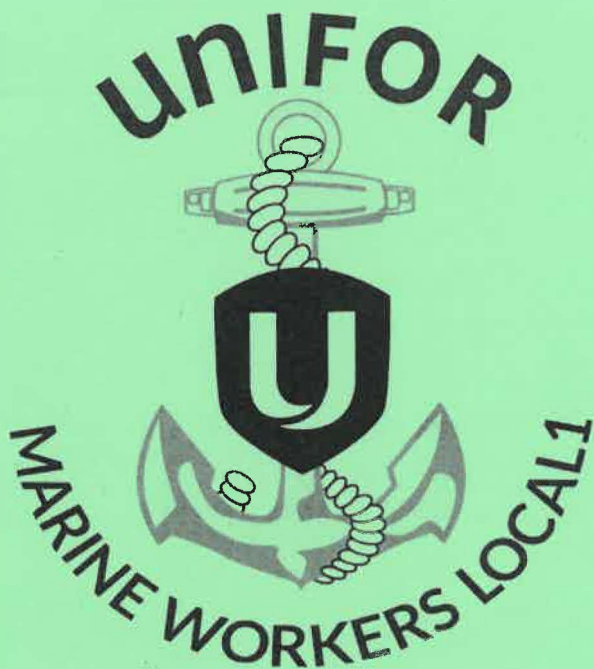


**BYLAWS  
UNIFOR/MWF LOCAL 1**



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UNIFOR/MWF LOCAL 1**



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## ARTICLE 1 - NAME

### Section 1

This organization shall be known as Unifor/MWF Local 1.

### Section 2

This local Union shall be composed of members of the National Union affiliated with Unifor, CLC, and Nova Scotia Federation of Labour.

## ARTICLE 2 – OBJECTIVES

To promote and advance the well being of all workers engaged in the shipbuilding, marine and allied industries. To raise ourselves to that position in society to which we, as workers, are justly entitled. We desire to place ourselves on a foundation sufficiently strong to elevate the moral, equitable, social, political and intellectual condition of the workers.

In Union, there is strength and in the system of industrial labour organization embracing every worker in the industry, a system founded upon a basis as broad as the land in which we live, and in thorough organization lays our only hope. Single handed we can accomplish nothing, but united there is no wrong we cannot rectify.

This is no visionary plan but one eminently practicable. There is no reason why we should not receive the full product of our labour.

For these objectives, this Union is dedicated.

## ARTICLE 3 - 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 amended or altered, by National

Union convention action, and in the event of any conflict, the Constitution of the National Union shall govern.

These unit bylaws are in effect supplement to the bylaws of Unifor/MWF Local 1 and wherein these unit By-Laws do not provide for Constitution provisions, the By-Laws of Unifor/MWF Local 1 will be used. In addition, the unit and Local Union By-laws shall be in all respects subordinate to the Constitution and all applications and interpretations thereof.

#### **ARTICLE 4 – FISCAL YEAR**

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

#### **ARTICLE 5 – MEMBERSHIPS**

##### **Section 1**

The Local Union shall be composed of workers eligible for membership in the National Union Unifor.

##### **Section 2**

Any person eligible to become a member of the National Union of Unifor Canada who is engaged in the shipbuilding, repairing of ships and marine or allied industries.

##### **Section 3**

Employees of the Union or any committee thereof, as a condition of employment, shall become and remain a member of the Union while so employed.

##### **Section 4**

Each member in good standing with the local has the right to nominate and vote, to 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 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 and personalities upon which the membership must base its decisions.

These rights shall at all times be subject to the rules of procedure governing meetings and other uniform rules and regulations contained in the Unifor Constitution, Bylaws and other official rules of the local Union.

##### **Section 5**

A member in exercising the foregoing rights and privileges shall not take any irresponsible action which would tend to jeopardize or destroy, or be detrimental to either the local or National Union as organizations, or their free democratic heritage, or which would interfere with the performance by this local Union or the National Union of its legal or contractual obligations as a collective bargaining agent, or interfere with the legal or contractual obligations of this local Union as an affiliate of the National Union.

##### **Section 6**

Violation, or abuse of these rights and privileges of membership, or engaging in conduct prohibited by this section, may be grounds for the commencement of a charge against a member pursuant to Article 18 of the National Union Constitution.

##### **Section 7**

The membership shall strive to obtain the objectives set forth in the Unifor Constitution and additional objectives as established as the policy of the National Union, to maintain free relations with other organizations, to do all in its power to strengthen and promote the labour movement, to cooperate with National Executive Board members, the National Representatives and help promote organization activities.

## **Section 8**

No applicant shall be accepted from the one designated who is directing company policy or having the authority to hire and discharge workers. Members of the Union who are promoted to such positions shall be issued a withdrawal card immediately by the local Union. Any local Union officer, shop committee member or shop steward or any member of the outstanding committee, offered a position with management, shall secure permission from the local Union before accepting such position in order to be entitled to an honourable withdrawal card. Applicants accepted to a management position have 90 days to return to the bargaining unit of Unifor/MWF Local 1.

