

## Bylaws of Unifor Local 567

**Approved by the membership on:** February 25, 2025.

**Approved by the National Executive Board on:** March 3, 2025.

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## **Article 1: Name**

- a) This organization shall be known as “Unifor Local 567”.

## **Article 2: Objectives**

- a) The objectives of the Local are to regulate labour relations and collective bargaining between employees and employers, to secure adequate remuneration for work performed by its members, to improve on members’ working conditions, to advance the social and economic welfare of its members, and to pursue any issues that arise under the collective agreements.

## **Article 3: No Discrimination**

- a) There shall be no discrimination, harassment, interference or coercion exercised or practiced with respect to any member based on age, race, creed, colour, national origin, citizenship, religious or political affiliation or belief, sex, gender identity or expression, marital status, sexual orientation, disability, or any other prohibited ground of discrimination under the Ontario *Human Rights Code*.

## **Article 4: Adherence to the National Constitution**

- a) The Constitution of this Local Union shall be the Constitution of the National Union. The Local Union Bylaws shall conform to the Constitution of the National Union. Where conflict occurs between the Bylaws of the Local and the National Constitution, the latter shall prevail.
- b) Strikes shall only be called or terminated in strict conformance with Article 17, Section B of the Constitution.

## **Article 5: Union Dues**

- a) Each new member to an existing bargaining unit shall pay an initiation fee of ten (10) dollars.
- b) Each member shall pay 1.35% of their regular wages as monthly dues to the Local Union (0.735% as dues to Unifor National, 0.0135% as dues to the Unifor Ontario Council, and 0.6015% paid to the Local).

## **Article 6: General Membership Meetings**

- a) The highest authority for any decision of the Local shall be the general membership. It shall be empowered to take or direct any action not inconsistent with the Constitution or Bylaws.
- b) There shall be a regular membership meeting at least once every ninety (90) days.

- c) The Annual General Meeting shall be the first membership meeting in the calendar year.
- d) The quorum at a General Membership Meeting shall be a minimum of nine (9) people with at least 50% of the total number of bargaining units represented.
- e) A special membership meeting may be called at any time by the President or on petition of five (5) members. At least three (3) days' notice shall be provided for a special membership meeting.
- f) Questions of a parliamentary nature at membership meetings shall be decided by *Bourinot's Rules of Order*.
- g) An agenda shall be circulated at least forty-eight (48) hours prior to each membership meeting setting out the order of business for that meeting. Agendas are subject to ratification by members at the membership meeting.
- h) Motions to approve the agenda and previous minutes may be voted on by a show of hands. However, at the request of a member, other motions will be voted on by secret ballot.
- i) All attendees of a membership meeting must provide their full name so that their membership in the union can be confirmed prior to the start of the meeting.

## **Article 7: Bargaining Units**

- a) The bargaining units of the Local are:
  - 1) Amnesty International – Canadian Division English Speaking
  - 2) Canadian Centre for Policy Alternatives
  - 3) Canadian Federation of Nurses Unions
  - 4) Canadian Health Coalition
  - 5) Canadian Union of Public Employees Local 2424
  - 6) Canadian Union of Public Employees Local 4000
  - 7) Canadian Union of Public Employees Local 4600
  - 8) Carleton University Academic Staff Association
  - 9) Ecology Ottawa
  - 10) St. Matthew's Harmony House
  - 11) The Council of Canadians
- b) New bargaining units shall be automatically added to this list as they are certified and assigned to the Local Union.

## **Article 8: Membership**

- a) The Local Union shall be composed of workers eligible for membership in Unifor, over whom the Local Union has jurisdiction.
- b) The membership shall strive to obtain the objectives set forth in the Constitution and additional objectives as established as the policy of the National Union; to maintain free relations with other organizations; to do all in its power to strengthen and promote the labour movement; to cooperate with National Board Members, National Representatives, and to help promote organizational activities.

## **Article 9: Officers of the Local**

- a) The officers of the Local shall be the President, Vice President, Treasurer, Recording Secretary, and Chief Steward. In addition, there shall be two Trustees.
- b) The Officers and Trustees shall be elected every three years by a vote of the members at the Annual General Meeting.
- c) 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.

## **Article 10: Duties of Officers**

### President

- a) The President shall:
  - 1) Act as the principal spokesperson and leader of the Local Union;
  - 2) Work to protect and advance the interests of the Local Union;
  - 3) Coordinate the efforts of the Local Union Executive Board and membership to achieve the objectives of the Union;
  - 4) Between meetings of the Executive Board, act as the general administrative authority of the Local and shall be empowered to act on behalf of the Executive Board subject to subsequent approval of the Executive Board;
  - 5) Preside at all meetings of the Local Union;
  - 6) Coordinate with the National Representative to lead and/or participate in all bargaining of the Local's bargaining units;
  - 7) Sign all requisitions for expenditures authorized by the Local Union and countersign all cheques issued by the Treasurer; and,
  - 8) Transact any other business as may be required by the office of the President and which may be necessary for the proper functioning of the Local Union.

