



UNIFOR

Local649

BYLAWS

AMMENDED SEPTEMBER 2022

Unifor Canada

BYLAWS OF UNIFOR LOCAL 649

REVISION NUMBER	AMENDED DATE	APPROVED DATE
1	September 2015	January 2016
2	December 2015	January 2016
3	September 2018	February 2023
4	July 2021	February 2023
5	September 2022	February 2023

PREAMBLE

Believing that all persons have a natural right to the full enjoyment of the wealth created by their labour and believing that such cannot be fully realized except through the united, free and democratic organization of working men and women, we do hereby unite ourselves into a Local Union to be known as **Unifor, Local 649**, which shall operate as a labour, benevolent and fraternal organization.

Unifor Local 649 represents its members who have joined together to enhance their strength and collectively improve their workplaces and communities through collective bargaining and political action. Unifor strives to represent all workers in Canada, and those persons who wish to support, and adhere to the objectives, principles, and terms of these Bylaws.

All Unifor Local 649 meetings and events shall be subject to the National Unifor Anti-Harassment Policy for Union Events.

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ARTICLE 1 NAME AND JURISDICTION

- 1.01** The name of the organization shall be Unifor Local 649, hereinafter called the Local, and shall be headquartered in Regina, Saskatchewan.
- 1.02** The Local shall have the jurisdiction assigned to it by its Unifor Charter.
- 1.03** Wherever in these Bylaws the word Union is mentioned, Union is meant to be Unifor Canada.
- 1.04** Wherever used in these Bylaws the masculine gender shall mean and include the feminine and similarly the singular shall include the plural and vice versa as applicable.
- 1.05** The headings and page numbers used in these Bylaws form no part thereof but shall be deemed to have been inserted for convenience of reference only.
- 1.06** In case of one or more of the provisions contained in these Bylaws shall for any reason be held to be invalid, illegal, or unenforceable in any aspect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and these Bylaws shall be construed as if such invalid, illegal or unenforceable provision had never been included. The invalidity or unenforceability of any provision of these Bylaws shall not affect the validity or enforceability of any other provision.
- 1.07** The word "Company" where hereinafter used shall mean any company whose Employees are represented by Unifor Local 649, either collectively or individually.

ARTICLE 2 TRADE UNION STATUS

- 2.01** Unifor Local 649 shall:
- 2.01.01** Regulate labour relations and collective bargaining between employers and employees.
- 2.01.02** Improve the conditions of the members with respect to wages, hours, working conditions and other conditions of employment.
- 2.01.03** Disseminate information among the members respecting economic, social, and other matters affecting their lives and welfare.

2.01.04 Advance the interests of the members by advocating the enactment of laws beneficial to them and the defeat or repeal of laws detrimental to them.

2.01.05 Ensure that the responsibilities of the Local shall be those consistent with Article 15 of the Unifor National Constitution.

ARTICLE 3 CONSTITUTION AND BYLAWS

3.01 The Constitution of this Local 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.

ARTICLE 4 GENERAL

4.01 Policies are part of the Bylaws and shall be established and maintained by the Local Executive Council setting forth methods of conducting the affairs of the Local Union. Where the provisions are at a variance with the Bylaws or the Unifor National Constitution, the Bylaws and the Unifor National Constitution shall take precedence. Such Policies shall be made available to all Members.

4.02 The fiscal year of Unifor Local 649 shall begin on January 1st and end on December 31st.

ARTICLE 5 MEMBERSHIP

5.01 The Local shall be composed of workers eligible for membership in Unifor, over whom the Local has jurisdiction.

5.02 All Employees of the Company (other than such supervisory and/or management personnel as are excluded from the scope of the Collective Bargaining Agreement between the Company and the Union) shall be eligible to become members of the Union by making application on the official application card, subject to the Unifor National Constitution and Bylaws of this Union.

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

decisions. These rights shall always be subject to the rules of procedure governing meetings and other uniform rules and regulations contained in the Unifor National Constitution, Unifor Local 649 Bylaws, and other official rules of the Local.

- 5.04** A member, in exercising the foregoing rights and privileges, shall not take any irresponsible action which would tend to jeopardize, 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 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 as an affiliate of the National Union.
- 5.05** 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, Section C of the Unifor National Constitution.
- 5.06** 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, the National Representatives and help promote organizational activities.
- 5.07** No person shall be refused membership in the Local because of race, creed, religion, color, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, ancestry, place of origin, physical challenge or political affiliation.
- 5.08** Any member who works without approval of the Local, where a strike or other action is in progress, which has been approved by the majority vote of the membership and/or approved or recognized by the National Union, shall be referred to Article 18, Section C of the Unifor National Constitution.

ARTICLE 6 DUES AND ASSESSMENTS

6.01 Dues:

- 6.01.01** Uniform monthly Union dues shall be established from time to time in accordance with the provisions of this article and within the limits set by the Unifor National Constitution.
- 6.01.02** The uniform monthly dues shall be an amount equal to 2.03% of basic pay to be directed toward the Local's General Fund plus an

amount equal to the National per capita as determined from time to time by the Unifor National Constitutional Convention. It being understood, however, that no member shall pay monthly dues of an amount less than the minimum requirement under the Unifor National Constitution. The amount as determined from time to time by Unifor National Constitutional Convention shall be remitted on behalf of each dues paying member to the Unifor National Secretary-Treasurer each month as required by the Unifor National Constitution.

6.01.03 In the months of February, May, and August, in addition to the uniform monthly dues set out in Article 6.01.02, monthly dues shall be increased by an amount equal to 0.66% of basic pay.

6.01.04 In addition to the Unifor National Dues, a per capita levy of 0.0135 per cent of every worker's regular wages is payable on a monthly basis and shall be remitted to the Unifor National Union to be distributed to the Prairie Regional Council. As outlined in Article 16(17) of the Unifor National Constitution.

6.02 Unifor Local 649 shall submit to the Saskatchewan Area Council an assessment of \$0.80 / member monthly

6.03 Special assessment may be levied by the Local Executive Council as may be necessary for the protection of the members and/or the promotion of the welfare of the Union. Such assessment, however, shall not be greater than one dollar (\$1.00) per month and for a period of no longer than three (3) months in any (1) one calendar year. This article is to be suspended until February 2022 as per the July 2021 Bylaws Convention (branch resolution #6).

6.03.01 Any deviation from the terms of Section 6.03 must have permission of the membership in attendance at Branch meetings called for that purpose. This will be re-evaluated and subject to a vote by membership every six months.

6.04 Dues Collection:

6.04.01 An individual may tender payment of the uniform monthly Union dues, initiation fees and/or assessments by either of two methods:

6.04.02 By the payroll deduction method, i.e., by having the Company deduct, monthly, the prescribed amount(s) necessary from the accumulated earnings and have it remitted by the Company on behalf of the individual, to the Secretary-Treasurer of the Local. In this instance, it shall be necessary that the individual provide the Company with the proper instruction and authority to do so, together with notification to the

Local of it. The Local shall provide the prescribed forms for this procedure.

6.04.03 By tendering payment direct to the Local office by cash, cheque, money order, or another legal tender.

6.05 Delegates to the Local Convention or specially called convention by majority vote will have the ability to raise or decrease the uniform monthly Union dues.

6.06 All uniform monthly Union dues, or assessments for any given month shall be tendered to the Local not later than the 10th day of the month following. Persons on behalf of whom the Local is not in receipt of such amounts shall be declared "delinquent" and in arrears regarding payment of same for that given month.

6.07 Any person who receives basic pay in any (1) one month shall be required to pay the uniform monthly Union dues, excepting the situation when such individual is on strike or is locked out by the Company for sixteen (16) days or more. Such persons who receive exemption from dues for these reasons shall retain all the rights and privileges of membership during the period such exemption is in effect.

ARTICLE 7 ORGANIZATIONAL STRUCTURE

7.01 LOCAL EXECUTIVE BOARD

The Local Executive Board shall:

- a) Keep the Local membership informed on all matters concerning the affairs of the Local and the Union.
- b) Execute all orders, motions, resolutions, Bylaws, rules, regulations, guidelines, and procedures as adopted by the Local membership and/or the Union and shall be executed within timelines as directed by the membership and/or the Union.
- c) Bring to the attention of the Local any Local representative who is derelict in their duties.
- d) Appoint or have elected members to committees formed for the Local as per the Bylaws.