## **Section 9**

Any member leaving the jurisdiction of the National Union is entitled to an honourable withdrawal card, subject to Article 18 of the Unifor Constitution. Any member leaving the jurisdiction of Unifor/MWF Local 1, to work under the jurisdiction of another local Union, shall be required to obtain a transfer card.

## **Section 10**

Transfer from any bona fide CLC or affiliated unions may be accepted without payment or initiation fees provided that such applicants have paid initiation fees in the Union from which they are transferring – equal to or exceeding the initiation fee of this Union – and that such transfers are deposited with the secretary-treasurer of this Union within ninety (90) days.

## **Section 11**

Members of the Union who have been pensioned or retired may hold honorary membership in the Union, having voice but no vote with dues waived.

## **ARTICLE 6 - MEMBERSHIP MEETINGS**

### **Section 1**

A general membership meeting shall be held once a month at 6:30 p. m. at a place agreed upon by the Executive Board. A seven (7) day notice shall be given which will be posted on each bulletin board and Union website. In the posted agenda for the meetings the term "General business" shall apply only to standard issues not requiring direction from or a decision by the membership. All other issues requiring input or a decision by the membership shall be properly itemized. Business not covered by the agenda and not itemized on the notice of meeting shall be deterred to the next General Membership meeting. Meetings during the summer period, July and August, shall be cancelled unless by the decision of the regular meeting. In the case of an emergency, issues arising between the executive meeting and the General Membership meeting the agenda may be amended at the general Membership meeting by a vote of 2/3 of the members present.

### **Section 2**

A special membership meeting of Unifor/MWF Local 1 may be called by the President, Financial Secretary or a majority vote of the Executive Board, or the Negotiation Committee, or by a signed petition by 15 members in good standing, or by a decision of a regular membership meeting, of the membership in good standing. Members shall be notified of such meeting by workplace bulletin or advertised in a conspicuous place, as soon as possible, but not later than seven (7) days before the date of such special meeting. Such notices shall state the nature of the business to be transacted at such special meetings. Such notices shall state the nature of the business to be transacted at such special meeting and no business other than that specified in the notices shall be transacted at such special meeting. Notification of contract extension or ratification votes will be advertised in a local newspaper or by mailout. A vote on contract extensions or contract ratification shall take place no sooner than three (3) days after a special information meeting. The proposed

changes to the contract shall be posted on the Union website on the same day after the special meeting.

### **Section 3**

Eighteen (18) members in good standing, including the Executive Board, shall constitute a quorum. In the event that a quorum is not established with thirty (30) minutes after the scheduled time for beginning the meeting, the meeting will automatically stand adjourned and all business will be dealt with by the Executive Board. In case of lack of quorum minutes of the Executive Board meetings shall be read at the next General Membership meeting. Minutes of the Executive Board meetings shall also be read after the summer break.

### **Section 4**

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 5**

Any member, who attends a meeting under the influence of alcohol or drugs and/or creates a disturbance or become unruly, shall lose voice and right to vote at said 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 considered as conduct unbecoming a Union member.

### **Section 6**

(a) There shall be a register kept near the entrance door or the hall or room where membership meetings are held. This register shall record in ink the signatures of the members attending the meeting, along with their department number or plant number or other identification satisfactory to the guard, and shall be under the supervision of the warden or guard or any other member appointed by the chairperson. This register shall

establish the necessary evidence of attendance as required.

(b) Members arriving after 7:30 p.m. for general membership meetings shall be subject to the decision of the majority of the meeting for permission to attend and shall not be permitted to sign the attendance record or have voice or vote.

### **Section 7**

Upon direction and authorization of the Union, members employed by the various employers will be permitted to hold unit membership meetings to determine general conditions and problems at the workplace. Whenever such conditions and problems are recognized as policy questions to be determined by the Union as a whole, such authority shall be waived. When the Union authorizes unit membership meetings, only those members employed at the plant involved and members of the Executive Board present with have voting rights at such meeting.

## **ARTICLE 7 - POWERS OF ADMINISTRATION**

### **Section 1**

The membership is the highest authority in this local and shall be empowered to take any action not inconsistent with the Unifor National Constitution and Bylaws.

### **Section 2**

The Local Union Executive Board will have the authority to represent the local Union between meetings when urgent business requires action, and its decision shall stand as the judgment of the membership unless reversed by a general membership meeting. The Executive Board must not transact any business that may affect the vital interests of the Local Union unit it has the approval of the membership.

### **Section 3**

To conduct the affairs of the Local Union and in keeping with Unifor objectives, the President, Vice-President or Financial Secretary has the authority to sign, administer and enforce any contract between the Local Union and another party. This is subject to the provisions in (Section 2 above) and does not apply to collective bargaining.

### **Section 4**

When regular or special meetings are unable to be held due to the lack of the necessary quorum, the Executive Board shall assume the responsibility of carrying out the business of the Union at a meeting held at the time for which the regular or special meeting has been called, and the decisions of the Executive Board, under these circumstances, shall be as effective as if the general membership had taken part in the decisions. The quorum applicable to the Executive Board meetings shall apply whenever such meetings are held.

