



UNIFOR

Local **5555**

Unifor Local 5555 Bylaws

Ratified

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UNIFOR LOCAL 5555 BYLAWS

1. Name

This organization shall be known as Unifor Local 5555 and shall hereafter be referred to as Local 5555. This Local was previously known as CAW Local 555 and the McMaster University Staff Association (MUSA) and represents employees at McMaster University, Regional Medical Associates and any affiliated or related organizations.

2. Trade Union Status

The objectives of the Local Union include to:

- a) regulate labour relations and collective bargaining between employers and employees;
- b) unite members in all units of Local 5555 and to promote the objectives detailed in the Unifor Constitution;
- c) unite all workers under the jurisdiction of Local 5555 in one organization regardless of age, ancestry, citizenship, colour, creed, ethnic origin, family status, marital status, place of origin, political or religious affiliation, race, receipt of public assistance, record of offences, sexual orientation or identification, or same sex partnership or other grounds identified under the Human Rights Act;
- d) obtain improvements in remuneration (e.g., salaries, benefits, working conditions, and hours of work) which are fair and competitive, with equal pay for equal and/or comparable work for all Employees under the jurisdiction of Local 5555;
- e) promote job security with proper consideration for seniority, qualifications, and opportunities for retraining and relocation and promote opportunities for career advancement and transfer within the employer's facilities and operations everywhere;
- f) end occupational injury and disease and improve conditions to create healthy workplaces;

- g) educate our members about the history of the labour movement and how its activism helps improve our society;
- h) educate members so that they realize the power of the Union rests on their collective strength;
- i) address other matters which, in the opinion of the Union, are of concern to the Union;
- j) perform or carry out such lawful activities that are in the best interests of its members, as directed by its members; and
- k) Participate in the Unifor National Education, Technical, Office and Professional (ETOP) Industry Council.

3. Constitution and Bylaws

The Constitution of Local 5555 shall be the Constitution of the National Union, Unifor-Canada, and these Bylaws shall be in all respects subordinate to the Unifor Constitution and all applications and interpretations thereof.

4. Fiscal Year

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

5. Membership

1. The Local Union shall be composed of workers eligible for membership in Unifor, over whom the Local Union has jurisdiction.
2. 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; attend all membership meetings and express views,

arguments, and opinions on all matters and business, including candidates for office, before the meeting; meet and assemble freely with other members; and generally participate in the activities of the Local Union in a responsible manner consistent with good conscience in order to present and discuss factually and honestly the issues upon which the membership must base its decisions.

A member's right to vote begins on the first day of the month for which dues are paid.

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

A member in exercising the foregoing rights and privileges shall not take any irresponsible action which would tend to jeopardize or destroy, or be detrimental to, either the Local or National Union as organizations or their free democratic heritage, or which would interfere 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, may be grounds for the commencement of a charge against a member pursuant to Article 18 of the National Union Constitution.

3. The membership shall strive to:
 - a) obtain the objectives set forth in the Constitution and additional objectives as established as the policy of the National Union;
 - b) maintain free relations with other organizations;
 - c) do all in its power to strengthen and promote the labour movement;
 - d) cooperate with National Board Members and National Representatives; and
 - e) help promote organizational activities.

6. Membership Meetings

1. General Membership Meetings shall be held on specific dates and times as set out by the Local 5555 Executive Board. There shall be a minimum of four (4) meetings per year, usually held in February, May, September, and November.

2. Notification of date, time and location of General Membership meetings will be provided to each Local 5555 member twenty (20) working days prior to each General Membership meeting. The agenda, minutes of the previous meeting, financial report, as well as any other relevant documents, will be provided five (5) working days prior to the General Membership meeting.
3. Members shall be admitted to General Membership meetings upon presentation of their Local 5555 membership card. Those members who do not have their membership card, must provide appropriate alternative identification (as identified by Local 5555) and be checked off against the Local 5555 membership list. These processes shall be supervised by the Guide.
4. Only members in good standing may attend General or Special Membership meetings. All members of a bargaining unit may attend meetings concerning strike and ratification votes of that bargaining unit.
5. It shall be the duty of the President of Local 5555 (or Vice-President or designated member) to chair all General Membership meetings.
6. The following order of business will generally be conducted at the General Membership Meetings unless a Consent Agenda or other special Agenda is to be employed for the meeting:
 - (1) Roll Call of Officers
 - (2) Approval of Agenda
 - (3) Approval of Minutes of Previous General Membership Meeting(s)
 - (4) Business Arising from Minutes
 - (5) Correspondence
 - (6) Introduction of New Members
 - (7) Report of Financial Secretary
 - (8) Reports of Standing Committees, Officers, Delegates