7.01.01 The Local Executive Board shall consist of:

- a) President.
- b) Vice President.
- c) Secretary-Treasurer (from any branch, but duties are to be conducted out of Local Office).
- d) Four (4) Board Members (one each from Branch 2, Branch 1, 8 or 9; Branch 3,5 or 10; all remaining branches).
- e) In addition, the Local Executive Board shall include a retired workers representative (if the Local creates a Retired Workers Chapter).

7.02 LOCAL EXECUTIVE COUNCIL

The Local Executive Council shall:

- a) Keep the Local membership informed on all matters concerning the affairs of the Local and the Union.
- b) Have the power to call special meetings of the Local by a simple majority vote of the Local Executive Council members.
- c) Confirm/Reject/Amend recommendations brought forward to the Local Executive Council from the Local Executive Board.

7.02.01 The Local Executive Council shall consist of the Branch Chairs who have been duly elected as per Article 18.07 of these bylaws and the members of the Local Executive Board.

7.03 LOCAL BRANCH STRUCTURE

Branches shall be established in geographic jurisdiction as indicated:

7.03.01 Branch No. 1: Estevan and area – to include all members in or from Estevan, Weyburn, Carlyle, Oxbow, Grenfell and Moosomin.

7.03.02 Branch No. 2: Regina - to include all members in or from Regina Head Offices and SaskEnergy 24/7 PDR I.

7.03.03 Branch No. 3: Yorkton and area - to include all members in or from Yorkton, Melville, Canora, Kamsack, Wynyard and Sturgis.

7.03.04 Branch No. 4: Swift Current and area - to include all members in or from Swift Current, Shaunavon, Maple Creek, Piapot and Success.

7.03.05 Branch No. 5: Saskatoon and area - to include all members in or from Saskatoon, Biggar, Watrous, Outlook, Davidson, Asquith and Prud'homme.

- 7.03.06** Branch No. 6: North Battleford and area - to include all members in or from North Battleford, Meadow Lake, Unity, Beacon Hill, Lloydminster, Maidstone, Spiritwood and Turtleford.
- 7.03.07** Branch No. 7: Prince Albert and area - to include all members in or from Prince Albert, St. Louis, Shellbrook, Wakaw and Rosthern. LaRonge, Sandy Bay and Buffalo Narrows.
- 7.03.08** Branch No. 8: Moose Jaw and area - to include all members in or from Moose Jaw, Assiniboia, Coronach, and the membership in the Westmoreland Bargaining Unit.
- 7.03.09** Branch No. 9: Regina Field - to include all members in or from Regina and Fort Qu'Appelle, excluding members from Regina Head Offices and 24/7 PDR's.
- 7.03.10** Branch No. 10: Kindersley and area - to include all members in or from Kindersley, Rosetown, Coleville, Leader and Loreburn.
- 7.03.11** Branch No. 11: Melfort and area - to include all members in or from Melfort, Tisdale, Nipawin, Humboldt, Wadena, Watson, and Hudson Bay.
- 7.04** A member temporarily stationed outside their Branch for a considerable period may transfer their full voice and vote membership to the Branch they are working in, subject to application and approval by the Local President or designate. Any further moves back to the Headquarters or otherwise, must be processed in the same manner.
- 7.05** On a case-by-case basis, the Local Executive Board and Local Executive Council will evaluate the status of Branches that have fewer than 15 members. At a Local Executive Council Meeting, Local Executive Board and Council will debate and decide whether to have the Branch with less than 15 members stay as it is or amalgamate with the nearest geographic located Branch.
- 7.06** In the event the Company acquires any new plants or properties, the Local Executive Council shall be empowered to establish new Branches, if necessary, and to reallocate certain centres to the new Branches, subject to the approval of the next Convention.
- 7.07** The Local may organize and/or make application on behalf of Employees of Employers other than those of the Company. Such separate bargaining units or groups of Employees shall be subject to the following provisions.

7.07.01 Such separate bargaining units or groups shall have the equivalent status as the Branches of this Local and shall be entitled to all rights, privileges, and representation as determined by the Local Executive Council or Convention.

7.07.02 All meetings and actions of those outlined in Article 7.07.01 will be subject to the Unifor National Constitution and Local Bylaws, including the responsibilities of the officers, the conduct of elections, the keeping of permanent minutes, the filing of proper reports to the Local, and all other such duties and obligations as are required by the Branches of this Local.

7.07.03 Those outlined in 7.07.01 will not take any action, which will conflict with either the Local Bylaws, or the Unifor National Constitution. All actions not specifically authorized, and all agreements negotiated by any such unit or group shall be subject to review and concurrence or non-concurrence by the Local Executive Council.

ARTICLE 8 LOCAL EXECUTIVE BOARD DUTIES

8.01 GENERAL

- a) The Local Executive Board shall pursue the objectives of the Unifor National Constitution, and the Bylaws and Policies of Local 649.
- b) Ensure the implementation of all Union programs and policies.
- c) Ensure active participation in political affairs and legislative processes at all levels.
- d) Support the participation of Local Executive Officers, Committeepersons, stewards and members in educational programs, courses, and training.
- e) Protect all Local assets, funds, and other property.

8.02 The membership is the highest authority of the Local and shall not be empowered to take or direct any action inconsistent with the Unifor National Constitution or Local 649 Bylaws.

8.03 Between membership meetings, the Local Executive Council shall be the highest authority of the Local 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 Local Executive Council may not act affecting the vital interests of the Local without prior membership approval.

8.04 Between meetings of the Local Executive Council, the Local Executive Board shall exercise general administrative authority and shall be empowered to act on behalf of, and take action permitted, to the Local

Executive Council subject to subsequent approval of the Local Executive Council.

- 8.05** The Local Executive Board shall be empowered as the accredited agents for the Local to conduct all negotiations between the Local and the Company or the Government of Saskatchewan.
- 8.06** The Local Executive Board shall have the power, subject to the approval of the Local Executive Council, to establish any committee or committees they deem necessary for carrying out the work of the Local.
- 8.07** The Local Executive Board will be kept informed of progress on all grievances pending.
- 8.08** In the event of a vacancy in one of the board positions, the position will be filled by by-election, for the remainder of the term, conducted by the Election Committee from the General Membership of Local 649.

ARTICLE 9 LOCAL UNION OFFICERS DUTIES & POWERS

9.01 GENERAL

Any member in good standing shall be eligible to hold office

9.02 Local President

- 9.02.01** It shall be the duty of the President to supervise the activities of the Local and of the Branches attached thereto, and to enforce compliance with the Local Bylaws and Policies as well as the policies and programs of the National Union.
- 9.02.02** It shall be the President's duty to ensure that the members of the Local Executive Council conscientiously perform the work of coordinating the activities of the Branches.
- 9.02.03** The President shall have the power to call special meetings and be privileged to attend any meetings of any group or Branch in the Local and have a voice thereat.
- 9.02.04** The President shall act as the official spokesperson for the Local.

9.02.05 In the event of a vacancy occurring in the office of President, the Vice-President shall immediately succeed for the duration of the current term.

9.02.06 The President shall perform all other duties as defined in the Unifor National Constitution or Local Bylaws and Policies.

9.02.07 The President shall receive an automatic delegate credential for all conferences/conventions that the local will send delegates to.

9.03 Local Vice-President

9.03.01 Shall at the request of the President, assist in the administration of the Local.

9.03.02 In the absence of the President, exercise the duties of the President.

9.03.03 Assume the office of the President should a vacancy occur in that office.

9.03.04 In the event of a vacancy in the position of Vice-President, the position will be filled via by-election, for the remainder of the term, conducted by the Elections Committee, from the General Membership of Local 649.

