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## **LOCAL 531 BY-LAWS**

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# LOCAL 531 BY LAWS

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## 1. Name

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- a. This organization shall be known as "Unifor Local 531".

## 2. Trade Union Status

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The objectives of the Local Union include:

- a. The regulation of labour relations and collective bargaining between employers and employees.
- b. To adhere and follow all the Statement of Principles in Article 2 of Unifor's National Constitution including:
  - Democratic
  - United
  - Open and Inclusive
  - Solidarity
  - Accountable and Transparent
  - Effective
  - Dynamic
  - Militant
  - Progressive
  - Gender and Equity
  - Union Renewal and Generation Change
  - Leadership

## 3. Constitution and By-Laws

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- a. The Constitution of this Local Union shall be the Constitution of the National Union, Unifor, and these By-Laws shall be in all respects subordinate to said Constitution and all applications and interpretations thereof.

## 4. Fiscal Year

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

## 5. Membership

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- a. The Local Union shall be composed of workers eligible for membership in Unifor, over whom the Local Union has jurisdiction.
- b. Each member in good standing of this Local Union has the right to nominate and vote, express opinions on all subjects before the Local Union, to attend all membership meetings and express views, arguments and opinions on all matters and business, including candidates for office, properly before the meeting; to meet and assemble freely with other members and generally, to participate in the activities of the Local Union in a responsible manner consistent with good conscience in order to present and discuss factually and honestly the issues upon which the membership must base its decisions.

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

- c. 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.

- d. Slander, harassment or bullying online or otherwise will not be tolerated.
- e. 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 co-operate with National Board Members, the National Representatives and help promote organizational activities.
- f. Unifor Local 531 may organize community chapters in accordance with the National Constitution. All Community Chapter By-Laws will be subordinate to the Local Union and National Union By-Laws.
- g. Pursuant to Article 12 (4) of Unifor's National Constitution, the Local upon

application will establish and support a Retired Workers Chapter.

- h. An initiation fee for new members shall be set at \$20 and will be a one-time payment, not subject to annual renewal. The initiation fee will be collected from the new member on their first pay cheque and shall be non-refundable. Existing members of Unifor Local 531 as of September 13, 2024, shall not be required to pay the initiation fee

## **6. General Membership Meetings**

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- a. Membership meetings will be held quarterly with the location of the meeting to be determined by the Executive Board, dependent on the geographical location of the members. Where necessary the Executive Board will utilize various technological methods to allow for greater participation and compliance with these By-Laws and Unifor's National Constitution. Membership meetings will not be held during the months of July and August, unless otherwise determined by a vote of the general membership at the preceding meeting. In emergency situations, the Executive Board may call a special meeting during this period.
- b. Notifications of membership meetings will be posted in the workplace at least 14 days prior to said meeting and also sent via e-mail to the members who wish to receive union correspondence in this manner and time frame. The start and end time of the meeting shall be indicated on the notification. A meeting will be no longer than 2 hours in length.
- c. Special membership meeting may be called, when deemed necessary by the President, written notice by the majority of the Executive Board or a petition by 20% of members in good standing.
- d. Quorum for general membership meetings must consist of 15 members in good standing.
- e. Should quorum not be obtained at any General Membership Meeting, the Board shall have the authority to conduct the business of the Local and will report at the next General Membership Meeting.
- f. Copies of the previous meeting minutes, the financial report and recommendations will be available for members present at the General Membership Meeting.
- g. The Recording Secretary or designate will take minutes of the meeting and make them, as well as the Financial Report and Recommendations available to Members 7 days after the meeting has concluded.
- h. At the request of the member, discharge grievance appeals can be addressed by the Executive Board in case of a lack of quorum but must be reported at the next meeting. Members are to refer to the National Constitution Article 18 (b).

- i. Any member who attends a meeting under the influence of alcohol or drugs and creates a disturbance or becomes unruly shall lose voice and their right to vote at said meeting. Where necessary to maintain order, the member may be evicted from the meeting by order of the Chairperson subject to the challenge of the membership. Flagrant or persistent violation of this section by any member shall be conduct unbecoming a union member.
- j. For clarity and information of the membership, questions of a parliamentary nature shall be decided by "Bourinot's Rules of Order."

## **7. Powers of Administration**

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- a. The membership is the highest authority of this Local Union and shall be empowered to take or direct any action consistent with the Constitution or By-Laws.
- b. Between membership meetings, the Executive Board shall be the highest authority of the Local Union and shall be empowered to act on behalf of the membership to the extent urgent business requires prompt and decisive action, subject to subsequent membership approval.
- c. The Executive Board may not act affecting the vital interests of the Local Union without prior membership approval.
- d. 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 and the membership.

