

December 20, 2016

Sent by email – redbaron21@bell.net

Kevin Pond, President
Unifor Local 31
811 – L Blackburn Mews
Kingston ON K7P 2N6

Dear Brother Pond,

Re: By-Laws, Unifor Local 31

This will confirm receipt of Local 31's proposed by-law amendments, approved by the membership on November 17, 2016. Article 9 numbers 3 and 6 are hereby approved as submitted.

Approval of your By-Laws by the National Union is without prejudice to the rights of the National Executive Board (NEB) to subsequently disapprove any of the provisions, if and when in its judgement such action should be taken.

If you have any questions please do not hesitate to call Richard at 1.800.204.3121 extension 2225.

In solidarity,



Shane Wark
Assistant to the President



Richard Laverty
National Representative

st:cope343

cc Bob Orr



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LOCAL 31

BY-LAWS

UNIFOR

Local 31 By-Laws

Article 1- Name

This organization shall be known as UNIFOR Local 31.

Article 2- Jurisdiction

Jurisdiction of this Local shall be the jurisdiction assigned by the National Union.

Article 3- Trade Union Status

The objects of UNIFOR Local 31 shall be the regulations of labour relations and collective bargaining between employees and employers.

Article 4- Constitution and By-Laws

The Constitution of this Local Union shall be the Constitution of the National Union, UNIFOR, and these By-Laws shall be in all respects subjective to said Constitution and all applications and interpretations.

Article 5- Fiscal Year

The Fiscal Year of this Local Union shall begin on January 1st and end on December 31st.

Article 6- membership

Section 1- Eligibility

- 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 UNIFOR 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 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.

- 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 co-operate with National Board members, the National representatives and help promote organizational activities.

Section 2- Application

Membership in the Local Union shall be obtained, subject to Article 5 of the Constitution, and upon the approval of any Membership Committee authorized to accept or reject membership on behalf of the Local Union, subject to the right of the Local Union to overrule the decision of the Membership Committee.

Section 3- Transfers

The transfer of membership from this Local to the jurisdiction of another Local and from another Local to the jurisdiction of this Local shall be made in accordance with Article 5 of the Constitution.

Section 4- Good Standing and Termination

Membership in the Union shall be terminated when a member accepts a position which would render the member ineligible for membership. A member who temporarily assumes such a position may retain membership, but that member shall not hold any office, elected or appointed Local position, within the Union or attend any Local or other Union meetings while the member is considered to not be in Good Standing, except where prohibited by law, and shall not have any voting privileges.

For a member to be considered in Good Standing the member must be active within the bargaining unit for six months after returning to the bargaining unit including but not limited to completion of an Acting or Interim manager assignment.

Article 7- membership Meetings

Regular meetings of this Local shall be held on the second Thursday of each month where scheduling permits, with no meetings scheduled in the summer months of July and August. Special meetings may be called by a majority vote of the Local officers, or by a petition signed by twenty (20) members. Upon receipt of a proper petition the Local officers shall call a special meeting to be held within ten (10) days.

The Local may authorize each bargaining 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 group.

Unit groups will not take any action which conflicts with either the Local Union or National Constitution. All actions not specifically authorized shall be subject to review and concurrence or non-concurrence by the Local.

The number constituting a quorum for bargaining Unit meetings shall be those members in attendance.

For Executive Board Meetings and Committee meetings a majority of the officers or a majority of the members of a Committee shall constitute a quorum for these bodies.

Conduct of meetings, other Local business and Quorum

Membership meetings and any other business of this Local shall be conducted under these By-Laws and rules of the Local and in conformity with the Union Constitution. On questions where the Local By-Laws, the Local rules or the Union Constitution do not clearly apply, Bourinot's Rules of Order shall govern.

Article 8- Powers of Administration

To provide for the administration of the Local Union, provisions along the following lines should be included:

- a) The membership is the highest authority of the Local Union and shall be empowered to take or direct any action not inconsistent with the Constitution of By-Laws.
- b) Between membership meetings, the Executive Board shall be the highest authority of the Local Union and shall be empowered to act on behalf of the membership to the extent urgent business requires prompt and decisive action, subject to subsequent membership approval.
- c) Between meetings of the Executive Board, the President shall exercise general administrative authority and shall be empowered to act on behalf of, and take action permitted, to the Executive Board, subject to subsequent approval of the Executive Board.