(9) Executive Board Recommendations

(10) New Business

(11) Good & Welfare

(12) Closing

7. At the Executive discretion, a consent agenda may be used. A consent Agenda is a package of materials, reports, and motions that may be bundled together and presented for approval of the Membership present at any meeting as a first item of business with the following conditions:
- a) a consent agenda may be used in the conduct of a general Membership meeting;
 - b) consent agendas may contain individual agenda items that have been distributed at least 7 calendar days prior to the meeting day ensuring that each item is listed individually as part of the consent agenda, by electronic or written form; and
 - c) any item(s) in the consent agenda may be moved to the regular agenda, if any Member so requests and be dealt with in that part of the meeting.
8. For the purposes of General or Special Membership meetings, 10% of the current membership or fifty (50) members, whichever is the least, shall constitute quorum.
9. All discussions and debates shall be governed by Bourinot's Rules of Order, except when more specific rules of procedure are laid out in these bylaws
10. The Recording Secretary will be responsible for the minutes of all General Membership meetings
11. Special Membership meetings may be called by the Local 5555 President (with approval of the Executive Board), by a majority of the Executive Board or by a petition signed by not less than 10% of members in good standing of Local 5555. Such a meeting will be held within ten (10) working days of the receipt of the request. Business at these meetings shall be restricted solely to the aim(s) for which the special meeting was called.
- If 1% of the local members sign a petition on an issue, they will be permitted to distribute an email to the entire membership to gauge the interest in a Special Membership meeting.

12. 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 the 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 deemed conduct unbecoming a union member.

13. Standard items of business, such as the Annual Budget, Standing Committee reports, or approval of previous meeting minutes, as detailed in Article 6, section 6, may be approved by the membership at meetings which are not quorate when those items have:
 - a) been presented at one (1) or more previous Local membership meetings;
 - b) been posted on the Local's web site for more than three (3) months;
 - c) no unresolved issues raised by members; and
 - d) not been formally approved due to failure to achieve quorum at previous meetings.

7. Powers of Administration

This Bylaw inscribes the will of the membership for democratic control of Local 5555, consistent with the opportunity and responsibility of the officers to provide effective leadership.

1. The membership is the highest authority of this Local 5555 and shall be empowered to take or direct any action that is consistent with the Unifor Constitution or these Bylaws.

2. Between membership meetings, the Executive Board shall be the highest authority of the Local 5555 and shall be empowered to act on behalf of the membership to that 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.

3. 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.
4. The Executive Board shall have responsibility for the staff of Local 5555.

8. Local Union Officers

Executive

1. The Executive Board of Local 5555 shall consist of President, Vice-President, Financial Secretary, Recording Secretary, Sergeant-at-Arms, Guide, Three (3) Trustees, Health and Safety Coordinator, all Unit Chairpersons, Member-at-Large without portfolio to provide support or cover for other Executive Officers, and, where there are active chapters, Retiree Committee Chair and a Community Chair. The Chair of the Youth Committee and, if they are eligible to be an officer of the Local, the past President of the Local may be an ex-officio non-voting members of the Executive Board. Executive Board members shall serve for a term of three (3) years. All Executive Board members must take the oath of office as noted in the Unifor Constitution Article 24.
2. The duties of the Executive Board members shall be as prescribed in the Unifor Constitution Article 15 C, plus others deemed necessary by the membership in administering the local union affairs (Article 15.C). A job description will be compiled for each executive position within the collective agreement or as determined by the Executive Board to meet the service provision needs of the membership. Job descriptions and other such matters pertaining to the executive duties will be reviewed by the Elections Committee in consultation with the respective Executive members. It is expected and to be encouraged that elected Executive members will take advantage of available training opportunities and that costs for these will be borne by the local unless they are covered otherwise by Tuition Waiver or other funding as available.
3. The Recording Secretary will be responsible for the minutes of all Executive Board meetings. The minutes will be sent to all Executive Board members for approval at the next monthly meeting of the Executive Board. Any member may obtain a copy of the approved minutes from the Local 5555 office.

