



UNIFOR

Local506 | sectionlocale506

BY-LAWS AND POLICIES

Revised May 13, 2014

| By-Law Index | | Page | Policy Index | Page |
|--------------|---------------------------------------|------|--------------------------|------|
| Article 1 - | Name and Jurisdiction | 2 | Travel | 21 |
| Article 2 - | Objects | 2 | Meals and Accommodations | 21 |
| Article 3 - | Constitution and By-Laws | 3 | Sub-Local Meetings | 21 |
| Article 4 - | Fiscal Year | 3 | Babysitting | 21 |
| Article 5 - | Local Dues | 3 | Time Off | 22 |
| Article 6 - | Local Structure | 3 | Expenses | 22 |
| Article 7 - | Membership | 4 | Incidental Expenses | 22 |
| Article 8 - | Meetings | 4 | Executive Board Minutes | 22 |
| Article 9 - | Powers of Administration | 7 | Negotiations | 23 |
| Article 10 - | Executive Officers | 7 | Union Artifacts | 23 |
| Article 11 - | Executive Board | 9 | Financial Appeals | 23 |
| Article 12 - | Regional Officers Duties | 10 | Good of the Union | 23 |
| Article 13 - | Stewards and Duties | 10 | Education | 23 |
| Article 14 - | Committees | 11 | Bursary | 24 |
| Article 15 - | Elections of Table Officers | 14 | Benevolent Fund | 24 |
| Article 16 - | Elections of Regional Officers | 15 | Capital Items | 24 |
| Article 17 - | Elections of Delegates and Alternates | 17 | Delegates | 24 |
| Article 18 - | Rules of Elections | 18 | Bereavement Fund | 25 |
| Article 19 - | Rules of Attendance | 18 | No Smoking Policy | 25 |
| Article 20 - | Oath of Office | 18 | | |
| Article 21 - | Charges, Trials and Appeals | 20 | | |
| Article 22 - | Adoption and Amendment | 20 | | |
| Article 23 - | Strikes | 20 | | |
| Article 24 - | Affiliations | 21 | | |

Unifor Local 506 By-Laws & Policies

ARTICLE 1 – NAME AND JURISDICTION

1.01 This Organization shall be known as Unifor Local 506 (hereinafter called the “Local”).

1.02 This Local has been established and exists by virtue of a Charter issued to it by Unifor (hereinafter called the “National Union”) pursuant to the Constitution of the National Union.

1.03 This Local shall consist of four regions divided into six Sub-Locals:

| | | | |
|------------------|-----------------|-----------------|-----------------|
| <u>Region 1</u> | <u>Region 2</u> | <u>Region 3</u> | <u>Region 4</u> |
| Saint John | Moncton | Fredericton | Northern |
| Charlotte County | | Woodstock | New-Brunswick |

ARTICLE 2 – OBJECTS

2.01 The objectives of the Local Union include:

2.01.01 The regulation of labour relations between employers and employees through collective bargaining;

2.01.02 The unification of all workers within its jurisdiction;

2.01.03 The improvement of its members wages and hours of work, to increase their job security and to secure working conditions conducive to safety and good health;

2.01.04 The advancement of its membership economic, social, political and cultural interest; to disseminate information among workers regarding economic, social, political and other matters affecting their lives and welfare;

2.01.05 Assisting and encouraging other organizations in organizing workers and to engage in such other activities as may be necessary or proper to strengthen the labour movement and to extend the process of collective bargaining throughout all trades and industries;

2.01.06 Securing legislation and safeguarding and promoting economic security and the social welfare of all workers;

2.01.07 Preserving and extending civil rights and liberties within a free and democratic society;

2.01.08 Promoting the policies and goals of the National Union;

2.01.09 Promoting and upholding the By-laws and Policies of the Local and the Constitution of the National Union

2.02 The Local shall endeavour to accomplish the foregoing objectives by organizing the unorganized workers within its jurisdiction, educating its membership, negotiating collective bargaining agreements with employers, securing progressive legislation, and by all other appropriate means within the National Union.

ARTICLE 3 – CONSTITUTION AND BY-LAWS

3.01 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.

ARTICLE 4 – FISCAL YEAR

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

ARTICLE 5 – LOCAL DUES

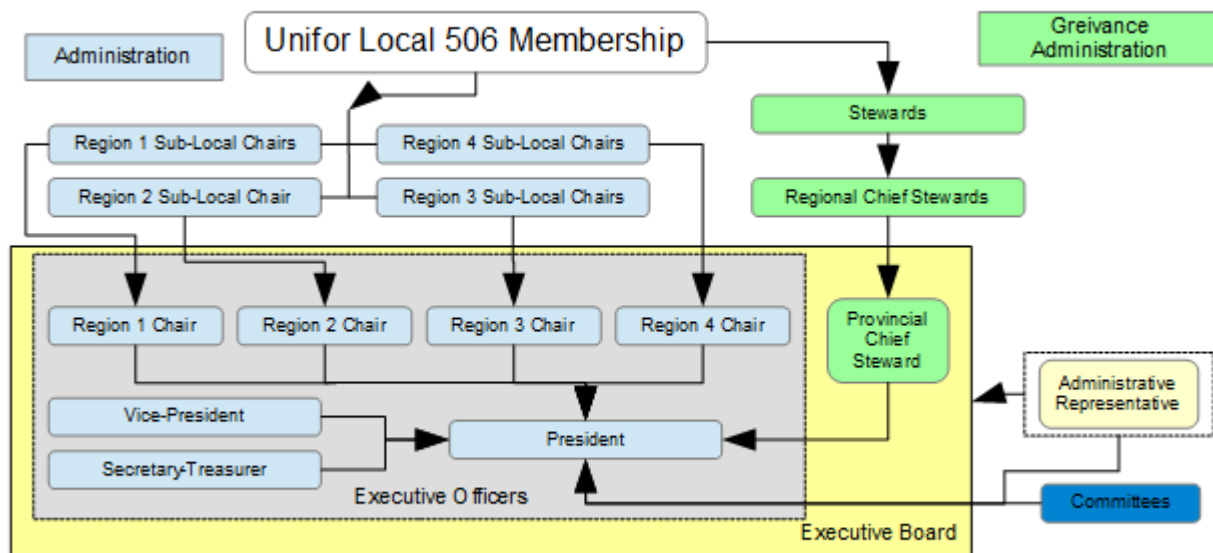
5.01 Each member of the Local shall pay dues of 1.50% of bi-weekly basic earnings.

