officers shall elect the Chairperson of Trustees.

Section 4

In the event of the office of President becomes vacant, the first Vice President shall assume that office for the balance of the term. In the event any of the other offices become vacant, an election to fill the vacancy shall be held as promptly as possible, in accordance with Article 15, of our National Constitution, provided however, that the President shall have the authority with Executive Board approval, to appoint a member to fill the vacancy until the result of such election shall become known.

Section 5

The duties of the Executive Officers shall be as set out in Article 15, Section C of our National Constitution.

Section 6

In the event the "Hall Administrator" decides to retire, quit, becomes unable to perform the functions and duties as previously agreed or through attrition, the lost time and duties will be transferred to the Local President. If the



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Local president at such time holds a 'unit position' he/she must resign such position or decline the President's position.

Article 8 Executive Board

Section 1

In addition to the Executive Officers, the Local Union Executive Board shall also have the following members who shall have:

Voice and vote:

- Chairperson of each Unit
- Chairperson of each Committee

Section 2

The above Executive Board members shall be elected in accordance with Article 15, Section B, of our National Constitution by secret ballot.

Section 3

The Executive Board shall meet every second (2nd) Tuesday of each month, or more often if mutually agreed upon by a majority of the Executive Board members.

Section 4

Emergency meetings of the Executive Board may be called by the President or Recording Secretary and all Executive Board members must be notified of such meetings.

Section 5

A simple majority of the Local Union Executive shall constitute a quorum.

Section 6

Minutes will be taken of all Executive Board meetings by the Recording Secretary.

Section 7

All decisions and recommendations of the Executive Board shall be referred to the next regular General Membership meeting.

Section 8

The Executive Board shall appoint at least one of its members to each of the standing committees in a liaison or advisory capacity, except plant Unit Bargaining Committees, Election Committee, or any Trial Committee.

The Local President shall be an ex-officio member of all Local Union committees except the Election and Trial Committees.



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Section 9

The Executive Board shall review each issue of the Local Union paper and where necessary shall take steps to bring the content and policy of the paper into conformity with the policy of the National Union.

Section 10

The Executive Board shall have the authority to direct payment of all ordinary bills and expenses of the Local.

Section 11

The Executive Board shall have the authority to make disbursements of Local Union funds to cover payment for purchase of the necessary supplies, equipment and other incidental items to a maximum of two hundred and fifty dollars **(\$250.00)** in any single disbursement.

Section 12

Donations to any strike over the amount of one hundred dollars **(\$100.00)** must be approved by the membership.

Donations to any strike involving Unifor members over the amount of three hundred dollars **(\$300.00)** must be approved by the membership.

Section 13

All donations to any charitable organization or minor sport (with the exception of the ongoing support for the Victor Davis Memorial Fund) shall be capped at one hundred and fifty dollars **(\$150.00)** with membership approval.

Section 14

All payments made by the Local will be paid by cheque and shall require the signature of 2 of the current signing officers (President, Financial Secretary, and Recording Secretary), except in the event of extended Leave of Absence of these officers, then the Recording Secretary will sign for the President and the Vice-President will sign for the Financial Secretary.

Section 15

There shall be no loans made to anyone at anytime.



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Section 16

Financial Officers, including the President, shall be bonded by such methods and agencies as the National Executive Board may determine. It shall be mandatory that Financial Officers be bonded in an amount that shall cover at least seventy-five percent (75%) of the funds available to them, and in no case for less than the five thousand dollars (\$5,000.00) currently approved by the National Executive Board.

Article 9 Stewards, Committeepersons and Chairpersons

Section 1

All Stewards, Committeepersons and Chairpersons and their alternates shall be democratically elected in the month after contract settlement, for three (3) year terms. They shall be required to take an oath of office as provided in Article 24 of our National Constitution.

Section 2

All members in good standing working under the jurisdiction to be represented by the Steward or Committeeperson shall be eligible to nominate and vote for the Steward or Committeeperson.