4. All decisions and recommendations of the Executive Board shall be referred to the next regular Local 5555 membership meeting.
5. In the event that the office of President becomes vacant, the Vice-President will fill the position for the balance of the unexpired term
6. In the event an Executive Board position, excluding the President, is declared vacant, it will be filled promptly by election. In the interim, the Executive Board shall have the authority to appoint a member to fill the vacancy. An election will be held within sixty (60) calendar days to fill the vacant position, unless the remainder of the normal term is 12 months or less.

9. Executive Board

1. The Executive Board shall meet monthly. Special Executive Board meetings may be called by the President or by a majority of Executive Board members.
2. A simple majority (> 50%) of the Local Union Executive Board shall constitute a quorum. All Executive Board members shall have voice and vote. Decisions of the Executive Board shall be decided by a majority vote of those members present. Proxy votes will not be allowed. The President shall vote only to resolve a tie.
3. All decisions and recommendations of the Executive Board shall be referred to the next regular membership meeting.
4. The Executive Board shall appoint at least one (1) of its members in liaison or advisory capacity to each of the standing committees, except the Workplace Bargaining Committees and Election Committee.
5. The Executive Board shall review each issue of the Local Union paper and, where necessary, shall take steps to bring the contents and policy of the paper into conformity with the policy of the National Union.
6. The Executive Board shall not make any unnecessary expenditure that is not part of Local 5555's annual budget (which is presented to and voted on at a General Membership meeting). Expenditures

that are not explicit in the budget and that are greater than 0.3% of the total budget shall be preapproved by a majority of the Trustees and reported at the next General Membership meeting. A financial report shall be made available at each General Membership meeting reporting revenues and expenditures.

7. The Local President will be an ex-officio member of all Committees except the Elections Committee. At least one member of the Executive Board shall be a member on each of the Standing Committees, except the Elections Committee. The Executive Board shall have power, subject to the provisions of the *Unifor Constitution* and Local 5555 Bylaws, to indicate the need for and to strike ad hoc committees from the membership of Local 5555. When necessary, the Executive Board shall be permitted reasonable amount of paid release time to conduct their business. Such time will be within budget parameters and must be approved by the Executive Board in advance of time taken. Such approval shall not be unreasonably withheld. Release time may also be dictated by Collective agreement provisions outside of these Bylaws.

10. Local Units

Each bargaining unit of Local 5555 shall be known as a Unit of the Local Union. Each Unit shall have a Stewards' Council which will include Unit Chairperson, Recording Secretary, and Stewards. The past Unit Chair may be an ex-officio non-voting member of the Workplace Committee if they are eligible to be an officer of the Local.

1. A Unit has the right to adopt its own Bylaws if the Unit Membership so decides. These Bylaws will apply only to the work of the Unit and must be in accordance with Local 5555 Bylaws and the *Unifor Constitution*.
2. Each Unit will elect the Unit Chairperson and a Recording Secretary as well as Stewards (number of Stewards determined by Unit Collective Agreements) and Bargaining Committee for the Unit, following the Elections procedure in Article 13. A Unit with sufficient numbers can also choose to elect a Unit Vice-Chair. When the Unit Chairperson is unavailable, the Vice-Chair will assume the duties of the Unit Chairperson and will otherwise assist the Unit Chair in performance of their duties.
3. The Unit Chairperson will hold a minimum of two (2) meetings per year with their Unit Stewards' Council. The Unit Chairperson shall preside at these meetings, and the Unit Recording Secretary

shall be responsible for the minutes. Minutes will be sent to all Stewards for approval at the next regular meeting of the Stewards' Council. Any member in good standing may inspect a copy of the approved minutes at the Local 5555 office.

4. Immediately upon approval, copies of approved minutes shall be submitted to the Recording Secretary, Local 5555 Executive Board.
5. Between Executive Board meetings, the Unit Chairperson will have the authority to direct the daily activities of the Unit and shall do so in accordance with the Local 5555 Bylaws and the Unifor Constitution. The Unit Chairperson is responsible to the Executive Board and will provide a report to each Executive Board meeting. All decisions and actions of the Unit Chairperson are subject to the approval of the Executive Board.
6. The Unit Chairperson is responsible to keep their Unit informed of the work of the Executive Board. It is the responsibility of the Unit Chairperson to bring up issues affecting their unit in a timely fashion to the Local 5555 Executive Board. Resolutions and/or determinations of all Unit meetings which may affect the policy of Local 5555 as a whole shall be subject to the approval of the Local 5555 Executive Board.