### **Section 5**

The Chairperson or the Financial Secretary shall convene the Board when it is determined necessary, or when requested to do so by a majority of the Board, provided proper notice has been given to every member of the Board.

### **Section 6**

A Majority of the Board shall constitute a quorum for the transaction of business, and in the event that five (5) members of the Board only are present, all its decisions must be unanimous.

### **Section 7**

The Board shall have full jurisdiction over all salaried employees. The Board shall be empowered to discharge, suspend or otherwise deal with any salaried employees, or officer employed by the Union, by a majority vote at a regular meeting of the Board. Such action or decision to

be subject to approval at the next general membership meeting.

### **Section 8**

Minutes will be taken of all Executive Board meetings by the recording secretary.

### **Section 9**

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

### **Section 10**

The Executive Board shall appoint at least one of its members to each of the standing committees in liaison or advisory capacity, except, however, bargaining committee, election committee or any trail committee. The Executive Member in this capacity will have a voice but no voting rights.

### **Section 11**

The Executive Board shall have the authority to make disbursements of local Union funds to cover payment for the purpose of necessary supplies, equipment and other incidental items to a maximum of \$500.00 in any single disbursement subject to the approval of the membership.

### **Section 12**

Donations to any strike must be approval by the Executive Board and membership.

### **Section 13**

Donations to any charitable organization or minor sport shall be decided and approval by the membership at a general membership meeting.

## Section 14

All payments made by the local will be paid by cheque and shall require the signature of the President and the Financial Secretary, except in the event of a leave of absence by these officers, then a Vice-President will sign for the President and Chairperson of Trustees will sign for the Financial Secretary. In special circumstances credit card may be used with approval of two officers.

## Section 15

In the event the office of the President becomes vacant, a Vice-President shall replace the President. In the event that any of the other executive officers become vacant, an election to fill the vacancy shall be held as promptly as possible, in accordance with Article 34, Section 10 of the Unifor National Constitution, provided however, that the President shall have the authority with Executive Board approval to appoint a member to fill the vacancy until such time as an election can be held.

## Section 16

Installation of local Union executive officers shall take place at the regular local Union meeting next following the election.

The installation ceremony may be performed by the retiring President. Acting President or National representative. The Installing Officers says: "Give attention while I read to you the obligation."

"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 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?"

"Your responsibilities are defined in the By-Laws, Constitution of policies of Unifor. Should and emergency arise not provided for in this, 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 8 - LOCAL UNION OFFICERS

### Section 1

The Unifor/MWF Local 1 Executive Board shall consist of the President, Vice-President, Financial Secretary, Recording Secretary, three (3) Trustees, Sergeant-at-Arms, Guide and Retired Worker (if Local has RW Chapter). The Local Union Executive will consist of all Local Union Executive officers and as many Members-at-Large as the Local Union deems necessary.

### Section 2

The local executive officers will be elected for three (3) years, by secret ballot; it takes a majority of votes cast to be elected to be a Local Union Executive officer. Elections will take place during May at the date decided at the previous month's General membership meeting with enough time for the new officers to be sworn in at the June's GM meeting.

### Section 3

(a) Duties of the President:

It shall be the duty of the President to preside at all meetings of the Union when possible, to preserve order, to enforce the constitution and by-laws and generally to exercise supervision over its affairs. It shall also be his duty



to ensure that the other officers of the Union perform their duties strictly in accordance with the constitution and by-laws. He shall sign all orders of the Financial Secretary for the disbursement of the Union's funds and with the Financial Secretary sign all cheques on the Union's account in the bank or credit Union. When elections are held by ballot, he/she shall have the right to cast a ballot and cast a further ballot to break a tie to determine a majority vote. At Executive Board meetings, he/she shall exercise a right to vote and a further vote to break a tie.

(b) The president shall act ex-officio at all committees, except election committee, and have voice but no vote.

(c) Duties of the Vice-President:

It shall be the duty of the Vice-President to assist the president in the discharge of his/her duties as presiding officer, and in the absence of the president, to preside over meeting of the Union. He/she shall also be a signatory to the Union's treasury when requested by Financial Secretary.

(d) Duties of Financial Secretary:

- The Financial Secretary shall receive and give receipts for all money due to the Union, and deposit such money in such bank or credit Union as the Union may direct in the name of the Union. He/she shall pay all bills authorized by the Union. He/she shall keep a correct account of the funds of the Union. He/she shall forward the per capita tax regularly each month to the Secretary-Treasurer of Unifor or its successor, for each month. He/she shall submit to the trustees of the Union all books and vouchers whenever he/she is requested to do so by either the trustees or the Union. He/she shall be the custodian, in conjunctions with the trustees, of all funds, books, seal and property of the Union. He/she shall notify applicants for membership of their acceptance or rejection and inform the parent body of all changes of officers of the Union.

- The Financial Secretary shall process grievances in accordance with the terms of the collective agreement.

