

Unifor-Canada

Local 8300

Bylaws

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Preamble

We are the members of the Unifor Local 8300, an organization of members united in the struggle to improve the lives of our members, their families and the communities in which they live.

We are committed to building global solidarity and creating communities built on principles of equality, socio-economic justice, moral responsibility and dignity. We build a Canadian Union.

We are committed to building our Union through the education and organization of members.

We believe that a strong Union respects the democratic wishes of its members. Our Local was formed because we demanded that we have the right to democratically determine our own destiny. We are committed to ensuring that all union members have the right to determine their own destiny. We believe in Social Unionism.

Social Unionism

Our collective bargaining strength is based on our internal organization and mobilization, but it is also influenced by the more general climate around us: laws, policy, the economy, and social attitudes. Furthermore, our lives extend beyond collective bargaining and the workplace and we must concern ourselves with broader issues like housing, taxation, education, medical services, the environment and the international economy.

Article 1. Name

This organization shall be known as Unifor Local 8300

Article 2. Constitution and By-Laws

To comply with the National Union, Unifor Constitution (*hereinafter referred to as the "Constitution"*) 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 3. Trade Union Status/Objectives

In accordance with Article 3 of the Constitution, the objectives of the Local Union shall include;

Section 1

The regulation of labour relations and collective bargaining between employers and employees

Section 2

To regulate and improve wages, pensions and benefits, hours of work, employment security and working conditions through collective bargaining and political action.

Section 3

To strive for a safe and healthy work environment.

Section 4

To ensure equality regardless of race, sex, age, creed, color, marital status, sexual orientation, gender identity, disability, religion, political affiliation or place of origin.

Section 5

To educate our membership in the history of the labour movement and to develop and maintain an educated and respectful membership; to vote and work for the election of candidates and the passage of improved legislation in the interest of all labour.

Section 6

To enforce existing laws; to work for the repeal all of those which are unjust, to work for legislation on a national scale, having as its object the establishment of real social justice.

Section 7

To engage in legislative, political, education, civic welfare and other activities which, directly or indirectly, further the joint interests of the membership of this organization in the improvement of general economic and social conditions in Canada, and in the nations of the world.

Section 8

To work as an autonomous Local Union affiliated with the Canadian Labour Congress together with other International and National Unions, for solidification of the entire labour movement, and provide assistance, financial and otherwise, to labour and other organizations in Canada, and other parts of the world having purposes and objectives similar or related to those sought by this organization.

Article 4. Membership

Section 1

Eligibility and condition of membership in good standing Local 8300 shall be the same as reflected in Article 5 of the existing Constitution of the National Union (Unifor).

Section 2

The Local Union may employ service and organizational staff.

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

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 and personalities 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, Bylaws and other official rules of the Local Union.

A member in exercising the foregoing rights and privileges shall not take any irresponsible action which would tend to jeopardize or destroy, or be detrimental to, either the Local or National Union as organizations, or their free democratic heritage, or which would interfere with the performance by this Local Union or the National Union of its legal or contractual obligations as a collective bargaining agent, or interfere with the legal or contractual obligations of this Local Union as an affiliate of the National Union.

Violation, or abuse of these rights and privileges of membership, or engaging in conduct prohibited by this section, may be grounds for the commencement of a charge against a member pursuant to Article 18 of the National Union Constitution.

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 labor movement; to cooperate with National Board Members, the National Representatives and help promote organizational activities.

Article 5. General Membership Meetings

Section 1

Local General Membership meetings shall be held on the 1st Wednesday of each month on a rotational basis (Kingston, Belleville, Ottawa, Peterborough). The times, dates and place of the meeting shall be established by the Executive Board. Executive and General Membership meetings can be suspended for the months of July and August. A special meeting or conference call can be made if needed before September meeting.

Section 2

For the purpose of General Membership meetings, five members (in addition to the Executive Board) attendance shall constitute a quorum.

Section 3

The president of the Local, upon receiving a written petition signed by the majority of the Executive Board or at least twenty-five (25) members in good standing, shall call a special/emergency meeting and the petition shall mention the aim or aims of such meeting and discussions will be restricted to these aim (s) only. President will do so within five (5) days of receipt of such letter or petition.

Section 4

Members shall be notified at least seven (7) days prior to all meetings by workplace bulletins. The agenda shall be included in all notices. Any elections to be held at General Membership Meetings shall be included on the agenda. Only members in good standing shall attend membership meetings.