11. Stewards Councils and Bargaining Committees

1. Bargaining Committees / Workplace Committee

- a) The number of members in each Unit's Bargaining Committees is determined by the respective Collective Agreements. Bargaining Committee members in each Unit are to be elected for a 3 year term by the membership of that particular Unit from among the active stewards as part of the regular Elections (Article 13). The Bargaining Committee of each Unit shall also include the Local President or designate, Unit chair, and a National representative. All Bargaining Committee members must take the oath of office as noted in Unifor Constitution Article 24. When the steward members of this committee are not engaged in the process of bargaining, this group together with the Unit Chair shall also be known as the Workplace Committee. The members of this Committee shall make themselves available to assist the Unit Chair in carrying out the labour relations duties of the Unit (as per definitions below). The Unit Chair may also select any of the Workplace Committee members to act as the Chair's designate when so required (as per

Definitions below). The Workplace Committee may on occasion be called upon by the Unit Chair to assist in decisions about the disposition of grievances.

b) Definitions.

i) Labour Relations duties include:

- (1) enforcement of the Collective Agreement;
- (2) meeting with the Employer's representatives as per the Collective Agreement;
- (3) meeting with members and providing information; and
- (4) ensuring that the Unit Chair is informed of all labour relations activity.

ii) Designate: Anyone assigned by the Unit Chair in writing who may enter into binding agreements with the Employer.

2. Labour Management Committee

- a) Local 5555 will have representation on each Unit's Labour Management Committee as determined by the respective collective agreement. Where not specified by the collective agreement, the members shall be appointed by the Unit Chair and/or Executive Board, from members of the Steward Council and/or Local Executive Board as appropriate or membership as appropriate.

3. Stewards' Council

- a) Each Unit shall have a Steward Council.
- b) Stewards' Council shall exclusively perform advisory functions and shall be a non-legislative body within Local 5555.
- c) Stewards Council will include the members of the respective Unit.
- d) Members having one (1) year's continuous good standing in Local 5555, in accordance with the Unifor Constitution, are eligible to run as a Steward representing their Unit. Stewards will be elected in accordance with Local 5555 Elections Bylaw, Article 13. All Stewards must take the oath of office as noted in Unifor Constitution, Article 24.

- e) Steward duties shall be to:
 - i) attend all Stewards' Council, Unit Membership, and General Membership meetings;
 - ii) become familiar with the provisions of the Collective Agreement and to investigate all grievances;
 - iii) receive complaints and grievances from their area and make every effort to conform to the grievance procedure to satisfactorily adjust and settle all grievances;
 - iv) assist and cooperate fully with the Local Health and Safety Committee;
 - v) inform their members of matters and decisions of Local 5555 and the National Union; vi) check weekly job postings and report any discrepancies to their Unit Chairperson; and vii) become familiar with the Job Evaluation process.

- f) Unit Chairpersons shall notify their membership of non-fulfilment of duties by a Steward as per Section 3e above.

- g) In the event there is a vacancy on the Unit Stewards' Council, an election will be held within sixty (60) days to fill the vacant position for the balance of the term unless that term is 12 months or less in duration. In the interim, the Local 5555 Executive Board shall have the authority to appoint a member from the Unit to fill the vacancy.

- h) Stewards Council shall hold regular monthly meetings and may decide to suspend meetings during July and August. Joint Stewards' Council meetings shall not conflict with General Membership meetings. Joint Stewards' Council meetings shall be open to all members in good standing.

- i) When there are matters of common Interest, the Stewards Councils may hold a Joint Stewards Council to address such matters, or for training and information sharing. Such meetings of a Joint Council will be called by the Executive or by the Unit Chairs.

- j) In the event of a vacancy in a Steward or Committee person position, one (1) or more new Stewards or Committee persons must be elected as soon as possible and in any event within 60 days, unless the remainder of the term is 12 months or less

12. Committees

1. Much of the work of the union may be assigned to one (1) committee or other these are Standing Committees, Ad Hoc Committees, and University Committees.
2. The local Executive and Elections Committee will endeavour to populate all Standing Committees by election where interest exists in participation. If no members volunteer for a Standing Committee, the mandate of that group would fall to the Executive position that would normally be the liaison to that Committee or will be assigned to one (1) of the other Standing Committees where combining duties would be appropriate or assigned to an Executive member or an appointed volunteer from the membership at large to ensure that the important role of the Standing Committee is sustained within the Local's structure.
3. The Elections Committee is an exception to this process and must be elected from the Membership at large. Elections Committee members cannot hold another elected position or run for any election over which the Elections Committee will have jurisdiction
4. The Committee chairperson is chosen, i.e., election by committee members or designation of appointing official.
5. The Committee members shall perform all duties assigned to them by the Constitution and Bylaws and such additional duties as they may be directed to perform by the Executive Board or the membership.
6. Committee members must undertake to represent the good of all the membership and not cater to any special interest. Violation of this fundamental premise is a ground for removal from that role by the appropriate process(es).
7. Standing Committees:
 - a) Bylaws;
 - b) Community Services;
 - c) Education;
 - d) Elections;
 - e) Health & Safety;