Article 9- Local Union Officers/Executive Board

The Officers of the Local shall be:

1. President
2. Vice-President
3. Executive Vice-Presidents (2, one from each district other than the one that the President is from, however in the event that each district has an executive member, one, or both of these positions may become "member at large" positions which can be elected / filled by any member in good standing)
4. Recording Secretary
5. Treasurer
6. Chief Stewards (as many as deemed necessary by the local executive)

The duties of the Executive Officers are as set forth in Article 15 Section C of the Constitution.

Executive Board Conduct

The Executive Board shall meet on the second Thursday of every month before the membership meeting.

- a) A simple majority of the Local Union Executive Board shall constitute a quorum.
- b) Minutes will be taken of all Executive Board meetings by the Recording secretary and shall be available to the membership upon request.
- c) All decisions and recommendations of the Executive Board shall be referred to the next regular membership meeting.
- d) The Executive Board shall appoint at least one of its members to each of the standing Committees in liaison or advisory capacity, except, however the Workplace bargaining Committee, or Election Committee.
- e) The Executive Board shall review each issue of the Local Union paper, and where necessary shall take steps to bring the contents and policy of the paper into conformity with the policy of the national Union.

Article 10- Stewards, Steward prime, and Chief Stewards

1. The duties of the Chief Stewards shall be as follows:
 - a. Familiarize all Stewards with the provisions of their appropriate Collective Agreement and thoroughly investigate all grievances;
 - b. Serve on the appropriate Grievance Committees;
 - c. Be members of the Executive Board;
 - d. Perform such other duties as may be assigned by the President or the Executive Board.
2. The Duties of the Steward Prime shall be as follows:
 - a. To assist with the duties of the Chief Steward under the direction of the Chief Steward;
 - b. All duties listed under Duties of Stewards, article 10 (3).
3. The Duties of the Steward shall be as follows:
 - a. To become familiar with all provisions of their bargaining unit collective agreement and thoroughly investigate all grievances and complaints coming within their jurisdiction;
 - b. To become completely familiar with the grievance procedure of their bargaining unit;
 - c. To receive complaints and grievances from their members and make every effort in conformity with the grievance machinery to satisfactorily adjust and settle all grievances;
 - d. To refer all grievances and complaints that have not been satisfactorily adjusted to their Chief Steward, or the President if the grievance arises in a location where there is no Chief Steward;

- e. To report all grievances settled satisfactorily to their Chief Steward;
- f. To turn over all papers, documents, funds or other property at the conclusion of the term of office to the Local or to his successor in office and obtain a receipt thereof;
- g. To carry out such other duties as may be prescribed from time to time by the Local.

Article 11- Committees

- a) The Local Union shall have the following regular Committees, but not limited to:
 - 1) Constitution and By-Laws Committee
 - 2) Education Committee
 - 3) Organizing Committee
 - 4) Community Services Committee
 - 5) Human Right Committee
 - 6) LGBT Committee
 - 7) Aboriginal and Racialized Workers Committee
 - 8) Workers with Disabilities Committee
 - 9) Women's Committee
 - 10) Young Worker's Committee
 - 11) Health and Safety Committee
 - 12) Trustee Committee
 - 13) Membership and Excuse Committee
 - 14) Grievance Committee
- b) Members of all Committees shall be appointed by a majority vote of the Local Membership, except the Trustee Committee. The Trustee Committee shall be elected by the membership. Initially, three members shall be elected, one to hold office for one year, one to hold office for two years, and one to hold office for three years, so that at the end of each year thereafter, one trustee shall be elected for a three year term. All Committee appointments are subject to the right of the Local membership to overrule such appointments.
- c) Vacancies on Committees shall be filled at the discretion of the Executive Board.
- d) Any member of any Local Committee may be removed by a majority vote of the Local Executive Board, subject to the right of the Local membership to overrule such decisions. Any Committee member may be also be removed by action of the Local in a membership meeting. Members of the Trustee Committee are subject to removal only by a majority of those voting at a membership meeting.

e) The Committees shall perform all duties assigned to them by the constitution and By-Laws and such additional duties as they may be directed to perform from time to time by the Executive or the membership.

f) Duties of Committees:

1) Constitution and By-Laws Committee

The constitution and By-Laws Committee shall propose amendments to the By-Laws as needed in accordance with article 21 of these By-Laws.

