



Retired Workers/Membres retraités

LOCAL 5555 RETIRED WORKERS CHAPTER BYLAWS

Article #1, Retired Workers Chapter

- a) There shall be established within this Local Union a Retired Workers Chapter, which shall be named **Retired Workers Chapter 5555**.
- b) The Retired Workers Chapter shall be subordinate to the Local Union and the National Union. None of the provisions in these bylaws shall conflict with the Local Union bylaws or the Unifor Constitution.

Article #2, Membership

- a) Membership in the Retired Workers Chapter 5555 is available to all retired members of the Local Union, provided they are eligible, under Article 12, #3 of the Unifor Constitution.
- b) Any retired member eligible for retired membership in Retired Workers Chapter 5555, in accordance with #2(a) above, is eligible to pay voluntary dues to the Retired Workers Chapter. Such voluntary membership dues shall be in the amount of one dollar (\$1.00) per month.
- c) The retirees may pay such voluntary dues to the Financial Secretary of the Retired Workers Chapter monthly, if applicable, as per Article 12, #29 of the Unifor Constitution.
- d) A former member of the Local Union, who is receiving a vested or deferred pension or has severed their employment relationship with a particular employer in the expectation of receiving a pension or retirement income under the Local Union contract may be eligible for membership in the Retired Workers Chapter by paying a dollar one (\$1.00) per month membership dues to the Retired Workers Chapter.

Article #3, Retired Workers Chapter Membership Meetings

- a) There shall be a regular membership meeting of the Retired Workers, in accordance with Article 12, #5 of the Unifor Constitution.
- b) The Local Union, in consultation with the Retired Workers Chapter, shall develop notice

procedures for regular Retired Workers Chapter membership meetings or special meetings.

- c) Quorum shall be set at 15 Retired Workers Chapter members present at the meeting.
- d) The following order of business will constitute the regular agenda for Retired Workers Chapter meetings:
 - Roll call of officers
 - Respect to deceased members
 - Reading of minutes of previous meeting
 - New member introduction
 - Business arising
 - Correspondence
 - Financial report
 - Report of officers, committees and/or delegates
 - Report of local president or their designated representative, if applicable
 - Old business
 - New business
 - Adjournment

Article #4, Retired Workers Chapter Officers

- a) The officers of the Retired Workers Chapter will include: Chairperson, Vice-Chairperson, Secretary, Financial Officer and Sergeant-at-Arms and three Members-at-Large.
- b) The duties of these officers shall be as prescribed by the Retired Workers Chapter in the bylaws, as follows:

Chairperson: The Chairperson shall preside at Retired Workers Chapter membership and Executive Board meetings and sign all vouchers authorizing withdrawals from the Retired Workers Chapter funds.

Vice-Chairperson: The Vice-Chairperson shall assist the Chairperson and assume the duties of the Chairperson in their absence.

Secretary: The Secretary shall keep minutes of all Retired Workers Chapter membership and Executive Board meetings, read all documents and conduct the general correspondence pertaining to the Retired Workers Chapter.

Financial Officer: Collects voluntary dues, keeps track of Retired Workers Chapter funds, signs vouchers requesting disbursements from the Local Union from the Retired Workers Chapters funds and works closely and in conjunction with the Financial Secretary of the Local Union. They shall report monthly to the Retired Workers Chapter membership regarding the status of the Chapter funds.

Sergeant-at-Arms: The Sergeant-at-Arms shall assist the Chairperson in preserving order when called upon to do so.

Members-at-Large: The duties of the Members-at-Large will be to assist the Chapter as needed including planning and managing events, tracking and reaching out to new retirees, and other duties as deemed necessary by the Retired Workers Chapter officers.

Article #5, Election of Retired Workers Chapter Officers

- a) All officers of the Retired Workers Chapter shall be elected by secret ballot. These officers shall be elected by majority vote and shall serve for a period of three (3) years.
- b) Any retired member in good standing is eligible to be a candidate for Retired Workers Chapter office.
- c) The Retired Workers Chapter's members shall elect a retired worker to be a representative of retired members on the Local Union Executive Board with voice and vote, using election procedures which conform to the Unifor Constitution.
- d) The schedule for the election of Chapter officers shall be every three years. The new Chapter officers term shall commence in January with elections to be held the preceding December.