5.02 Membership dues may be changed only by majority of those voting on the question by secret ballot referendum of the entire membership of the Local, or by a majority secret ballot vote in a general membership meeting where a quorum is present, if the question has been advertised on bulletin boards and website at least seven (7) days in advance of the meeting or by notice mailed postage paid to each member at least seven (7) days in advance of a meeting.

5.03 The Local may impose a special assessment on dues only in the same manner as changing membership dues.

ARTICLE 6 – LOCAL STRUCTURE

6.01 The structure of the Local shall consist of the following:



6.02 The Headquarters and main office of this Local shall be Saint John, N.B. or such other place as may be designated by the Executive Board of Local 506.

Unifor Local 506 By-Laws & Policies

ARTICLE 7 – MEMBERSHIP

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

7.02 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.

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.

7.03 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.

ARTICLE 8 – MEETINGS

8.01 The Sub-Local meeting is the highest authority of the Local. The Executive Board, and all other committees of the Local are accountable to the membership of the Local and are subject to membership approval at Sub-Local meetings except as may be otherwise provided.

8.01.01 Sub-Local meetings shall be held at such time, place and frequency as determined by the majority vote of the membership and Sub Local Chairperson of each region attending the regional meeting, with a minimum of four meetings per year unless otherwise approved by the National President. Meetings will not normally be scheduled during the months of July and August.

8.01.02 The order of business at the regular meeting shall be:

- Call to Order
- Roll Call of Officers
- Reading and Adoption of the Agenda
- Reading and Approval of Previous Membership Meeting Minutes
- Initiation of New Members
- Correspondence
- Executive Report and Recommendations

Unifor Local 506 By-Laws & Policies

- Financial Officers' Report on Financial Statement and Bills
- Business Agent's Report (if any)
- O.H. & S. Report
- National Representative's Report
- Reports of Committees
- Unfinished Business
- New Business
- Good and Welfare
- Adjournment

8.01.03 All Sub Local Recorders are to forward minutes to the Local office within 7 (seven) working days following the meeting recorded. The Local office staff are to extract any motions properly seconded and carried and forward these motions to Regional Chairpersons and Sub Local Chairpersons within 3 (three) days of receipt of the minutes.

8.01.03.01 All Regional Chairpersons and Sub Local Chairpersons are to process any motions forwarded to them at their next regional meeting, or within 60 (sixty) days, of receipt of such motion, whichever comes first. Failure to do so will result in that region forfeiting their vote on such motion. However, since there are not normally Sub-Local meetings held for the Local in July and August, these months will not count as part of the sixty (60) days. This will allow members to vote on any June motions at September Sub-Local meetings or sixty (60) days, excluding July and August, whichever comes first.

8.01.03.02 Out of Order Motions – The President of the Local has the authority to withhold any out of order motion received from the Sub Local Recorders which may be in conflict with the constitution of the National Union or in conflict with the bylaws and policies of the Local. Any such motion shall be presented and discussed at the next executive board meeting. If the motion in question is deemed out of order by the executive board, then the motion shall be returned to the sub-local recorder within three (3) working days with an explanation in writing as to why the motion was deemed as an out of order motion.

8.01.04 A quorum for the purpose of transacting any business by the Local shall consist of not less than 5 members present in person at any regular or special meeting.

8.01.04.01 In the absence of quorum, the meeting will adjourn and a date will be set for a future meeting. The agenda items will be considered to be dead for this meeting, but may be reintroduced at the next meeting. If a quorum is not met, the chair at the meeting may allow members in attendance to continue discussion informally.

8.01.04.02 A regular meeting may transact any and all business coming before it without prior notice of the business to be transacted at such meeting, except as otherwise specifically provided in these By-laws. Unless otherwise specifically provided by the By-laws, all decisions of a local meeting shall be by a majority of the members voting.

8.01.04.03 The rules of order not specifically covered by these By-laws or the Constitution of the National Union shall be in accordance with Bourinot's Rules of Order.

Unifor Local 506 By-Laws & Policies

8.02 The President may call a Special Meeting of the Local.

8.02.01 The President shall call a special meeting at the request to the Executive Board or on the written request of 25 of the members in good standing.

8.02.01.01 Notice of a special meeting shall be given to the members. The notice shall include the date, time and place of meeting and state the purpose for which the meeting is called.

8.02.01.02 No business other than that of which the meeting is called may be transacted.

8.03 A Budget Meeting shall be called for the purpose of ratifying the proposed budget as presented to the membership by the Executive Board of the Local.