9.03.05 The Vice-President shall oversee organizing and conducting training for the local as required.

9.03.06 The Vice-President shall be required to identify and develop a local yearly training syllabus.

9.03.07 All other duties as defined by the Unifor National Constitution or Local Bylaws and Policies.

9.04 Local Secretary Treasurer

9.04.01 Shall be custodian of the official financial and non-financial records of the Local.

9.04.02 Collect and care for all monies belonging to the Local.

9.04.03 Disburse funds as instructed and, with the President, authorize all cheques and credit card transactions drawn on the funds of the Local. If the Secretary Treasurer or President are unable to sign, the Vice President or other authorized signatory to act as co-signers.

BYLAWS OF UNIFOR LOCAL 649

- 9.04.04** Keep an accurate account of monies received and expended by the Local.
- 9.04.05** The Secretary Treasurer shall prepare and present to the Local Executive Board & Council an annual Local Union budget, or any other special budget as may be requested for approval.
- 9.04.06** Keep full and faithful minutes of all Local Executive Council and Local Board meetings and other meetings designated by the President.
- 9.04.07** At the direction of the President perform any other administrative duties of the Local office.
- 9.04.08** Turn over the books to the Trustee Committee for audit and approval when called to do so.
- 9.04.09** The Secretary-Treasurer shall ensure adequate bonding, in the amounts prescribed by the Local Executive Board for every Officer and staff person of the Local Union who handles the funds or other property of Local 649
- 9.04.10** In the event of a vacancy in the position of Secretary Treasurer, the position will be filled via by-election, for the remainder of the term, conducted by the Elections Committee, from the General Membership of Local 649.
- 9.04.11** The Secretary-Treasurer shall act as the privacy officer for Local 649 in accordance with the Local Privacy Policy.
- 9.04.12** All other duties as defined by the Unifor National Constitution or Local Bylaws and Policies.
- 9.04.13** The Secretary-Treasurer shall receive an automatic delegate credential for all conferences/conventions that the local will send delegates to.

ARTICLE 10 LOCAL EXECUTIVE COUNCIL

10.01 The decision of the Local Executive Council on all matters pertaining to the general welfare of the Union shall be binding between Conventions, subject to appeal to the next regular convention. Notice of any appeal shall be given to the Secretary-Treasurer of the Local at least 30 days prior to Convention.

10.02 The Local Executive Council shall have power to levy such special assessments as per Article 6.03, as may be necessary for the protection of the members and the promotion of the welfare of the Union.

10.03 Members of the Local Executive Council may forward names of Branch members to attend a Local Executive Council meeting as a guest for an educational opportunity. The provisions around guests are contained in Article 15.03.03(Executive Council Meetings).

10.04 The Local Executive Council shall be empowered to amend these Bylaws for the purpose of complying with any legal requirements relating to the acceptance of these Bylaws, the Union's status as law, as a trade union or bargaining agent, or as advised by legal counsel. All changes must be approved by the membership in accordance with Article 25.

10.05 Between Conventions, the Local Executive Council has the authority to make and amend policies of Local 649, subject to approval by the membership.

10.06 DUTIES OF THE LOCAL EXECUTIVE COUNCIL

- a) Distribution of policy and information and supervision of the administration of their Branch.
- b) Responsible to the membership to express their Branch members' views, as discussed at the Branch Meeting, at all Local Executive Council Meetings.
- c) Responsible to the Local President or the President's designated representative to express the views of the Local to the Branch.
- d) Attend all Local Executive Council Meetings when possible.
- e) Report on Local Executive Council programs and policies to the membership.
- f) Assist in the training and direction of Branch Officers in carrying out their duties.
- g) Assist all committees when requested to do so and cooperate with any Local Executive Council Committee in carrying out their functions.
- h) Attempt at all times to keep informed of the policies and programs of the Local, National, and labour movement in general.

- i) Carry out specific requests of the membership in the Branch.
- j) Accept appointment by the Local President or Local Executive Council, where possible, to standing or special committees for promotion of the Local's programs.
- k) As far as possible, be active in the labour movement and general activity in the community and encourage the membership of the Branch to do likewise.
- l) Consult and receive authorization from the Local President for time off on Union business as well as travel authorization outside the community of residence.
- m) Upon replacement or succession because of election, relinquish to the successor all files, and other property of the office and the Local to the elected successor.

ARTICLE 11 STAFF

11.01 Engaged staff is an integral part of Unifor Local 649's leadership and activism. Staff shall work with Local leadership to advance the interests of the membership in the workplace and the broader community. Staff shall be actively engaged in the political and organizing campaigns of the local and shall work with dedication and commitment to build the local.

11.02 The essential task of staff is to build the Union so that it may better attain the objectives spelled out in the Unifor National Constitution and Local 649 Bylaws.

11.03 All staff will conduct themselves in a manner that respects and adheres to the principles of this local.

11.04 The Staff of Local 649 shall consist of the Assistants to the President, Support Staff persons, and persons in other classifications as directed by the Local Executive Board.

11.05 The Local Executive Board will approve the terms and conditions of employment of all non-unionized staff and shall ratify the proposed collective agreements pertaining to staff represented by a collective bargaining agreement.

11.06 No staff person may hold office in the Local Union.

11.07 Assistants to the President

11.07.01 The application process for the Assistant to the President will be via expression of interest to all members within the applicable bargaining unit.

11.07.02 Assistants to the President are appointed to their position on recommendation of the Local President, subject to approval of the Local Executive Council.

11.07.03 Assistants will have voice when presenting at Local Board and Local Council meetings, but no vote.

11.07.04 Assistants will recommend to board on issues they are working on but hold no decision-making authority.

11.07.05 Assistants will also be appointed to the chairs of their respective Grievance Committees as part of their duties to the members.

11.07.06 Removal shall be recommended by the President, subject to the approval of the Executive Council, with 30 days' notice.

11.07.07 Resignation from the position also requires 30 days' notice.

11.08 The Assistant to the President shall work under the direction of the President in activities associated with issues that affect the members.

ARTICLE 12 SALARIES, WAGES AND EXPENSES

12.01 SALARIES

12.01.01 Local President

12.01.01.1 The Local President shall receive a wage equal to the highest monthly salary of the collective agreements plus 10%.

12.01.01.2 Should there be a change of the Local President, the candidate who has been defeated will return to the bargaining unit they came from (as per their LOA). The Local Executive Board may authorize a leave of absence (LOA) and expenses up to 30 days for the purpose of utilizing the services of the outgoing president. This is to ensure an orderly and effective transition of the Local's business.

12.01.01.3 The position of Local President requires use of his/her personal vehicle for local business; therefore, a vehicle allowance of \$175.00 per month shall be paid to him/her.

12.01.01.4 The Local Presidents position is headquartered in Regina. In the event the Local President has a bid headquarters other than Regina, the Local will cover expenses in accordance with the Unifor Local 649 Relocation Policy. Should the President not seek re-election or be defeated in a subsequent election, the Local will reimburse moving from the City of Regina to another location within the province of Saskatchewan in accordance with the Unifor Local 649 Relocation Policy.

12.01.01.5 The Local will cover the cost of mobile phone bill (upon receipt) for the Local President when they are using their personal mobile phone as the daily Local 649 mobile.

12.01.02 Assistant(s) to the President

12.01.02.1 The Assistant(s) to the President shall receive a wage equal 90% of the Local President's salary.

12.01.02.2 The position of Assistant(s) to the President requires use of his/her personal vehicle for local business; therefore, a vehicle allowance of \$175.00 per month shall be paid to him/her.

12.01.02.3 The Assistant(s) to the President position is headquartered in Regina. In the event the Assistant(s) to the President has a bid headquarters other than Regina, the Local will cover expenses in accordance with the Unifor Local 649 Relocation Policy.. Should the Assistant(s) to the President resign or be removed from the position, the Local will reimburse moving from the City of Regina to another location within the province of Saskatchewan in accordance with the Unifor Local 649 Relocation Policy.

If the Assistant (s) to the President choose to not be in Regina, they will be entitled to an expense amount up to \$10,000.00 per term for travel to and from Regina to conduct Union Business. The amounts will be reviewed by Executive Board and Council and adjusted accordingly where required.

12.01.02.4 The Local will cover the cost of mobile phone bill for the Local Assistant(s) to the President when they are using their personal mobile phone as the daily Local 649 mobile.

12.01.03 Secretary-Treasurer Honorarium

12.01.03.1 Due to the personal time requirements, heavy workload and responsibilities of the Secretary-Treasurer, an honorarium of \$250.00 per month and a car allowance of \$75.00 per month shall be paid to them.

