



BYLAWS

for

Unifor Local 673

As amended March, 2023



BYLAWS

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BYLAWS

1. **NAME**

This organization shall be known as Unifor Amalgamated Local 673.

2. **CONSTITUTIONS 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 subordinate to said constitution and all applications and interpretations thereof.

3. **FISCAL YEAR**

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

4.1 **MEMBERSHIP**

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

4.2 **RESPONSIBILITIES**

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 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 Unifor rules and regulations contained in the constitution, by-laws and other official rules of the Local Union and Bourinot's Rules of Order. 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 Unions 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. Violation or abuse of these rights and privileges of membership, or engaging in conduct prohibited by this section, shall be considered conduct unbecoming a union member.

5.1 **POLICY AND OBJECTIVES**

The objectives of the Local Union include:

- a. The regulation of labour relations and collective bargaining between employers and employees.
- b. To obtain the objectives set forth in the National Constitution and additional objectives as established as the policy of the National Union; to maintain free relations with other organizations; to do all in its power to strengthen and promote the movements; to co-operate with National representatives and help promote organizational activities.

6.1 **MEMBERSHIP MEETINGS**

Membership meeting shall be convened on last Wednesday of each month, excluding July, August, and December. The place of these meetings will be held in Downsview, except as otherwise approved by the membership. The membership shall be notified at least seven (7) calendar days prior to the date of the meeting. All business referred to this meeting, by members, by notice or notices of motion, shall be clearly stated on such notice.

6.2 **QUORUM**

Those in attendance will constitute a quorum.

6.3 **ORDER OF BUSINESS**

The following shall be the order of business at the regular membership meetings:

1. Installation of Officers
2. Roll Call of Officers
3. Reading of the Minutes of Previous Meetings

4. Matters Arising
5. Correspondence and Executive's Recommendation pertaining thereto
6. Report of Financial Secretary
7. Reports of Officers, Committees and Delegates
8. Unfinished Business
9. New Business
10. Good & Welfare
11. Adjournment (No later than 7:30 p.m.)

6.4 **RULES OF SPECIAL ORDER**

The following shall be the rules of order at any regular or meeting:

1. There shall be no debate on any subject unless there is a motion on the floor which must be seconded, concerning the matter in question.
2. A member may only speak once on any motion unless the member be the mover or seconder of the motion in clarification and all debate must be on the issues only.
3. No member shall address the meeting until s/he has been recognized by the Chairperson.
4. Debate shall be limited to three (3) minutes for each speaker unless s/he is the mover or seconder of the motion under debate.
5. Each Committee Chairperson, or their respective representative, must move acceptance of their report.
6. Any member who attends a meeting under the influence of alcohol or drugs and/or creates a disturbance or becomes unruly shall lose voice and their right to vote at said meeting. Where necessary to maintain order, the member may be evicted from the meeting by order of the Chairperson. Flagrant or persistent violation of this section by any member shall be conduct unbecoming a union member.
7. All questions of a parliamentary nature shall be decided by Bourinot's Rules of Order.

7.1 **POWERS OF ADMINISTRATION AUTHORITY (MEMBERSHIP)**

The membership is the highest authority of this Local Union and shall be empowered to take or direct any action inconsistent with the constitution or by-laws.

7.2 **AUTHORITY (EXECUTIVE BOARD)**

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, but the Executive Board may not take action affecting the vital interests of the Local Union without prior membership approval.

7.3 **AUTHORITY (PRESIDENT)**

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

8.1 **LOCAL UNION OFFICERS AND EXECUTIVE BOARD**

The Local Union shall have the following Executive Officers:

- President
- First Vice-President
- Second-Vice President
- Recording Secretary
- Financial Secretary
- Trustees, Three (3)
- Sergeant-At-Arms
- Guide
- Aboriginal and Workers of Colour
- Women's Advocate

8.2 **EXECUTIVE BOARD**

The Local Union Executive Board shall consist of the following:

- All of the Executive Officers
- The Chairperson of each Unit
- A member of the Local Union Retired Workers Chapter with voice and vote

8.3 **QUORUM**

Seven (7) members shall constitute a quorum of the Executive Board.

8.4 **PRESIDENT (DUTIES)**

The President shall be an ex-officio member of all committees with the exception of the Election Committee and Trial Committee. The President may attend all Unifor Conventions and Conferences of a policy making nature as a fraternal delegate.