8.03.01 Such meetings shall normally be held in January of the budget year to be voted on.

8.03.02 Reasonable notice of the intention to vote on proposed budget will not be less than seven (7) days.

8.03.03 Advance notice shall be provided to the membership using bulletin boards, voicemail or the local's website.

8.03.04 Copies of proposed budget as well as the previous year's budget shall be made available prior to the beginnings of such meetings.

8.03.05 Ratification of proposed budget shall be done by majority vote by secret ballot of the members present at Sub-Local meetings.

8.03.06 Permission to vote on the provincial budget will not be declined due to lack of quorum.

8.04 Shop Stewards are the first line of defense for local members in defending and representing their interests. As such, shop Stewards must be able to represent their membership effectively; attaining this objective is dependent on their ability to communicate and build strong relationship with their peers. All leaders of this Local shall assist in fostering and sustaining this development.

8.04.01 Shop Stewards shall meet at least two times up to a maximum of four times per year with their Regional Chief Steward to receive training and discuss issues pertaining to their respective regions.

8.04.02 The Provincial Chief Steward shall endeavor to have at least two (2) meetings per year for the purpose of training and building a strong communications link with the Regional Chief Stewards. These meetings shall be conducted face to face or by conference call at the discretion of the Provincial Chief Steward.

8.04.03 If the budget permits, the Executive Board shall allocate funds and assist the Provincial Chief Steward in holding one Unifor Local 506 Steward Conference per year for the purpose of training, educating, mentoring and building solidarity between the Local's representatives.

Unifor Local 506 By-Laws & Policies

ARTICLE 9 – POWERS OF ADMINISTRATION

9.01 The affairs of the Local shall be governed by its membership in accordance with the Constitution, Policies and By-laws of the Union in the following manner:

9.01.01 Through action taken in membership meetings or by referendum of the membership.

9.01.02 Through actions and decisions of the Executive Board between membership meetings.

9.01.03 Through actions and decisions of the Table Officers between Executive Board meetings.

9.01.04 Through actions and decisions of the President in the absence of the other Table Officers.

9.01.05 Notwithstanding the foregoing these actions and decisions may be overruled by the membership in a Local meeting or by referendum.

ARTICLE 10 – EXECUTIVE OFFICERS

10.01 The Executive Officers of Unifor Local 506 shall be the members elected to the positions of President, Vice-President, Secretary-Treasurer **and the 4 (four) Regional Chairs.**

10.02 The Responsibilities and Duties of the Table Officers of Unifor Local 506 are defined in Article 15 of the National Constitution. Furthermore:

10.02.01 The Local President shall:

10.02.01.01 Be responsible for the conduct of all Local business.

10.02.01.02 Preside at all Executive Board meetings.

10.02.01.03 Prosecute grievances and appeal them to a higher level for the Union when not satisfactorily settled.

10.02.01.04 Be the official spokesperson for the Local.

10.02.01.05 Be a Table Officer of the Local.

10.02.01.06 Support and enforce the Constitution and these By-laws and act within the Policies established by the National Union and the Local.

10.02.01.07 Appoint and discharge special committees, subject to the approval of the Executive Board.

10.02.01.08 The President of the Local shall be **the first automatic delegate to all conventions or conferences, unless specified otherwise in the National Constitution. Where the Constitution specifies that delegates must be elected, the President, if not elected, may attend as an observer.** In the event the President cannot attend, the first delegate will be the Vice-President of the Local by virtue of the office to

Unifor Local 506 By-Laws & Policies

which they have been elected. In the event the Vice-President cannot attend, the Secretary-Treasurer of the Local will become the first delegate by virtue of the office to which they have been elected.

10.02.01.09 Approve all bills to be paid and countersign all cheques drawn on the Local treasury.

10.02.01.1 Perform whatever additional duties may be assigned by the Local or required by the Policies or Constitution of the National Union.

10.02.01.11 Receive and distribute minutes of Regional meetings to members of the Executive Board.

10.02.01.12 Appoint and/or discharge Stewards.

10.02.02 The Vice-President shall:

10.02.02.01 Be a table officer of the Local.

10.02.02.02 Work under direction of the President.

10.02.02.03 Perform whatever duties may be assigned by the President, Executive Board or the Sub-Local.

10.02.02.04 Be an automatic delegate to conventions or conferences, unless specified otherwise in the National Constitution. Where the Constitution specifies that delegates must be elected, the Vice-President, if not elected, may attend as an observer.

10.02.03 The Local Secretary-Treasurer shall:

10.02.03.01 Be a table officer of the Local.

10.02.03.02 Maintain a record of the Local membership.

10.02.03.03 Record and maintain the minutes of all meetings of the Local's Executive Board.

10.02.03.04 Provide the President and the Regional Chairpersons of the Regions with copies of any changes in these By-laws within thirty (30) days after changes are made and forward for approval to the National upon approval by the membership.

10.02.03.05 Be custodian of all assets of the Local.

10.02.03.06 Prepare reports in writing for Executive Board meetings on the financial status of the Local.

10.02.03.07 Perform such other duties as may be assigned by the President, Executive Board or the Local.

10.02.03.08 Be an automatic delegate to conventions or conferences, unless specified otherwise in the National Constitution. Where the Constitution specifies that delegates must be elected, the Secretary-Treasurer, if not elected, may attend as an observer.