Section 3

All Stewards, Committeepersons and alternates shall be elected by **secret** ballot.

Section 4

A Steward or Committeeperson may be recalled by the members he/she represents for failure to perform the duties of the office in accordance with the procedure outlined in Article 15, Section E, of the National Constitution.

Section 5

In the event of a vacancy in a Steward or Committeeperson position, an election must be held to fill the vacancy as soon as possible and in any event within sixty (60) days.

Article 10 Bargaining Committee

The method of selecting the Bargaining Committee shall be at the option of the Unit concerned but of the necessity in conformity with the contract provisions negotiated with the individual companies.

Article 11 Committees

Section 1

In accordance with Article 40 of our National Constitution, the following shall be the Standing Committees of the Union:



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- Constitution and Bylaws
- Education
- Environment
- Recreation
- Community Services
- Human Rights
- Lesbian, Gay, Bisexual, and Transgender Workers(LGBT)
- Aboriginal and Racialized Workers
- Workers with Disabilities
- Union in Politics
- Women's Committee
- Young Workers
- Health and Safety

Section 2

The Constitution and Bylaws Committee shall be composed of the following:

- President
- Recording Secretary
- Chairperson of Trustees

Section 3

Standing Committees shall be elected or appointed by the Executive Board within thirty (30) days following the election of the Executive Board.

Section 4

There shall be for each Standing Committee a Chairperson, Vice President and Secretary to be elected by the members of each committee.

Section 5

Each Standing Committee shall meet at least once each month after working hours unless directed otherwise by the Executive Board or Membership.

Section 6

These committees shall perform all duties assigned to them by the Constitution and Bylaws and such additional duties as they be directed to perform by the Executive Board or the Membership.

Section 7

The duties of the Committee Chairperson are as follows:

- a) Shall direct the activities of the committee in accordance with these Bylaws and the National Constitution.



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- b) Shall have authority only to the extent of carrying out the decisions of the Committee that have been approved by the Membership or the Executive Board.

Section 8

The duties of the Committee Secretary:

- a) Shall keep an accurate record of all proceedings of all the meetings of the committee, and furnish the Recording Secretary of the Local with a copy of the same.
- b) Shall keep a record of all the activities of the committee and once each month shall prepare a summarized statement for the General Membership Meeting.
- c) Shall notify all members of the committee as to the time, date and place of all regular or special meetings, sufficiently in advance to enable them to attend.

Section 9

Each officer and member of the various committees at the completion of their duties shall turn over all papers, documents, funds and any other union property in his/her possession to the properly constituted Local Union officers.

Article 12 Elections and Election Committees

Section 1

An election of three (3) members for an election committee shall be nominated and elected by **secret** ballot at a regular General Membership meeting prior to the election of a new Executive and every three (3) years thereafter.

Section 2

The election Committee and the Membership shall be governed by the National Constitution and the Guide for the Local Union Elections issued by the National Union.

Section 3

Nominations and election of Unifor Council Delegates will be carried out along with the Nomination and Election of Executive Officers commencing in the year **1990**, and every three (3) years thereafter.

Section 4

Nomination and Election of Labour Council Delegates will be carried out along with the nomination and election of Executive.



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Section 5

Nomination of National Convention Delegates shall be held in accordance to the National Constitution Article 6.

Section 6

All elective positions in the Local Union shall be decided by a **secret** ballot.

Section 7

Advance Polling will be allowed in accordance with Unifor National Policy and the Unifor Guide to Elections.

Section 8

If an Executive Officer, whose term is not expiring, wants to be a candidate for another executive office position, s/he must resign from her/his present office long enough in advance of the nominating meeting to permit the nomination and election of candidates for both officers during the same election. The resignation would become effective at the time of installation.

Article 13 Finances

Section 1

The initiation fee shall be twenty dollars (**\$20.00**) and the reinstatement fee shall be the same amount.