- It shall be the duty of the Financial Secretary to retain on file in safekeeping for the Union, the signed copy of any working agreement negotiated with any employer, or any revision, or interpretation of a working agreement.

- He/she shall maintain a true copy and record of all correspondence and all grievances handled by the grievance committee.

- It shall be the duty of the Financial Secretary to report to the Executive Board monthly on his/her activities.

- He/she shall conduct such organizing work in the industry, and in the territory for which the Union has jurisdiction.

- The Financial Secretary's salary shall be the rate for Schedule "A" Job Grade Optical Draftsman as defined in the collective agreement with the principal employer-subject to such increased as may occur from year to year plus the chargehand rate. He shall also receive an expenses account of \$200 per month and a car allowance of \$2000 per year.

- The Financial Secretary will ensure that all cheques must be accompanied by an expense voucher to be held in file for auditing purposes.

- When a member of the local may be called upon as acting Financial Secretary, he/she shall be paid in accordance with the terms of this article. The monthly expenses and annual car allowance shall be paid on a pro rated basis for periods less than those periods specified.

(e) Duties of Recording Secretary:

It shall be the duty of the recording secretary to keep a full, correct and impartial account of the proceedings of each meeting of the Union, and to furnish to the secretary-treasurer a copy of the minutes promptly following each meeting and to read all correspondence received by the Union.

(f) Duties of Trustees:

- The Trustees will supervise all funds and property of the Local Union. Twice a year, they will audit, or see that a Chartered Accountant selected by the Local Union Executive Board, audits the financial records. For this audit, they will use duplicate forms supplied by the National Union. They will send a copy to the National Secretary-Treasurer immediately. The Trustees will also see that the Local Union's financial officers are bonded in conformity with the laws of the National Union.

- The Trustees will see that all funds are deposited in a bank, credit union or trust company in the name and number of the Local Union and that the President and Financial Secretary are signing officers. In the Local Unions that have safety deposit boxes, the Trustees will see that the signatures of the President, Financial Secretary and one Trustees are required.

- If the books are not received for audit 15 days after the end of each six-month period the Chair of the Trustees will ask the next Local Union meeting to act.

(g) Duties of Sergeant-at Arms:

It shall be the duty of the sergeant-at arms to ascertain if all persons present at a meeting of the Union are entitled to remain. He/she shall examine the membership certificate or dues receipts of each member and report to the president those not entitled to remain. He/she shall attend to all such other duties as requested of him/her at a meeting by the president.

(h) Duties of Guide:

The guide shall require all members in attendance to sign the meeting attendance record book in ink, along with his/her department number or plant number or other identification satisfactory to the guard, and have the presiding officer sign the attendance record book at 8:30 p.m. on the line below the last signature.

(i) Executive members' duties are assigned by the president to facilitate the smooth running of the Union and its committees.

**Section 4**

The local executive officers will be elected by majority vote.

**Section 5**

No member is eligible for election as an executive officer until she/he has been a member in continuous good standing in the local Union for one (1) year immediately prior to the nomination.

**Section 6**

All members shall be notified through bulletin board notices giving seven (7) days notice of both time and place on nominations. There must be at least seven(7) days between the time of nominations and the date of the election. A notice containing the time and place of elections and time and place for any possible run-off election must be given to members at least fifteen (15) days before the election by mail out.

**Section 7**

Vacancies to be filled at the regular membership meetings including: nominations, election and run offs (if required), and shall be for the unexpired term.

**Section 8**

The Executive Board shall meet once monthly, seven (7) days prior to general membership meeting.

**Section 9**

There shall be no loans made to anyone at any time.

**Section 10**

If an executive officer, whose term is not expiring, wants to be a candidate for another executive office, he/she must resign from his/her present office long enough in advance of the nomination to permit the nomination and

election of candidates for both officers during the same election.

### **Section 11**

Executive members shall not hold positions on more than two committees.

### **Section 12**

No elected Union officer will be able to serve in the position of changehand or leadhand and elected committee person at the same time. In the case where a position becomes vacant due to an officer becoming a chargehand or leadhand the vacant position will be filled at the next general membership meeting by secret ballot unless it is the position of President, Vice President or Financial Secretary. In those cases the election is referred to the Election Committee.

## **ARTICLE 9 – ELECTION AND ELECTION COMMITTEE**

### **Section 1**

The Unifor/MWF Local 1 Election Committee shall consist of minimum three (3) members, elected by secret ballot at a regular general membership meeting, at the first meeting in March for a three (3) year term. The Election Committee should be charged with all elections.

### **Section 2**

The chairperson of the election committee shall be elected from the committee.

### **Section 3**

The elections and Election Committee shall be governed by the Unifor Constitution and the Guide for Local Union Elections, issued by the National Union.

Any member in good standing may nominate himself/herself or any other member for any office. A seconder is not required.

A local union may not require a member to be present at a membership meeting in order to accept nomination.

A person that is nominated has to notify the Election Committee whether or not they accepted or decline within the time frame posted.