Unifor Local 506 By-Laws & Policies

10.02.04 The **Regional Chairpersons** shall:

10.02.04.01 Work under direction of the President.

10.02.04.02 Perform whatever duties may be assigned by the President, Executive Board or the Sub-Local.

10.02.04.03 Represent the Region on the Executive Board.

10.02.04.04 Be responsible for the conducting of all Regional business.

10.02.04.05 Be the official spokesperson for the Region.

10.02.04.06 Be a member of the Budgeting Committee and Bargaining Committee.

10.02.04.07 Be a delegate to conventions or conferences, unless specified otherwise in the National Constitution.

10.02.04.08 Be responsible for a presentation of regional committee reports at the Executive Board Meetings.

10.03 Vacancy

10.03.01 In case of a vacancy in the office of the President, the Vice-President shall immediately assume all responsibilities of that office. The Vice President would serve as President until the next election, provided the next election is scheduled to take place within six (6) months. If the vacancy is for a longer period, the Executive Board shall call a special election to elect a successor for the remainder of the unexpired term. Such election shall be conducted as described in Article 16.

10.03.02 In case of a vacancy in the office of the Vice President and/or the Secretary-Treasurer, the Executive Board shall immediately designate a Regional Chairperson to assume all responsibilities of that office. The Regional Chairperson would serve until the next election, provided the next election is scheduled to take place within six (6) months. If the vacancy is for a longer period, the Executive Board shall call a special election to elect a successor for the remainder of the unexpired term. Such election shall be conducted as described in Article 16.

ARTICLE 11 – EXECUTIVE BOARD

11.01 The Executive Board members shall be:

11.01.01 President

11.01.02 Vice President

11.01.03 Secretary-Treasurer

11.01.04 Regional Chairperson Region 1

11.01.05 Regional Chairperson Region 2

11.01.06 Regional Chairperson Region 3

11.01.07 Regional Chairperson Region 4

11.01.08 Provincial Chief Steward

11.02 The Board Executive shall meet as frequently as determined necessary by a majority of the Executive Board, but in any case not less than 4 times per year and at a time and place to be determined by a majority of the Executive Board. Although most Executive Board meeting will be held in the Local Union Office, the Executive Board may, for economical reasons, choose to hold this meeting in an alternate location.

Unifor Local 506 By-Laws & Policies

11.03 All decisions of the Executive Board shall be by majority vote of the Executive Board members (or their designate). All Executive Board members will have the right to vote with the exception of the Provincial Chief Steward who will have a voice but no vote.

11.04 No member or group of members will take any action which conflicts with either the Local Union or National Constitution. All actions not specifically authorized and all agreements negotiated by any entity shall be subject to review and concurrence or non-concurrence by the Executive Board.

11.05 A simple majority of the Local Union Executive Board shall constitute a quorum.

11.06 Minutes will be taken of all Executive Board Meetings by the Recording Secretary or his/hers designate and shall be available to the sub-local meetings.

11.07 All decisions and recommendations of the Executive Board shall be referred to the next regular sub-local meetings.

11.08 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.

11.09 The Executive Board shall review each issue of the Local 506 By-laws, and where necessary shall take steps to bring the contents and policy of the By-laws into conformity with the policy of the National Union.

11.10 The Executive Board shall oversee all committees.

11.11 The Executive Board shall be responsible for budgeting and delivering the financial needs of the Local on a yearly basis.

11.12 The Executive Board shall be responsible for selecting delegates, when the by-law specified delegation is bigger than the allotted attendees for conventions or special conferences, if these events are deemed necessary to attend by the President, Executive Board or the Local.

ARTICLE 12 – SUB-LOCAL OFFICERS DUTIES

12.01 The Sub-Local Chairpersons shall:

12.01.01 Work under the direction of the Regional Chairperson.

12.01.02 Chair their Sub-Local meetings.

12.02 The Sub-Local Recorders shall:

12.02.01 Record and maintain the minutes of all Sub-Local meetings.

12.02.02 Forward their Sub-Local minutes to the Regional Chairperson.

12.02.03 Perform such other duties as may be assigned by the Sub-Local Chairperson.

ARTICLE 13 – STEWARDS AND DUTIES

13.01 All stewards shall be appointed or discharged by the President of the Local in consultation with the Executive Board.

Unifor Local 506 By-Laws & Policies

13.02 The Provincial Chief Steward shall:

13.02.01 Have the responsibility of assuring that an adequate number of trained stewards are available in the local to meet representational requirements, direct the assignment of stewards to areas to organize, as well as to maintain a communication link between the membership and the local officers.

13.02.02 Supervise all shop stewards. He or She will ensure shop stewards are performing their duties in a timely and professional manner.

13.02.03 Keep up to date records of grievances, grievance statuses and provide a written report to the Executive Board in time for the monthly Executive Board Meetings.

13.02.04 Attend all council grievance committee meetings on behalf of Unifor Local 506.

13.02.05 Be the Provincial point of contact for all grievances for Regional Chief Stewards and shall provide grievance direction to shop stewards of the local.

13.02.06 Be familiar with all provisions of the Collective Agreement and Constitution and thoroughly investigate all grievances occurring within their jurisdiction.

13.02.07 Be entirely familiar with the grievance procedure of the collective agreement, the local, and the council and educate shop stewards on these procedures.

13.02.08 Keep apprised and interface regularly with the President on all grievances of the local.

13.02.09 Keep the members they represent and Regional Chairpersons informed of the status of their grievance and advise the council on recommendations for acceptance or rejection of grievances.

13.02.10 Keep and maintain training records of all shop stewards within the Local and recommend to the executive of the Local what courses should be considered for shop stewards training.

13.02.11 Process grievances to the highest level possible for satisfactory outcome.

13.02.12 Endeavour to have at least four (4) meetings per year for the purpose of training and building a strong communications link with the Regional Chief Stewards. These meetings shall be conducted face to face or by conference call at the discretion of the Provincial Chief Steward.