12.01.04 Vice President

12.01.04.1 The Local will pay a \$50.00 per month allowance to the Local Vice President to put toward their monthly cell phone bill.

12.01.05 Substitution

12.01.05.1 Mandatory substitution will occur when the Local President or Assistant(s) to the President are absent from their duties more than 3 days.

12.01.05.2 A member that is assigned to perform these duties shall be paid for all hours worked at the rate of pay for the position being filled. The Local is responsible for payment of wages, applicable allowances and expenses associated with the positions.

12.01.05.3 The Vice President automatically fills the President's position, as per the local Bylaws and the Local Executive Board will determine who will fill the Assistant to the President's position.

12.02 WAGES (LEAVE OF ABSENCE FOR UNION BUSINESS)

12.02.01 All Local Officers, Local Executive Board members, Local Executive Council members, Stewards and members performing authorized business of the Local during their regular tour of duty for an employer, shall not incur any loss of wages had such time been spent for the employer.

12.02.02 Refer to the appropriate Article in the Collective Bargaining Agreement.

12.02.03 The above type of Leave of Absence refers to time off to attend to matters for which the member has been elected or appointed by the Local. *Before a member takes time off, he or she must have received a notice of election or appointment to attend a Conference, Convention, Education Institute, Committee Meeting or have received authorization from the Local President either directly or through the Local Executive Board member.*

12.02.04 The request for Leave of Absence form should be filled out as soon as possible in accordance with the respective Collective Bargaining Agreement:

12.03 EXPENSES

12.03.01 Unifor Local 649 shall reimburse for travel expenses while on Union business as listed below:

12.03.01.1 Per diem

- a. \$90.00 per day (where an overnight stay is involved) and provided a receipt is supplied.
- b. \$45.00 per day, on a return day from an overnight stay, provided distance is greater than 160 km.
- c. \$45.00 per day, same day return, provided the member travels at least 160 km one way from workplace.
- d. \$20.00 per day for out-of-pocket expenses for meetings where travel is less than 160 km one way, or if meals are provided.

12.03.01.2 Mileage / Gas - \$0.48 per km – paid to **driver only.**

12.03.01.3 Hotel – Room and tax only (receipt must be attached). Distance must be greater than 160 km one way or you must receive **prior approval.**

12.03.01.4 Airfare – Reimbursement subject to **prior approval.**

12.03.01.5 Child Care Expense

- a. A member who requires Childcare in order to attend a Branch Union function, upon submission of proper receipts, be reimbursed actual and reasonable expenses for said care. Reimbursement will only be for those expenses which would not have been incurred had the member not attended.
- b. A member duly elected or appointed by the Local to attend a Union function who requires childcare to attend, will, subject to approval by the Local President and be based upon the following formula:
 - i. \$50 / night for 1 child,
 - ii. \$60 / night for 2 children, and
 - iii. \$70 / night for 3 or more children.
- c. Members are not eligible to claim if childcare is provided by spouse or immediate family member.

d. A dependent child is defined as a child(ren) living at home 18 years of age or younger and/or

i. A dependent child 19 years of age, or older, who is solely dependent upon the member due to a mental or physical disability.

e. Additional childcare costs (over and above “Regular” costs) arising from participation in a union event will be subject to **prior approval**.

12.03.01.6 Lost time payment – Members shall only be reimbursed for pay lost (no overtime).

12.03.01.7 Approved time devoted to the Local Union’s business on scheduled days off from the company, shall be compensated at the rate of \$150.00 for 4 hours or less of work or \$300.00 for 4 hours or more of work.

12.03.01.8 Other Expenses – all other expenses must have **prior approval**.

12.03.02 All necessary expenses incurred by a member when on authorized business of the Local shall be submitted to the Secretary-Treasurer of the Local within 90 days of incurring such expense. The Secretary-Treasurer shall pay each claim on the 15th or end of the month in which the expense claim is received. The table officers shall deal with any extensions to the 90-day period referred to above on an individual basis.

12.03.03 No member of the Local Executive Council shall be allowed to sign an approval form on their own behalf in respect of their own expenses.

12.03.04 Provincial Election Campaigns

12.03.04.1 When the Local authorizes a member to be off on union leave to work on a Provincial NDP campaign, they will be reimbursed their lost time wages and the cent/per kilometer for operating their own vehicle only,

- No per diems or days off will be paid
- Some expenses may be considered: i.e. – lunches.

12.03.04.2 When a member is on the Executive of a Provincial Constituency and is attending the Provincial NDP Convention, the

Local will reimburse that member for their cent/per kilometer for operating their private vehicle and hotel room.

- Constituencies do not cover either of the above
- No per diems or lost wages or days off will be paid for

12.03.04.3 The Local President or their designate must approve any other expenses.

12.04 All financial transactions related to the Local's bank account must have the signatures of the Local Secretary-Treasurer plus either the Local President or one other signing authority as outlined in the Local Financial Policy.

12.05 The Secretary Treasurer shall provide to the Trustees all the necessary information they require to carry out an audit on a quarterly basis in fulfilling their responsibilities to protect the assets of Local 649.

12.06 All expenditures not outlined in the Local's yearly budget are to follow the guidelines as outlined in the Local's Financial Policy.

ARTICLE 13 DUTIES OF THE BRANCH EXECUTIVE

13.01 LOCAL BRANCH EXECUTIVE

The Local Branch Executive shall be composed of the following elected officers:

- a) Chair
- b) Vice Chair
- c) Recording Secretary
- d) Chief Shop Steward(s)
- e) Warden

13.02 In all centres where there are less than four (4) members, one (1) member shall be selected by the Branch Executive as being responsible for the receipt (and posting on the Union bulletin boards, where necessary), of such letters and other material as may be forwarded from time to time by the Local Executive Council or Local Branch Executive.

13.03 Branch Chair

13.03.01 Preside at all meetings of the Branch, to preserve order, to enforce the Unifor National Constitution and Local Bylaws/Policies, and generally to exercise supervision over its affairs.

13.03.02 Ensure that the other officers of the Branch perform their duties strictly in accordance with the Local Bylaws/Policies.

13.03.03 Be entitled to vote on all matters before the Branch, including the election of Officers.

13.03.04 Be required to sit as a member on the Local Executive Council.

13.03.05 *As a presiding officer, the Branch Chair shall:*

- a) Call the meeting to order at the time appointed and ensures that the proper order is followed in connection with the agenda.
- b) Sign the minutes of a meeting, once approved by motion.
- c) Call for a seconder to a motion and state it clearly before permitting discussion.
- d) Call upon the Vice-Chair or, if absent the Recording Secretary, to conduct the meeting if wishing to speak on a question or leave the "Chair" for any other reason.
- e) Give impartial recognition to the rights of all members to take part in debate.
- f) Reserve the right to a vote on all matters before the Branch.

13.03.06 *As an Administrative Officer, the Branch Chair shall:*

- a) Be familiar with the Unifor National Constitution, Local Bylaws, Rules of Order, procedures, and policies of the Local.
- b) Carefully read material received from the Local.
- c) Give recognition to the importance and scope of the overall program of the Local and National, as well as the aims of organized labour.
- d) Ensure distribution to Branch Officers and Committee Chairpersons of all materials intended for consideration as received from the Local Executive Council and the Unifor National Union.
- e) Delegate some duties, confer with Branch Executive Members on the progress of assignments, calling for reports as required and ensuring their completion on time.
- f) Consult with Branch Officers and Committee Chairpersons (well in advance of meetings) to be sure that they are prepared to report in detail.
- g) Keep the Vice-Chair completely informed at all times.

13.04 Branch Vice-Chair

13.04.01 It shall be the duty of the Branch Vice-Chair to assist in the discharge of the Chair's duties as presiding officer, and in the absence of the Chair, to preside over meetings of the Branch.