Section 5

The membership shall sign in at each meeting in the Sergeant-at- Arms/Guide registration book.

Section 6

It shall be the duty of the President to preside at all membership meetings. In her/his absence, the Vice-President or designate shall preside.

Section 7

Minutes shall be taken at all Executive and General Membership Meetings by the Recording Secretary.

Section 8

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

Section 9 General Membership Meetings Agenda

The regular order of business shall be as follows:

- Opening of meeting (Roll Call of Local 8300 Leadership)
- Respect of Deceased Members
- Approval of Agenda
- Minutes of Previous Meeting
- Business Arising from Previous Meeting
- Recommendations/Correspondence from Executive Board
- Financial Report
- Reports from Officers/Members/Standing Committee's/Delegates
- Good and Welfare
- Unfinished/ New Business
- Adjournment

The above order of business may be altered by simple majority of those present.

A copy of the previous meeting minutes, financial report and recommendations will be distributed to each member present at the General Membership Meeting.

Section 10

All discussion and debates shall be governed by Bourinot's Rules of Order.

Section 11

The member shall confine their remarks to the order of business of the motion under discussion and shall be allowed a maximum of five (5) minutes. A member shall speak only once upon the matter under discussion except in the case of a sponsor of a motion who shall be allowed to discuss close on the motion or resolution.

Article 6. Powers of Administration

Section 1

This Bylaw inscribes the will of the membership for democratic control of the Union, consistent with the opportunity and responsibility of the officers to provide effective leadership. It is the determination of the members, in accordance with the provisions of this Bylaw, that the Bylaw guards this principle as it relates to the operation of the Union as a whole and as herein set out.

Section 2

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

Section 3

Between General Membership meetings, the highest authority shall be the Executive Board of this local, which shall meet at least once a month.

Section 4

Between meetings of the Executive Board, the administrative authority of the local shall be vested in the President of the Local.

Section 5

Review of Decisions

A member has the right to request a Review of Decision arising from any action or decision, which they believe, did not have fair and reasonable consideration or lacks a rational basis, and which results in an injury or penalty to them. The matter must be brought to the attention of the Local Union within 30 days of the member becoming aware of the action or decision. The matter will be submitted to the next Executive Board meeting and if unresolved the member may then refer the matter to the next General Membership Meeting for a determination. If the member is still unsatisfied following the Local Membership's decision, the member can appeal under Article 18 Section B of the Unifor Constitution."

Article 7. Executive Board

Section 1

The Executive Board of the Local Union shall consist of President Secretary Treasurer, Vice President, Recording- Secretary, Sergeant-at-Arms, Guide, four (4) Members-at-Large, (Ottawa, Kingston, Belleville, Peterborough), Chair Women's Committee, three (3) Trustees who shall be elected by the general membership. Each of the Members-at-Large must work in the region their elected.

The Executive Board of the Union shall consist of:

President

Vice President

Secretary Treasurer

Recording Secretary

Sergeant-at-Arms

Guide

(4) Members -at-Large (Ottawa, Kingston, Belleville, Peterborough)

Chair of Women's Committee

(3) Trustees

Who shall be elected by the general membership.

The duties of the Executive Officers are set forth in Article 15 Section C of the Constitution.

The Chairperson of the Trustee's shall be elected by the three (3) Trustee's following each election of officers. Bonding Insurance is provided by Unifor National, as long as the audit reports are done in a timely manner.

All Local Union Officers, handling funds or property of the Local Union will, at completion of their duties, turn over all papers, documents, funds and/or Local Union property to the properly constituted Local Union Officers.

Section 2 The position of the President shall include:

The President's position Local 8300 shall be full time, it shall be based on a fifty-five-hour work week and there shall be no paid overtime. Arrangements will be made with the employer to have all benefits covered (vacation, pension, sick benefits, statutory holiday, seniority, wages, WSIB and any other payment required to make the payment whole in all respects.) and Local 8300 will be billed accordingly on a monthly basis.

1. The rate of pay for the full-time position shall be the highest rate of pay of the membership in Local 8300.
2. The President shall arrange for a local union fax and a 1-800 direct call number with all costs covered by the local.
3. In the event the full – time President is not on paid continuance with the employer, Local 8300 will ensure proper applicable deduction (example taxes, CPP, and EI are maintained.)