13.03 The Regional Chief Stewards shall:

13.03.01 Become familiar with all the provisions of the collective agreement and thoroughly investigate all grievances of their Sub-Local.

13.03.02 Shall report to Provincial Chief Steward.

13.03.03 Shall be appointed or discharged by the President through consultation with the Provincial Chief Steward and the Executive Board.

Unifor Local 506 By-Laws & Policies

13.03.04 Perform duties as assigned by the President or the Provincial Chief Steward.

13.04 The Shop Stewards shall:

13.04.01 Act as Chairperson when required.

13.04.02 Become familiar with all provisions of the Collective Agreement and thoroughly investigate all grievances occurring within his/her jurisdiction.

13.04.03 Maintain a close relationship with their Regional Chief Steward, in keeping him/her informed of all grievances within their region.

13.04.04 Report all grievances to the Regional Chief Steward.

13.04.05 Keep the members whom they represent informed of Union matters.

13.04.06 Carry out such duties as may be prescribed from time to time by the President, Executive Board or the Local.

ARTICLE 14 - COMMITTEES

14.01 Committee Members

14.01.01 Members of all committees shall be appointed by a majority vote of the Executive Board, unless stated otherwise in the by-laws, subject to the right of the membership to overrule such appointments and/or make such appointments at a meeting in the membership.

14.01.02 Vacancies on committees shall be filled in the same manner as the original appointments.

14.01.03 A member of any of the Local's Committees may be removed by a majority vote of the Executive Board, subject to the right of the membership to overrule the action of the Executive Board.

14.01.04 A committee member may also be removed by action of the membership in a membership meeting.

14.02. Bargaining Committee

14.02.01 The Bargaining Committee shall be made up of the following: President, Vice President, Secretary/Treasurer, Regional Chairpersons, the National Representative and up to 4 other people as required.

14.02.02 The Bargaining team shall be elected by the Bargaining Committee.

14.02.03 Should a member of the Bargaining Committee not be available to serve, the Executive Board shall appoint an elected Sub-Local Officer to act as a replacement.

Unifor Local 506 By-Laws & Policies

14.03 The Membership Committee

14.03.01 The Membership Committee shall accept or reject membership applications in accordance with the By-laws and Rules of this Local and Article 5 of the Unifor National Constitution.

14.03.02 All membership applications must be reported at the next monthly Local membership meeting.

14.04 The Election/Balloting Committee

14.04.01 The Election Committee shall conduct all nominations, elections and referenda of the Local.

14.04.02 A member shall not be permitted to reside on the Election Committee for any election in which he/she is a candidate.

14.04.03 All questions concerning the conduct and challenges of elections shall be determined by the Elections Committee, subject to the right of appeal by the membership of the Local.

14.05 The Organizing Committee

14.05.01 The Organizing Committee shall assist the Executive Board and members in organizing all non-union employees within the Local's jurisdiction.

14.06 The Education Committee

14.06.01 It shall be the duty of the Education Committee to organize, promote, develop, supervise and direct labour education among the members of the Local and by organizing classes through which the members will be informed on labour history, labour economics, industrial unionism and current events, to the end that the members shall be able to intelligently seek to improve their work lives.

14.07 The Grievance Committee

14.07.01 Consists of the Provincial Chief Steward, Regional Chief Stewards or their designates. This committee reports to the President.

14.07.02 The Grievance Committee shall review all grievances and complaints being handled by the Local to determine the appropriate course of action.

14.07.03 A Grievance report shall be regularly issued to the members of the Executive Board and be posted to the website.

14.08 The Audit/Financial Committee

14.08.01 Exercise supervision over the property of the Local, subject to such instruction as they may receive from the Local.

Unifor Local 506 By-Laws & Policies

14.08.02 Audit the books of the Local annually and submit a written report of their findings and recommendations to the Local.

14.08.03 Verify that all transactions involving Local funds and properties were properly authorized.

14.08.04 Review the annual financial report as prepared by the certified accountant obtained by the Local to conduct an annual independent audit of the financial records and assets of the Local as per the article 15 section H of the Unifor Constitution.

14.09 The Women's Committee

14.09.01 Shall initiate and engage activities pertinent to the female members of the Local and aid in education of all members on the issues.

14.10 The Social Committee shall:

14.10.01 Consist of at least one member from each region.

14.10.02 Organize and promote provincial and regional social events.

14.10.03 Manage requests from non-profit organizations and make scholarship recommendations.

14.11 The Equity Committee

14.11.01 Shall initiate and engage activities pertinent to the equity seeking members of the Local and aid in education of all members on the issues.

14.12 The Occupational, Health and Safety Committee

14.12.01 This committee shall promote, police and enforce Occupational Health and Safety in the workplace and participate on joint Occupational Health and Safety Committees and report to the Executive Board of the Local and its membership.

14.13 The Website Committee

14.13.01 This committee shall administer, maintain and seek enhancement for the unifor506.ca website.

ARTICLE 15 – ELECTIONS OF TABLE OFFICERS

15.01 The election of the President, Vice-President and Secretary-Treasurer, thereafter referred to as the Table Officers will be conducted in accordance with the following provisions:

15.01.01 The election will be supervised by the Election Committee.

15.01.02 The Table Officers shall be elected by the entire membership every 3 years and each election will occur on an alternate year from each others.

Unifor Local 506 By-Laws & Policies

15.01.03 The nominations shall be held during the September sub local meetings.

15.01.03.01 In the case of a by-election, as described in Article 10.03, The election committee will identify a nomination period of 30 days.