8.5 **ELECTION**

The election of Local Union officers shall take place in May or June as provided in the Unifor Constitution. The date or dates for all executive elections must be established by the membership body of the Local Union.

8.6 **TERM**

Executive Officers shall serve for a period of Three (3) years.

8.7 **BONDING**

Financial officers (including the President) shall be bonded by such methods and agencies as the National Executive Board may determine and as per the Constitution of the National Union.

8.8 **VACANCIES**

All vacancies in Local Union Executive Offices, except the office of President, shall be promptly filled by election provided that the Local Union Executive Board may make a temporary appointment for the period pending the holding of the election. In the case of a vacancy in the office of President, the First Vice-President shall fill the vacancy for the unexpired term. The vacancy in the office of First Vice-President shall then be filled by election.

8.9 **FIRST VICE-PRESIDENT**

During the temporary absence of the President the First Vice President shall assume the duties of President. In the absence of both the President and the First Vice-President, the Second Vice-President will act on behalf of the President.

8.10 **ELECTION**

Election for a vacancy in an executive office shall be held as per Article 9.

9.1 **NOMINATIONS AND GENERAL OR VACANCY ELECTION OF OFFICERS**

Proper notice of nomination shall be posted at least (7) calendar days prior to the close of nominations. Proper notice shall mean posting of notices, etc. To expedite the business of the Local Union, all members in continuous good standing for one (1) year shall be considered nominated for any executive office in the Local Union.

9.2 **CANDIDATE**

Any member of the Local Union wishing to stand as a candidate shall notify the Election Committee Chairperson in writing prior to the deadline established by the Election Committee.

9.3 **NOTIFICATION**

Such notification shall be in writing indicating which single office the nominee wishes to stand for. All nominations shall be read, after closure of nominations by the Election Committee to a Membership meeting held at least seven (7) days before the election.

9.4 **SCRUTINEER**

Each candidate shall be allowed to have one (1) challenger (scrutineer) present at the casting and counting of the vote at the candidate's own expense. All scrutineers shall be members in good standing in the Local Union and have written credentials from the candidate.

9.5 **VACANCY**

Where a vacancy occurs on or after sixty (60) days before the date upon which the regular elections are to be held, no election shall take place to fill such vacancy until the following general Local Union election.

9.6 **SECRET BALLOT**

The Local Union Executive Board shall be elected by secret ballot through electronic voting.

10.1 **ELECTION COMMITTEE DUTIES ETC.**

An election committee, consisting of 3-5 members (ref. Art.15 Sec.2) shall be elected at a Membership meeting prior to nominations for the Constitutional Election of officers. They shall serve for a period of three (3) years.

10.2 **ELECTION COMMITTEE**

No candidate in any election shall be a member of the Election Committee having supervision over such election. Any Election Committee member choosing to run in an election must step down from the committee by 11:59 pm the day prior to nominations opening.

10.3 **SECRET BALLOT**

All elections shall be by secret ballot.

10.4 **BALLOTS & RUN-OFF**

All elections for executive officers shall require a majority of votes cast. All other elections shall require a plurality. A majority is fifty percent (50%) plus one (1) of all votes cast for that office. Plurality is the greatest number of votes cast. The date of the run-off elections shall be not later than the next regular Membership meeting and shall appear on all notices.

10.5 **ELECTION COMMITTEE**

The Election Committee shall be responsible for:

- a. obtaining from the Financial Secretary a list of all members in good standing,
- b. posting the notice giving the date of the election and the run-off election, where required,
- c. the use of absentee ballots is not permitted in local union elections, except as allowed by Unifor policy,
- d. all elections shall be held under the supervision of a democratically elected Election Committee,
- e. acceptances of nominations and publishing the name of the candidates at least seven (7) days prior to the election (for constitutional elections only),
- f. the times and places of voting,
- g. the printing of ballots
- h. enrolling a sufficient number of Poll Clerks and obtaining leave for same,
- i. provisions of sufficient ballot boxes,
- j. conducting the votes and reporting the results as early as possible.

10.6 **BALLOTS (DESTROYING)**

All paper ballots cast at an election shall remain in a sealed and secured box in the custody of the Election Committee and shall be preserved for one (1) year after the close of the election. After the end of one (1) year, the ballots may be destroyed unless there is an appeal, at which point the ballots must be preserved until the appeal is finally resolved.

10.7 **RECOUNT**

Upon receipt of a petition for a recount for any candidate, the Election Committee shall make known its decision on such a request within forty-eight (48) hours. The petition must be in writing and must set forth briefly the reasons for seeking a recount.