Section 3 Secretary Treasurer and Recording Secretary

The Secretary Treasurer will be allowed five (5) days a month and Recording Secretary will be allowed up to 5 days as needed per month to assist them in fulfilling the requirements of their offices.

Section 4

Executive Officers shall serve for a period of three (3) years.

Section 5

In the event the office of President becomes vacant, the Vice-President shall assume that office for the balance of the term. In the event of any other offices becoming vacant during the regular term of office, it will be promptly filled by election. The Executive shall have the authority to appoint a member to fill the vacancy until the result of such election becomes known. The election must be held within 60 days.

Section 6

The duties of the Executive Officers shall be those set down in the National Constitution, Article 15, plus others deemed necessary by the General Membership in the administering of the local union affairs.

Section 7

A simple majority of the Executive Officers shall constitute a quorum at all Executive Board meetings.

Section 8

Minutes will be taken at all Executive and General Membership meetings by the Recording Secretary and shall be available to all members at the meetings.

Section 9

The decisions of the Executive Board will be decided by a majority vote of those members present and voting.

Section 10

All decisions and recommendations of the Executive Board shall be referred to the next General Membership meeting for approval.

Section 11

The Executive Board shall not make any expenditure in excess of \$2500 without previous consent of the membership. All expenses shall be reported at the next General Membership Meeting for approval.

Section 12

The rate of pay for the Executive Board full-time position (excluding President position) shall be their normal rate of pay for 40-hour work week, plus ten (10) hours per month at their normal rate of pay.

Section 13

Local Union Executive Board Officers and all workplace representatives are required to take a weeklong, 40-hour Human Rights Training course as required under Art 15 Local Unions C, 3 of Unifor Constitution.

Article 8. DELEGATES FROM THE LOCAL

Section 1

“All members in good standing of Local 8300 may be elected as a delegate to Convention, Canadian Council, Regional and Industry Councils, Skill Trades Council, as provided for under Article 6, 9, 10,11 and 13 of National Constitution.”

Section 2

Alternate delegates will replace regular delegates unable to attend and shall have preference according to the vote received in the election.

Section 3

All delegates must give a written report of the Councils or Conventions attended, at the next General Membership meeting.

Section 4

Ontario Regional Council, Canada Council, Convention delegates will be elected separately, and at the same time as the Executive Board. All conditions in Section 2 will apply.

Section 5

The President and Secretary Treasurer will be an automatic delegate to Constitutional Convention, and Canada Council and Ontario Regional Council.

Article 9. BARGAINING UNITS

Section 1

All Units will elect workplace representatives in accordance with Article 13 Section 3 of the By-laws.

Section 2

Unit meetings shall be held quarterly, or as deemed necessary by the By-Laws. A unit, by membership vote, may suspend meetings for the months of July and August.

Section 3

The meeting shall be presided over by the Unit Chairperson, and minutes shall be recorded by a designated member.

Section 4

Decisions of Bargaining Unit meetings can't change Local Union policies or bylaws. Copies of the Bargaining Unit meeting minutes will be submitted to the Local Union Recording Secretary within one (1) week of the Unit Meeting.

Article 10 Elected Workplace Representative

Section 1

The duties of Stewards and Committee Persons shall be as follows:

1. To attend all steward and unit meetings
2. To become completely familiar with all the provisions of the collective agreement and to investigate all grievances brought to them.
3. To become familiar with the grievance procedure.
4. To make every effort to conform with the grievance procedure and to satisfactorily adjust and settle all grievances.

5. To call a special meeting of their unit upon written request of at least twenty-five (25) per cent of the members in good standing.
6. To assist and co-operate fully with health and safety committee in the prevention and investigation of accidents.
7. To carry out to the best of their ability in harmony with the other committees of the local and the Executive Board the decisions of the union.
8. To support fully and carry out the duties of the Local Union.
9. To turn over all Union property, including papers, documents, equipment, funds etc. upon the conclusion of office, to their successor, and to assist him/her/they in the performance of their duties.

Section 2

All vacancies shall be filled by an election within thirty (30) days

Section 3

Recall Procedure

An elected workplace representative may be recalled by the members him/her represents for failing to perform the duties of the office. A valid petition, citing specific complaints shall be signed by at least fifty (50) percent plus one (1) person of the members in good standing they represent.

The Local will notify the Workplace Representative of the specific complaints and will give due notice to the members of a special committee meeting for recall. Fifty (50) percent of the current members working under the jurisdiction of the Workplace Representative must be present at the recall meeting to establish a quorum.