15.01.04 Resumes of the nominees shall be submitted to the local office on or before the last day of the nomination period.

15.01.05 The election shall be conducted by secret ballot or another secure and confidential voting systems.

15.01.06 The Election Committee shall complete the balloting in the period of 30 days following the nomination period.

15.01.07 The election of a nominated candidate shall be by a majority of votes cast.

15.01.08 The Election Committee shall count the ballots and announce the successful candidate no later than 15 days after the end of the balloting period.

15.01.09 An appeal with respect to Local Union elections may be filed, and shall be governed pursuant to the Procedure Policy on Constitutional matters of the National Union.

15.01.10 The Successful candidate shall assume this office at the Executive Board meeting in December or December 31st, whichever comes first.

15.01.10.01 In the case of a by-election, as described in Article 10.03, the successful candidate shall assume office immediately after his election.

ARTICLE 16 – ELECTIONS OF REGIONAL OFFICERS

16.01 The Regional Chair

16.01.01 The Regional Chairperson shall be elected by their Region's membership every 2 years.

16.01.01.01 Regional Chair for Regions of an odd number will be elected every odd year; Regional Chair for Regions of an even number will be elected every even year.

16.01.02 The Regional Chairperson shall be elected by secret ballot

16.01.03 The nominations for the office of the Regional Chairperson shall be held during the September sub local meetings.

16.01.04 The election of the Regional Chairperson shall take place at the Region's Sub Local meetings in the month of November.

16.01.04.01 The Sub Local Chairpersons and Sub Local Recorders shall take nominations for Regional Chairpersons at their Sub Local Meetings in September and distribute all nominations to the other Sub Local

Unifor Local 506 By-Laws & Policies

Chairpersons in their Region for the Secret Ballot Elections in November.

16.01.04.02 Each Regional Chairperson will be deemed elected by a majority vote of the total voting members present at each Region's Sub Local meeting.

16.01.04.03 Each Regions Sub Local Chairperson shall count the votes and forward them to the Local office no later than 48 hours after the meeting was conducted.

16.01.04.03.01 In a case where the Sub Local Chairperson is running for the office of Regional Chairpersons, the membership present at the meeting shall designate a member to meet the requirements of 16.01.04.03.

16.01.05 The Successful candidate shall assume this office at the Executive Board meeting in December or December 31st, whichever comes first.

16.01.06 In case of a vacancy in the office of the Regional Chairperson, the Executive Board shall immediately designate one of the Sub Local Chairpersons to assume all responsibilities of that office. The Sub Local Chairperson would serve as Regional Chairperson until the next election, provided the next election is scheduled to take place within six (6) months. If the vacancy is for a longer period, the Executive Board shall call a special election to elect a successor for the remainder of the unexpired term.

16.02 The Sub Local Chairperson

16.02.01 The Sub Local Chairperson shall be nominated by the membership in their Sub Local meeting each year in the month of September.

16.02.01.01 The Sub Local Chairperson shall be elected by secret ballot cast by the membership in the Sub-Local at a regularly scheduled meeting in the month of September.

16.02.01.02 In a case where the current Sub Local Chairperson is running for this office, the membership present at the meeting shall designate a member to take nominations and conduct the election.

16.02.02 The Successful candidate shall assume this office on December 31st.

16.02.03 In case of a vacancy in the office of the Sub Local Chairperson, the Regional Chairperson shall immediately designate a member in good standing to assume all responsibilities of that office. This member would serve as Sub Local Chairperson until the next election.

16.03 The Sub Local Recorder

16.03.01 The Sub Local Recorder shall be nominated by the membership in their Sub Local meeting each year in the month of September.

16.03.01.01 The Sub Local Recorder shall be elected by secret ballot cast by the membership in the Sub-Local at a regularly scheduled meeting in the month of September.

Unifor Local 506 By-Laws & Policies

16.03.01.02 In a case where the current Sub Local Chairperson is running for this office, the membership present at the meeting shall designate a member to take nominations and conduct the election.

16.03.02 The Successful candidate shall assume this office on December 31st.

16.03.03 In case of a vacancy in the office of the Sub Local Recorder, the Regional Chairperson shall immediately designate a member in good standing to assume all responsibilities of that office. This member would serve as Sub Local Recorder until the next election.

ARTICLE 17 – ELECTIONS OF LOCAL DELEGATES

17.01 When required by the national constitution, Local delegates shall be elected according to the following procedure:

17.01.01 The election will be supervised by the Election Committee.

17.01.02 Delegates shall be elected by the entire membership every year.

17.01.03 The election shall be conducted by secret ballot or another secure and confidential voting systems.

17.01.04 The nominations shall be held during the September sub local meetings.

17.01.05 Resumes of the nominees shall be submitted to the local office on or before the last day of the nomination period.

17.01.06 The number of delegates to elect will be determined by the event, in the following year, permitting the largest amount of delegates as per the National Constitution.

17.01.07 The Election Committee shall complete the balloting in the period of 30 days following the nomination period.

17.01.08 The Election Committee shall count the ballots and announce the delegates list no later than 15 days after the end of the balloting period.

17.01.09 The number of votes received by each candidate will assign them a rank of priority on the delegates list to all events of the following calendar year.

17.01.10 The delegates to each event will be selected from the delegates list based on rank up to the maximum set by the National Constitution.

17.01.11 If a successful candidate, for unforeseen reasons, is unable to attend an event for which he was selected, the next delegate on the list will be authorized to attend in its place for as long as the time requirements of the event are still attainable.