## **8. Local Union Officers**

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- a. The Local will have the following executive officers: President, Vice President, Secretary Treasurer & Recording Secretary.
- b. In the event of a vacancy in the office of President, the Vice President will succeed to that office for the balance of the term. The open Vice President position will be filled by a special election and once the position is filled, the process in paragraph (d) of this article is repeated.
- c. The duties and responsibilities of the Local Union Officers are specifically set forth in Article 15 (C) of the Unifor National Constitution.
- d. In the event of a vacancy in any position other than the President, those vacancies will be filled in accordance with Article 15 (B) paragraph 5 a, b, c, d and (C) paragraph 19. The Executive Board shall have the authority to appoint a member to fill the

vacancy until the result of such election becomes known.

- e. If there is sufficient cause for recall of Local Union Officers or Executive Board members are done so pursuant to Article 15 (B) paragraphs 10, 11 & 12.
- f. The term for elected Executive Board members of the Local Union is 3 years.

## **9. Local Executive Board**

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- a. The composition of the Local Executive Board will be as follows:
  - President
  - Vice President
  - Unit Chairperson(s)
  - Secretary Treasurer
  - Recording Secretary
  - 3 Trustees
- b. **If the Executive Board membership is an even number at the time of a vote, either in person or virtual, the following procedures shall apply:**
  - i. **In cases where the number of Executive Board members is even, the President shall abstain from voting.**
  - ii. **In the event of a tie, the President shall cast the deciding vote as a tiebreaker.**
- c. Executive Board Members shall be elected in accordance with Article 15 (B) Paragraph 5 of Unifor's National Constitution.
- d. The Executive Board shall meet at least once a month except in the months of July and August.
- e. **Notice of each Executive Board meeting shall be sent to each Executive Board Officer at least twenty-one (21) calendar days prior to the proposed meeting date.**
- f. A simple majority of the Local Union Executive Board shall constitute a quorum.
- g. Minutes will be taken of all Executive Board Meetings by the Recording Secretary and/or their designate in their absence. **A summary of the meeting(s) shall be provided via email to the membership along with the General Membership Meeting Agenda. Any confidential information shall be removed from the summary to protect the confidentiality and interests of specific members and internal union or company information.**
- h. **Agenda items will be due to the Recording Secretary and/or designate seven (7) days prior to the meeting. The agenda will be distributed to the**

**Executive Board no later than two (2) days prior to the meeting.**

- i. Officers' reports are due to the Recording Secretary on the day of the Executive Board Meeting.**
- j. Minutes and Officers' Reports will be provided to the Executive Board seven (7) days after the meeting by the Recording Secretary and/or designate.**
- k. All decisions and recommendations of the Executive Board shall be referred to the next regular membership meeting.
- l. The Executive Board shall appoint at least one of its members to each of the standing committees in liaison or advisory capacity, except, however, the Workplace Bargaining Committees, or Election Committee.
- m. Any Officer who is unable to fulfil their duties for a significant period of time due to an absence for Long Term Disability, Maternity or Parental Leave may, at the discretion of the Executive Board, be temporarily filled by appointment until such time as the elected Officer can return to fulfil their duties. The period of time will be determined by the Executive Board once the Officer provides the Board with a notice in writing the anticipated time of their leave of absence. The Officer on a leave will assume their previous position upon return unless their term has expired.

## **10. Workplace Representation**

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- a. In accordance with Unifor's National Constitution, Article 15 (E), in the case of newly organized workplaces, the first term of office for Workplace Representatives will be for 2 years. Beyond the first term, workplace representatives shall serve 3-year terms.
- b. A Local Union Executive Officer may also serve as a Workplace Representative as long as the Executive Officer's position is not full-time.
- c. Following Workplace Representative elections and in the event of insufficient candidates for the allotted positions, the Local Executive Board can appoint members to those positions.
- d. In the event of a vacancy in a workplace position, an election will be held as soon as possible.
- e. In accordance with Article 15 (E) 4, 5, 6 and 7 of Unifor's National Constitution, members can recall a workplace representative by initiating a petition with reasons why the recall is sought. The petition must be signed by twenty-five (25) % of the members in a unit.

Furthermore 25% of the members in good standing in that unit must be

present at the recall meeting to establish a quorum.

A two-thirds vote of those present, and voting is necessary to recall a Workplace Representative.

- f. An elected Workplace Representative can face recall only once during her/his term of office.
  