- a) To become familiar with all duties of the Branch Chair.
- b) Act as aide to the Branch Chair.
- c) Preside at meetings in absence of the Chair, or as directed by the Branch Chair.
- d) Automatically assume the duties and/or position of Branch Chair if the Chair: Resigns, Leaves the Branch area (on a permanent or temporary basis) as set out in the Local Bylaws.
- e) Assumes responsibility for administrative matters delegated by the Branch Chair.
- f) Represents (and speaks for) the Branch upon request of the Branch Chair or Branch Executive.
- g) Attend Executive Council Meetings in the absence of the Branch Chair.
- h) Any other matters delegated by the Branch Chair.

13.05 Branch Recording Secretary

- a) It shall be the duty of the Recording Secretary to keep a correct, full and impartial account of the proceedings of each meeting of the Branch.
- b) To record and file all communications for the Branch, to conduct the correspondence of the Branch; and to have charge of the records of the Branch.
- c) The Recording Secretary shall inform the Secretary-Treasurer of the Local Executive Council of all changes of officers, stewards, and other committee members of the Branch.
- d) Post, phone or mail out notices of all Branch Executive and Branch membership regular or special meetings.
- e) Keep a full and accurate record of all Branch Executive and Branch membership meetings.
- f) Forward a copy of all such minutes to the Local Office.
- g) Record and file all communications for the Branch.
- h) Requisition all materials and information required in the Branch from the Secretary-Treasurer of the Local.
- i) Surrender all files and records to the incoming Recording Secretary upon completion of their term of office.

13.06 Warden

- a) It shall be the duty of the Warden (or deputy) to be stationed at the entrance of the place where meetings of the Branch are held and from the membership list (which shall be supplied and kept up to date by the Recording Secretary) shall keep a record of all those attending a meeting, copies of which record shall be kept by the Recording Secretary for reference.
- b) The Warden shall not admit to any meeting, nor cause to be admitted, any person who is not a member of the Branch except by the order of the Presiding Officer.
- c) The Warden shall perform such other duties as the Branch may direct.
- d) For smaller branches (including 1, 3, 4, 6, 7, 8, 10 and 11) the position of Warden may be assimilated into the duties of Secretary at the discretion of the Chair & Vice Chair at the beginning of each term.

ARTICLE 14 STEWARDS

14.01 Chief Shop Steward

- 14.01.01** Should be always ready to assist the Steward with advice on contract interpretations and procedures.
- 14.01.02** In some cases, it will be necessary for the Chief Shop Steward to accompany the Steward on grievance hearings.
- 14.01.03** It will at times be necessary for the Chief Shop Steward to report to and seek the advice of the Branch Chair and/or Branch Executive.
- 14.01.04** The Chief Shop Steward is responsible for requesting the Branch Executive and membership to watch for and report on matters related to policing the agreement.
- 14.01.05** The Chief Shop Steward should endeavour to convene periodic meetings with Stewards to receive reports and exchange experiences and information.
- 14.01.06** The Chief Shop Steward, along with the Branch Chair, is responsible for replacement of any Steward who leaves the area, and notification of replacement to the Branch Recording Secretary.

14.02 Shop Steward

14.02.01 The shop steward is the first line of leadership in the Union. Shop stewards are expected to process, through proper channels, all correspondence and/or questions dealing with the welfare of the membership (i.e., terms and conditions of the Collective Bargaining Agreement, policy issues, letters of understanding, and past practice).

14.02.02 In all centres where there are four (4) or more members of a Bargaining Unit, there shall be elected enough Shop Stewards to ensure adequate Steward representation for each Company and/or departmental unit concerned.

14.03 A Steward shall:

14.03.01 Become completely familiar with all the provisions of the Agreement between the Local and the Company, and thoroughly investigate all grievances coming within the jurisdiction of the Steward.

14.03.02 Be completely familiar with the grievance procedure.

14.03.03 Be able to receive complaints and grievances from members and to make every effort in conformity with the grievance machinery to satisfactorily adjust and settle all grievances.

14.03.04 Have the authority to phone the Union Office, after the appointment is posted, if a member should wish to know where they placed on a job bid.

14.03.05 Refer all grievances that have not been satisfactorily resolved at the first level, to the Chief Shop Steward, who shall forward the grievance along with all pertinent information to the Grievance Committee Chairperson. In the event a Chief Shop Steward is not available, the Shop Steward shall forward the grievance along with all pertinent information to the Grievance Committee Chairperson in Regina.

14.03.06 Be completely familiar with the guide and instructions prepared for the use of Shop Stewards and all similar material received from time to time.

14.03.07 Be able to carry out such other duties as may be prescribed from time to time by the Branch or by the Local Executive Council.

14.03.08 Distribute correspondence of the Local to the membership they represent.

14.03.09 Turn over all papers, documents, and other property at the conclusion of their term of office, to the Chair of the Branch or to their successor in office.

ARTICLE 15 MEETINGS

15.01 All meetings held by the local shall abide by Bourinot's Rules of Order.

15.02 Local Executive Board Meetings

15.02.01 The Local Executive Board shall meet monthly and at any other time deemed necessary in the interests of the Local.

15.02.02 A copy of the minutes of all Local Executive Board Meetings shall be made available as soon as possible after the meeting. Meeting minutes will be posted within 2 (two) weeks as "DRAFT" form and then approved at the next meeting.

15.02.03 A detailed meeting agenda shall be received seven (7) days prior to any meeting date.

15.02.04 A majority present of the Local Executive Board shall constitute a quorum.

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

15.03 Local Executive Council Meetings

15.03.01 The Local Executive Council shall meet at least three (3) times each year and at any other time deemed necessary in the interests of the Local.

15.03.02 A majority present of the Local Executive Council in attendance at a meeting shall constitute a quorum.

15.03.03 Members of any Branch may be invited to attend a regularly scheduled Local Executive Council Meeting as guests for an educational opportunity.

15.03.03.1 The Branch Chair shall propose names of potential guests and forward those names to the Local Secretary Treasurer, who will then present the names for consideration at the next Local Executive

Board Meeting for their attendance at the next scheduled Local Executive Council Meeting.

15.03.03.2 The Local Executive Board will schedule guest attendance at Local Executive Council meetings. A maximum of three (3) guests, no more than one from any branch, may be allowed to attend. A member may be allowed to attend a Local Executive Council meeting as a guest more than once.

15.03.03.3 The guest provision is an educational opportunity for a Branch member who is considering taking on a greater role in the Local in the future.

15.03.03.4 Guests may participate in discussions that take place during the Local Executive Council meeting but will not have voting privileges.

15.03.04 A detailed meeting agenda shall be received seven (7) days prior to any meeting date.

15.03.05 A copy of the minutes of all Local Executive Council meetings shall be forwarded to Local Executive Council as soon as possible after the meeting. Meeting minutes will be posted within 2 (two) weeks as "DRAFT" form and then approved at the next meeting.

15.03.06 The Local Executive Council shall make decisions by majority vote. Each elected member having one vote.

15.03.07 The Local Executive Council may initiate an in-camera session, at its discretion.

15.03.08 If the Branch Chair is unable to attend the council meeting, then the Vice-Chair will attend. If the Vice Chair is unable to attend, the Branch Chair will request another branch member sit in for them. Branch Executive will be asked first, then shop stewards and then general membership. If no replacement can be found the Branch Chair is responsible to let the Local President and their Executive Board member know and they will forward a report to be read at the Council meeting. If the member representing the branch is not a member of the branch executive, they will have voice but no vote at the council meeting as per Article 7.02.01.

15.04 The Local Executive Council and Local Executive Board operate under Caucus Rules. Decisions of the Local Executive Council or Local Executive Board are unanimous after the vote, regardless of the actual vote count. If a member of Local Executive Council or Local Executive Board cannot live with the majority decision, they may absent themselves

from the vote. The member who has declared themselves and follows this procedure may then go back to the Branch or Local Executive Council and speak against the Local Executive Council or Local Executive Board decision. The Local President may designate someone to attend the Branch meeting where this item is discussed to present the Local Executive Council or Local Executive Board decision, all votes shall be reflected as such in the minutes.

15.05 Branch Meetings

15.05.01 Meetings of each Branch shall be held at a time and place agreed upon by the Branch, with a minimum of one every three months. Notice of such meeting shall be posted in a conspicuous place at least seven (7) days before the date of the meeting.