17.01.12 An appeal with respect to Local Union elections may be filed, and shall be governed pursuant to the Procedure Policy on Constitutional matters of the National Union.

Unifor Local 506 By-Laws & Policies

ARTICLE 18 – RULES OF ELECTIONS

18.01 No nominee, at an election, shall be placed on a ballot unless he/she signifies his/her acceptance of the nominations either in person or by written notification submitted at the meeting at which nominations are made.

18.01.01 Only votes for candidates duly nominated and properly on a ballot shall be counted.

18.01.02 There shall be no proxy, write-in or sticker voting.

18.01.03 No member may be a candidate for more than one office.

18.01.04 No member may be a candidate unless the requirement of Article 19.01.01 is met.

18.02 No member shall be eligible for nomination or election to any office in this Local, or as a delegate to the National Union Convention or as a representative of this Local, or any other subordinate body of the National Union unless he/she is a member in good standing in this Local.

18.03 Proxy voting shall not be allowed in Local voting procedures.

18.04 All Officers shall hold office until their successors are elected and installed.

18.04.01 Installation of Officers shall be held at the next Executive Board meeting after the election.

18.04.02 The outgoing Officers shall immediately turn over all papers, money, rights, chattels, books, records, property and assets belonging to the Local to their successor or the Secretary-Treasurer of the Local.

ARTICLE 19 – RULES OF ATTENDANCE

19.01 All members of this Local Union holding an elective or appointed position are required to attend:

19.01.01. Two out of three consecutive sub local meetings of their respective regions unless officially excused for cause by the Executive Board of Local 506;

19.01.02. Two out of three consecutive meetings other than membership meetings expected of their respective office or position, unless officially excused for cause by the Executive Board of Local 506;

19.01.03. Failure of any elected or appointed official to comply with the above attendance rules will be reviewed by the Executive Board of Local 506 for determination of proper course of action.

ARTICLE 20 – OATH OF OFFICE

20.01 Each elected Officer of the Local, after meeting all other qualifications shall be duly installed upon the following oath:

The Installing Officer says:

“Give attention while I read to you the obligation:

Unifor Local 506 By-Laws & Policies

“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 By-Laws, Constitution and policies 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 21 – CHARGES, TRIALS AND APPEALS

21.01 Members of this Local may be fined, suspended or expelled in accordance with the National Union Constitution.

ARTICLE 22 – ADOPTION AND AMENDMENT

22.01 These By-laws may be initially adopted and amended at any time by either of the following methods:

22.01.01 By a majority vote by secret ballot of the members present at Sub-Local meetings, after reasonable notice of the intention to vote upon such request. (Reasonable notice shall not be less than seven (7) days).

22.01.02 By a majority of those voting on the question by a referendum conducted by secret ballot.

22.02 Proposed By-law changes shall officially take effect after approval in compliance with Article 15 section A of the National Constitution.

ARTICLE 23 – STRIKES

23.01 The calling, conduct and termination of strikes affecting this Local shall at all times be carried out in compliance with the rules prescribed by the National Union and Article 17 of the National Constitution.

Unifor Local 506 By-Laws & Policies

ARTICLE 24 – AFFILIATIONS

24.01 This Local shall affiliate to the New Brunswick Federation of Labour and all Labour Councils in the Local's territory. Affiliation fees to these organizations will be payable through the Local headquarters office. It will be the responsibility of the respective Regions to ensure that delegates are properly elected to attend the regular Labour Council meetings in their area.

Unifor Local 506 By-Laws & Policies

LOCAL 506 POLICIES

TRAVEL

The Executive Board shall be reimbursed for approved travel for Local business at the rate not lower than the current Employer rate.

Local Union members attending monthly meetings shall be reimbursed the same rate per km on condition the member's round trip exceeds 50 km and attempts have been made to utilize car pools. Only one member per car pool shall be reimbursed.

Reimbursement for travel costs for out of province attendance to the Unifor National Convention shall be in accordance with the National Constitution for the actual distance (return) to a maximum of an economy airfare.

Parking cost will be reimbursed when accompanied by a receipt.

Distance traveled shall be reported in kilometers. Sub-Local Officers are authorized to hold Sub-Local Union meetings and shall be reimbursed for such. All other travel – re: conventions, courses etc... will be properly authorized and if time off for travel is necessary, it shall also be authorized.

Stewards are authorized to travel at Union expense for Union business subject to the scrutiny of the Executive Board.

MEALS AND ACCOMMODATIONS

Meals shall be paid for all Union members who are on authorized Union business. Expenses will be paid as set in the Expense Policy Section B.

Hotel-motel accommodations will be arranged by the Local Union office. If an individual pays out of pocket, then a receipt will be required. When accommodations are not required, because a union member has elected to make his own arrangements, a \$50 living expense can be claimed.

SUB-LOCAL MEETINGS

Each Regional Chairperson shall submit bills for meeting rooms and expenses to the Secretary Treasurer of the Local.

BABYSITTING

Executive Board members or their replacements who require babysitting services to attend Union meetings will be reimbursed per the expense Policy Section C on condition that said Union member would not normally employ these services.

Unifor Local 506 By-Laws & Policies

TIME OFF

Lost wages due to time off for Union business shall be reimbursed unless special circumstances prevail. Lost wages will be paid on behalf of the Local by the Employer and the Local will be billed for all such wages. No member shall receive reimbursement at a rate higher than the basic rates outlined in the Collective Agreements. Such reimbursement shall not include Sunday premiums, successive Saturday premiums nor shift differentials, unless approved by the Executive Board.