2) Education Committee

The Education Committee shall assist in developing the Local's education program and, with the Local officers, be responsible for effectuating the Union's and the Local's educational programs.

3) Organizing Committee

The Organizing Committee shall assist the Local Officers, Stewards and members in organizing all employees within the Local Union's jurisdiction.

4) Community Services Committee

The Community Services Committee shall assist the Local Officers, Stewards and members in developing Community Service Programs.

5) Human Rights Committee

The Human Rights Committee shall provide support and information to members of the Local and encourage awareness within the communities in which UNIFOR has jurisdiction.

6) LGBT Committee

The LGBT Committee shall encourage participation from LGBT members of the Local and provide support and information to members of the Local and encourage awareness within the communities in which UNIFOR has jurisdiction.

7) Aboriginal and Racialized Workers Committee

The Aboriginal and Racialized Workers Committee shall encourage participation from aboriginal and Racialized workers members of the Local and provide

support and information to members of the Local and encourage awareness within the communities in which UNIFOR has jurisdiction.

8) Workers with Disabilities Committee

The Workers with Disabilities Committee shall encourage participation from workers with disabilities members of the Local and provide support and information to members of the Local and encourage awareness within the communities in which UNIFOR has jurisdiction.

9) Women's Committee

The Women's Committee shall encourage participation from women members of the Local and provide support and information to members of the Local and encourage awareness within the communities in which UNIFOR has jurisdiction.

10) Young Workers Committee

The Young Workers Committee shall encourage participation from young members (under the age of 35) of the Local and provide support and information to members of the Local and encourage awareness within the communities in which UNIFOR has jurisdiction.

11) Health and Safety Committee

The Health and Safety Committee shall have the capacity to advise the membership of safety regulations, hazards and precautions. It shall represent the Local at any joint LHSC meetings.

12) Trustee Committee

The Trustee Committee shall:

- a) Exercise general supervision over the property of the Local, subject to such instructions as they may, from time to time, receive from the Local;
- b) Ensure that proper procedures are instituted and maintained by the Executive to provide for detailed, up-to-date recording and accounting of all transactions involving any funds and properties of the Local;
- c) Audit the books of the Local at the end of each fiscal year, or at the request of the Local Executive Board, or at the Trustee Committee's discretion. A report shall be made to the Local members thereon;

- d) Verify that all transactions involving Local funds and properties were properly authorized;
- e) Require the Treasurer to deposit all monies belonging to the Local in such bank as the Executive Board may designate, and require the Treasurer or any other officer of the Local handling funds of the Local to be bonded in such amount as the Local may direct, to be paid for by the Local.

13) Membership and Excuse Committee

The Membership Committee shall accept or reject membership applications in accordance with the By-Laws and rules of this Local and Article-5 of the constitution and policies of the Union.

The Excuse Committee will validate a member's excuse for being absent from a meeting to wish they wish to be excused.

14) Grievance Committee

The Grievance Committee shall co-ordinate all grievances and report the status of such grievances at Regular Membership Meetings. Unless otherwise decided by the membership, the Committee shall consist of the Chief Stewards and the stewards from each bargaining unit. The Local Executive shall be advised of grievances to be taken to the National Union.

Article 12- Elections and Elections Committee

The Election Committee will be an ad hoc committee struck for single meeting duration, the composition of which to be determined by the members at the meeting and shall conduct all nominations and elections and referendum of the Local. This committee shall have the authority and responsibility to see that nominations and elections are conducted in accordance with the Union Constitution, and these By-Laws, with reasonable opportunity for each member to nominate and vote for the candidate of their choice. The Election Committee shall also conduct any referendum submitted to the membership. A member shall not be permitted to serve on the Election Committee if he is a candidate for any office of the Local or a delegate to the Convention. All questions concerning the conduct and challenges of elections shall be determined by the Election Committee, subject to the right of appeal to the Governing Board or its members.

Section 1- Nominations

- a) Local Officers and Chief Stewards shall be nominated in November of each even numbered year.

- b) Stewards, and Health and Safety Reps shall be nominated in November of each odd year.