15.05.02 A quorum for the transaction of Branch business shall be 3 members.

15.05.03 Special meetings shall be called by the Branch President or by the Recording Secretary of the Branch, upon receipt of a request therefore from five (5) members in good standing. Notice of such special meeting shall be posted in a conspicuous place, or where that is not possible, written notice shall be given to each member, at least seven (7) days before the date of the special meeting. Such notice shall state the nature of the business to be transacted at the special meeting, and no business other than that specified in the notice shall be transacted at such special meeting.

15.05.04 Branch members will be allowed to attend Branch Meetings via conference calls or other forms of technology as decided upon by the Branch Chair. This branch member would be part of the meeting and count toward quorum and have vote, excluding any vote that is required to be conducted by secret ballot.

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

15.06 General Membership Meetings

15.06.01 The Executive Board will call for a general membership meeting every quarter to be held in a different geographical location in conjunction with a Local Executive Council Meeting.

15.06.02 Notice of such meeting shall be posted in a conspicuous place (and online) at least seven (7) days before the date of the meeting.

15.06.03 Quorum for such meeting shall be eleven (11) members present.

15.07 Local Conventions

15.07.01 The Local shall hold the following Conventions:

- a) Bargaining Convention – to be held in the final year of an existing CBA
- b) General Convention – to be held every three (3) years.

15.07.02 Special Conventions may be held as required and approved by the Local Executive Council.

15.07.03 All Conventions shall be held at a time, date, and of such duration as determined by the Local Executive Council.

15.07.04 Any and/or all Conventions may be combined, if deemed appropriate and advisable by the Local Executive Council.

15.07.05 The "CALL" to a Convention shall be issued by directive of the President at least 60-days prior to the scheduled date of the Convention.

15.07.06 The Local President shall be the Chairperson of the Convention.

15.08 Order of Business at Meetings

- a) Opening
- b) Roll Call of Officers
- c) Reading of Minutes and business arising therefrom
- d) Communications and bills
- e) Treasurer's Report
- f) Report of Officers, Delegates and Committees
- g) Election and Installation of Officers
- h) Unfinished Business
- i) New Business
- j) Adjournment

The order of business may be altered by a 2/3 majority of members present.

15.09 Attendance rules

15.09.01 Any member, elected to any position in the local, is subject to the following attendance requirements:

15.09.01.1 Two out of three consecutive membership meetings unless officially excused for cause by the Local Executive Board.

15.09.01.2 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 Executive Board.

15.09.01.3 Failure of any elected 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 for the balance of the term of office from which they were removed, except as a delegate to Convention.

15.10 CONDUCT OF CONVENTION / MEETING

15.10.01 The President shall preside at all sessions of Convention unless another Officer or member of the Local Executive Board is delegated as a replacement.

15.10.02 Rules of Order and Convention agenda shall be adopted on the opening day of Convention. The agenda shall include reports from the Local Executive Officers, resolutions and constitutional amendments and other business that may be proposed.

15.10.03 The quorum for Convention shall be a majority of the delegates registered. All resolutions remaining if the Convention lacks a

quorum, or at the time of adjournment, shall be referred to the Local Executive Board.

- 15.10.04** The Local Executive Board shall appoint delegates to committees to conduct the business of Convention. Delegates shall affirm the appointments on the opening day of the Convention. Committees shall make decisions by a majority of those voting. They shall meet prior to opening of Convention, and during Convention as necessary, to complete their work and prepare reports to the delegates.
- 15.10.05** As per Article 16.09.02 of the Local 649 Bylaws, the Bylaws Committee shall receive all resolutions submitted to Convention and recommend concurrence or non-concurrence. The Bylaws Committee may re-write a resolution, combine resolutions, or provide a substitute resolution, providing it does not contradict the intent of the branch that submitted the resolution.
- 15.10.06** The Bylaws Committee shall receive any late resolutions and determine if it is of an emergency character.
- 15.10.07** A Credentials Committee shall receive all registrations to Convention and shall inquire into and decide on any disputes over delegate registration. The Credentials Committee shall report on the composition of Convention on the opening day of Convention and provide additional reports on consecutive days of Convention.
- 15.10.08** The Election Committee shall conduct balloting and vote counting for any elections that may take place during Convention. The Election Committee shall report the results of any elections or balloting to the Convention.
- 15.10.09** Expenses to attend Convention and carry out the responsibilities for members of the Bylaws Committee, Credentials Committee and Elections Committee shall be approved by the Secretary Treasurer.
- 15.10.10** The Local Executive Board may appoint such other committees as it determines are necessary for the Convention.

ARTICLE 16 COMMITTEES

16.01 General

16.01.01 No agreement, including Collective Bargaining Agreements, shall be entered into or signed by any committee on behalf of the Local without having prior approval of the Local Executive Council.

16.01.02 Notwithstanding any of the foregoing, standing committees may negotiate with Management on matters pertinent of their committees.

16.01.03 All committees are empowered to seek assistance, when necessary, subject to the approval of the Local President.

16.02 Local 649 Executive Council may decide to consolidate, suspend, or delete committees or establish additional committees to reflect the Unifor National Constitution or the needs of the Local.

16.03 Standing Committees within Local 649 shall be as follows:

- a) Bargaining Committee(s)
- b) Grievance Committee(s)
- c) Local Administration Committee
- d) Training Committee
- e) Trustee Committee
- f) Young Workers Committee
- g) Bylaws Committee
- h) Elections Committee

16.04 Bargaining Committee(s)

16.04.01 The Bargaining Committee(s) shall be comprised of the Local President, respective assistant to the President and three (3) members elected at a Bargaining Convention by the credentialed delegates within their bargaining unit. They shall assume office on the 1st day of the month following their election and expire on the last day of the month following the next Bargaining Convention,

16.04.02 The Local Executive Council may appoint additional members to this Committee if deemed necessary.

16.04.03 It shall be the duty of the Local Executive Board to make a continuous study of collective bargaining matters and prepare and submit their findings to the Bargaining Convention in the form of resolution(s).

16.04.04 Agreements bargained by the Bargaining Committee(s) shall not be signed without prior approval of the Local Executive Council and ratification of the membership. Such ratification will be determined by a secret ballot vote of the membership in good standing and in attendance at a branch meeting called for that purpose. A separate secret vote, on the issue of strike, may also be conducted at these meetings.

16.05 Local Administration Committee

16.05.01 The full-time Local President and the Assistant(s) to the Local President will fulfill the functions of the Local Administration Committee. The Local Administration Committee may deal with matters on an interim basis.

16.06 New or revised job descriptions will be sent to the Local Executive Council for review and comment by a specific date, comments and questions will be addressed and sent back to the Local Executive Council and then a vote by Local Executive Council will be conducted.

16.07 Trustee Committee

16.07.01 The Trustee Committee shall be a three (3)-person committee elected by the members in a general election and shall assume office on the first day of the month following their election. The first meeting of the committee shall take place within 60 days of the election at which point the Chairperson shall be elected by the committee and formal training shall be given to the committee members.

16.07.02 They shall check all expense vouchers, verify the Secretary Treasurers monthly report (quarterly) and verify that all claims are properly made and signed according to Local 649 polices.

16.07.03 They shall prepare a quarterly report, which will be presented at the next Local Executive Council meeting.

16.07.04 Carry out all the duties as outlined in the Unifor National Constitution (Article 15(H)).

16.08 Young Workers Committee

16.08.01 The Local President subject to approval by Local Executive Council will appoint this Committee.

16.08.02 The Committee will be comprised of 4 members from the general membership of the Local. One member will be Chair. All will be age 35 or younger.

16.08.03 The Committee shall prepare a semi-annual report to be presented to the Local Executive Council.

16.09 Bylaws Committee

16.09.01 A Bylaws Committee, consisting of three (3) members elected in conjunction with the Local general election for Local Executive Board, and shall assume office on the first day of the month following their election. The first meeting of the committee shall take place within 60 days of the election at which point the Chairperson shall be elected by the committee and formal training shall be given to the committee members.

16.09.02 The duties of the Bylaws committee will include, but not be limited to, making recommendations on Unifor National Constitutional & Bylaw challenges/matters, and receiving and processing resolutions to Conventions and special Meetings in accordance with Article 24.