A two thirds (2/3) vote of those present is necessary to establish a recall. Unifor Constitution Article 15 Section E

Article 11. Bargaining Committees

The Bargaining Committee of each unit shall consist of the Unit Chairperson, Committee members and or Stewards and the President or designated representative of the Local Union and the National Representative.

Article 12. Standing Committees

Section 1

The Local Union shall have the following Standing Committees:

Constitution and By-Laws

Education

Human Rights

Recreation
Women's Committee
Election Committee
Licenced Professionals & Skilled Trades
Health Care Committee
Health & Safety
Environment
Young Workers
LGBT (Lesbian, Gay, Bi-Sexual, Trans-Gender-Workers)
Aboriginal and Workers of Color
Workers with Disabilities

Section 2

There shall be a Chairperson and Recording Secretary for each Committee and be selected by the members of the Committee.

Section 3

All Committees shall be elected by secret ballot vote at a properly advertised membership meeting. Members will serve for a three-year term.

Section 4

The dates of elections of all Committees shall be placed on bulletin Boards, at least seven (7) days prior to the election. Members from outlying units may submit their names in writing.

Section 5

All Standing Committees shall perform all duties assigned to them by the Constitution and By-laws and such additional duties as they may be directed to perform from time to time by the Executive Board or the Membership.

Section 6

All Standing Committees shall have the power to appoint new members to their Committees, with Executive Board approval.

Section 7

Each committee shall hold a regular meeting quarterly unless it's deemed unnecessary. Special meetings may be called by the Chairperson and must be called when requested by a majority of the members of the committee or where ordered by the Local Executive Board or the General

Membership. A simple majority of the committee members shall constitute a quorum for the conduction of business at all committee meetings.

Section 8

The duties of the officers and members on each Committee shall include:

Chairperson

1. Call and preside at all Committee Meetings.
2. Shall direct the activities of the Committee in accordance with these By-Laws and the National Constitution.
3. Shall have authority only to the extent of carrying out decisions of the Committee that have been approved by the membership.
4. Shall submit a written report of the activities at Executive Board meetings and General Membership meetings.
5. Shall be responsible for the functioning of all sub-committees established by the particular committee.

Recording Secretary

1. Shall keep minutes of all committee meetings and shall furnish the Recording Secretary of the Local with a copy of the minutes.
2. Shall collect and file the reports of the committee members.
3. Shall notify all members of the committee as to the time, date and place of all regular or special meetings, sufficiently in advance to enable them to attend and shall keep the members informed between meetings.
4. Shall devise a reporting system when deemed necessary with the steward and committee persons of the Local so that all matters receive immediate and rightful attention.

Standing Committee Member

1. Shall attend all meetings of their committee unless properly excused.
2. Shall co-operate with each member of the committee and shall work for the benefit of all the members of the Local Union.
3. Shall carry out all assignments directed by the General Membership committee chair, to the best of their ability.

Section 9

All Members interested in serving on a committee (except the Election Committee or the Bargaining Committee who must be elected) can send written interest to the Executive Board.

ARTICLE 13. Local Union Elections

Section 1

1. All members of Local 8300 who are in good standing shall be eligible to vote or run for office in the Local Union. No member shall be eligible for election as an Executive Officer of the Local Union until he/she has been a member in continuous good standing in the Local for one (1) year, immediately prior to the nomination.
2. All vacancies in Local Union offices, except that of the President, must be filled promptly by election. The Local Union may use other means for filling the vacancies until election. If the President's office is vacant, the Vice-President will fill the vacancy for the unexpired term. Where there is more than one Vice-President, the Local Union will set a fair procedure for determining which Vice-President will fill the vacancy.
3. A member who retires is entitled to retired membership status and does not have to pay dues. The retired member has all the privileges of membership except the right to vote on contract demands, strike votes, ratifications of collective agreements and on matters pertaining to the administration of the collective agreement. In addition, a retired member cannot run for Local Union Executive office and cannot vote in elections for workplace representatives but may vote in the election of the Local Executive Board.

Section 2

1. The Local Union Election Committee shall be a Standing Committee elected at the February General Membership Meeting in every third year by a plurality vote and a secret ballot. There may be up to 18 members on this committee.
2. Unifor Local 8300 Elections Committee shall not be nominated or elected for the Executive Board, during their current 3-year term.
3. Election Committee shall draft rules and regulations for the conducting of elections which shall not be inconsistent with the Unifor Policy Regarding Local Union Elections and must comply with specific rules for nominations and elections set forth in Article 15 Section B (5) of the Constitution.