- f) Environment;
 - g) Human Rights;
 - h) Recreation;
 - i) Union in Politics;
 - j) Women's;
 - k) WSIB/LTD;
 - l) Young Workers; and
 - m) Retirees.
8. The Executive Board will define the structure and the terms of reference for all Standing Committees (with approval of the Membership), and these may be incorporated into future amendments of these Bylaws. The Executive Board (with approval of the Membership) may decide to disband a committee or set up any additional committees and determine the terms of reference for these additional committees.
9. Standing Committee members will be elected for three (3) year terms in accordance with Article 13 of these Bylaws. Standing Committee Chairpersons shall be chosen from within the Committee, by the Committee. All Standing Committee members must take the oath of office as noted in Unifor Constitution Article 24. It is the Chairperson's responsibility to call meetings, preside at meetings, and ensure that minutes are recorded and submitted to the Executive Board in a timely fashion. When necessary, Standing Committee Chairpersons may be required to attend an Executive Board meeting to report on the Committee's activities. Standing Committee Chairpersons shall provide a report to each General Membership meeting. Standing Committees will meet outside of working hours.
10. An Executive Board member will sit on each Standing Committee in an advisory capacity, except for the Elections Committee. Committee members will be elected from members in good standing of Local 5555. Committee members shall attend meetings of their respective committee. Committee

members shall work for the benefit of all members of Local 5555. The President shall be an ex-officio member of all Committees, except for the Elections Committee.

11. Ad hoc Committees

All Committees shall perform all duties assigned to them by the Unifor Constitution and Local 5555 Bylaws and such additional duties as they may be directed to perform by the Executive Board or by the membership.

12. University/External Committees

From time to time the University/Employer/Other bodies may ask the Local to appoint members to specific committees to represent the Local's interests or perspective. When such a request is made, Local 5555 may choose to provide representatives to participate in University/Employer or other body Committees. These members shall be appointed by the Executive Board, with subsequent approval of the membership of Local 5555 and will be guided by Article 12, Section 6 in their conduct.

13. Elections and Election Committees

1. The Elections Committee is responsible for compiling a Job Description for each Executive Position and generic descriptions of duties, expectations, and responsibilities for all other elected positions Job Descriptions will be available to the Membership and potential candidates prior to the beginning of an election process so that the commitment and requirements involved is clear before they commit to run for office.
2. Members nominated for election must accept or decline by close of nominations or they will be deemed to have declined.
3. Provisions that all eligible members shall be automatically nominated for each office for which they are eligible if they accept the nomination in writing within a certain number of days of the notices of automatic nomination being posted.
4. All elections will be conducted in accordance with the Unifor Guide to Local Union Elections and the Unifor Constitution. Alternate arrangements may be approved by the National Executive

Board. Local 5555 staff shall assist the Elections Committee in performance of their duties as required. The Elections Committee shall develop and revise the following as required: Terms of Reference for the Elections Committee; and Rules and Regulations for Candidates Participating in Elections.

5. All members in good standing of Local 5555 shall be eligible to run for any office or position in the local union. Members must meet eligibility criteria as set out in the Constitution or these bylaws.
6. The Election Committee will normally be elected at the September membership meeting in the year following a standard election year. The Committee will be elected by secret ballot in accordance with the Unifor Guide to Local Union Elections and will hold office for a three (3) year term. The Election Committee will consist of four (4) members, one (1) of whom will be the Chairperson, and can enlist additional members to assist with election activities as needed. The Chairperson will be appointed by the Committee at their first meeting. All elections and votes will be conducted by the Elections Committee as per the Unifor-Canada's Guide to Local Union Elections and the Unifor Constitution. Election protocols and processes, and Terms of Reference for the Elections Committee, will be presented to the Local 555 Membership at the first meeting of an election year and may be amended at that time.
7. In September the Elections Committee will make nomination forms available for all elected positions to be contested.
 - a) All members in good standing for one (1) year immediately preceding the nomination shall be automatically nominated for each office for which they are eligible if they accept the nomination in writing prior to the November General Membership meeting or accept the nomination verbally at the November General Membership meeting.
 - b) Following the close of nominations at the November General Membership meeting, a notice containing both the time and place of elections shall be given at least ten (10) working days in advance of the election and in case of a run-off, fifteen (15) working days.
 - c) All Units will elect a Unit Chair, Workplace Committee, and other stewards and committee persons as may be necessary to conduct the business of the Unit.