All candidates running in an election must be listed on the ballot. No provision should be made for write-in candidates since such candidates are not permitted.

Candidates will be chosen by lottery for the ballot.

All elections, a current (most up to date) seniority list will be used as confirmation as eligibility to vote.

If a voter is unable to read, he/she may ask an election worker to assist him/her in voting. In these circumstances, two election workers shall accompany the voter to the booth and shall mark the ballot for the candidate for whom the voter indicates his/her preference. Challengers cannot be present during this period when the election worker is actually assisting the voter to cast his/her ballot.

Ballot boxes are to be taped and locked when transporting them to and from locations.

Ballots (spoiled) – The Elections Committee will decide if the spoiled ballots are submittable or not.

### **Section 4**

All elected positions in Local No. 1 shall be decided by secret ballot.

### **Section 5**

No candidate can be a member of the election committee that is supervising the election.

## **Section 6**

Advance polls will be allowed for general election after approval of the membership.

## **Section 7**

Members must be notified seven (7) days in advance of the time and place of nominations. There must be at least seven (7) days between the time of nominations and the date of the election. A notice containing the time and place of elections and the time and place for any possible run-off election must be given to members at least fifteen (15) days before the election, Voting places, times and dates for elections may be in accordance with the recommendation of the election committee and the approval of the membership. Notice of elections shall be mailed out to all the members with additional notices to be posted via bulletin boards, Local Union website and/or local newspaper.

## **Section 8**

All ballots and other election records in any election must be kept for one year unless an appeal is pending. In the case, they must be kept until the appeal has been decided.

## **Section 9**

Posters and election literature will not be allowed within 10 feet of the entrance to any place designated as a voting place.

## **Section 10**

Each candidate shall have the right to have one challenger present when the votes are cast and when they are tabulated, provided such challenger shall be a member of the local Union. The challenger will not be paid any lost time by the local Union.

## **Section 11**

At the first membership meeting following an election the chairperson of the election committee shall present a complete written report.

## **Section 12**

No appeal to an election can be considered unless it is raised within seven (7) days of the closing of the polls or at the next membership meeting, whichever is later. To be valid, protests prior to the membership meeting must be submitted in writing to the local Union.

## **Section 13**

When nominations are called at general membership meetings for election to office, committee or delegation and the meeting fails to elect a member or members, or delegates, the executive board may appoint to such office, committee or delegation.

## **Section 14**

The Election Committee will be reimbursed for any lost time incurred up to twelve (12) hours at the straight time per day.

## **ARTICLE 10 – DELEGATES FROM LOCAL UNION**

### **Section 1**

All delegates to the National Constitutional Convention shall be elected, pursuant to provisions of Article 15 Section B of the Unifor Constitution, and eligibility of a member for a Constitutional Convention delegate is also controlled by the Unifor Constitution.

### **Section 2**

Delegates, in required numbers to serve on the Halifax/ Dartmouth and District Labour Council, Nova Scotia Federation of Labour and Canadian Labour Congress, shall

be elected by secret ballot at the September general membership meetings, for a three (3) year term.

### **Section 3**

Delegates to the Unifor National Council shall be elected in accordance with the representation to the previous call to the National Constitutional Convention. The President and the Financial Secretary may attend as observers.

### **Section 4**

Delegates must receive a majority vote of those at the meeting before being declared elected. Where a majority vote is not obtained, a new ballot shall be taken and the nominee or nominees receiving the lowest number of votes shall be dropped in the subsequent balloting until election is declared by majority vote.

## **ARTICLE 11 – STANDING COMMITTEES**

The following shall be standing committees of this local Union.

Negotiations  
Constitution and Bylaws  
Education, Training (Union and work related training)  
Environment  
Recreation  
Community Services  
Human Rights  
Union in Politics  
Women's Committee  
Health and Safety  
Building Fund  
Grievance Committee  
Trustees

### **Section 1**

All standing committees shall be elected at the membership meeting, not later than November following

the local executive election, and shall serve for a period of three (3) years. Election of these standing committees shall be appropriately advertised to the membership.

### **Section 2**

There shall be for each standing committee, a chairperson and a recording secretary, to be elected by the members of each committee.

### **Section 3**

Each standing committee shall meet at least once a month, after working hours, unless otherwise authorized by the Executive Board or the membership.

### **Section 4**

The chairperson of the committee shall direct the functioning of the committee in accordance with these bylaws and the Unifor Constitution. He/she shall make a report at least once a month to the general membership.

### **Section 5**

(a) A building fund committee of six members, when necessary, five of whom shall be elected. The president of the Union shall automatically be a member of this committee.

(b) A negotiating committee whenever such committee is needed and the size of such committee shall be determined at the time when it is elected. The Financial Secretary shall, at all times, be a member of the negotiating committee.

(c) A grievance committee comprised of the Union president, the Financial Secretary and elected members. The Financial Secretary shall be the chairperson of the grievance committee. The grievance committee shall present detailed information about the outcome of the

grievances to the shop steward committee on the weekly bases.