### Vice President

b) The Vice President shall:

- 1) Assist the President in their duties and attend all Local Union meetings;
  - 2) Be the Acting President in the absence of the President; and,
  - 3) Undertake political action as directed by the Local.
  - 4) Facilitate and promote member attendance at Unifor education courses and other union education courses.
- c) Should the office of President become vacant between Annual General Meetings, the Vice President shall become the President.

### Treasurer

d) The Treasurer shall:

- 1) Keep all financial accounts of the Local Union;
- 2) Maintain correct and proper financial records in accordance with the requirements of the National Constitution;
- 3) Receive all initiation fees, dues, assessments and fines from members of the Local Union and deposit them in the name of the Local Union in such Credit Union or Bank as the Union may direct.
- 4) Make all disbursements for the Local Union;
- 5) Write and sign all cheques;
- 6) Report in writing to each regular meeting of the Local Union including amounts received and spent since the last report listed by kind of income and expenditure, as well as the amounts remaining in the Local Union's funds;
- 7) Maintain the membership list;
- 8) Remit all dues as required by the National Union;
- 9) Process monthly honorarium payroll for the officers, including distribution of Pay and maintaining CRA remittances, as per payroll legislation; and
- 10) Be the main contact point for CRA on its payroll accounts and administer those accounts on behalf of the Local.

### Recording Secretary

e) The Recording Secretary shall:

- 1) Keep a correct record of the proceedings of the Local;
- 2) Read all documents and conduct the general correspondence of the Local;
- 3) Bring to the attention of the membership correspondence upon which the membership must take action;
- 4) Make available to each member a copy of the National Constitution and Local Union Bylaws;
- 5) Communicate to the National Union the names and other information of

the Local's Officers as required.

#### Chief Steward

- f) The Chief Steward shall:
  - 1) Ensure that the provisions of all collective agreements are enforced in a fair and equitable manner;
  - 2) Ensure communication between the Local and the Stewards;
  - 3) Correspond with Stewards about concerns and issues in their workplaces; and,
  - 4) Where necessary, file and pursue grievances in support of the Local's members.

#### Trustees

- g) The Trustees shall perform quarterly audits of the books of the Local Union in accordance with the National Constitution.

#### **Article 11: Executive Board**

- a) The Executive Board shall be composed of the President, Vice President, Treasurer, Recording Secretary and Chief Steward.
- b) The Executive Board shall:
  - 1) Be the governing body of the Local between membership meetings;
  - 2) Ensure that all communications and obligations of the Local Union toward the National Union required by the National Constitution are fulfilled; and,
  - 3) Report on their actions at each membership meeting.
  - 4) Provide a monthly email update to the membership to summarize the work of the Local, to provide resources and information, and to share news that may be of interest to the membership.
  - 5) The Executive Board shall meet at least six (6) times per calendar year.
  - 6) A quorum will constitute three (3) voting members of the Executive Board.
  - 7) Executive Board meetings shall be called by the President or at the request of a majority of Executive Board members.
  - 8) Minutes of Executive Board meetings shall be kept by the Recording Secretary and shall be available at membership meetings.
  - 9) The spending authority of the Executive Board shall be no more than five hundred (\$500.00) per item unless otherwise determined by the membership through a yearly budget or for exceptional circumstances related to a legal obligation.
  - 10) The Executive Board will report all expenditures at the next General Membership Meeting for approval of the membership.
  - 11) All Executive Board members of this Local shall be reimbursed for expenses incurred for travel, accommodations, and meals in the commission of their duties.

## **Article 12: Honorarium for Executive Members of the Local**

- a) Effective January 1, 2025, The President, Vice President, Treasurer, Recording Secretary, and Chief Steward shall receive an annual honorarium per position of \$3,400, and Trustees will receive an honorarium of \$50 per audit completed, which will increase every subsequent January by the annual rate of inflation for Canada at that time. In the event that inflation is negative, the honorarium will remain the same. Inflation rates can be found here: <https://inflationcalculator.ca/cpi-release-schedule/>.
- b) The Executive Board will set an honorarium payment schedule.
- c) Honorariums will be paid in accordance with Canadian Revenue Agency regulations.