Filling Of Vacancies

- e) In the event of a vacancy in the office of Chairperson for any reason, the Vice Chairperson shall automatically fill the office of Chairperson for the unexpired term.
- f) In the event of a vacancy in any other Retired Worker Executive office for any reason, such vacancy shall be filled by election at the earliest opportunity.
- g) Where a vacancy occurs on or after sixty (60) days prior to the regular Chapter elections no election shall take place to fill any vacancy and said office shall remain vacant until the following Chapter elections. In case of emergency the Executive may appoint an interim officer or delegates, etc.)

Article #6, Power of Administration

- a) The membership in attendance at a meeting is the highest authority of the Retired Workers Chapter.
- b) Between membership meetings, the Retired Workers Chapter Executive Board shall be

empowered to act on behalf of the membership to the extent urgent business requires prompt and decisive action, subject to the general policies established by the Retired Workers Chapter membership, the Local Union if applicable, and the National Union.

- c) Between meetings of the Retired Workers Chapter Executive Board, the Chairperson shall be empowered to act on behalf of the Executive Board, in consultation with the Local Union President if applicable, subject to the general policies established by the Retired Workers Chapter and the subsequent approval of the Retired Workers Chapter Executive Board and membership.

Article #7, Composition of the Retired Workers Chapter Executive Board

- a) Composition of the Retired Workers Chapter Executive Board will include the Retired Workers Chapter officers mentioned in Article #4 above, plus Local Union President or their designate, as per Article 12, #7 of the Unifor Constitution.
- b) Whenever possible the Retired Workers Chapter Executive Board will include: additional Members-at-Large filled by a retired Black, Indigenous, and Person of Colour Representative; and a retired LGBTQ2SI (Lesbian, Gay, Bisexual, Transgender, Queer, Two-Spirit, Intersex) Representative.
- c) Further, if the RWC Executive Board, as elected, all identify as one gender, one additional Member-at-Large position should be added and filled with a member of the opposite gender.

Article #8, Retired Workers' Area Council

- a) In accordance with the National Constitution the representation to this Council will be a delegate or delegates from the Retired Workers' Chapter. These delegates will be Executive Members elected by the Retired Workers' Executive Board and will serve for a period consistent with their term of office.

Article #9, Retired Workers Chapter Committees

- a) The Retired Workers Chapter shall establish, in consultation with the Local Union if applicable, any committees within the Retired Workers Chapter that is deemed necessary. The Retired Workers Chapter committees shall be elected by the Retired Workers Chapter. The following are some of the suggested committees: organizing and membership, education, recreation, community services, human rights and political education.

Article #10, Finances

- a) All membership dues collected or any dues check-off which may be received by the Local Union Financial Secretary shall be submitted to the National Secretary-Treasurer who shall

allocate such monies to the respective bodies in accordance with Article 12, #29 of the Unifor Constitution.

- b) All monies collected by and on behalf of the Retired Workers Chapter shall be kept in the funds of the Local Union Financial Secretary and shall be disbursed upon the request of the Retired Workers Chapter upon presentation of a voucher signed by the proper Retired Workers Chapter officers.
- c) Chapter members or officers who incur special expenses in carrying out authorized chapter business may be reimbursed from the Retired Workers Chapter fund. It is not intended however, to pay lost time, wages/salary, nor to reimburse members for attendance at all approved meetings. An additional stipend may be paid to the Chairperson of the Retired Workers Chapter at the discretion of the Local Executive Board.
- d) Guidelines for reimbursement of expenses when the above conditions are met shall be as follows, and in accordance with the Local's Travel Policy:
 - Actual fare or auto mileage, parking fees, registration fees and meals when the authorized work involves eating out.
 - For authorized attendance at activities or conferences requiring overnight stay, the reimbursement shall be for incurred transportation costs, including parking, hotel accommodations, registration fees (not including cost of meals) and a set amount per day to cover food and incidental expenses.
- e) The Retired Workers Chapter will receive an up-to-date financial report of the Retired Workers Chapter funds and expenditures from the fund provided by the Local Union Financial Secretary on a quarterly basis, if applicable.

Article #11, Amendment Procedure

- a) 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 Bylaw 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. 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 new Bylaws, are not effective until approved by the National Executive Board.
- b) When submitting Bylaw amendments to the National Union, Locals are required to provide a cover letter indicating such amendments were approved as per the above. Please include the date the meeting took place.