- d) All Workplace Representatives, including Unit Chairpersons and Stewards, shall be elected by secret ballot as soon as possible after being certified as a new Local 5555 bargaining unit for a three (3) year term.
 - e) No member shall at the same time be a candidate for or hold more than one (1) of the offices of the Executive Board
 - f) No member shall at the same time be a candidate for or hold more than one (1) of the offices of Unit Chairperson or the Work Place Committee.
8. Elections shall occur in the month of November or December of each year in accordance with the Unifor Guide to Local Union Elections. A sufficient number of polls should be provided to ensure every member has a convenient opportunity to vote. Every effort should be made to minimize the time a member must wait in line to vote. Advance polls will be provided for all Local 5555 elections and votes except ratification votes which must be conducted by secret ballot or another confidential voting system. There will be no proxy voting.
9. Elected members will normally take office Jan. 1 immediately following the November election.
10. Members elected in a by-election held outside of the regular election cycle to fill a vacancy shall take office immediately and the oath of office shall be administered within 14 days of election.
11. Candidates shall be elected by a single plurality vote via secret ballot.
12. Elected members will be sworn in.
13. In the event that there is no candidate for a position, the Executive Board will appoint a member in good standing of Local 5555 who will hold the position in an acting capacity until approval at the next General Membership meeting.
14. Recall Procedure
- a) Elected Workplace Representatives (other than the Executive Board) may be recalled by a petition setting forth specific complaints and signed by a minimum of twenty-five percent (25%) of members in good standing that they represent for failure to perform the duties of their office. Such petitions would be presented to the Elections Committee.

- b) The Elections Committee will notify the elected Workplace Representative of the specific complaint and will give due notice of a special meeting for recall. Twenty-five percent (25%) of the current members working under the jurisdiction of the elected member must be present at the recall meeting to establish a quorum. A two-thirds (2/3) vote of those present and voting is necessary to recall. See Unifor Constitution Article 15, E: Sections 4, 5, 6, and 7.

- c) Executive Board members may be recalled for failure to perform the duties of their office, by a petition setting forth specific complaints and signed by a minimum of twenty-five percent (25%) of members in good standing that they represent. Such petitions would be presented to the Elections Committee of Local 5555. The Elections Committee will notify the Executive Board member of the specific complaint and will give due notice of a special meeting for recall. Fifty percent (50%) of the membership must be present at the recall meeting to establish a quorum. A two-thirds (2/3) vote of those present and voting is necessary to recall an elected Executive Board member. See Unifor Constitution Article 15, B: Sections 10, 11 and 12. An elected executive member may face a recall only once throughout their term

14. Finances

1. The Local Union shall pay a representative or member for lost time only when that representative or member is performing necessary duties for and on behalf of the Local Union during the time for which they would otherwise be compensated by the employer. The amount of lost time should never exceed the amount which the Local Union representative or member would otherwise have received from the employer for the same period of the time which they are being compensated by the Local Union. Local Union representative on Full-Time Release will be governed by the provisions in Article 14 Section 8.

2. Union dues shall be as set down in the Unifor Constitution Article 16. The Local may set higher dues or lower dues to the minimum allowed with approval of the majority of the affected members who cast ballots approving the change in a secret ballot vote at a Membership meeting called in accordance with Local 5555 By-Laws.

3. The signing officers of Local 5555 shall be two (2) of the following four (4) elected officials: Local President, Financial Secretary, Vice-President and Recording Secretary. Cheques will normally be signed by the President and Financial Secretary. The alternates for signing cheques shall be the Vice-

President in the absence of the President and the Recording Secretary in the absence of the Financial Secretary.