Section 2- Elections

- a) Election of Local Officers and Chief Stewards shall be by secret ballot of the membership in each even numbered year.
- b) Election of Stewards and Health and Safety Reps shall be by secret ballot of the membership in each odd numbered year.
- c) Where the members fail to elect, for any position, or where a vacancy occurs, the Executive Board may appoint, subject to the right of the membership to overrule such appointments.

Section 3- General Provisions

- a) There shall be as many Stewards as the Local deems necessary subject to the terms of the Collective Agreement(s).
- b) The nominee in any election receiving the majority of the votes cast shall be declared elected. If no one nominee has a majority on the first ballot, the vote shall be taken again with the two nominees having the greatest number of votes on the first ballot shall be on the second ballot.
- c) Only members in Good Standing shall be eligible to vote or hold office.
- d) If a Chief Steward requires a Steward Prime, the Executive Board may appoint a Local Steward to the position for the duration of that Steward's term.
- e) Officers and Chief Stewards shall take office on January 1 of each odd year and Stewards, Steward Prime and Health and Safety Reps shall take office when elected or shortly after.

Section 4- Vacancies

All vacancies in Local Union Offices will be filled promptly by appointment from the Executive Board for the duration of the term.

Article 13- Finances

Section 1- Local Dues

- a) Each member of the Local shall pay dues in the amount of 1.65% of their basic salary. This amount is to include the Nation portion of the dues. Member's dues may be changed only by a majority of those voting on the question by a secret ballot referendum to members in good standing.
- b) Notwithstanding the provisions of Article 6, section 1 (a) above, dues will be subject to any mandatory increase or decrease by the National Union.

Section 2- Local Special Assessments

The membership of this Local may levy special assessments only in the same manner as provided for changing Local dues.

Section 3- Local Special assessments Expenditures

- a) The Financial records of this Local shall be audited by the Trustee Committee as per the national constitution. The result of such audit shall be made available for inspection by any member in Good Standing of the Local.
- b) The Executive Board shall provide a yearly budget subject to the approval of the membership.
- c) Unbudgeted expenditures in excess of \$300 per month shall require prior membership approval.
- d) The Local Union shall pay a representative, or member lost time (OXP), only when that representative or member is performing necessary duties for, and on behalf of, the Local Union during the time for which they would otherwise be compensated at their regular rate of pay the employer. The amount of lost time should never exceed the amount which the Local union representative or member would otherwise have received from their employer for the same period of time in which they are being compensated by the Local Union. Authorization for lost wages (OXP) must be pre-approved by the Executive Board.
- e) All expenses incurred will be reimbursed in accordance with the Local Expense Rules.

Section 4 – Donations

Request for donations from the Local will be presented to the Executive Board and any action to be taken will be recommended by the Executive Board with the final approval by the Local membership. When attending events on behalf of the Local, the First delegate, at their discretion, may make a donation of up to \$100 or for a strike appeal up to \$200.

Section 5 – Local Expenses

- a) Advances to Officer and general members of the Local are to be closed out by the 30th day following the expenditure with the exception that all expenses must be closed out no later than 2 weeks prior to fiscal year end. All advances are to be closed out, where applicable.
- b) Receipts are to be obtained for travel and accommodations when on expenses from the Local.
- c) Per Diem for National Events shall be paid at National Rates.
- d) Expenses and advances incurred shall only cover the individual for whom the expense or advance is issued unless otherwise given specific permission by the Executive Board.
- e) First Delegate to all Union functions shall be responsible for all contributions on behalf of the Local.

Uniform Expenses for Unifor Local 31

Accommodation: Pay full costs- Receipts required

Travel: Taxis- \$5.00 or less- no receipts required

Taxis- above \$5.00- receipts required

Air, Boat, Train- Full cost - receipts required

Personal Car- to and from Event- Mileage \$0.48 per kilometre

Misc. Meals within Local:

Breakfast: \$10.00

Lunch: \$15.00

Supper: \$30.00

Total: \$55.00

Misc. Meal outside of the Local:

Breakfast: \$10.00

Lunch: \$20.00

Supper: \$35.00

Total: \$65.00

Pre-arranged conditions such as courses, meetings, etc. where meals are included do not warrant per diem for that meal. For early departures from Local to meet commitments, Misc. Meals will apply accordingly.