(d) Safety committees shall be elected in the various plants in a number voted by the plane membership. The chairperson of the shipyard Union safety committee shall be recognized as a member of the Shop Stewards committee and shall be entitled to any vote taken at Shop Stewards meetings.

(e) The committees mentioned above shall be elected at a general membership meeting.

(f) The Union may elect any other committee which it feels is needed in the conduct of business.

(g) All vacancies for any standing committee to be filled by Presidential appointment only until next General Membership meeting.

## **ARTICLE 12 – ATTENDANCE RULES**

### **Section 1**

All members of this local Union holding an elected position are required to attend;  
Two (2) out of three (3) consecutive membership meetings unless officially excused for cause by the Local Union Executive Board.  
Two (2) out three (3) consecutive meetings expected of their respective office or position unless otherwise excused for cause by the local Union Executive Board.

### **Section 2**

Failure to comply with the regulations outlined in Section 1 without valid and legitimate excuse will result in the following action:

For the first offence, a letter will be sent out notifying of the meetings missed.

For the second offence of two or three consecutive meetings missed automatic removal of that member for his, her local Union position.

### **Section 3**

Removal from office under these regulations shall render the offender ineligible to run for any elected position for the remainder of the term of office from which she, he was so removed except as a delegate to the Unifor Constitutional Convention.

## **ARTICLE 13 – FINANCES**

### **Section 1**

A member is performing duties for and on behalf of the local Union in Halifax County, such as attending workshops, seminars, councils, conventions and arbitrations or any other Union business should be paid an out-of-pocket expense of \$45.00 to cover meals and parking. When less than a full day is involved, allowances will be paid on a pro rata basis.  
Parking expenses must be substantiated with receipts. Telephone expenses solely related to Union business may be reimbursed with phone bill as a receipt. Committee member who must attend meetings in plant shall not be paid expenses while employed in the plant. Those committee members not employed will be paid on a pro-rated basis for their attendance providing no alternate or volunteer representative is available from the plant workforce.

### **Section 2**

A member performing duties with an overnight stay at the Unifor Family Education Centre in Port Elgin, Ontario, or other centres that provide room and board are to be paid an out-of-pocket expense of \$20.00 per day.

### **Section 3**

A member performing duties on behalf of the local Union away from the local Union shall receive an out-of-pocket expense of \$90.00 for an overnight stay, with a distance greater than 160km., with a receipt for an overnight stay in a hotel, \$45.00 for the same day return or return from an overnight stay both with a distance greater than 160km., plus the payment of hotel accommodation at single room rate or one half of double room rate if shared with another member. In order to be reimbursed, the original hotel bill must be submitted to the local Union financial secretary upon return.

### **Section 4**

The Union office will make arrangements for hotel or similar accommodations.

### **Section 5**

Mileage allowance will be paid for travel at the rate of forty-eight (48) cents per km. to the driver only, when it is required that a member use a car to perform the business of the local Union.

### **Section 6**

Where a member is on lay-off and performs the duties on behalf of the local Union he/she shall be paid mileage.

### **Section 7**

Members on Union business shall be reimbursed for wages lost per day. Where less than a full day is involved; payment will be on a pro rata basis. Members on Union business shall receive uniform wage reimbursement based on contact rates of principal employer as set out in Job Grade 12 A. Only members designated by the Union as Union representatives will be entitled to such wage reimbursement.

### **Section 8**

If airfare or train fare is required and approved by the Executive Board, it will be paid at the lowest fare available.

### **Section 9**

All lost time must be authorized by the local Union president in advance. The local Union shall pay a representative or member lost time only when that representative or member is performing necessary duties for and on behalf of the local Union during the time for which she/he would otherwise be compensated by the employer. The amount of lost time should never exceed the amount which the local Union representative or member would otherwise have received from her/his employer for the same period of the time which she/he is being compensated by the local Union. The local Union shall not pay any overtime to any representative or member.

### **Section 10**

The local Union shall not exceed per diem expenses as set out in the Unifor National Executive Board policy.

### **Section 11**

(a) Notwithstanding, anything to the contrary in this article, the Financial Secretary shall be exempt from collecting expenses for attendance at plant or Union hall committee meetings as these are covered under the expense allowances allocated to the Financial Secretary with respect to his/her area of concern. The only exception to this would be meetings held after normal working hours, such as evenings and weekends. These do not include regular Executive Board or membership meetings.

(b) Salaried Union employees on committee work or attending conventions shall receive the above mentioned allowances.

## Section 12

(a) Honorariums may be granted once a year in the month of December to the officers of the Union in the following amounts:

President	\$300.00 per annum
Recording Secretary	\$300.00 per annum
Vice-President	\$225.00 per annum
Financial Secretary	\$225.00 per annum

Executive board members other than the four mentioned officers may be granted honorariums in the amount of \$175.00 per annum.

All Shop Stewards, whether elected or appointed, shall be paid an honorarium of \$200.00 per annum on a pro rated basis subject however to Article 12 Section 1.