4. Where necessary, Local 5555 membership may employ staff. The Executive Board shall be responsible for the administration of the staff of the Local 5555 Union.
5. Books and records of Local 5555 may be inspected by any member in good standing upon giving reasonable notice and arranging a time satisfactory to the Financial Secretary. Each member of the Executive Board shall have access to such books and records at all times.
6. The Local Executive Board shall select a Chartered Accountant to perform an annual audit of the financial records or Trustees shall perform quarterly internal audits of the local finances. The results of any audit shall be reported the members at a subsequent membership meeting. (see Unifor Constitution Article 15 H.
7. A member serving on full- or part-time release from the employer on union business shall be entitled to at minimum their regular compensation and benefits without loss.
8. A member serving in an elected full-time release position will be compensated based on the job duties and requirements of their current elected positions for the duration of the term. The Job Grade and Job Description will be written and rated in keeping with the Job Evaluation (2009) System by an independent 3rd party selected by the Executive Board in consultation with the Elections Committee. In the event the job duties change, a motion to review the Job Descriptions and/or ratings can be brought to the General Membership meeting for approval.
9. Eligible expenses and levels of compensation:
 - a. Unifor Local 5555 shall reimburse members and/or employees for approved travel related expenses incurred by them in the course of carrying out Union business/ duties in accordance with the Unifor National Policy RE: Local Union Expenses.
 - b. The traveler is responsible for ensuring that claims for reimbursement are accurate, conform with the procedures set out here, and expenditures are supported by

original receipts where required. The traveler is normally to submit a reimbursement claim form within 15 working days after the completion of travel and no later than 15 days after the end of the fiscal year ending Dec. 31st.

- c. Travel expenses will be reimbursed when supported by documentation and appropriately approved. Original / official itemized receipts are required with the exception of per diems.
- d. All approved travel related booking arrangements are normally will be paid for by using the Local 5555's corporate credit card (eg. Hotel, airfare, rail, car rental, etc.)
- e. All approved travel arrangements (flight, railway, bus, airway transportation to airports, car rentals, hotel accommodations, etc.) for union-related functions (conferences, conventions, educational functions, etc.) will be made by the Local union office unless otherwise authorized by a signing officer.
- f. Exceptions to these procedures can be approved by two (2) Unifor Local 5555 Table Officers and will be reported on at the Executive Board meeting. Receipts must be attached.

15. Eligibility for Elected Office

- 1. To be eligible to run for and hold any elected office of the local or units a member must meet constitutional requirements and be a member in good standing for a minimum of 12 months.

16. Publications of the Local

- 1. There shall be an official publication of Local 5555. Publishing and distribution costs shall be paid by the Local from its general operating revenue.

2. The Editor of the publication shall be appointed by the Executive Board and submitted to a general meeting for approval. The Editor shall be charged with the responsibility of overseeing content, publication, and distribution.
3. It shall be the responsibility of the Editor not to publish any article deemed to contradict the objectives and principles of this union. When such an article is submitted, an explanation of the reasons for censure will be given to the author of the article and, where possible, the Editor will present the explanation to the next local general meeting.
4. Policy expressed by the publication shall be union policy and not that of the Editor or other individuals. Individual views and/or opinions are encouraged by the union, but it is understood that these views and opinions do not necessarily reflect the policies of Unifor Local 5555.
5. It shall be the policy of Unifor Local 5555 to educate and communicate to the members, union policy and matters of interest which will affect the members. Editing shall be exercised without prejudice where necessary as a condition of publication where it is obvious or becomes apparent that an article's content:
 - a) can be considered as campaign literature which would affect a candidate during a union election period;
 - b) contains false information or statements which are derogatory¹ towards members of the union and/or the union itself; or is of a libellous nature;

¹ From the Miriam-Webster Dictionary derogatory

- 1) : expressing a low opinion of someone or something: showing a lack of respect for someone or something
- 2) : detracting from the character or standing of something —often used with to, towards, or of
- 3) : expressive of a low opinion : disparaging <derogatory remarks>

- c) can be considered as campaign literature during a public election period for which official local union sanction has not been obtained.

6. It shall be the policy of Unifor Local 5555 to produce a special publication every local union election in which candidates can express their views and opinions.

7. It shall be the policy of Unifor Local 5555 not to print campaign literature for anyone running for a public position unless local union sanction has been obtained.

17. Attendance Rules

1. All members of this Local Union holding an elective position are required to attend:
 - a) Two (2) out of three (3) consecutive membership meetings; and
 - b) Two (2) out of three (3) consecutive meetings other than membership meetings expected of their respective office or position.
2. Failure of any elected official to comply with the above attendance rules, without just cause, 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 the Constitutional Convention.