10.8 **BALLOTS**

All ballots shall clearly state the position or delegation to be voted for and the number to be elected for each position or delegation and provided that the intention of the voter is clearly indicated, the ballot shall be valid. Candidates position on ballots to be in an order determined by lottery.

11.1 **DUTIES OF THE LOCAL EXECUTIVE BOARD**

Duties of the Local Union Officers shall be as provided for in the National Constitution.

11.2 **FUNDS**

The Executive Board shall have the authority to make disbursements of the local union funds, but not to exceed five hundred (\$500) dollars in any single disbursement or transaction. It shall have the authority to direct payment of all ordinary bills and expenses.

- 11.3 **SPECIAL MEETINGS**
Special meetings may be called at the discretion of the President, or a majority of the Executive Board. No other business shall be transacted at such meetings except that stated in the notice.
- 11.4 **MINUTES**
Minutes shall be taken of all Executive meetings by the Recording Secretary and read at the next Executive Board meeting for approval.
- 11.5 **RECOMMENDATIONS**
All decisions and recommendations of the Executive shall be referred to the next regular Membership meeting for approval.
- 12.1 **INITIATION FEES & DUES**
The initiation fee shall be twenty (\$20) dollars. Dues shall be in conformity with the provisions of the National Constitution.
- 12.2 **OUT OF WORK**
The issuance of “Out of Work” receipts shall be governed by the National Constitution.
- 13.1 **COMPENSATION FOR UNION BUSINESS**
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 normal work week for which s/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 s/he is being compensated by the Local Union
- 13.2 **DELEGATES**
Elected or appointed delegates to conventions, conferences or seminars shall receive payment for lost time at their regular rate of pay.
- 13.3 **TRANSPORTATION**
Elected or appointed delegates shall receive economy class transportation by rail, bus or plane, by the shortest route to his or her destination.
- 13.4 **GROUND TRANSPORTATION**
Ground transportation shall be paid to an elected or appointed delegate upon presentation of the receipt(s) (to and from the place of departure).
- 13.5 **ACCOMODATIONS**
Should the Executive Board decide that the nature or location of the convention, conference or seminar is such that it necessitates hotel accommodations, the full cost of such accommodation shall be booked and paid for through the Local 673 office.
- 13.6 **EXPENSES**
Elected or appointed delegates shall receive an expense allowance paid in accordance with and indexed to that per diem paid by the National Union to its staff. (Ref. Appendix1)
- 13.7 **CAR EXPENSES**
Should the Executive Board decide that the nature or location of the convention, conference or seminar is such that it necessitates a member driving his or her car, that member shall receive a mileage allowance paid in accordance with and indexed to that paid by the National Union to its staff. When travel arises during the normal work week mileage is to be paid to and from the employer. Otherwise, payment shall be to and from his or her home. Any exceptions are by Executive Board approval only. Parking expenses to be paid upon presentation of receipts.
- 13.8 **MEALS**
Should the Executive Board decide that the payment of a meal is necessary, the following rates shall apply:
- Breakfast \$10.00
 - Lunch \$15.00
 - Supper \$25.00

Should the Executive Board or standing committees have a meeting that commences at 5:30 p.m. or earlier, and adjourns after 7:30 p.m., a supper allowance shall be paid.

13.9 **CAR EXPENSES**

Any member required to use his or her car in the performance of union duties or services not covered in any of the preceding sections, other than attending General and/or Unit meetings, shall be paid a mileage allowance paid in accordance with and indexed to that paid by the National Union to its staff. Mileage vouchers shall be submitted during the first week of each month to the Financial Secretary for payment, including vouchers for the cost of public transportation when it is required under this section.

13.10 **PORT ELGIN**

All members, elected delegates and representatives who attend and reside on-site (Unifor Family Education Centre) on authorized union business shall be paid the following expenses:

1. A mileage allowance paid in accordance with and indexed to that paid by the National Union to its staff.
2. Centre charges for food and accommodation.
3. Per diem allowance for necessary out of pocket expense in accordance with and indexed to that paid by the National Union to its staff.

13.11 **LOST TIME DURING NEGOTIATIONS**

Bargaining Committee members shall be allowed payment for lost time at their regular rate of pay, plus a per diem allowance paid in accordance with and indexed to that per diem paid by the National Union to its staff shall be paid for out of pocket expenses while engaged in contract negotiations outside the workplace from the opening until the ratification.