Section 2

The monthly dues shall be the minimum as established by the National Constitution unless changes are made that conform to Article 15, Section G of the National Constitution.

Section 3

The following Officers shall be paid an expense allowance to offset expenses incurred in the performance of their duties.

- | | |
|----------------------------------------------|--------------------------|
| <input type="checkbox"/> President | \$75.00 per month |
| <input type="checkbox"/> Financial Secretary | \$75.00 per month |
| <input type="checkbox"/> Recording Secretary | \$75.00 per month |
| <input type="checkbox"/> WSIB Representative | \$50.00 per month |
| <input type="checkbox"/> Vice-President | \$50.00 per month |

Section 4

A member performing duties in the Local Union area such as attending workshops, seminars, councils, conventions and arbitrations, etc., shall be reimbursed for expenses equal to the established Unifor guidelines. However, should those duties extend beyond an 8-hour day, reimbursement shall be at the rate of 1/3 of the overnight per diem.



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Section 5

A member performing duties where meals and lodging are included shall be paid expenses in accordance to the National Union Policy. This amount is subject to the rules and limitations of the Paid Education Leave Program if member is attending P.E.L.

Section 6

All lost time must be authorized by the Local Union President. 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 which he/she would otherwise be compensated by the employer. The amount of lost time should never exceed the amount which the Local Union representative or member otherwise have received from his/her employer for the same period of time for which he/she is being compensated by the Local Union.

Section 7

On the authorization of the Local Union President, this Local shall pay such lost time as is necessary to allow up to four (4) Union representatives from the afternoon shift to attend General Membership Meetings.

Section 8

A member performing duties away from the Local Union area where overnight accommodation is required shall receive per diem expense equal to the maximum rate paid by the National Union plus the payment of hotel accommodation at single room occupancy rate or ½ of a double room rate if shared with another member based on the corporate or negotiated rate being charged where the convention, seminar, council, etc., is being held. In order to be reimbursed at the single room rate, original hotel bill must be submitted to the Local Financial Secretary upon return.

Section 9

Mileage allowance will be paid for out of town travel at the current rate according to the National Policy, plus parking or mode of transportation approved by the Executive. If airfare is required and approved by the Executive Board, it will be paid at the economy fare rate only.

Section 10

The Financial Secretary will perform his/her duties for 8-hours per week.



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Section 11

The Recording Secretary will perform his/her duties for 8-hours per week.

Section 12

The Local will set up a unit fund starting at fifteen hundred dollars **(\$1,500.00)** and increasing in five hundred dollar **(\$500.00)** increments for every fifty (50) members following the below table to a maximum cap of four thousand dollars **(\$4,000.00)**.

<u>Membership</u>	<u>Unit Fund in (\$)</u>
0-150	\$1,500.00
151-200	\$2,000.00
201-250	\$2,500.00
251-300	\$3,000.00
301-350	\$3,500.00
351-	\$4,000.00

- (1) The unit fund will be replenished once a year on January 1st. Membership levels will be decided by the average active membership levels throughout the year.
- (2) All withdrawals from the unit funds will need two signatures from the Unit Chair, the alternate chair, or a unit designate, date of meeting where approval was voted and approved.
- (3) Each Unit Chair will be responsible for providing the local with the designated unit members allowed to sign for unit funds.
- (4) The unit funds will be used for charities, sponsorships, office equipment and/or social events. Once the unit funds are exhausted there will be no more expenditures allowed for that unit.
- (5) The unit funds will only be dispensed if receipts are provided and there is approval for disbursement at a unit meeting.

Article 14 Eligibility for Elected Office

No member shall be eligible for election as an Executive Officer until he/she has been a member in continuous good standing in the Local Union for one (1) year immediately prior to the nomination. Eligibility for all other offices in the Local Union is required to be a member in good standing.