Members shall make an effort to arrange shifts for days off to coincide with those of the Executive Board meetings.

EXPENSES

The expense Policies of the Local are set up by the membership through the Executive Board and are subject to revisions when deemed necessary.

Section A

Distance traveled shall be reported in kilometers. The current kilometrage rate: \$.46/km

Section B - Meals

| Sub-Section (1) | (In Province and Out of Province) |
|-----------------|-----------------------------------|
| Breakfast | \$12.00 |
| Dinner | \$23.00 |
| Supper | \$40.00 |

Sub-Section (2)

The local will top up the per diem for company/union sponsored business.

Section C – Babysitting

| | |
|---------|---------------------|
| Maximum | \$50.00 – 8 hours |
| Maximum | \$100.00 – 24 hours |

All expenses are to be submitted on proper Unifor Local 506 Expense Voucher or reasonable facsimile fully documented and signed.

Incidental Expenses

Monthly incidental expense shall be paid to the Unifor Local 506 President. The amount shall be equal to 10% of top step of Wage Scale 13 as set in our Collective Bargaining Agreement.

EXECUTIVE BOARD MINUTES

Executive Board minutes including Financial Report and Grievance Report will be sent out as soon as possible after each meeting by the Secretary-Treasurer through the Local office.

Unifor Local 506 By-Laws & Policies

NEGOTIATIONS

Bargaining proposal forms shall be sent by mail from the Local office six (6) months prior to the expiry of the agreement. These forms must be returned to the Local office five (5) months prior to the expiry of the agreement.

UNION ARTIFACTS

Jackets, crests, stickers etc. displaying Unifor Local 506 inscription shall be made available through the Local office at cost price to those interested.

Information can be obtained through your Regional Chairperson.

FINANCIAL APPEALS

All financial appeals must be forwarded to the Local office for processing. If budget permits, first appeals shall be dispersed by the following per capita table:

| | | |
|-----------|------------------|--------------------------------------|
| 1 – 50 | affected members | \$100.00 per month on date of appeal |
| 51 – 100 | affected members | \$150.00 per month on date of appeal |
| 101 – 200 | affected members | \$200.00 per month on date of appeal |
| 201 plus | affected members | \$500.00 per month on date of appeal |

If approved, a maximum \$1500.00 on first appeals can be made available. Second appeals must be sent before the Local Executive Board for approval and shall only be approved if budget permits. In the event that multiple financial appeals are to be considered, those of Unifor Locals will take precedent.

GOOD OF THE UNION

The Local President is authorized to ensure Union representation at all presentation of awards, trophies, retirement gifts, etc. to members in good standing. For the purpose of administering this policy, the term “good standing” shall mean that the recipient of this retirement gift must have:

1. No charges laid against him/her.
2. A “signed” membership card on file with the Local for a minimum of 5 years, and
3. The “last” 5 years of employment must have been in a Unionized occupation.

Local representatives may appeal to the Executive Board to extend this policy to members who do not meet the stringent requirements outlined in this Policy. In no case will the Local authorize this exception without the approval of the majority of the Executive Board.

EDUCATION

Unifor Local 506 encourages Officers and members to take courses in subjects applicable to their positions in the Local. Reimbursement of tuition fees upon successful completion of course will normally be done by the Local upon Executive Board approval.

Unifor Local 506 By-Laws & Policies

BURSARY

It is the policy of Unifor Local 506 to award 2 bursaries of 1200\$ each.

The Helen E. Allain Bursary will be randomly drawn annually and given to members who have been in good standing for 12 consecutive months and/or children and/or legal wards of members who have been in good standing for a period of more than 12 consecutive months.

The Unifor Local 506 Bursary will be offered to a child of a member who has been in good standing. The winner, who has submitted a 500 word essay on the subject "How has being a child of a union member impacted my life" will be randomly drawn. Submission will be accepted in the official language of choice of the applicant.

Both bursary winners will be required to show proof of post secondary education enrolment. The bursaries will be given in two (2) installments of six hundred (\$600) each; one installment upon enrolment and one installment at mid term.

BENEVOLENT FUND

The function of this fund is to assist members who are in dire need of assistance due to extenuating circumstances. The fund will be administered by the President, Vice-President and Secretary/Treasurer of the local. Any such request for assistance must be submitted in writing to the Local President before being considered. The maximum assistance shall not exceed \$2500.00 per member per year.

CAPITAL ITEMS

All materials, books, briefcases etc, acquired at Union cost shall be returned by the individual when their term of office is over or has been terminated.

Executive Board members, Sub-Local Officers and Stewards are allowed a briefcase, which will be supplied by the Local office.

Ledgers for Recorders will be made available from the Local office.

Telephone credit cards shall be made available to all Executive Board members and are to be used discreetly and for Union business only. Each person shall be made accountable for calls made for non Union purposes.

DELEGATE REPORTS

All delegates to conventions, seminars etc. shall submit a detailed report of happenings and give a personal opinion of said event before final expenses are paid. In future, delegates to conventions, seminars etc. shall jointly create a report to be submitted to the membership and posted on the Unifor Local 506 Website and Local bulletin board.

Unifor Local 506 By-Laws & Policies

BEREAVEMENT FUND

The Sub-Locals shall make a donation to the Spina Bifida Association on behalf of a deceased member, spouse or immediate family. The donation will be in the amount of \$25.00.

The term immediate family shall include mother, father, child or adopted child.

NO SMOKING POLICY

It is the Policy of the Local that there be no smoking at all meetings of the Local Executive Board. Sufficient breaks will be scheduled to accommodate those who smoke.