16.09.03 Vacancies to the Bylaws Committee shall be elected promptly from the general membership.

16.10 Elections Committee

16.10.01 There shall be an Elections Committee made up of three (3) members in good standing. They shall be elected by secret ballot at the first general meeting following Local General Elections ..

16.10.02 They shall assume office on the first day of the month following their election. The prior Chairperson of the Local Elections Committee shall facilitate the training required by the newly elected Elections Committee.

16.10.03 The first meeting of the committee shall take place within 60 days of the election. At its first meeting after taking office, the Elections Committee shall elect a Chairperson.

16.10.04 Vacancies to the Elections Committee shall be filled by election at the next general meeting from the general membership.

16.10.05 The Local Elections Committee shall be empowered to conduct all elections and by-elections for the offices of the Local Executive Board, and Local Executive Council. The Elections Committee shall oversee the election of the Bargaining Committees. The Elections Committee shall submit a written report to the Local Executive Board following each election or by-election, detailing the conduct and the results of the election or by-election. The Elections Committee shall,

from time to time, recommend new or altered procedures for the conduct of elections and by-elections to the Local Executive Council for approval.

16.10.06 Each member of the Elections Committee shall be advised within seven (7) days of a vacancy on the Local Executive Council or Bargaining Committees.

16.11 Joint Union / Company Committees

16.11.01 Local 649, in relation to each of its Bargaining Units, shall have membership on Joint Union / Company Committees. These committees shall be outlined and agreed upon within each Collective Bargaining Agreement.

16.11.02 Each shall consist of a minimum of two (2) members.

16.11.03 The responsibility to ensure coordination of the activities of each committee between Bargaining Units shall be determined by the Local Executive Council.

16.11.04 Appointments to be made by the Local President, subject to approval of the Local Executive Council

16.12 Ad Hoc Committees

16.12.01 Ad hoc committees are an efficient and orderly method of dealing with multi-classification and/or multi-office organizational changes. The Union will determine when an ad hoc committee is an appropriate vehicle. If appropriate, an Expression of Interest will be issued to solicit interested candidates. The Union members of the ad hoc committee will be appointed by the Local President, subject to approval of the Local Executive Council.

16.12.02 The ad hoc committee may be given a specific mandate. They may recommend, however, final approval rests with the local.

16.12.03 The committee may solicit input from all members directly affected by their mandate. They may select their own method of communications with those members (letters, surveys, meetings, etc.). In addition, they will provide regular written updates on their activities (what they are talking about, who they are talking to, some of the ramifications that may result, etc.) to the Local Executive Board. The Local Executive Board will communicate this information to the Executive Council.

ARTICLE 17 STRIKES

17.01.01 The calling, conduct and termination of strikes shall, at all times, be in strict accordance with Article 17, Section B of the Unifor National Constitution.

ARTICLE 18 ELECTIONS

18.01 General

18.01.01 The officers of the local shall be The President, The Vice-President, and the Secretary Treasurer.

18.01.02 All candidates for any position in the Local shall be members in good standing.

18.01.03 All candidates shall be a member of the branch they seek to represent. It shall be the candidates' responsibility to verify that their nomination form was received by the Local 649 office.

18.01.04 The term of office for all positions in the Local Union, except for the Bargaining Committee, (Article 16.04) shall be three (3) years (2021 term of office will be shorter due to first implementation).

18.01.05 The Elections Committee shall permit scrutineers to be present (for in person counting), at their own expense, while the ballots are being counted. All members acting as scrutineers must also be a member in good standing.

18.01.06 Elections will be carried out under to Local 649 Elections Policy and consistent with the procedures contained in the National Union's "Policy Regarding Local Union Elections".

18.01.07 Where committee members are elected, the term of the committee will be three (3) years or less.

18.01.08 Following the release of results of an election, all documentation must be retained in a confidential and secure manner, at the Local Union Headquarters for a period of one year, or longer if a review is pending.

18.01.09 All candidates for any office or position in the Local shall be able to withdraw their nomination for any office 24 hours after the close of nominations. All nomination forms will have the withdrawal timeline clearly stated for the candidate's accepting nomination.

18.01.10 The elections committee will recommend the best method for conducting the election(s) and will report to the Executive Council for their approval.

18.01.11 Nominations for each Executive Board office must be submitted to the Elections Committee in care of the Local Union Office. The nomination must be received by March 1st of each election year.

18.01.12 It will be the candidates' responsibility to provide the Elections Committee with a statement of qualifications no later than March 1st of each election year.

18.01.13 Statements of qualifications, and election announcement will be made available to all members in good standing, no later than March 15th in an election year. The notice shall inform the recipient of the dates for casting their ballot. The Elections Committee shall announce the results by bulletin on / or before March 31st in each election year. The candidate receiving the majority of the votes cast shall be deemed elected.

18.01.14 Upon election, the member elected shall assume office on May 1st of the election year. There may be a transition period of up to an additional thirty (30) day at the request of the President-elect.

18.02 President

18.02.01 The President shall be elected by the membership.

18.02.02 In the event of a vacancy occurring in the office of President, the vacancy shall be filled in accordance with the following:

- a. If the vacancy is for more than 1 year, it shall be filled in accordance with Article 18.
- b. If the vacancy is for 1 year or less or is a temporary absence it will be filled in accordance with Article 9.03.03.

18.03 Vice-President

18.03.01 The Vice-President shall be elected by the membership.

18.03.02 In the event of a vacancy occurring in the office of Vice-President, the position shall be filled in accordance with Article 9.03.04.

18.04 Secretary Treasurer

18.04.01 The Secretary Treasurer shall be elected by the membership.

18.04.02 The Secretary Treasurer shall have office space assigned to them in the Local office to conduct Local business.

18.05 Board Members

18.05.01 Board Members shall be elected by the membership of the branches they wish to represent-

18.05.02 Board Members (one each from Branch 2, Branch 1, 8 or 9, Branch 3, 5 or 10, all remaining Branches (4, 6, 7 or 11)).

18.06 Disputes

18.06.01 If the results, and/or procedures used during elections are under dispute, the candidate(s) claiming redress shall file a written complaint to the Elections Committee within seven (7) days immediately following the announcement of the results, stating the reason(s) for protesting the election.

18.06.02 The Elections Committee shall within seven (7) days thoroughly and immediately investigate the matter following the receipt of the complaint and advise those concerned and the assembly of its decision to let the election results stand, or to declare the election null and void.

18.06.03 The decision of the Elections Committee may be appealed in accordance with Article 18 B of the Unifor Constitution.

18.07 Branch Chairs

18.07.01 The election of Branch Chairs (who constitute the Executive Council) shall take place in November of each year following a local general election.

18.07.02 The elections committee will send notice to the current branch chairs to post in a conspicuous location, as well to have posted electronically, nominations for all branch positions no later than 15 October of an election year.

18.07.03 Nominations for all branch positions will close on the first working day of November of an election year.

18.08 Branch Executive

18.08.01 The election of Officers (who constitute the Branch Executive) shall take place in November of each year following a local general election, or when a vacancy occurs.

18.08.02 The Branch Executive shall be composed of the following elected officers elected by the Branch:

- a. Chair (elected as outlined in 18.07)
- b. Vice-Chair
- c. Recording Secretary
- d. Chief Shop Steward (in those Branches with members in multiple Bargaining Units, a Chief Shop Steward for each Bargaining Unit will be elected)
- e. Warden

18.08.03 A member must be from the branch they are seeking to be elected from.

18.08.04 Branch Officer elections (except for Branch Chair) will be conducted under the supervision of that Branch Executive Board Member, with assistance of the Local Elections Committee (if required).

18.08.05 For Branch Officer elections, a majority of valid votes cast is required to win. If no candidate gets a majority on the first ballot, the nominee receiving the lowest number of votes will be dropped off and a run-off election shall be conducted. Successive run-off elections will continue with the candidate with the lowest number of votes being dropped off for the next ballot until one candidate has obtained a majority of the votes.

18.08.06 Officers shall be installed by the Chairperson presiding at the meeting at which the election takes place, or by any other member of the Union chosen for the purpose.

18.08.07 The Branch Executive and the Officers of the Branch shall assume office immediately on adjournment of the meeting when elected.