Misc. Expenses: \$5.00 and below- no receipts required

Above \$5.00, receipts required plus full details

Tip or Gratuities: None on per diem, 5% allowed on hotel

Receipts: Where required, receipts must be submitted for full payments or no payments will result. All discrepancies must go to the Local Executive for approval or rejection.

Travel type: As per Collective Agreement. At the discretion of the individual but minimum costs apply.

Executive Business:

Lunch: \$10.00

Supper: \$25.00

Section 6- Signatories

The Local may have up to four (4) signatories from the Executive Board in order to conduct Local business.

Article 14- Eligibility for Elected Offices

A member must be in continuous good standing, for a period of one year, in order to be eligible to seek or hold office.

Article 15- Attendance Rules

All members of the Local Union holding an Executive position are required to attend:

- a) Two out of three consecutive membership meetings unless officially excused for cause by the Local Union Excuse Committee.
- b) Failure of any elected official to comply with the above attendance rules may result in removal from their respective office or position, and they may not be permitted to run for any elective office for the balance of the term of office for which they were removed, except as a delegate to the National Convention.

Article 16- Delegates from Local

Conventions, Councils and Sub-Councils

The President of the Local shall be the Head of the delegation and First Delegate to all UNIFOR, CLC, OFL, and subsidiary body councils and conventions.

National, OFL and CLC Conventions, Councils, and Sub-Councils

Delegates to National, OFL and CLC conventions must meet the requirements as identified below in order to be nominated and elected:

- a) Be a Member in Good Standing.
- b) Must have annually attended two membership meetings unless officially excused for cause by the Local Union Excuse Committee.

Article 17- Order of Business

- a) The Order of Business at a Local meeting shall be as follows:
 1. Call to Order
 2. Roll Call of Officers
 3. Reading and Actions on Minutes of Previous Meeting
 4. Bulk Mail
 5. Reports of Officers
 6. Reports of Committees
 7. Unfinished Business

8. New Business
9. Adjournment

b) The Order of Business may be suspended by a two thirds (2/3) vote of the members present.

Article 18- Review of Decisions

The affairs of the Local shall be governed by its membership in accordance with the Constitution and policies of the Union in the following manner:

- a) Through action taken in membership meetings or by referendum of the membership;
- b) Through actions and decisions of the Executive Board between membership meetings;
- c) Through actions and decisions of the Local Officers between membership meetings.

The actions and decisions of the Executive Board and officers of the Local between Local meetings may be overruled by the membership in a Local meeting or by referendum.

Any person dissatisfied with the actions or decisions of the Local Union or any representative thereof, other than the actions or decisions of the membership of the Local Union, shall take their appeal or complaint to the Local Union Recording secretary within 30 days as permitted by Article-18 of the constitution. Officers, Stewards, H&S reps and Committee members shall be subject to Article-15 of the national constitution, defined as workplace representatives.

Referendum of the Local

- a) The Local Election Committee shall submit any questions to a referendum of the membership meeting when directed to do so by an action of a regular or special membership meeting.
- b) Questions submitted to a referendum shall be determined by a majority vote of those voting on the question.
- c) All motions made at Local meetings of over \$1,500 (one thousand, five hundred) that exceed budgeted amounts may, at the discretion of the Executive Board, go to a referendum vote.

Charges/Trials

A member in good standing or a group of members may file a charge if they have reasonable cause to believe that another member has violated the procedures and responsibilities established by the Local By-Laws, by the Constitution, or by the Code of Ethics which forms part of the Constitution. All charges must be filed within sixty (60) business days of knowledge of the event giving rise.

All charges shall be submitted in writing to the Local Union Recording Secretary. Upon receipt of the charges, the Local Union Recording Secretary shall determine if the charges are a Constitutional matter or a Local Union By-Laws matter. If the charges are deemed to be a Constitutional matter, the Local Union Recording Secretary shall inform the Local Union President and both the Accuser and the

Accused. He/she shall then refer the matter to the Office of the National President, as per Art-18 of the National Constitution.

If the charges are deemed to be a Local Union By-Laws matter, then the Local Union Recording Secretary shall do the following:

- 1) Forward a copy to the Local Union President
- 2) Within ten (10) business days, shall strike a Discipline Committee
- 3) Within ten (10) business days shall inform, in writing, both the accused and the accuser

If the Local Union President or Local Union Recording Secretary are absent or unable to fulfill their duties or if they are deemed to be in conflict of interest, the Local Union Executive Board shall designate a person to assume their responsibilities.