All honorariums to be paid on a pro rata basis subject to attendance at general membership meetings and with respect to executive members; this to include attendance at executive meetings as well.

Only one (1) letter to be accepted per calendar year to excuse a member from such attendance for which there would be no disqualifying of honorarium for that meeting missed.

(b) Honorariums may be paid to the members of the board of trustees and members of any standing committee who may be required by the Executive Board or by general membership meeting to meet in evening sessions in the amount of \$20.00 per member per meeting.

(c) Committees which maintain separate treasuries and whose revenues are supplemented by funds other than grants from the general treasury may determine the amount of honorariums paid within such committees. Committees whose revenue is derived solely from grants from the general treasury shall have the authority to vote honorariums.

(d) No motion except those from the executive committee pertaining to grants or honorariums to the Union members or any other person or groups shall be decided at the meeting at which such motion is made. In which case, the motion will be recognized as a notice of motion to be decided at the next regular meeting or special meeting called for the purpose of considering same. Executive committee recommendations may be voted at a meeting without notice of motion procedure.

(e) The Union will undertake to sponsor an annual social affair for all members.

(f) Honorariums paid to Shop Stewards are subject to the condition that there are no other benefits or provisions allowed for in their respective collective agreement for holding the position of shop steward. i.e., three (3) years' seniority.

## Section 13

(a) Where the assistance of this Union has been requested by other trade Union bodies or other organizations, notice of motion must first be given at a previous meeting before any sums are voted in the form of assistance. The maximum amount of such assistance made by a member on a notice of motion shall be a total of \$100.00 in any single month.

(b) A recommendation from the Executive Board may be entertained without previous notice of motion, and where Executive Board makes a recommendation for assistance to other trade unions in distress or involved in a strike or labour dispute, the amount voted shall not exceed \$500.00 in any single month.

## Section 14

(f) The Union shall endeavour to assume the responsibility of sending a wreath to the family of the deceased member. In case of death in the immediate family of a member, the Union shall send a letter or card of condolence to the bereaved member.



(g) On the death of retired members, the Union shall send a wreath.

## **ARTICLE 14 DUES**

### **Section 1**

Dues payable to Unifor/MWF Local 1 shall be such minimum amounts as are set out in Article 15 Section G of the Unifor Constitution.

### **Section 2**

The initiation fee for membership in Local No. 1 shall be established by Unifor/MWF Local 1 membership action.

### **Section 3**

All members shall pay dues either through the check off or over the table at a rate of not less than a minimum of two hours and twenty minutes at straight time pay a month, or by the Unifor Constitution.

### **Section 4**

Those members paying dues through the check off shall be issued a membership certificate stating that they are members in good standing while dues are being checked off.

### **Section 5**

Union dues shall be deposited to the general account of the Union. The executive committee shall have the authority to transfer funds to the various accounts as deemed necessary.

## **ARTICLE 15 – SHOP STEWARDS COMMITTEE**

### **Section 1**

All Shop Stewards shall be democratically elected by members in their respective departments in the month of January for three (3) year terms. They shall be required to take the oath of office, as provided for in Article 24 of the Unifor Constitution.

### **Section 2**

All Stewards will meet as per the Collective Agreement. In the case of a shop steward being laid off, on Worker's Compensation, EI, or sick benefits, the President of the local Union shall appoint a temporary replacement, until an election is held. The election committee shall supervise all stewards' elections. All stewards shall be elected by a simple majority vote and by secret ballot.

### **Section 3**

Shop Stewards' Committees shall be set up in each establishment or firm organized in the Union and shall look after the interests of the members in their shop or establishment. They shall make recommendations to the Executive Board and the regular membership meeting. The Shop Stewards shall work with the Financial Secretary, rendering him/her all possible assistance, and shall render as much assistance as possible to all members under their jurisdiction.

### **Section 4**

Each shop steward's committee shall elect a chairperson and secretary. The chairperson of the committee shall preside over all meetings of the committee. The shop steward shall bring to the attention of the chairperson of the committee all violations of the wage scale, collective agreement or any working condition that is or may be affecting the welfare of a member, or any other matter

that may be of general concern to the members of the Union.

The secretary of the committee shall keep accurate records of the proceedings of all meetings of the committee.

### **Section 5**

The Shop Stewards shall do their best to settle all minor complaints as soon as possible, reporting the complaints whether settled or unsettled to the chairperson of the grievance committee.

### **Section 6**

The Shop Stewards shall accept reports of complaints from members in writing, giving assistance in the writing of the grievance when necessary.

### **Section 7**

Election of Shop Committees in the Various Plant Units: Union members employed in the outside shops organized within this Union shall elect a grievance committee and Shop Stewards' committee for three (3) year terms for their respective plants in a number appropriate to their needs at plant meetings.

## **ARTICLE 16 – STRIKE COMMITTEE**

All strikes will be initiated or terminated only in strict conformance pursuant to Article 17 of the Unifor Constitution.