18.08.08 All vacancies in office caused by resignation, suspension, expulsion, or by any other cause, shall be filled at the meeting after the meeting at which the vacancy is announced. This rule shall not apply to the office of Chair, to which when a vacancy occurs, the Vice-Chair shall immediately succeed. Should any officer fail to answer the roll call for three (3) consecutive meetings without a good reason for absence, the office shall be declared vacant and shall be filled at the next meeting. The Presiding Officer shall fill temporary vacancies.

18.09 Shop Steward(s)

18.09.01 Shop Stewards may be elected after the Branch Executive elections.

18.09.02 Shop Stewards shall be elected by majority vote of the group, which the Shop Steward would represent.

18.09.03 In all centres where there are four (4) or more members of a Bargaining Unit, there should be elected enough Shop Stewards to ensure adequate Steward representation for each Company and/or departmental unit concerned.

18.09.04 When a vacancy occurs in the position of Shop Steward, an election shall promptly take place and notification of it forwarded immediately to the Recording Secretary of the Branch.

ARTICLE 19 INSTALLATION OF NEW EXECUTIVE (BOARD AND BRANCH)

19.01 All newly elected executive members shall be installed as per Article 24 of the Unifor National Constitution. This may be performed by the outgoing Local Union President or National Representative (or board member if at the branch level):

The Installing Officer Says:

” Give attention while I read to you the obligation:

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

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

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

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

Officers respond, “I do.”

The Installing Officer then says:

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

You will now assume your respective offices.”

ARTICLE 20 RECALL OF ELECTED REPRESENTATIVES

20.01 Local 649 elected and workplace representatives may be recalled as per the following:

An elected Local Union Executive Board member may be recalled by the members for failing to perform the duties of their office. A recall is initiated by a petition signed by 10% of the members that the Executive Board member represents. The petition must provide specific complaints against the Executive Board member and be submitted to the Recording Secretary of the Local Union. The Local Union shall notify the Executive Board member of the complaints and provide a copy of the petition.

The Local Union shall call a special recall meeting with a minimum of 7 days' notice with the sole purpose of addressing the specific complaints identified in the petition. A quorum for a recall meeting shall be 25% of the members represented by the Executive Board member. A two-thirds majority vote of those present shall be required to recall an elected Executive Board member.

An elected Executive Board member can face recall only once during her/his term of office.

ARTICLE 21 CHARGES AGAINST A MEMBER OF THE EXECUTIVE BOARD

- 21.01** A charge against an Executive Officer or other member of the Executive Board may be filed if it is believed with reasonable cause that a violation of responsibilities in the National Constitution, Local Bylaws, or a violation of the Code of Ethics has taken place. The charge must be filed within thirty (30) days of the alleged violation of the Constitution or Bylaws, or knowledge of the violation, and must be in writing, signed and specific about the alleged violation, and the Article/part of the Constitution, Bylaw or Code of Ethics alleged to have been violated.
- 21.02** A charge against the President, Vice President, Secretary Treasurer, or member of the Executive Board may be laid by any one member or a group of members.
- 21.03** The charge shall be heard by the Executive Council at the first regular meeting of the Executive Council following the filing of the charge. The Executive Council shall determine the admissibility of the charge and allow the accusers and the accused to fully present information and arguments concerning the charge. If the President is charged, the Vice President shall preside while the charge is heard. After all information and arguments are heard, the Executive Council shall exclude the accused and persons laying the charge while it renders a decision on the charge.
- 21.04** Any charges filed will be handled in accordance with Article 18 of the National Constitution.

ARTICLE 22 DELEGATES

22.01 Unifor Conventions

- 22.01.01** Local 649 shall send delegates to the National Convention, Canadian Council and Prairie Regional Council and Industry Council as outlined in Articles 6, 9 and 10 of the Unifor National Constitution.
- 22.01.02** Terms for convention delegates / alternates will be for three (3) years commencing on August 1st of year elections are held.
- 22.01.03** The Local Executive Council may send additional members to conventions to attend as guests.
- 22.01.04** Nominations for each convention delegate / alternate must be submitted to the Elections Committee in care of the Local Union Office. The nomination must be received by the first working day of March of

each election year. The position of Local President & Local Secretary-Treasurer will each occupy one of the convention delegates by virtue of their election.

22.01.05 For delegate elections, a plurality of valid votes cast is required to win. For clarity, the candidate with the most votes will be the third delegate and so on until the required number of delegates and alternates is determined.

22.02 Other Conventions / Conferences

22.02.01 The Local will conduct elections from the general membership for all other conventions not indicated in 22.01 on a need to elect basis.

22.02.02 For delegate elections, a plurality of valid votes cast is required to win. For clarity, the candidate with the most votes will be the third delegate and so on until the required number of delegates and alternates is determined.

22.03 Local Conventions

- 22.03.01** The Branch shall elect delegates to Local Conventions no later than forty-five (45) days prior to the start of the convention.
- 22.03.02** There shall be a minimum of two (2) delegates per Branch. A branch shall receive an additional delegate for every twenty-five (25) members to a total of one hundred (100) members, after which a branch will receive one (1) delegate for every one hundred (100) members. The calculation to be based on the most recent dues check-off prior to the convention call.
- 22.03.03** Elected members of the Local Executive Board shall receive an automatic credential to all local conventions.
- 22.03.04** The member who is Branch Chair at the time of a convention will automatically be one of the allotted delegates.
- 22.03.05** It shall be the responsibility of the Branches to ensure that Credentials of Delegates and Alternate Delegates be forwarded to the Local Office at least forty-five (45) days prior to the start of the convention.
- 22.04** Any branch unable to fulfill delegate quota would forfeit their unelected delegate representation at said convention.

ARTICLE 23 AFFILIATIONS

- 23.01** The Local Union shall be a member of the Unifor Canadian Council. The Local Union shall actively participate in the meetings and activities of the Unifor Canadian Council, in accordance with the Unifor National Constitution and the Canadian Council Bylaws.
- 23.02** The Local Union shall be a member of the Unifor Prairie Regional Council. The Local shall actively participate in the meetings and activities of the Unifor Prairie Regional Council, in accordance with the Unifor Constitution and Prairie Regional Council Bylaws.
- 23.03** As determined by the Unifor Canadian and Regional Councils, and in accordance with Article 19 of the Unifor National Constitution, the Local Union shall affiliate with the respective Federations of Labour in each province and territory in which the Local Union has members and every local labour body in whose jurisdiction the Local Union has members.

23.04 Unifor Local 649 shall affiliate with the Saskatchewan New Democratic Party at the rate of 50% of total membership.

ARTICLE 24 RESOLUTIONS

24.01 All resolutions to be dealt with by the Bylaws Committee shall be passed by a majority vote at a Branch meeting held for that purpose, or at a regular Branch meeting at which the agenda showed that they would be dealt with.

24.02 Resolutions shall deal with one subject only and each resolution shall be written on a separate sheet of paper.

24.03 Resolutions shall be submitted to the Local 649 Office by the branch in a timely manner. The union office will then forward any such resolutions to the bylaws committee to take up at their next meeting.

24.04 The bylaws committee will work with the branch & member submitting such resolution to ensure the full intent and ramifications of such resolution is understood.

24.05 Once the resolution has been reviewed, the bylaws committee shall forward the committee's recommendation to all branches for addition to the next branch meeting agenda. This process is considered notice to change the bylaws and considered 1st reading of the amendment.

24.06 In addition, the Local Executive Board may submit resolutions to the bylaws committee for consideration and review.

ARTICLE 25 AMENDMENTS

25.01 These bylaws may only be amended by a vote of 2/3 of the local membership in attendance, in accordance with Article 24 at a scheduled meeting indicating such changes.

25.02 These Bylaws 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 Bylaws Committee which will report to the succeeding membership meeting, the notice of which must contain a notice of the Bylaw 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 Bylaws, or new Bylaws must be submitted to the National Executive Board for approval. The amendments, or the new Bylaws are not effective until approved by the National Executive Board.

25.03 Once these bylaws have been approved by the National Executive Board as per article 15A (4) of the National Unifor Constitution, they will be published and made available to all Local 649 membership.