The Committee shall be comprised of three (3) members in good standing that are deemed to be without conflict of interest.

Duties and Responsibilities of the Discipline Committee

The Discipline Committee shall, on its own authority, and within thirty (30) days of receipt of the statement of charges, determine the admissibility of the statement of charges based on the following:

- 1) The timeliness of the charges
- 2) The irregularity of the charges as per the Local Union By-Laws and the National Constitution
- 3) The admissibility of the charges in all further respects including, as need be, its frivolous or vexatious character

If the charges are deemed inadmissible by the Committee, they shall reject the statement of charges and may also reject the charges or they may request corrections of the statement of charges from the accuser, as they deem appropriate. Once the admissibility of the statement of charges has been established by the Committee, they shall investigate the matter and, on their authority, shall determine if a hearing is to be held. In any case, the accused alone may require that a hearing be held. Should no hearing be held, the Discipline Committee shall give the accused and the accuser an opportunity to submit their evidence and express their arguments in a manner deemed appropriate.

The Discipline Committee of the Local Union shall, if need be, set a hearing at a time and place they deem appropriate. It shall give the accused and the accuser reasonable time to prepare and present their case. The Committee shall review all evidence presented. If a hearing was held, they shall also include all evidence presented at the hearing in their review. Within ninety (90) business days of presentation of evidence or, in the case of a hearing, within ninety (90) days of the hearing, the Discipline Committee shall render a decision.

The decision of the Discipline Committee must be submitted in writing to the Local Union recording Secretary, The Local Union President, the Accuser and the Accused. It will include the acceptance or rejection of the charge, determination of guilt, a brief summary of the reasons for its determination and, in the case of acceptance of the charge, any imposed disciplinary measure it deems appropriate.

Disciplinary measures may include:

- 1) Financial Restitution
- 2) Revocation of Good Standing
- 3) Apologies (verbal or written)
- 4) Any other reasonable restitution

Any decision must be ratified by the Local Membership at the next regularly scheduled meeting. Any party may appeal the decision to the Nation Union as per the Constitution. Both the Accuser and the Accused may designate an advocate and have them present throughout the process.

Article-19 Strikes and Strike Committee

The calling, conduct, and termination of strikes affecting the Local shall at all times be carried on in compliance with the rules prescribed by the Union and Article-17 of the Constitution.

Article 20- General

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

Whenever, in these By-Laws, a pronoun is used it refers equally, where the reference is applicable, to both men and women in the singular and in the plural.

Article 21- Amendments

After adoption, these By-Laws may be amended by the following method:

Two-thirds majority vote of the members present in a Local meeting who vote, if the proposed amendment has been introduced at a previous membership meeting or has been advertised to the membership at least seven (7) days in advance of the meeting by the use of bulletin boards, electronic means, or Royal Mail postage prepaid.

Article 22- Oath of Office

Each elected officer of the Local, after meeting all other qualifications, shall be duly installed upon taking the Oath of Office as follows:

At the Local Union level the ceremony may be performed by the outgoing Local Union President or National Representative.

The Installing Officer says:

“Give attention while I read to you the obligation:

“Do you pledge on your honour to perform the duties of your respective offices as required by the Constitution of the Union and to bear true and faithful allegiance to Unifor.

Do you pledge to promote a harassment and discrimination-free environment and work to ensure the human rights of all members are respected?

Do you pledge to support, advance and carry out all official policies of the Union and to work tirelessly to advance and build the membership of our Union?

Do you pledge to deliver all books, papers, and other property of the Union that may be in your possession at the end of your term to your successor in office, and at all times conduct yourself as becomes a member of this Union?”

Officers respond, “I do.”

The Installing Officer then says:

“Your responsibilities are defined in the By-Laws, Constitution and policies of Unifor. Should any emergency arise not provided for in these, you are expected to act according to the dictates of common sense, guided by an earnest desire to advance the best interest of the Union. I trust you will all faithfully perform your duties so that you may gain the esteem of your brothers and sisters and the approval of your conscience.

“You will now assume your respective offices.”

Article 23- Adoption

These By-Laws shall be adopted with a two-thirds majority of those members in attendance who votes.

By-Laws adopted: June 16, 2016

By-Laws amended: December 15, 2016