## **ARTICLE 17 - GENERAL**

All Local Union officers, committee and other members handing 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 18 – OFFENCES AND TRIALS**

- Change against Member Article 18 of the Unifor Constitution.
- Recall of Executive members Article 18 Section D of Unifor Constitution.
- Recall of workplace Representatives Article 15 Section E of the Unifor Constitution.

## **ARTICLE 19 – APPEALS**

Article 18 Section B of the Unifor Constitution, provides that any members of the local Union feeling herself/himself aggrieved by some action of the local Union or one of its representatives, must initiate her/his complaint or appeal from that action within the appropriate time limits, as set out in the Unifor Constitution, Article 18.

## **ARTICLE 20 – ORDER OF BUSINESS**

The following shall be the order of business of the general membership meetings.

1. Opening
2. Roll Call of Officers
3. Applications of Membership
4. Voting on Candidates for Admission
5. Reading of Minutes
6. Communications and Bills
7. Receipts and Expenses
8. Reports of Delegates and Committee
9. Unfinished Business
10. New Business
11. Nomination, Election and Installation of Officers
12. Good and Welfare
13. Adjournment

Bourinot's Rules of Order will be used to decide questions of parliamentary procedure.

## ARTICLE 21 – RULES OF ORDER

The rules and order of business governing meetings shall be:

1. The President, or in his/her absence or at his/her request, the vice president shall take the chair at the time specified, at all regular and special meetings. In the absence of both, the president or his/her designated representative, a chairperson shall be chosen by the Executive Board.
2. No question of a sectarian character shall be discussed at meetings.
3. When a member wishes to speak, he/she shall be recognized by the chairperson and shall continue his/her remarks to the question at issue.
4. A member shall not speak more than once upon a subject until all who wishes to speak have had an opportunity to do so.
5. A member shall not interrupt another except it be to call to a point of order.
6. If a member be called to order, he/she shall, at the request of the chairperson, take his/her seat until the question of order has been decided.
7. Should a member persist in unparliamentarily conduct, the chairperson will be compelled to name him/her and submit his/her conduct to the judgment of meeting. In such case, the member whose conduct is in question should explain and then withdraw and the meeting will determine what course to pursue in the matter.
8. When a question is put, the chairperson, after announcing the question, shall ask, "Are you ready for the question?" If no member wishes to speak, the question shall be put.

9. Questions may be decided by a show of hands or a standing vote, but a roll call vote may be demanded by 30 percent of the members present.

10. Two members shall appeal the decision of the chair. The chairperson shall then put the question thus, "Shall the decision of the chair be sustained?" The question shall not be debatable except that the chairperson may make an explanation of his/her decision.

11. When the previous question is moved, no discussion or amendment of either motion is permitted. If the majority vote that "the question is now put", the original motion has to be put without debate. If the motion is put, the question is defeated, discussion will continue on the original motion.

12. A motion may be reconsidered provided the mover of the motion to reconsider voted with the majority, and notice of motion is given for consideration at the next meeting and said notice of motion is supported by two third of the members qualified to vote.

13. When, by the actions of any member or members, the chairperson is unable to maintain order, he/she may, with the consent of the majority of the Executive Board members present, recess or adjourn any meeting. The unfinished business of any such adjourned meeting may, be decision of the Executive Board, be carried out by convening an Executive Board meeting at some subsequent time or by referring any unfinished business to the next regular membership meeting. If the disruption is caused by an Executive Board member, he/she shall not be entitled to attend any subsequent executive meetings dealing with such unfinished business.

14. The chairperson shall be entitled to a vote when elections are held by ballot and cast a further ballot to break a tie to determine a majority vote. At Executive Board meetings, he/she shall exercise a right to vote and a further vote or break a tie.

15. In all matters not regulated by these rules of order, Bourinot's Rule of Order shall govern.

## ARTICLE 22 – AMENDMENTS

The Bylaws may be amended, altered or revised only in conformity with the following procedure:

A resolution of motion in writing, calling for amendment, alteration or revision shall be presented and read to a regular membership meeting. It must be seconded by a member.

The resolution or motion shall not be debated at the first reading. It shall be referred to the Constitution and Bylaws committee and shall be reported out by the Constitution and Bylaws committee at the next regular membership meeting, together with the recommendation of the committee.

The Constitution and Bylaws committee recommendation shall be debated and voted upon and it shall require a two thirds vote of voting for adoption.

These by laws cancel all previous by laws or previous motions in reference in reference to by laws in the minute book.

These by laws and rules or order, as amended, to become effective as approved by the general membership as shown by general membership meeting minutes as of:

May 8, 1979	March 12, 1991
June 12, 1979	April 9, 1991
September 11, 1979	May 14, 1991
May 12, 1981	April 12, 1994
July 14, 1981	May 9, 1995
May 10, 1983	March 12, 1996
September 11, 1984	February 28, 2001
June 11, 1985	January 14, 2003
May 12, 1987	April 8, 2003
January 9, 2007	

Prepared by the Bylaws Committee:

Chair – Dave Ladouceur  
Members – Ryan LaPointe and Stephen McIsaac  
Finalized: August 30, 2016