- n. Any Workplace Representative who is unable to fulfil their duties for a significant period of time due to an absence such as but not inclusive of Long-Term Disability, Maternity or Parental Leave may, at the discretion of the Executive Board, be temporarily filled by appointment until such time as the elected Workplace Representative can return to fulfil their duties. The period of time will be determined by the Executive Board once the Officer provides the Board with a notice in writing the anticipated time of their leave of absence. The Officer on a leave will assume their previous position upon return unless their term has expired.

## **11. Committees**

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- a. The Local Union should establish the following Standing Committees:
  - Constitution and By-Laws
  - Education
  - Environment
  - Recreation/Social Committee
  - Community Services
  - Human Rights
  - Pride
  - BIWOC
  - Workers with Disabilities
  - Unions in Politics
  - Women
  - Young Workers
  - Health & Safety
  - Employee and Family Assistance Program Committee (EFAP)
  
- b. The Executive Board shall appoint at least one of its members to each of the standing committees in liaison or advisory capacity, except, however, the Workplace Bargaining Committees, Constitution and Bylaws, or Election Committee.
  
- c. Standing Committee members will be elected at General Membership meetings with at least 2 weeks' notice for nominations. Terms for Standing Committee members will be 3 years.
  
- d. In the event of vacancies or unfilled positions, the Local Union Executive Board can appoint members in good standing to the various committees.

- e. In the event of vacancies or unfilled positions, the Local Union Executive Board can appoint members in good standing to the various committees.
- f. The Local Union will endeavour to ensure there is representation on all the committees from all the locations they serve.
- g. Standing Committees will select amongst themselves, by vote or agreement, a designated Chairperson and Recording Secretary.
- h. The duties and responsibilities of the committee are as assigned by the Local Executive Board, and they should strive to attain the intended objectives of the Unifor Constitution and Policies as they pertain to their particular committee.
- i. At the discretion of the Local Union Executive Board, committees may be consolidated, or additional committees may be established.
- j. The Recording Secretary of each Committee shall provide the Executive Board Recording Secretary with a statement or update to the Membership or Executive Board if requested.
- k. Bargaining Committees of each workplace, negotiates the Collective Agreement and shall consist of the Unit Chairperson, a Workplace Representative, and any other Executive Board member assigned by the President deemed to be appropriate for the Committee. If additional Bargaining Committee members are required, an election will be held.

## **12. Elections and Election Committees**

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- a. Local Union nominations and elections will be governed by Article 15 B (5) and Unifor's Policy Regarding Local Union Elections.
- b. Standing Election Committees will be elected for a 3-year term as per Unifor's Constitution Article 15 B (4). The committee will be responsible to conduct all elections of the Local Union.
- c. Election literature and ballots will list the candidates names in a random computer-generated matter conducted by the Election Committee.
- d. Members of the Election Committee shall not participate in any campaigning or criticism of the candidates at any time during the Election process and must remain neutral throughout the election period.
- e. An Executive Board Officer whose term is not expiring but wants to be a candidate for another Executive Board position must submit a resignation from the currently held position to become effective upon completion of the election and installation. This

resignation is applicable whether elected to the position or not. The resignation must be submitted long enough in advance of the nomination deadline established by the Election Committee to permit the nomination and election of both offices during the same election.

### **13. Finances and Expenses**

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- a. The Local Union shall pay a representative or member lost time only when that representative or member is performing necessary duties for and on behalf of the Local Union during the time for which the employer would otherwise compensate them. The amount of lost time should never exceed the amount which the Local Union representative or member would otherwise have received from their employer for the same period of the time which they are being compensated by the Local Union. This does not apply to the Executive Board members.
- b. Any individual on union release time will not be permitted to work hours in their workplace on the same day in they are receiving compensation from the Local Union.
- c. Per Diem will be paid as follows on official union business:
  - \$90.00 per day, plus hotel (where an overnight stay is required and pre-approved) and provided a receipt is supplied. Exception is for Unifor Education Family Centre in Port Elgin, Ontario.
  - \$45.00 per day, on a return day from an overnight stay provided the distance is greater than 160 km.
  - \$20.00 per day for out-of-pocket expenses for eight (8) hour meetings where travel is less than 160 km one-way on union business. This applies to Unifor Education Family Centre.
  - In the event there are changes to the Local Union Expense policy by the National union the new policy will apply.
- d. Milage will be paid in accordance with the National Union Milage allowance in the National Constitution.
- e. Mileage will only be paid when conducting union business involving offsite travel.
- f. The distance from the members home to their place of work will not qualify for claiming milage. However, for those members who work at the airport but travel to the airport for a flight, milage may be claimed.
- g. In the event an overnight stay is required with prior approval, room and taxes will be compensated with receipt attached.
- h. Airfare will be reimbursed subject to prior approval which was obtained from the Executive Board.