Section 3

The nominating and election of Stewards/Committee Persons and Unit Chairpersons shall be as follows:

1. All members in good standing shall be nominated for office for which they accept the nomination in writing within seven (7) days of the notice of nominations being posted.
2. Following the closing of nominations, a notice containing both the time and place of elections shall be minimum of seven (7) days in advance of the election. Should there be an alternate means of holding an election, details will be provided.
3. Stewards/Unit Chairpersons, and Committee Persons shall be elected by a single plurality vote and secret ballot.

4. All Units will elect such other shop stewards and committee people as provided by Collective Agreement, for a 3year term. Members will be elected by secret ballot as soon as possible after being certified as a Local 8300 Bargaining Unit.
5. Voting hours shall be arranged so as to provide the maximum opportunity for the eligible voters to conveniently cast their ballots.
6. No member of any unit holding any elected position shall force an election for their position by resigning and running for same position during same term of office.
7. An Executive Board Member can only hold one position at a time, if a position becomes vacant there needs to be an election for that position within thirty (30) days or as soon as possible. If the president needs assistance they can bring a member in to help them until the position is filled within thirty (30) days maximum.
8. Executive board elections shall be conducted by secret ballot, online, telephone, mailout or in person. Elections for the Local should be done by most economical practical means of the Local.
9. All other elected positions shall be elected by secret ballot, and to be determined by Executive Board an Election Committee, members will be notified of dates, times and location.
10. There shall be no proxy voting.

Eligibility for Nomination

Nominations will take place in the following manner.

1. A notice of nomination shall be posted for a minimum of seven (7) days. There shall be at least seven (7) days between the closing of the nominations and the election and at least fifteen (15) days notice of the date of any run-off elections.
2. Members of the Executive Board shall be elected by a majority (50% + 1) of all votes cast for the office.
3. The election of the Executive Board shall take place every 3 years during months of May or June.
4. There shall be no proxy voting.

Election Committee and Elections

1. Candidates are not entitled to copies of any member's personal information however they are entitled to inspect the members list if so requested.
2. Candidates who have access to membership list through their elected position are prohibited to use information for any other purpose than its original intended use. Cannot be used for personal advantage or gain.

3. A candidate and other members may use social media such as Facebook, Twitter, email and other electronic means for campaigning purposes.
4. A candidate's election materials may include images or logos of Unifor and of the Local Union.

ARTICLE 14. Finances

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

Section 1

The union dues are 1.35% (.735% per capita – Reg council / .0135 to National.) (.6015 to local) Local Union dues shall be fixed at a minimum of the level in place at the time of the Founding Convention.

After the Founding Convention, by a majority vote of the members, a Local Union may set dues higher or lower, however Local Union dues cannot be reduced too lower than 0.6015% of regular wages. Article 15 G of the Constitution.

Section 2

Members performing authorized Local Union duties shall only be paid for loss of wages at straight time rates, which include all premiums (not overtime), per-diem and mileage.

Section 3

The signing officers of the Local shall be the President and the Financial Secretary. In the absence of the President, the Vice-President shall be the alternate and, in the absence of the Financial Secretary, the Recording Secretary shall be the alternate.

Section 4

A financial report of revenues and expenditures shall be reported at every General membership meeting. Trustees of Local 8300 will conform with Article 15 (H) of the National Constitution. The Local may choose to hire a outside accounting firm to audit the books yearly.

Section 5 POLICY RE LOCAL UNION EXPENSES

Effective November 15, 2014, Unifor will reimburse for travel expenses while on Union business, as listed below:

Lost Time Payments

Members may only be reimbursed for pay actually lost (no overtime).

Per Diem

1. **\$90.00** per day, plus hotel (where an overnight stay is involved) and provided a receipt is supplied.
2. **\$45.00** per day, on a return day from an overnight stay, provided distance is greater than 160 km. One way.
3. **\$45.00** per day, same day return, provided the member travels at least 160 km one way from the workplace.
4. **\$20.00** per day for out-of-pocket expenses for eight (8) hour meetings where travel is less than 160 km one way, or if meals are provided, i.e. Unifor Family Education Centre, Port Elgin, Ontario.