13.12 **EXCEPTION**

Lost time payments, by the union, will not apply during any periods of time that the unit's Collective Agreement provides for payment by the corporation that is party to the individual unit's Collective Agreement.

13.13 **AUTHORIZATION**

All lost time not covered in the previous sections must be authorized by the Local Union President.

13.14 **VOUCHERS**

Lost time and expense vouchers must be made out for all lost time and expenses.

14.1 **STRIKES**

All strikes shall be called or terminated only in strict conformance with the National Constitution.

14.2 **STRIKE COMMITTEE**

A Strike Committee shall be established. It shall consist of the duly elected Executive Officers, the Office Bargaining Committees of the Unit concerned, and such other officers and members as may be designated by the membership.

15.1 **STANDING COMMITTEE**

The local shall have, in addition to the Executive Board, the following standing committees:

1. Constitution and By-laws
2. Education
3. Recreation
4. Political Education
5. Union Label and Consumer Affairs
6. Election
7. Women's
8. Editorial
9. Retired Member
10. Community Services
11. Labour Day
12. Environment
13. Human Rights
14. Young Workers
15. LGBTQ lesbian, gay, bisexual, transgender and queer
16. A&WOC aboriginal & worker of colour

15.2 **TERM**

Each standing committee will be elected for a period of three (3) years and consist of from three (3) to ten (10) members, excluding the Election and By-Laws committees which will constitute three (3) to five (5) members. Three elected members will constitute a full committee.

15.3 **OFFICE**

Each standing committee shall have a chairperson and a recording secretary elected by the members of each committee.

15.4 **REPORTS**

All Committee Chairperson shall submit written reports of their activities to the Executive Board and to the membership.

16.1 **ATTENDANCE**

All members of this local union holding an elective or appointed position are required to attend:

1. Two of three consecutive Membership meetings unless officially excused for the cause by the Local Union Executive Board.
2. Two out of three consecutive meetings other than Membership meetings expected of their respective office or position, unless officially excused for cause by the Local Union Executive Board.
3. Cause for officially excused absence shall be:
 1. Sickness
 2. Union Business
 3. Vacation
 4. Bereavement
 5. Circumstances beyond a member's control.
4. Failure of any elected or appointed official to comply with the above attendance rules shall result in automatic removal from their respective office or position and they shall not be permitted to run for any elective office or be appointed for the balance of term of office from which they were removed, except as a delegate to the National Constitution Convention.

17.1 **TRIALS OF MEMBERS**

Charges against a member, or members and their trials shall be conducted in conformance with the National Constitution.

18.1 **APPEALS**

Any member of this local shall have the right of appeal, as set forth in the National Constitution.

18.2 **APPEALS**

Any member of the local union, after first having exhausted every appeal step within the local union, may appeal from any action, decision, or penalty to the National Executive Board and to the National Convention. However, the decision of the local union must be complied with and shall remain in effect, until reversed or modified.

19.1 **UNION PROPERTY**

All local union members and officers of the various committees, upon completion of their duties, shall turn over all papers, documents, funds and union property in their possession to the properly constituted local union officers.

20.1 **BY-LAWS**

These By-Laws may be amended by presenting a motion in writing setting forth the amendments sought to a membership meeting. The motion shall be read to that meeting and referred to the Constitution and By-Laws Committee which will report to the succeeding membership meeting, the notice of which must contain a notice of the particular By-Law amendments that will be considered. If approved by two-thirds of the membership vote thereon at this succeeding meeting, the amendment shall be considered adopted by the membership. Amendments to existing By-Laws, or new By-Laws must be submitted to the National Executive board for approval. The amendments, or the new By-Laws are not effective until approved by the National Executive Board.

20.2 **BY-LAWS**

All By-laws must be submitted to the National Executive Board for approval.