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Article 15 Attendance Rules

Section 1

All members of the Local Union holding an elective or appointed position are required to attend

- a) Two (2) out of three (3) consecutive membership meetings unless officially excused for cause by the Local Union
- b) Two (2) out of first three (3) consecutive meetings expected of their respective office or position unless otherwise excused for cause by the Local Union.

Section 2

Failure to comply with the above regulations and without valid and legitimate excuse will result in the following action:

1. **For the first offence** – a letter will be sent out notifying of the meetings missed.
2. **For the second offence of two (2) out of three (3) meetings missed** – automatic removal of that member from his/her Local Union position.

Section 3

Removal from office under these regulations shall render the offender ineligible to run for an elective position for the remainder of the term of office from which he/she was so removed with the exception of delegates to the National Convention.

Section 4

Candidates for elective office will be notified of the obligation to attend meetings under the Bylaws. Such notice will appear on the notice of nomination.

Section 5

The enforcement of attendance rules will apply for all elections held after the adoption and approval by the National Executive Board of these Bylaws.

Article 16 Delegates from Local

Section 1

All delegates to the National Convention shall be chosen pursuant to provisions of Article 6 of the National Constitution and the eligibility of a member for convention delegate is also controlled by the National Constitution.

Section 2

Delegates to other Councils, which unit makeup or product line will entitle the Local, shall be elected.



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Section 3

Delegates to District Labour Council, O.F.L., C.L.C., N.D.P. shall be elected.

Article 17 Order of Business

Following the call to order made properly under Article 5, Section 2 of these Bylaws, this shall be the order of business of the General Membership

Meetings:

- ❑ Roll Call of Local 1917 Leadership
- ❑ Respect to Deceased Members
- ❑ Minutes of the Previous Meeting
- ❑ Business Arising From the Previous Meeting
- ❑ Correspondence
- ❑ Executive Board Report and Recommendations
- ❑ Financial Secretary Report
- ❑ Delegates' Reports
- ❑ Standing Committee Reports
- ❑ Shop and Bargaining Committee Reports
- ❑ Old and New Business
- ❑ Adjournment

Article 18 Appeals

Article 18 of the National Constitution provides that any member of this Local Union feeling himself/herself aggrieved by some action of the Local Union of one of its representatives must initiate his/her complaint or appeal from that action within the appropriate time limits set out in our National Constitution, Article 18.

Article 19 Strikes and Strike Committee

All strikes will be initiated or terminated only in strict conformance with Article 17-B and C of the National Constitution.

Article 20 General

All Local Union Officers, Committees and other members handling funds or other property of the Union shall, at the completion of their duties, turn over all papers, documents, funds and/or Union property to the properly constituted Local Union Officers.

Article 21 Amendments

Section 1

These Bylaws shall be amended, altered or revised only in conformity with the following procedure:



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- a) A resolution or motion in writing, calling for amendment, alteration or revision shall be presented to a General Membership Meeting. It **must** be seconded by a member other than the mover, and no debate can take place at this time.
- b) The resolution or motion shall then be referred to the Bylaws Committee and shall be read out at the next regular Membership meeting, together with the recommendation of the committee.
- c) It shall be debated and a vote taken on the recommendation of the Bylaws Committee and it shall require a two-thirds (2/3) vote of those voting for adoption of any suggested change.
- d) The Bylaws, together with all amendments, must be submitted, typed or printed on 8.5" x 11" paper to the National President for review and approval.
- e) Amendments to existing Bylaws, or new Bylaws must be submitted to the National Executive Board for approval. The amendments or the new Bylaws are not effective until approved by the National Executive Board.

Article 22 Welfare

Section 1

Send a grocery gift card to members of this Local who have been off sick, on maternity or on WSIB for four (4) weeks, to a maximum of fifty dollars **(\$50.00)**.

If the member is off for eight (8) consecutive weeks an additional fifty dollar **(\$50.00)** grocery gift card will be issued. The 2nd grocery gift card will be given out for all new claims as of January 1st 2017.