Mileage / Gas

5. 48¢ per km – paid to **driver only**.

Members having to travel on approved union business must use the most economical and/or most practical means of transportation except with approval in emergency cases. Receipts for all forms of transportation (car rental, taxi, shuttle bus, parking, air, rail, carpooling etc.)

Hotel

6. Room and tax only (receipts must be attached). Distance must be greater than 160 km one way or you must receive prior approval.

Airfare

7. Reimbursement subject to **prior approval**.

Other Expenses

All other expenses must have **prior approval** by the Local Executive Board.

ARTICLE 15. Attendance Rules

Section 1

All members of the Executive Board must attend two out of every three Membership meetings and two out of every three Executive Board meetings, plus two out of every three Committee meetings and two out of every three Unit meetings to which they have been appointed to in an advisory position unless properly excused.

All members of the Bargaining Committee must attend two of every three membership meetings and two of every three Bargaining Committee meetings plus two out of every three Unit Meetings unless properly excused.

Failure of any elected official to comply with the above attendance rules result in automatic removal from their respective office or position and they shall not be permitted to run for any elective office for the balance of the term of the office from which they were removed, except for delegate(s) to our National Convention.

Section 2

When education programs are arranged, the memberships attendance is mandatory for the entire length of the course.

ARTICLE 16. Strikes and Strike Committee

Section 1

All strikes shall be called or terminated only in strict conformance with Article 17 (b) of the Unifor Constitution.

Section 2

Members in a collective agreement covered by HLDAA, do not have right to strike.

Honorarium payment for Unit Chair is \$500.00 per annum

Section 3 Shop Stewards

Honorarium payment for Shop Stewards is \$300.00 per annum

Section 4 Committee Members

Members elected into position's not serving in any of the foregoing positions will be reimbursed per diem, lost wages, shift premiums and travel.

ARTICLE 18. Health and Welfare of Members

Section 1 Retirement

A member who retires, or is permanently disabled and unable to return to work and is a member in good standing; then that member will receive a cheque or gift equaling the sum of one hundred dollars (\$100.00).

Section 2 Death of a Member

If a member should pass away, this Local Union will make a donation to the family's charity of choice not exceeding \$100.00. If a member's spouse or a member of the immediate family should pass away, the Local Union will send a bereavement card to the member.

Section 3 Hospitalized Members

If a member is hospitalized or ill for a period of time, the Local Union will send a card.

Section 4 Union Dues

A member who is off sick with no means of financial support, will have their dues paid for in accordance with the Constitution of Unifor. Article 16 (11)

ARTICLE 19. By-Law Amendments

These By-Laws 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 By-Laws Committee which will report to the succeeding membership meeting, 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 By-laws, or new By-Laws must be submitted to the National Executive Board for approval. The amendments, or the new By-Laws are not effective until approved by the National Executive Board. When submitting By-Law 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 meeting took place

How to Submit Bylaws.

By-Laws submitted to the National Union for review and approval should be typed or printed on 8 ½ x 11 sized paper. To re-submit your By-Laws with changes, revisions and/or amendments, please take the following steps:

Step 1 Take each page of the By-Laws that needs to be changed and mark the sections you want to change/revise.

Step 2 Retype the entire page with change(s) typed in.

Step 3 Underline the changes on the new page in red pencil or red ink. (If you deleted a portion of the old By-Law without substituting anything new for it, and therefore you have nothing to underline, make a note in red that the section was changed.)

Step 4 Insert the new page, with changes, into the By-Laws and discard the old page.

Step 5 Send one complete set of the revised By-Laws to the National Union. A report will be submitted to your Local Union after they have been processed.

Step 6 In addition, Local Unions are encouraged to submit By-Laws and amendments in electronic format.

ARTICLE 20. Oath of Office

All elected members of Local 8300 shall be sworn in.

The installation ceremony of Local 8300 may be performed by the Outgoing President, or National Representative.

The swearing in ceremony shall be held at the next regularly scheduled membership meeting following the election.

The installing officer shall require the officers to make the following pledge:

Installing Officer says, "Give attention while I read you the obligation:

Do you pledge on your honor to perform the duties of your respective office 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?"

Elected members being sworn in shall 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."

DATED THIS _____ DAY OF _____, 20__.

BYLAWS COMMITTEE: _____

PRESIDENT _____

VICE-PRESIDENT _____

SECRETARY TREASURER _____