18. Delegates from Local

1. Members having one (1) year's continuous good standing in Local 5555, in accordance with the Unifor Constitution are eligible for nomination as a Local 5555 delegate. All elected delegates must take the oath of office as noted in Unifor Constitution.
2. Election of delegates and alternates to the Unifor Canadian Council, the Unifor Regional Council, the, Unifor Industrial Council, and delegates and alternates to other affiliated organizations (e.g., Hamilton & District Labour Council, OFL, CLC, COUSA, etc.) shall be in accordance with the provisions of each of those organizations.
3. The election of delegates shall be as follows:

- a) Following the close of nominations at the November General Membership meeting, a notice containing both the time and place of elections shall be given at least 15 days in advance of the election.
 - b) Elected Delegates shall hold the position for a three (3)-year term.
4. In the absence of a delegate running for and being elected to represent our Local, the Executive may appoint delegates to fulfil that role subject to approval at the next general meeting. Appointees will hold the position for the remainder of any normal term of office.
 5. All delegates or delegate groups shall give a report to the next General Membership meeting.
 6. The Executive Board will have the right to decide if observers should be sent to any conferences or conventions.

19. Review of Decisions

1. All aspects of this article are governed by Unifor Nationals Constitution, Article 18 B and C.
2. Members have the right to appeal elections, dispositions of grievances and other decisions made by the Local excepting those relating to ratifications or bargaining strategies that have been approved by the membership.
3. If an issue is already the subject of a process with the Labour Board or another civil proceeding, this process will not apply.
4. A member who is dissatisfied with an action or decision of the Local Union or initiate a complaint within 30 days of the time they were aware, or ought to have reasonably been aware of the action or decision.
5. The complaint, including the remedy sought, will be submitted in writing to the Local Recording Secretary, who will bring the complaint forward, along with any provided documentation, to the next scheduled Executive Board meeting for consideration.
6. The Executive Board will consider the matter expeditiously and inform the initiating member of their decision, in writing, within 10 days of the meeting.

7. The member, if they are not satisfied with the response, may within 10 days of receiving the decision, inform the Recording Secretary to refer the matter to the next regularly scheduled General Membership Meeting.
8. The initiating member will have the opportunity to address the next regular quoried General Membership Meeting and an Executive Board member will explain the basis for their decision. The issue will be put to a vote of the membership.
9. If the initiating member is still dissatisfied, they may Appeal the matter as provided for in ARTICLE 18: B of the Constitution.

20. Strikes and Strike Committee

The Bylaws should provide that all strikes shall be called or terminated only in strict conformance with Article 17 Section B of the Unifor Constitution.

21. General

1. All Local Union Officers, Committees, Stewards and other members handling funds or other property of the Local Union shall, at the completion of their duties, turn over all papers, documents, funds and/or Local Union property to the properly constituted Local Union Officers.
2. Wherever in these Bylaws a pronoun is used it refers equally, where the reference is applicable, to both men and women in the singular and in the plural.
3. For the purposes of these Bylaws, Saturday, Sunday and statutory holidays are not considered working days

22. Good and Welfare

1. In the event of death of a member, a charitable donation or floral tribute may be provided to the member's family.
2. In the event of death of someone in the member's immediate family, a charitable donation or floral tribute may be provided to the member.
3. In both cases, the Executive Board may select a representative to attend the funeral if circumstances permit.
4. In the event of other difficult circumstances in a member's life, a card or monetary gift may be issued from Local 5555.
5. In the event of a member's marriage, or a member has a child (by birth or adoption), a congratulatory card will be provided.
6. In the event of a member's retirement, a gift may be presented. The Executive Board may select a representative to attend the retiree's farewell party if circumstances permit
7. Costs for all occasional gifts or floral tributes will be set by the Executive Board to provide for a reasonable and customary gift or standard floral arrangement as appropriate.

23. Amendments

1. 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 Constitution and Bylaws committee which will report to the succeeding membership meeting, the notice of which must contain a notice of the particular Bylaw amendments that will be considered.
2. In the event the amendment originates as a recommendation from the Bylaws Committee as a matter to ensure compliance with Unifor Constitution, upon recommendation of the Unifor Constitutional office, or to update or clarify practice, the Committee will obtain approval from the Executive Board to put forth the amendment to the next scheduled General Membership meeting. The proposed amendment will be included in the notice for that General Membership meeting.

3. If approved by two thirds (2/3) of the membership vote thereon at this succeeding quoried meeting, the amendment shall be considered adopted by the membership.

4. 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.