- (a) All grocery gift card forms will be filled out and handed into the local. The Local President will sign, date and record the serial number of the grocery gift card(s) to be disbursed. The President will then notify the unit chairperson that their request(s) have been filled.
- (b) A copy of the form will then be given to the Recording Secretary to review and file.
- (c) The unit chairperson or their designated representative will follow up with the member that was off upon return, to confirm that the member received their grocery gift card(s).

Section 2

If a member of this Local dies, or their immediate family, the member or member's family will be offered a keepsake Bible encased in a cedar box, and the option of either having flowers sent or a donation made in lieu of, to the



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family's choice of charity. (Immediate family consists of: father, mother, brother, sister, spouse or children.)

Section 3

Retirees: this Local will present every retiree with a watch and a cheque for two hundred dollars **(\$200.00)**.

Section 4

Flowers valued at one hundred dollars **(\$100.00)** will be sent to the funeral of any retired member of Local 1917.

Article 23 Skilled Trades

Section 1

All the Skilled Trades of Local 1917 will form a committee.

Section 2

The Trades Committee of the Local will schedule a meeting when deemed necessary.

Section 3

The Committee will elect a Chairperson, Secretary and Treasurer if deemed necessary.

Section 4

The Committee will make regular reports to the General Membership Meeting.



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Record of Amendments:

2003

<ul style="list-style-type: none"> • Changes Submitted to Membership • Changes Approved by Membership • Changes Submitted to National • Changes Approved by National 	11 March 2003 10 June 2003 17 October 2003 Effective 03 November 2003
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2005

<ul style="list-style-type: none"> • Changes to Article 11: Committees, Section 1 • Addition to Article 12: Elections and Election Committees, add Section 7 • Changes to Article 22: Welfare, Section 1 	Effective 21 April 05 Effective 21 April 05 Effective 21 April 05
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2008

<ul style="list-style-type: none"> • Changes to Article 22: Welfare, Sections 1 & 2 • Changes to Article 13: Finances, Section 9 • Changes to Article 22: Welfare, Section 3 	Effective 10 June 2008 Effective 09 September 2008 Effective 09 September 2008
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2009

<ul style="list-style-type: none"> • Changes to Article 5: Membership Meetings, Section 1 • Changes to Article 8: Executive Board, Section 12 	Effective 06 February 2009 Effective 06 February 2009
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2010

<ul style="list-style-type: none"> • Addition to Article 7: Local Union Officers, Section 6 • Addition to Article 12: Elections and Election Committee, Section 8 	Effective 29 March 2010 Effective 29 March 2010
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2016

<ul style="list-style-type: none"> • Changes to Article 1: Name • Changes to Article 2: Constitution and Bylaws • Changes to Article 4: Membership, Section 1 • Addition to Article 5: Membership Meetings, add Section 9 • Changes to Article 7: Local Union Officers, Sections 1, 4, & 5 • Changes to Article 8: Executive Board, Sections 1, 2, 9, 11, 12, 13, & 14 	Effective 21 June 2016 Effective 21 June 2016 Effective 21 June 2016 Effective 21 June 2016 Effective 21 June 2016 Effective 21 June 2016
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<ul style="list-style-type: none"> • Changes to Article 9: Stewards, Committeepersons and Chairpersons, Sections 1 & 4 • Changes to Article 11: Committees, Sections 1 & 4 • Changes to Article 12: Elections and Election Committees, Sections 3, 5, & 7 • Changes & Additions to Article 13: Finances, Sections 2, 4, 5, 9, and Add Sections 10, 11, & 12 • Changes to Article 15: Attendance Rules, Sections 2(2), & 4 • Changes to Article 16: Delegates from Local, Section 1 • Changes to Article 18: Appeals • Changes to Article 19: Strikes and Strike Committee • Changes to Article 21: Amendments, Section 1(e) • Changes & Addition to Article 22: Welfare, Section 1 & Add Section 4 	<p>Effective 21 June 2016</p>
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