## **Article 13: Stewards**

- a) Stewards shall act as representatives of the Local in each workplace, ensuring issues of members are brought to the Executive and that the activities of the Local are communicated to the membership. Stewards ensure Collective Agreements are being followed and, in conjunction with the Executive, work to address any violations or issues arising from its application. Stewards shall ensure all active employer policies are provided to the Local President. Stewards are not authorized to reach an agreement with an employer without the approval (and for signed agreements, a signature) of the President and/or the Local's National Representative.
- b) Stewards shall be elected by each workplace following the annual meeting or within thirty (30) days of a vacancy in the office. Each workplace should have at least one steward and may decide by majority vote to have more than one steward. When the number of members wishing to act as a Steward does not exceed the number of available Steward positions in that workplace, the members shall be acclaimed as Stewards.
- c) In accordance with Article 15(e) of the Constitution, Stewards shall serve terms of the same duration of Local Executive Officers.
- d) In accordance with Article 15(e) of the Constitution, an Executive Officer of the Local may also serve as a Steward.
- e) A vote on the question of recalling a Steward may be initiated by a petition setting forth the reasons why the recall is sought and signed by at least 25% of the current members working under the jurisdiction of the Steward.
- f) Twenty-five percent of the current members working under the jurisdiction of the Steward must be present at the recall meeting to establish a quorum.
- g) A two-thirds vote of those present and voting is necessary to recall.

#### **Article 14: Elections**

- a) Elections for Officer positions and delegate/alternate status at conventions and other meetings shall take place at a membership meeting.
- b) All elections, unless otherwise noted in these Bylaws, will be conducted in accordance with the rules and regulations governing elections contained in the Unifor National Constitution.
- c) The membership meeting shall, prior to an election, choose an Electoral Officer who is responsible for carrying out the election in accordance with these Bylaws. The Electoral Officer shall not be eligible for election.
- d) All elections shall be conducted by secret ballot.
- e) A member must be a member of the Local in good standing for at least one continuous year to be eligible for election or to hold an Officer position.

#### **Article 15: Vacancies and Removal of Officers**

- a) In the event that an Executive member or Steward of the Local is absent from three (3) consecutive meetings of the Local without being excused for good cause, the Executive Board shall consider their position vacant and move to conduct an election in accordance with Article 15. The Chair of the relevant meeting shall have the authority to excuse members.
- b) Should there be a vacancy in an Executive position other than the President during the term of office, the President shall call a special membership meeting as soon as it is practical for the purpose of electing a replacement. The election shall take place in accordance with the procedures governing normal elections.

#### **Article 16: Conventions, Conferences and Educational Seminars**

- a) Any member wishing to attend a conference, convention, or other event as a delegate of the Local shall put their name forth before or at a General Membership Meeting and be elected by the membership via secret ballot. Acclamation will occur automatically in the event there are no other candidates.
- b) The Executive of the Local, in consultation with the Treasurer, will have the authority to determine whether the Local will reimburse some or all of any expenses related to attending the event.

#### **Article 17: Finance**

- a) The fiscal year of this Local Union shall begin on the first day of January and end on the last day of December.



- b) Per diem and travel expenses shall be paid for approved travel at the Canada Revenue Agency Directive on Travel rates or Unifor per diem policy rates, whichever is greater.
- c) At the last General Membership Meeting of each fiscal year, the Executive Board shall submit a proposed budget for the next fiscal year, which shall be debated and voted on by the memberships present at the meeting. A majority vote is required for approval of the budget. A copy of the proposed budget shall be provided to the membership at least 10 calendar days prior to the General Membership Meeting at which it will be debated and voted on.
- d) 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 they 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 their employer for the same period of the time which they are being compensated by the Local Union. Lost time shall only be paid if approved in advance by the Executive Board.

#### **Article 18: Review of Decisions**

- a) A member that feels aggrieved by an action of the Local Union or one of its representatives must initiate their complaint or appeal of that action within 30 days of the time they are or could reasonably have been aware of the action.
- b) The Executive Board shall consider complaints made by members under this bylaw. It shall consult with the grievant, permit them full opportunity to be heard, and shall reach a decision on the grievance.
- c) Within 30 calendar days of receiving the Executive Board's notice of decision, the grievant, if wishing to appeal further, shall submit their appeal to the Vice President in writing for consideration by the earliest possible membership meeting. At the membership meeting, the grievant shall have full opportunity to be heard. Votes by the membership regarding appeals made under this article will be held by secret ballot.

#### **Article 19: Amendments to the Bylaws**

- a) The Local's Executive Board shall review these Bylaws annually to determine if any amendments are necessary. If the Local's Executive Board determines no amendments are necessary, it shall inform the membership at least 60 calendar days before the last General Membership Meeting of the year.
- a) Notice of amendment(s) to these Bylaws must be given at a membership meeting or by email at least 30 days in advance of the next membership meeting, to be debated at the next membership meeting. The Recording Secretary shall ensure that all members of the Local receive notice of the proposed amendment(s) at least 30 days prior to the meeting at which the amendment(s) will be debated.

- b) Amendments must be passed by two-thirds of the members present at the membership meeting. Amendments may not conflict with the National Constitution and must be approved by the National Executive Board as required by the National Constitution. In accordance with Article 15 of the Constitution, amendments are not effective until approved by the National Executive Board.