- i. The Executive Board has the authority to direct payment of all ordinary bills and expenses. For other expenditures and donations, the Executive Board has the authority to spend up to \$1500.00 in a single transaction which will be reported to in normal fashion at the next membership meeting. Any single disbursement above that amount will require prior membership approval at a membership meeting.
- j. The President and the Secretary Treasurer shall be the signing officers for the Local Union. In the absence of the President or Secretary Treasurer, the Recording Secretary will have signing authority. The Recording Secretary does not have signing authority at any other time.
- k. Expense claims for the President, Chairpersons, Recording Secretary, Trustees, members of all committees and employees of the Local Union shall require the approval of the Secretary Treasurer.
- l. Expense claims for the Secretary Treasurer shall require the approval of the President.
- m. The Local Union's power of investment shall be in accordance with the policies of the National Constitution.
- n. The Executive Board and Unit Chairpersons, who are responsible for servicing fifty members or more and can demonstrate a need to the Local Executive Board (LEB) will be reimbursed for or provided receipted cell phone expenses up to \$100.
- o. In Memorial — In the event that a member of Unifor Local 531 passes away, the Local Union shall provide a gesture of condolence to the member's family. The Recording Secretary shall arrange for the delivery of flowers or food, based on the family's needs or preferences at the time. The total expense shall not exceed \$150.00. This gesture shall be extended only in the event of a Local 531 member's passing and not to family members of current or former members. The Recording Secretary shall be responsible for coordinating communication with the family and with Unifor National to ensure that condolences are expressed on behalf of the Local Union.**

#### **14. Compensation of Local Union Officers**

- a. The Local Executive Board will determine the time spent by the Officers in fulfilling their respective duties above and beyond the negotiated union release time in each collective agreement while operating within the Local's means.
- b. The distribution of the approved member and union release time hours will be done by agreement of the Executive Board.
- c. The number of hours will be regularly reviewed by the Local Executive Board and Membership but notwithstanding the Local cannot operate in a deficit for 2

consecutive months.

- d. The President will be compensated at the rate of the highest paid member they represent in the Local Union up to 50 hours per week, while operating within the Local's means.
- e. The Secretary Treasurer will be compensated the rate of the highest paid member they represent in the Local Union up to 45 hours per week, while operating within the Local's means.
- f. The Unit Chairs will be compensated at the rate of the highest paid member they represent in their Unit.
- g. The Recording Secretary will be compensated at their regular rate of pay in their workplace.
- h. The Trustees will be compensated at their regular rate of pay in their workplaces.
- i. Any annual increases to an Officers regular rate of pay in the workplace will be included in compensation.
- j. Payment of a Union Officer wages beyond their pay in the workplace will commence the day they take office.

## **15. Eligibility for Elected Position**

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- a. Any member shall be eligible as a nominee or candidate for any elected Executive Board position who has been a member in continuous good standing in Local 531 for one (1) year immediately prior to the opening of nominations.
- b. The above provision shall not apply to newly certified bargaining units, but a collective agreement would have to be ratified before a member from a new unit is eligible to hold a position.

## **16. Attendance Rules**

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- a. Local Union Executive Officers are required to attend the majority of the local Union Executive Board meetings in a fiscal year unless excused for cause by the Executive Board. Due to the geographic nature of the Local Union, Local Union Officers can and are permitted to attend the meetings virtually.
- b. Local Union Executive Officers and workplace representatives are required to attend the majority of the Locals General Membership meetings in a fiscal year unless excused for cause by the Executive Board. The Local will make every

attempt to allow for virtual participation of the membership meetings.

- c. Local Union Officers must provide ample notice where possible in the event of their absence from an Executive Board meeting.
- d. Circumstances beyond the control of the member or because of a substantiated reason will not be used against their attendance record.
- e. Local Union Officers shall submit in writing to the Recording Secretary their intent of absence prior to the meeting, or in the event of an emergency within 24 hours of the conclusion of the meeting, or the member will be considered absent without an excuse.
- f. In the event of failure to comply with the above attendance rules, the Executive Board has the authority to remove said individuals from their respective office or position. The removed individual will not be permitted to run for any position they were removed from for the balance of the term in office.