- 21.1 **AREA OF REPRESENTATION**
Areas of representation, or zones, shall be set up as applicable to the Unit Collective Agreement, or each area of representation shall, wherever possible, be governed by similarity of work and/or location.
- 21.2 **ZONES**
These zones are to be set up by each individual Unit Office Committee.
- 22.1 **OFFICE COMMITTEE**
Members in each zone shall elect by secret ballot, a Committeeperson to serve a term of three (3) years. A candidate for the office of Committeeperson must be a member in continuous good standing in the local union for a period of six (6) months.
- 22.2 **VOTES**
The candidate for the office of Committeeperson receiving the highest number of votes cast in the zone, shall be declared elected.
- 22.3 **RECALL OF ANY WORKPLACE REP.**
An elected Workplace Representative may be recalled by the members s/he represents following a valid petition signed by at least fifty percent (50%) of the members s/he represents. Upon filing of such petition with the local, a special meeting for recall shall be held, of which due notification shall be presented at this special meeting in order for it to proceed. A quorum shall consist of at least fifty percent (50%) of the members that are represented by the elected Workplace Representative. At the conclusion of this special meeting, an affirmative vote by two-thirds (2/3's) of the aforementioned quorum is required to recall the elected Workplace Representative.
- 22.4 **VACANCY**
When a vacancy occurs for the position of Office Committeeperson, it shall be filled by election within thirty (30) days.
- 22.5 **ELECTING CHAIRPERSON**
Each Unit of Local 673 shall have autonomy to select the method of electing the Office Committee Chairperson.
- 22.6 **METHOD, TERM & VACANCY**
 1. Each Unit of Local 673 shall have autonomy to select the Bargaining Committee.
 2. The Office Committee and Bargaining Committee shall serve for a period of three (3) years.
 3. Any office becoming vacant between the Triennial Elections shall be filled for the balance of the term in accordance with these by-laws and the National Constitution.
- 22.7 **REPORTS**
The Office Committee Chairperson shall submit written reports of their activities to the Executive Board and to the membership.
- 22.8 **MEETING**
The Office Committee shall meet at least once each month. There shall be a roll call at each meeting.
- 22.9 **DUTIES**
It is the duty of each Office Committeeperson to:
 1. Attend Office Committee meetings to exchange opinions related to grievances and the demands in the various zones.
 2. Become completely familiar with all the provisions of the Collective Agreement and to thoroughly investigate all grievances.
 3. Call a special meeting of his/her zone upon the written request of at least fifty percent (50%) of the members in good standing in his/her zone.
 4. Carry out all the duties prescribed by the National Union, the Local Union by-laws and to abide by the decisions of the general membership, the Local Union Executive Board, and the members in his/her zone.
 5. Hand over all papers, documents, funds and/or other union property to his successor or the local union, and to obtain a receipt for same.
- 23.1 **DELEGATES NATIONAL CONVENTION**
Delegates to the National Convention shall be elected in conformity with the Constitution of the National Union.

23.2 **DELEGATES UNIFOR COUNCIL**

Delegates to the Unifor Council are to be elected by the same procedure and at the same time, as the Executive Officers.

23.3 **DELEGATES UNIFOR E.T.O.P COUNCIL & UNIFOR AEROSPACE COUNCIL**

Members holding an Executive Board Office within the Unifor E.T.O.P. Council and/or the Unifor Aerospace Council shall attend all Unifor E.T.O.P. and/or Unifor Aerospace Conferences by virtue of their office with voice and vote. In addition, delegates who hold an Executive Board Office must be, prior to the end of their term of office, re-elected as a delegate by the membership of Local 673 at the General Membership meeting immediately preceding the conference at which the E.T.O.P. and/or the Aerospace Executive Board elections are to take place.

24.1 **OATH OF OFFICE**

The installing officer shall require the officers to make the following pledge.

“I, (name of officer) pledge on my honour to faithfully observe the Constitution and laws of this Union, and to perform the duties of my office as required by the Constitution of Unifor, to the best of my ability and with complete good faith to support, advance and carry out all official policies of the National Union and this Local Union; to promote a harassment and discrimination - free environment, and to work to ensure the human rights of all Unifor members are respected; to forward all books, papers, and other property of the Union that may be in my possession at the end of my term to my successor in office, and at all times conduct myself as becomes a member of this Union.”

APPENDIX 1

Compensation for Union Business

Per Diem

\$90.00 per day, where an overnight stay is involved.

\$45.00 per day, on a return day from an overnight stay, provided distance is greater than 160 km.

\$45.00 per day same day return, provided the member travels at least 160 km. one way from home.

\$20.00 per day, for out-of-pocket expenses for eight (8) hour meetings where travel is less than 160 km. one way, or if meals are provided, ie. Unifor Family Education Centre, Port Elgin, Ontario.

Mileage/Gas

48¢ per km. - paid to driver only.

Cell Allowance

The following allowance will be paid upon completion of voucher with copy of cell phone bill:

\$25 per month to Fulltime Representatives, Recording Secretary and Financial Secretary

\$75 per month to President and Fulltime Chairpersons

April 23, 2015

Approved by the National Office November 24, 2015