## **17. Delegates from Local**

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- a. **Executive Board Officers (refer to Article 8 (a)) who have been elected will also serve as the elected member to attend National Conventions, Regional and Canada Councils.**
- b. All **other** delegates to National Conventions, Regional and Canadian Councils shall be elected pursuant to provisions of Article 15 Section B of the Constitution.
- c. Delegates to Regional Councils must work in those regions they are being elected for.

## **18. Order of Business**

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- a. Local Union general meetings will generally be conducted with the inclusion of the following agenda items. There might be circumstances to deviate from this order and the dictates of common sense will prevail in these circumstances.
  - Opening of meeting
    - Land Acknowledgement
    - Unifor Harassment Policy
  - Roll call of Officers
  - Reading of Agenda
  - Minutes of previous meetings
  - Business arising from previous meetings
  - President's report
  - Secretary Treasurer report
  - Recording Secretary report
  - Unit Chairperson report

- Committee reports
- Bylaw Changes
- Executive Board recommendations and action
- New business
- Adjournment

## **19. Review of Decisions**

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- a. Any member dissatisfied with the action or decision of the Local Union or any representative thereof, other than the action or decision of the membership of the Local Union shall take their appeal or complaint to the Local Union Recording Secretary within 30 days as permitted by Article 18 of the Constitution.
- b. The Executive Board shall refer the matter to the Bargaining Committee if it involves collective bargaining. Otherwise, the Executive Board shall consider the matter itself.
- c. Whichever of these bodies the matter is referred to shall consult with the grievant, permit the member full opportunity to be heard, and shall reach a decision.
- d. Within 30 days of receiving a notice of such a decision, the grievant, if wishing to appeal further, shall submit their appeal to the Recording Secretary in writing for consideration by the earliest possible membership meeting. The member shall have a full opportunity to present arguments.

## **20. Strikes and Strike Committee**

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- a. All strikes shall be called or terminated only in strict conformance with Article 17 Section B of the Constitution.
- b. A Strike Committee shall be established when required.

## **21. General**

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- a. All Local Union Officers, Committees, Unit-Chairs, 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.
- b. The interim Headquarters of Local 531 will be located where the President resides until the Local is able to establish a permanent location.

- c. The organization of the Local Union shall be divided into Units and Districts.
- d. A Unit is a single bargaining unit which may be located in one or more cities.
- e. Districts shall be comprised of all or some of the members in a Unit. The Districts of the Local Union shall be determined by the Executive Board and membership approval. New Districts may be designated, and existing Districts may be realigned from time to time, as approved by the membership.
- f. Each Unit shall be represented by a Unit Chairperson who shall be elected by the Unit members to conduct the Unit affairs of the Local Union.
- g. Membership leaders of the Local Union shall provide reports on their assignments or duties as requested by the President and/or the Executive Board.

## **22. Amendments**

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- a. These By-Laws may be amended by presenting a motion in writing setting forth the amendments sought to a membership meeting.
- b. The motion has to be presented to the Local Union Executive board in writing 2 weeks prior to the next scheduled membership meeting where the motion will be presented.
- c. The motion shall be read to that meeting and referred to the Constitution and By-Laws Committee, which will report to the succeeding membership meeting, the notice of which must contain a notice of the particular By-Law amendments that will be considered.
- d. If approved by two-thirds of the membership vote thereon at this succeeding meeting, the amendment shall be considered adopted by the membership. Amendments to existing By-Laws or new By-Laws must be submitted to the National Executive Board for approval.
- e. The amendments, or the new By-Laws are not effective until approved by the National Executive Board.
- f. When sending By-Law amendments for approval, the Local must provide the date the members approved them, and the amendments must be clearly identified (additions and deletions) in the document being submitted.



### 23. Amendment Updates

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<i>Initial bylaws approved by membership May 16, 2023, and by the National Union on June 7, 2023</i>				
#	Article #	Summary of Change	Member Approval	National Approval
1	Article 5 (H) (NEW)	Addition of new member initiation fee	25 June 2024	19 Sept 2024
2	Article 9 (B), (E), (G), (H), (I), (J)	Addition of deadlines for Executive Board meeting agendas and meeting minutes Addition of a summary of Executive Board meeting minutes available to membership	14 January 2025	19 May 2026
3	Article 17 (A), (B)	Addition of elected Executive Board Officers as delegates	14 January 2025	19 May 2026
4	Article 11 (C) (D)	Addition of the difference between a workplace committee and a local union committee	14 August 2025	Rejected
5	Article 13 (O) NEW	Addition of “in memory” of language for any members who pass away	19 Feb 2026	19 May 2026